



WS 10-20

August 30, 2010

To: All Contractors

From: Rodney Bradshaw
Mike Temple
Lucretia Hammond

Subject: Revised H-GAC Workforce Solutions Contract Management Policies and Procedures

Purpose

Transmit revised Contract Management Policies and Procedures to Workforce Solutions system contractors

Background

We have revised the Contract Management Policies and Procedures to:

1. Include a sub-section to Financial Systems and Reporting which identifies allowable and unallowable costs for outreach and promotional materials, activities and events.
1. Modify language in the Equal Opportunity sub-section of Customer Complaints.
2. Create a section for Marketing in which we will insert revised marketing standards in the near future.

Action

These revised Contractor Management Policies and Procedures dated August 30, 2010 are effective immediately and are amended into your contract by notice of this issuance. We ask that you:

- Make sure all appropriate staff are aware of this issuance.
- Replace the Contract Management Policies and Procedures currently in your contract with the Contract Management Policies and Procedures which are attached to this issuance.

Questions

Staff should ask questions of their supervisors first. Direct questions for Board staff through the Issuance Q&A at <http://wrksolutions.com/staff/policiesandprocedures.html>.