



EFFECTIVE DATE: JULY 1, 2019

SUBJECT: MANAGEMENT OF SERVICE PROVIDER CONTRACTS

PURPOSE.

To institute a documented process of how the Northern Area Local Workforce Development Board (NALWDB) Administrative Entity (AE), in collaboration with Service Providers who have been awarded WIA funding for programs, will proceed in the contract administration function from award of funds through contract expiration.

BACKGROUND.

Contract administration involves those activities performed by the Service Provider after a contract has been awarded to determine how the Service Provider achieves the requirements of the contract. It encompasses all dealings between the NALWDB and the contractor from the time the contract is awarded until the work has been completed and accepted; or the contract terminated, payment made, and disputes resolved. As such, contract administration constitutes that primary part of the procurement process that assures the NALWDB receives what it contracted for.

GENERAL PROVISIONS/PROCESS AND PROCEDURES.

1. Pursuant to the Request for Proposal (RFP) process and once an award of funding has been made and approved by the NALWDB Board, a post award meeting will be conducted with the applicable program and contracting officials to review the proposal so that the NALWDB AE and Service Provider can commence contract negotiations to ensure the requirements of the RFP have been met and achieve a clear and mutual understanding of the contract requirements and restrictions. Other items to be discussed but not limited to should be the authority of personnel who will administer the contract, quality control and testing, the specific contract deliverable requirements, special contract provisions, monitoring, measuring performance, contractor billing, voucher approval, and payment procedures.

2. When the NALWDB AE and Service Provider have reached an agreement during contract negotiations, the Service Provider will submit a final draft copy of the contract to the NALWDB AE. Thereupon, the NALWDB AE Contract Manager will do a final review of the contract using a contract review checklist tool. The contract review checklist tool will be developed in accordance with the specific guidelines detailed in the respective RFP in order to ensure RFP provisions have been sufficiently addressed within the contract. If deficiencies are identified, they will be corrected in collaboration with the Service Provider during this phase of contract finalization.
3. When the contract review checklist has been completed to the satisfaction of NALWDB AE staff, the Contract Manager will sign and date the checklist and forward the entire package to the Executive Director for final review and signature indicating readiness to proceed with securing of all pertinent final signatures.
4. After final contract review by the NALWDB AE, and when contract negotiations have been completed, the Service Provider will submit two copies (with original signatures) of the signed final contract to the NALWDB AE. The contract will be submitted to the NALWDB Executive Director for final review, approval, and signature of the contract. A signed original will be sent to the Service Provider.
5. On a quarterly basis throughout the duration of the contract, Service Providers will be required to submit monthly activity reports to the NALWD AE. The Contract Manager will review the contract utilizing the Contract Activity Monthly Report tool (Attachment 1) to ensure benchmarks/deliverables are progressively being met, or determine if corrective actions/modifications need to be made.

D. Modifications

In the event that Service Provider staff need to modify a contract with the NALWDB (i.e. budget, participant numbers) they must contact the NALWDB AE in writing in order that appropriate guidance may be provided as to how to proceed with the modification.

Attachments: Contract Activity Monthly Report

Note: This format may be changed at the direction of the NALWDB as for information they may require.

This policy rescinds any previous NALWDB policy regarding subject.

INQUIRIES: Contact WIOA Program Manager at 505-986-0363.



NALWDB Board Chair

4-11-2019

DATE

CONTRACT ACTIVITY QUARTERLY REPORT

Contract Manager: _____

Review Period: _____

Report Date: _____

Service Provider: _____

Funding Source: _____

Amount of Contract: _____

I. DELIVERABLES

A.

Summary:

Deficiencies/Corrective Action Plan:

B.

Summary:

Deficiencies/Corrective Action Plan:

C.

Summary:

Deficiencies/Corrective Action Plan:

D.

Summary:

Deficiencies/Corrective Action Plan:

II. PARTICIPANT ACTIVITY

	1 ST QUARTER	2 ND QUARTER	3 RD QUARTER	4 TH QUARTER
PLAN				
ACTUAL				

Summary:

Deficiencies/Corrective Action Plan:

III. EXPENDITURE RATE

COST CATEGORIES	ALLOCATION	EXPENDITURES TO DATE	% OF ALLOCATION EXPENDED

Summary:

Deficiencies/Corrective Action Plan:

IV. PERFORMANCE

Adult	1st Qtr.		2nd Qtr.		3rd Qtr		4th Qtr.	
	Actual		Actual	Cum. Totals	Actual	Cum. Totals	Actual	Cum. Totals
1. New Enrollments								
2. Exiters								
Dislocated Worker	1st Qtr.		2nd Qtr.		3rd Qtr		4th Qtr.	
	Actual		Actual	Cum. Totals	Actual	Cum. Totals	Actual	Cum. Totals
1. New Enrollments								
2. Exiters								
Older Youth (19-21)	1st Qtr.		2nd Qtr.		3rd Qtr		4th Qtr.	
	Actual		Actual	Cum. Totals	Actual	Cum. Totals	Actual	Cum. Totals
1. New Enrollments								
2. Exiters								
Younger Youth (14-18)	1st Qtr.		2nd Qtr.		3rd Qtr		4th Qtr.	
	Actual		Actual	Cum. Totals	Actual	Cum. Totals	Actual	Cum. Totals
1. New Enrollments								
2. Exiters								

Summary:

Deficiencies/Corrective Action Plan:

VI. CONCLUSION