

GULF COAST WORKFORCE BOARD PROCUREMENT COMMITTEE

Agenda

Tuesday, March 25, 2025, at 2:00 p.m.

By Hybrid Meeting

at H-GAC – 3555 Timmons Lane, Houston, TX 77027, Room 2D

Or via

<https://us02web.zoom.us/j/82547634911?pwd=nnvBhdfm5jY6lCHj1CSfTnvWLXyFjD.1>

The presiding officer will be present at the meeting location listed above to convene this meeting.

- 1. Call to Order**, Chair Dr. Bobbie Henderson
- 2. Committee Member Roll Call**
- 3. Public Comment:** Anyone wishing to make a public comment may do so by appearing in person or by joining online via the link listed above or by dialing 1-877-853 5247 or 1-888-788 0099 (Webinar ID 825 4763 4911; Passcode: 547681).
- 4. Updating Guidelines for Procurement & Contract Awards**
(Staff Contract: AJ Dean)
- 5. Other Business**, Chair Dr. Bobbie Henderson
- 6. Next Meeting**, Chair Dr. Bobbie Henderson
- 7. Adjourn**, Chair Dr. Bobbie Henderson

In compliance with the Americans with Disabilities Act, the Workforce Board will provide for reasonable accommodations for persons attending meetings. Requests should be received 24 hours prior to the function by contacting Dr. Maria Franco Cortes at 713-993-2410 or maria.cortes@wrksolutions.net.

Procurement Committee

Update for March 2025

Guidelines for Procurement & Contract Awards

1. Executive Summary

The purpose of this report is to provide an overview of the current process for review and approval of system contract establishments, renewals, and amendments. It focuses on the process by which contracts are awarded, extended, and amended. The report will introduce and compare two additional options for the Committee's consideration. Both options are introduced to provide greater clarity and understanding to Board members and allow for more seamless contract establishment, renewal, and amendment while retaining the Board's crucial oversight role.

2. Current Policy Overview

The current policy for Procurement & Contract Awards is found in the Gulf coast Workforce Board By-Laws, amended in June 2023:

"Approve award of contracts for workforce development service providers, and approve the termination, modification or amendment of such contracts."

This policy does not specify a dollar threshold nor does it define who qualifies as a "service provider." The Board has contracts with subrecipients, contractors, and consultants with wide ranging dollar amounts. Most contracts, no matter the dollar amount, are reviewed and approved by the Procurement Committee, Gulf Coast Workforce Board, and Houston-Galveston Area Council Board. This poses a challenge with respect to scheduling as both the Procurement Committee and full Gulf Coast Workforce Board only meet once every two months. Given that the Procurement Committee only meets six times per year with many of the contract actions taking place in two or three of those, this presents a significant and often inconsistent time commitment from Board members.

In addition to receiving approval from the Procurement Committee and full Gulf Coast Workforce Board, all contracts over \$50,000 per year are subject to approval by the H-GAC Board.

Lastly, all subrecipient contracts are required to undergo the H-GAC Pre-Award review, which focuses primarily on auditing annual financial reporting packages from the contracting organization.

3. Proposed Changes

In the interest of greater clarity, Board staff present two possible options for how contract awards, renewals, and amendments are handled in the future:

a. Option 1 (preferred)

This option authorizes staff to negotiate contracts establishments, renewals, and amendments at or below **\$249,999.99** per year with no approval from the Procurement Committee or Gulf Coast Workforce Board. All contracts over that amount will be presented for approval both to the Procurement Committee and Gulf Coast Workforce Board.

This option still includes the requirement that all contracts over **\$50,000.00** per year be presented and approved by the H-GAC Board.

b. Option 2

The second option is for the Procurement Committee and full Gulf Coast Workforce Board to mirror the policies of the H-GAC Board:

- Board staff authorized to negotiate contracts at or below **\$49,999.99** per year with no approval from the Procurement Committee or Gulf Coast Workforce Board.
- Board staff required to request and receive approval from Procurement Committee and Gulf Coast Workforce Board to negotiate all contracts above **\$50,000.00**.

The chart below summarizes the specifics listed in Option 1 and Option 2:

	Option 1 Threshold	Option 2 Threshold
Procurement Committee Approval	>\$249,999.99	>\$49,999.99
Gulf Coast Workforce Board Approval	>\$249,999.99	>\$49,999.99
H-GAC Board Approval	>\$49,999.99	>\$49,999.99

4. Comparison of Options

Option 1 allows for easier scheduling and less time commitment from Procurement Committee members as they will only be approving contracts over \$250,000. This ensures that the Committee and full Gulf Coast Workforce Board still approves contract establishments, renewals, and

amendments for nearly all of our subrecipients.

Option 2 also provides greater clarity to Board members and staff as it establishes consistency across the Gulf Coast Workforce Board and H-GAC Board.

The difference between the two is the number of contracts that would come before this Committee. Currently, the Board has 37 active contracts:

- Option 1 would result in 21 contracts reviewed and approved by this committee and the Gulf Coast Workforce Board.
- Option 2 would result in 30 contracts reviewed and approved by this committee and the Gulf Coast Workforce Board.

5. Discussion and Recommendation

Board staff recommends proceeding with Option 1 - \$250,000 threshold.