



COUNTY OF MERCED Workforce Investment Board Contract Policy

Policy Statement

The Merced County Workforce Investment Board (WIB) is committed to providing effective workforce development and training and improving the County's economy, while maintaining the highest moral and ethical standards. The Workforce Investment Act (WIA) mandates that the membership of the WIB include representatives of the business community and specified service providers. Recognizing that key providers of workforce development and training services comprise the WIB, which directs the distribution of funds for such services, WIA permits the provision of WIA funded services by members of the WIB and the entities they represent. State law is in accord.

Therefore, it is the policy of the WIB to establish and require the use of specific standards for WIA funded contracts, subcontracts and purchase orders that relate to services to be provided by any member of the WIB or Youth Council or entity the member represents, or that financially benefits the member, his or her family, or the entity the member represents.

Policy Objective

1. To promote and maintain the faith and confidence of the public and assure that the interests of the County will be protected in all contracts.
2. WIA funded services by members of the WIB shall be to ensure the provision of comprehensive, quality employment related and supportive services that are responsive to the needs of employers, job seekers, and the community.

Policy Amplification

The following standards are established and must be used for the processing of all WIA funded contracts, subcontracts and purchase orders that directly or indirectly involve WIB or Youth Council members:

1. A STATEMENT OF UNDERSTANDING will be completed to acknowledge this Contract Policy by all WIB members; for new members, this Contract Policy shall be part of the initial application for WIB membership process.
2. In the event that a WIB member contracts with the WIB, the cost of services charged to the County must be equal to or less than the price charged by the entity to others for comparable services.

COUNTY OF MERCED
Workforce Investment Board
Contract Policy

3. The member must abide by all conflict of interest laws as set forth in the Workforce Investment Act [29 U.S.C. section 2832, subdivision (g)] and state law [Government Code section 1091.2], and delineated in the WIB By-Laws.
4. The member shall refrain from contacting WIB members or County staff for the purpose of lobbying for the approval of any contract, subcontract or purchase order related to services to be provided by the member or entity the member represents, or that financially benefits the member, his or her family, or the entity the member represents.
5. The member shall abstain from any discussion of, or vote on, any contract, subcontract related to services to be provided by the member or entity the member represents, or that financially benefits the member, his or her family, or the entity the member represents.
6. The awarding of any contract, subcontract or purchase order must be based on a competitive or standard application process, unless there is a determination by the County that the member or entity is a sole source provider.
7. When appropriate, following standard county process/procedure, contracts or subcontracts related to services to be provided by the member or entity the member represents, or that financially benefits the member, his or her family, or the entity the member represents shall be approved by the Executive Committee or the WIB.

COUNTY OF MERCED
Workforce Investment Board
Contract Policy

County of Merced
Workforce Investment Board

STATEMENT OF UNDERSTANDING

I, _____ , have read and have received a copy of the Merced County Workforce Investment Board (WIB) contract policy governing Workforce Investment Act (WIA) funded contracts, subcontracts and purchase orders that relate to services to be provided by any member of the WIB or Youth Council or entity the member represents, or that financially benefits the member, his or her family, or the entity the member represents. I understand the contents of the policy statement and acknowledge my responsibility to adhere to the policies and procedures described therein.

I understand that refusal to sign does not exempt my compliance.

WIB/Youth Council Member Signature

Date