



WS 23-03
Issued: September 28, 2023
Effective: Immediately
Contract Management
Expires: Continuing

TO: All Contractors

FROM: Juliet Stipeche
Aaron Sturgeon
Kevin Rodney

SUBJECT: Contract Management Standards and Guidelines

Purpose

Update H-GAC’s workforce contract management standards and guidelines.

This issuance replaces:

- WS 18-12 Contract Management Standards and
- WS 18-17 Information Security Standards and Guidelines

Background

H-GAC’s workforce contract management standards and guidelines include definitions, direction, and policy/procedures that apply to all H-GAC’s workforce contracts, subrecipients, and funds. We are updating the standards and guidelines to make sure we align with all state and federal requirements for workforce funds.

Policy

All H-GAC Workforce Solutions Subrecipients will use these management policies and procedures in executing the requirements of their contracts, including but not limited to (1) procuring, writing, and managing subcontracts, (2) securing insurance, (3) establishing and maintaining information systems and access, (4) monitoring required aspects of contract performance, (5) handling and processing customer complaints, (6) acquiring and using facilities, (7) and abiding by non-discrimination and equal opportunity laws and regulations, (8) financial systems and reporting, (9) property management, and (10) using and implementing required federal and state certifications.

Actions

1. Subrecipients must review and update their internal procedures to ensure they follow the revised contract management standards and guidelines.
2. Subrecipients must submit internal procedures upon request to their contract liaison, the Boards’ quality assurance team, or any other entity conducting an audit or review for any work performed under H-GAC’s workforce contracts.

Questions

Direct questions to your contract manager.

Attachment

- [Contract Management Policy and Procedures](#)
- [Equal Opportunity Standards and Guidelines](#)
- [Information Security Standards and Guidelines](#)
- [Monitoring and Oversight Standards and Guidelines](#)