

**SOUTHWESTERN AREA
WORKFORCE DEVELOPMENT BOARD**

**CONTRACT PROCESSING POLICY
POLICY 15 – 1**

DATE OF ISSUE

January 7, 2016

EFFECTIVE DATE

January 8, 2016

APPLICABILITY

Southwestern Area Workforce Development Board (SAWDB) grant and sub-grant recipients of the Workforce Innovation and Opportunity Act (WIOA) Adult.

This is NOT applicable to training contracts written by service providers, such as, Individual Training Account contracts, On-the-job Training contracts, Customized Training contracts, other classroom training contracts, or youth work experience contracts.

This is also applicable to the Administrative Entity contract, as outlined in Section A.2. of this policy.

OBJECTIVE

To establish steps and timelines to ensure a timely process for the negotiation, review, and signing of contracts.

BACKGROUND

This policy is established to ensure that contracts are processed in a timely manner and to provide direction when negotiations, reviews, or the execution of contracts are delayed.

ACTION

A. When the SAWDB takes board action to authorize the negotiations and execution of a contract, the contract should be processed within the following timeframe.

- (1) PHASE I – SAWDB authorizes negotiations and execution of a contract.
- (2) PHASE II – Administrative Entity (AE) begins the negotiation phase with the contracting party. In regard to the AE

contract, based on the direction given by the board, the board chair and/or vice-chair may negotiate the AE contract. (Timeframe – up to 15 workdays)

- (3) PHASE III – Legal review, if applicable (Timeframe – up to 10 workdays)
- (4) PHASE IV – Final review by both parties, and signing of contract (Timeframe – up to 10 workdays)
- (5) PHASE V – Notify the board members that the contract has been executed (Timeframe – up to 2 workdays)

B. DELAYS AND UNNEGOTIABLE TERMS

- (1) When it is determined that any of the phases will exceed the allotted timeframe, the AE will email the SAWDB Chair of the delay with an explanation and number of additional workdays needed to complete the phase.
- (2) CONTRACT NEGOTIATIONS – In the event that the contract terms cannot be negotiated and/or legal review does not approve of the contract, the AE will advise the SAWDB Chair by email with an explanation of the unnegotiable terms. The board chair may elect to meet with the AE and the other party to renegotiate the terms.
- (3) NOTIFICATION TO THE BOARD – When contract negotiations have been unsuccessful, the AE will notify the board of the circumstances and the alternative options via email.

RESCISSION

None

INQUIRIES

WIOA Administrative Entity – 575-744-4857