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| **WS 18-12** |
| **July 6, 2018** |
| **Contract Management** |
| **Expires: Continuing** |

To: All Contractors

From: Mike Temple

 David Baggerly

 Lucretia Hammond

Subject: Contract Management Standards

##### Purpose

Update H-GAC’s workforce contract management standards to include a revised section on property.

##### Background

H-GAC’s workforce contract management standards include definitions, direction, and policy/procedures that apply to all H-GAC’s workforce contracts, contractors, and funds. We are reviewing and updating the contract management standards to make sure we align with all state and federal requirements for workforce funds.

##### Property

We are attaching the first section of revised standards – those that concern property bought with funds from H-GAC’s workforce contracts or loaned by a state or federal agency for use in the regional workforce system.

* The revised property standards are effective now.
* We will schedule technical assistance sessions for all contractors after the Quality Assurance Team completes the property inventory.

Actions

1. Contractors will review their internal procedures for property bought with funds from H‑GAC workforce contracts to make sure those procedures follow the revised contract management standards.
2. Contractors will notify H-GAC’s property officer (as described in Section 8 of the revised standards) of the names, email addresses, and telephone numbers for the position or positions they each name as their property control office or officers by July 20, 2018.

Questions

Direct questions to your contract manager.

Attachment

[Contract Management Standards Property](http://www.wrksolutions.com/Documents/Staff/Issuances/18-12Attachment/Contract-Management-Standards-Property.docx).