

GULF COAST WORKFORCE BOARD

Procurement Committee

Agenda

Wednesday, November 19, 2025, at 1:00 p.m.

By Hybrid Meeting
at H-GAC – 3555 Timmons Lane, Houston, TX 77027

Or via

<https://us02web.zoom.us/j/89474675683?pwd=8MSKwYtiWhC1kTYjlNotZvNW3pmBxA.1>

- 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 89474675683; Passcode: 712145)
- 4. Procurement Committee Charter:** Discussion and possible action to approve Gulf Coast Workforce Board Procurement Committee Charter. (Staff Contact: AJ Dean)
- 5. Contract Amendment - Outreach Strategists:** Discussion and possible action to amend Outreach Strategists' contract to incorporate funding from the Houston Endowment. (Staff Contact: Thomas Brown)
- 6. Contract Amendment - Financial Aid Payment Office:** Discussion and possible action to amend BakerRipley – Financial Aid Payment Office's contract to incorporate funding from the Houston Endowment. (Staff Contact: Thomas Brown)
- 7. Other Business:** Chair Dr. Bobbie Henderson
- 8. Next Meeting:** Chair Dr. Bobbie Henderson
- 9. 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

4. Procurement Committee Charter

Introductory Statement

The Procurement Committee is a standing committee of the Gulf Coast Workforce Board established to support the Board's responsibilities related to the procurement of goods, services, and grant-funded activities. The Committee serves in an advisory and review capacity, considering staff recommendations and providing guidance on major procurements, grant awards, and contract negotiations.

Procurement operations, including solicitation, evaluation, negotiation, and compliance activities, are conducted by Board staff in accordance with applicable federal, state, and local regulations. The Committee's role is to ensure transparency, integrity, and alignment with Board priorities through review, discussion, and formal recommendations to the full Board.

I. Purpose

The Procurement Committee provides oversight through review and recommendations on significant procurement and grant actions that support the mission, goals, and priorities of the Gulf Coast Workforce Board. The Committee ensures that procurement-related decisions reflect sound stewardship of public funds, fair competition, and compliance with all applicable requirements.

II. Authority

The Procurement Committee operates as a standing committee of the Gulf Coast Workforce Board with authority to:

- Review and recommend contract awards, renewals, and amendments exceeding \$249,999.99 per year.
- Recommend authorization for staff to enter negotiations on contracts or procurements exceeding this threshold.
- Receive and review periodic reports from Board staff summarizing procurement outcomes and upcoming actions.
- Recommend updates to procurement-related policies and procedures to maintain compliance and strengthen transparency.

All staff actions under \$249,999.99 per year remain within administrative authority, consistent with Board and Houston-Galveston Area Council policy.

III. Delegation of Authority

The procurement thresholds referenced in this charter were established by the Board following discussion at the March 2025 Procurement Committee meeting and subsequent approval at the April 2025 Gulf Coast Workforce Board meeting. The charter incorporates those existing thresholds to ensure consistency and transparency in delegated authority.

Board staff are authorized to negotiate and execute contracts, renewals, and amendments at or below \$249,999.99 per year without Procurement Committee or Gulf Coast Workforce Board approval.

Procurements or contracts exceeding \$249,999.99 per year require review and recommendation by the Procurement Committee and approval by the Gulf Coast Workforce Board.

All contracts exceeding \$50,000 per year shall continue to be presented for approval to the Houston-Galveston Area Council Board, consistent with existing policy.

Governing Body	Threshold
Procurement Committee Approval	>\$249,999.99
Gulf Coast Workforce Board Approval	>\$249,999.99
H-GAC Board Approval	>\$49,999.99

IV. Membership

- The Committee shall consist of no fewer than three (3) members.
- Members shall be appointed by the Gulf Coast Workforce Board Chair.

V. Roles and Responsibilities

1. Procurement Review & Recommendations

- Review staff recommendations for contract awards, renewals, and amendments exceeding the established threshold.
- Consider staff analysis, evaluation results, and justifications supporting recommended actions.
- Recommend approval or modification of a major contract actions to the full Board.

2. Policy & Transparency

- Review and recommend updates to procurement policies and procedures as needed to ensure compliance with state and federal regulations.
- Provide input on efforts to enhance transparency and efficiency in procurement and contracting.

3. Communication & Reporting

- Receive regular updates from staff on procurement activities, contract performance, and planned solicitations.
- Ensure the Committee's recommendations and actions are accurately reported to the full Board.

