

TEXAS WORKFORCE COMMISSION LETTER

ID/No:	WD 40-05, Change 1
Date:	October 24, 2007
Keyword:	Fiscal Admin
Effective:	Immediately

To: Local Workforce Development Board Executive Directors
Other Texas Workforce Commission Grantees
Commission Executive Offices
Integrated Service Area Managers

Through: Laurence M. Jones, Director, Workforce Development Division

From: Randy Townsend, Chief Financial Officer

Subject: **Financial Manual for Grants and Contracts – Update**

PURPOSE:

To provide Local Workforce Development Boards (Boards) and other Texas Workforce Commission (Commission) grantees¹ with the following:

- Revisions to the procurement requirements in Financial Manual for Grants and Contracts (FMGC) §§14.5, 14.7, and 14.8, which were impacted by House Bills 2918 and 3560, 80th Texas Legislature, Regular Session;
- Updates to cited authorities in FMGC §§14.9 and 14.14;
- Updates to the FMGC Introduction; and
- Minor formatting changes to all chapters.

BACKGROUND:

Effective September 1, 2007, state legislation moved the state's procurement functions from the Texas Building and Procurement Commission (TBPC) to the Texas Comptroller of Public Accounts (CPA) and changed the name of TBPC to the Texas Facilities Commission (TFC). State legislation also eliminated the Catalog Information Systems Vendor (CISV) program.

More specifically, under the legislation, responsibility for the management of state surplus property remained with the agency formerly known as TBPC (now TFC). Responsibility for Texas Procurement and Support Services (TPASS), formerly known as TBPC Purchasing Services, transferred to CPA, including the:

- state's Historically Underutilized Business (HUB) program;
- State of Texas CO-OP program (formerly TBPC purchasing cooperative);

¹ Grantees other than Boards that receive funds for Skills Development, Self-Sufficiency, Wagner-Peyser 7b, Apprenticeship, Workforce Investment Act statewide initiatives, Temporary Assistance for Needy Families statewide initiatives, and other statewide initiatives from the Commission.

- Texas Multiple Award Schedule (TXMAS) program; and
- Centralized Master Bidder's List (CMBL).

Note: Responsibility for the State Travel Management Program (STMP) also transferred to the CPA, but will be addressed by subsequent guidance since this change does not directly affect Chapter 14 of the FMGC.

The legislation resulted in the following changes to Chapter 14 of the FMGC:

- Updates to reflect changes in state agency and program names and associated Web sites;
- Removal of discussion on the CISV program; and
- The addition of discussion about the TXMAS program.

These changes, detailed below, are indexed in FMGC Appendix L, available at http://www.twc.state.tx.us/business/fmgc/fmgc_toc.html. The previous versions of the affected sections are available:

- by clicking on the *FMGC (2005) Archives* link at http://intra.twc.state.tx.us/intranet/fin/html/fin_home.html; or
- upon request to Fiscal.TA@twc.state.tx.us.

[Note: The Intranet site is not available to the general public.]

HUB Program

FMGC §14.5 was updated by replacing “Texas Building and Procurement Commission” with “Texas State Comptroller of Public Accounts” as follows:

“Affirmative steps must include...using the services and assistance of the Small Business Administration (SBA), the Minority Business Development Agency of the Department of Commerce and the ~~Texas Building and Procurement Commission~~ **Texas State Comptroller of Public Accounts...**”

State of Texas CO-OP Purchasing Program

FMGC §14.7 was updated by changing the:

- program name, “TBPC Co-op,” to “State of Texas CO-OP;” and
- associated Web site to: <http://www.window.state.tx.us/procurement/prog/coop/>.

CISV Purchasing Program

All discussion of the program was removed from FMGC §14.7. Information systems vendors are available through the Department of Information Resources (DIR) GoDIRect program, which is also described in FMGC §14.7.

TXMAS Program

The content of FMGC §14.7 was expanded to include the TXMAS Program and its associated Web site (<http://www.window.state.tx.us/procurement/prog/txmas/>). This program, which was formerly a service of TBPC, also transferred to the CPA, but was not previously described in the FMGC.

CMBL

FMGC §14.7 was updated by changing the associated Web site to:
<http://www2.cpa.state.tx.us/cmb/cmbhub.html>.

State Surplus Property Program

FMGC §14.8 was updated by changing the:

- responsible state agency from TBPC to TFC; and
- associated Web site to:
<http://www.tfc.state.tx.us/communities/supportserv/prog/statesurplus/index.html>.

Other Changes

Other updates not related to the legislative changes described above are:

- an update to the Agency Board Agreement citation in FMGC §14.9;
- an update to the General Appropriations Act citation in FMGC §14.14;
- updates to the FMGC Introduction to clarify the process for indexing and archiving changes; and
- minor formatting changes to the footers of all FMGC chapters and appendixes.

PROCEDURES:

Boards and other Commission grantees must incorporate the changes described in this WD Letter into local procedures, as appropriate, and update any local hard copies of the FMGC with the revised sections.

NLF

INQUIRIES:

Direct inquiries to Kimberly R. Emmerich, Director of Financial Operations, at
Fiscal.TA@twc.state.tx.us.

RESCISSIONS:

None

REFERENCE:

Texas Workforce Commission Financial Manual for Grants and Contracts, Chapter 14
WD Letter 40-05, issued July 1, 2005, and entitled "Financial Manual for Grants and Contracts"
House Bill 2918, 80th Texas Legislature, Regular Session
House Bill 3560, 80th Texas Legislature, Regular Session

FLEXIBILITY RATINGS:

No Local Flexibility (NLF): This rating indicates that Boards must comply with the federal and state laws, rules, policies, and required procedures set forth in this WD Letter and have no local flexibility in determining whether and/or how to comply. All information with an NLF rating is indicated by "must" or "shall."

Local Flexibility (LF): This rating indicates that Boards have local flexibility in determining whether and/or how to implement guidance or recommended practices set forth in this WD Letter. All information with an LF rating is indicated by "may" or "recommend."