



WS 11-15
June 21, 2011
CONTRACT MGMT

To: Workforce Solutions Contractors

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Subject: Reporting Personnel Changes

Purpose

Amend contracts to require monthly notice of hires and terminations from all Workforce Solutions contractors to H-GAC.

Background

Information security standards and guidelines require contractors to notify H-GAC immediately when staff members terminate and as soon as possible after a staff member is hired. We do this to insure that Workforce Solutions management information systems will be secure.

Last year monitors cited our system for untimely revoking of MIS rights for staff who had left employment. Recently we have evidence that contractors continue to report terminations late, continuing to cause security problems for the MIS.

Current Situation

This issuance amends Workforce Solutions contracts by requiring contractors submit to H-GAC each month during a contract period a list of each staff member hired or terminated in the month immediately prior. This includes staff paid from contract funds and Wagner-Peyser staff.

Contractors will:

- Use the report format attached to this issuance.
- Submit the report electronically by noon on the first business day of the month following the month for which the contractor is making the report. (For example, the report for June 2011 is due at H-GAC by 12:00 noon on Friday, July 1)
- Submit reports to workforcsecurity@wrksolutions.com

Contractors that do not submit these reports timely or who fail to meet the information security standards for reporting terminations timely are subject to an automatic reduction of 1% in their contract budgets for each occurrence.

Action

This requirement for contract reporting is effectively immediately. The first report is due July 1, 2011 for the month of June 2011.

Remember that information security standards and guidelines require contractors to report terminations to H-GAC immediately. The monthly report required in this issuance is in addition to the information security requirements.

Questions

Direct questions to your contract manager.

Attachments

Monthly Personnel Report