



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

POLICY ISSUANCE

Date: October 4, 2019 Number: 2018-02, Change 1

PROCUREMENT POLICY, CHANGE 1

INTRODUCTION

As a result of the Memorandum dated June 20, 2018: Executive Office of the President, Office of Management and Budget, “Implementing Statutory Changes to the Micro-Purchase and the Simplified Acquisition Thresholds for Financial Assistance,” the California Employment Development Department (EDD) has updated their state Directive on Procurement thresholds. The below chart reflects the new micro-purchase and simplified acquisitions thresholds to be updated in the procurement policy.

In addition, as a result of the California Workforce Development Board’s (CWDB) changes to regional awards and procurement requirements regarding regional funding, an additional section has been added regarding regional workforce partnerships. The remainder of the procurement policy remains unchanged.

QUESTIONS

Questions relating to this policy should be directed to Brian Hooker, Planning and Industry Coordinator, at bhooker@solanowdb.org or 707-863-3588.

POLICY CHANGE

Methods of Procurement

The changes to the methods of procurement section entail updated cost limits to each procurement method outlined in the below chart.

Procurement Method	Cost Limits	Minimum Bids/Quotes Needed
Micro Purchases	Less than \$10,000	One quote at a reasonable cost
Small Purchases	\$10,000-\$250,000	Two quotes; written, verbal or from a catalog
Sealed Bids	No limits	Three written bids in response to an IFB
Competitive Proposals	No limits	Three written competitive proposals in response to an RFP
Noncompetitive Proposals	No limits	All bids and quotes obtained

All references to the cost limits in the methods of procurement section are replaced with the above modified cost limits for micro and small purchases.

The following language is added to the Methods of Procurement section:

Regional Workforce Funding

The CWDB has defined 14 Regional Planning Units (RPUs), or regions of the State determined by the Governor, with input from local Chief Elected Officials and Local Workforce Boards, which represent the regional labor market and are responsible for developing and implementing Regional Plans. Solano County falls into the North Bay Region consisting of Sonoma Workforce Investment Board and the Workforce Alliance of the North Bay (representing the counties of Lake, Marin, Mendocino, and Napa Counties). For each regional grant awarded to the RPU, a regional fiscal agent is selected to administer the funds on behalf of the region.

For each regional grant, the regional fiscal agent must submit an application that contains the agreements between the partners and/or a detailed plan, the name of the partners that will receive funding, a description of services that will be provided as part of the grant, and the amount of funding designated to each partner. If the grant applicant provides a detailed plan or agreement containing the designated roles for each partner, no additional procurement at the local level will be required.

For the purposes of achieving regional objectives without conducting an additional procurement, the regional fiscal agent has the authority to grant funds to the local workforce areas, community-based organizations, and partners outlined in the grant application. This plan may include a plan for the regional fiscal agent to disburse funds directly to community-based partners, or to local areas, who will disperse funds to community-based partners on behalf of the regional fiscal agent to carry out regional funding objectives.

DISCLAIMER

This policy is based on WDB's interpretation of the statute, along with the Workforce Innovation and Opportunity Act; Final Rule released by the U.S. Department of Labor and federal and state policies relating to WIOA implementation. This policy will be reviewed and updated based on any additional federal or state guidance.

CHANGE TO REFERENCES

Additions:

Federal Guidance

- Executive Office of the President, Office of Management and Budget Memorandum – [Implementing Statutory Changes to the Micro-Purchase and the Simplified Acquisition Thresholds for Financial Assistance](#)

State Guidance

- California Workforce Service Directive (WSD) 18-16 – [Guidance on Regional Awards](#)

Approved by

Workforce Development Board of Solano County