VI. Meetings

- The committee shall meet at least three times per year or more frequently as needed.
- All meetings of the Procurement Committee shall be conducted as open meetings in accordance with applicable state open-meeting laws.
- A majority of members shall constitute a quorum.
- Minutes shall be maintained for all meetings and submitted to the full Board.

VII. Conflicts of Interest

Committee members shall adhere to the Board's conflict of interest policy and disclose any actual, potential, or perceived conflicts related to matters under review. Members must act in the best interest of the Gulf Coast Workforce Board and avoid any personal or financial interest that could compromise impartiality.

VIII. Confidentiality

Committee members shall maintain confidentiality of all procurement, contract, and financial information reviewed in the course of their duties. Members shall

not disclose confidential information to unauthorized persons or use such information for personal gain. This obligation extends beyond the term of membership.

IX. Review and Amendments

This charter shall be reviewed annually by the Budget Committee and may be amended by a majority vote of the Gulf Coast Workforce Board.

This charter was approved by the Gulf Coast Workforce Board on [Month/Day/Year]. This charter was last updated on [Month/Day/Year].

Gulf Coast Workforce Board Chair

Date

Procurement Committee

5. Contract Amendment: Outreach Strategists

Background

The Gulf Coast Workforce Board applied for funding under the Houston Endowment's Collaboration Fund – Strengthening Organizational Leadership & Resiliency Program. This opportunity supports nonprofit and public organizations in strengthening their internal leadership capacity, reinforcing organizational stability, and ensuring long-term resilience in service to the community.

Through this award, the Board will enhance its ability to lead complex workforce initiatives and maintain operational continuity amid evolving economic and labor market conditions. The grant aligns with the Board's strategic goals of building leadership capacity, fostering innovation, and improving outreach and engagement across the regional workforce system.

In October 2025, the Board was awarded \$100,000 to implement activities that advance these priorities.

Current Situation

Board staff recommend amending the existing contract with Outreach Strategists to incorporate these funds.

The additional funding will enable Outreach Strategists to expand and elevate communication, outreach, and leadership development initiatives across the region. Planned activities include:

- Developing and disseminating outreach materials and branded giveaways for use at events, conferences, and community engagements to increase public awareness of Workforce Solutions' programs and impact;
- Hosting regional events and engagement sessions that foster collaboration among partners and strengthen community relationships;
- Hiring Gulf Coast youth to support outreach and communications functions, providing them with exposure to professional career pathways; and
- Implementing Leadership and Resiliency Training for internal staff, partners, and external stakeholders to build leadership skills, improve coordination, and strengthen the resiliency of the regional workforce ecosystem.

Through these efforts, Outreach Strategists will provide technical assistance and capacity-building support to both emerging and established leaders across the system—helping to advance succession planning, professional development, and long-term sustainability within the Gulf Coast Workforce Board network.

Action

Board staff request authorization to amend the existing contract with Outreach Strategists to include the additional \$100,000 for implementation of outreach, engagement, and leadership development activities. The total contract balance will increase to \$1,050,000.

Procurement Committee

6. Contract Amendment: Financial Aid Payment Office

Background

The Gulf Coast Workforce Board applied for a Project Support grant from the Houston Endowment to advance regional educator pipeline strategies. This initiative directly supports the Board's Educator Pathways and Workforce Innovation priorities by addressing the shortage of qualified teachers in the Gulf Coast region.

The Houston Endowment funding provides strategic, flexible resources that strengthen the teacher talent pipeline through wraparound supports for aspiring educators—helping them overcome financial and personal barriers to earning teacher certification. These funds will bridge the gap between the total costs of certification and the limited resources currently available through traditional aid or stipends.

In October 2025, the Board was awarded \$1,250,000 over a two-year period to implement the proposed activities in collaboration with workforce and education partners.

Current Situation

Board staff recommend amending the existing contract with BakerRipley – Financial Aid Payment Office (FAPO) to incorporate \$600,000 of these funds.

Under this amendment, FAPO will administer direct financial support to eligible participants pursuing teacher certification. These supports may include:

- Incentive payments tied to milestones such as program completion or certification attainment;
- Gap funding to cover remaining tuition and testing fees not met by other aid sources; and
- Emergency or wraparound assistance for childcare, transportation, or other unexpected expenses that may otherwise prevent completion.

The remaining grant funds will support Board-led activities such as program coordination, data collection, and evaluation to measure outcomes and ensure

alignment with the Houston Endowment's objectives. Oversight will be provided through the Board's established fiscal and program monitoring systems.

Action

Board staff request authorization to amend the current BakerRipley – FAPO maximum contract value not to \$381,100,000.