

**Texas Workforce Commission
Technical Assistance Training Grant**

**Technical Assistance Project Plan (TAPP)
Implementation and Procurement Process
as Discussed at the June 2, 2010, Department of Labor Regional Conference Call**

The purpose of the following processes, as outlined during the June 2, 2010, Department of Labor (DOL) Regional Conference Call, is to ensure that the Texas Workforce Commission (TWC) provides the necessary support to procure goods and services for the implementation of the Technical Assistance Project Plans (TAPPs), as well as ensure payment for those goods and services received, within required federal and State of Texas guidelines.

As mentioned during the conference call, TWC submitted the 424 application for the Technical Assistance Training Grant to DOL on May 10. The 47 TAPPs, submitted to the Dallas Regional Office by all six regions, were attached to the application. The approval of the application for the Technical Assistance Training (TAT) grant will include the approval of these initial 47 TAPPs. Once the grant approval is received, TWC will begin working with each region on the upcoming TAPPs.

It was noted during the conference call, and confirmed in the Cooperative Agreement Statement of Work, that the amount approved in support of a specific TAPP “shall not exceed the estimated budget for the TAPP unless preceded by authorization from the ETA National Office Grant Officer.”

Most of the TAPPS received thus far are general in nature and do not provide specific details. Therefore, TWC is asking the regions -- especially those regions that will have TAPPS beginning in July, August and September -- to begin working on the specifics for the purchase request.

Margaret Erickson sent the following three documents prior to the conference call:

1. TAPP Purchase Request/Receiving Document form
2. TAPP Purchase Request Hotel Detail Sheet
3. TAPP Purchase Request/Receiving Document Instructions

These forms must be used to provide specific purchasing needs required to implement the training events identified in the TAPPs. It is possible that there will be more than one training event identified in a TAPP; therefore, TWC requires a separate purchase request form for each training event. Separate purchase requests for multiple purchases for the same training event are not required; however, it may be necessary to attach additional pages.

TWC must receive purchase requests as soon as possible for those TAPPS with scheduled events in July and August. All other purchase requests must be submitted 60 days in advance of the scheduled event.

Please submit purchase requests to the following global e-mail address:

tapp.contractmanagement@twc.state.tx.us.

TWC's Contract Manager for this TAT grant, Selena Smith, is the primary contact for TAPPS and will contact the Regional Technical Assistance Liaisons if there are questions related to purchase requests. Selena will coordinate with TWC's Purchasing Department to begin processing requests. If there are specific procurement questions, the TWC Purchasing Department may contact the Regional Technical Assistance Liaison directly.

TWC Purchasing Department will issue as many purchase orders as required to acquire all approved goods and services. Once Purchasing has issued a purchase order (PO) to a vendor, Selena will forward a copy of the PO to the Regional Technical Assistance Liaison (or designated contact person) for that event. Once the service or product has been received, the Regional Technical Assistance Liaison (or designated contact person) must complete the receiving column on the Purchase Request/Receiving Document, indicating the items received, sign and date the form, and forward it to the TAPP Contract Management e-mail address. TWC will then reconcile the receiving document to the invoice and the PO prior to issuing vendor payment.

Contracts for goods and services will be between TWC and respective vendors. Therefore, all invoices should be sent from the vendor directly to TWC. If a vendor submits an invoice to the local area, the invoice must be scanned and e-mailed to the TAPP Contract Management e-mail address within 48-hours.

A couple of specific items to note:

- Please make sure that speakers include any travel costs they anticipate incurring with the speaker fee. TWC cannot pay for travel appearing as a separate line item on an invoice.
- Participants who travel and qualify for reimbursement must be reimbursed according to their employer's travel policies and procedures. The reimbursing entity must submit a summary invoice and travel voucher(s) (or equivalent documents) for each participant to TWC for reimbursement. Receipts are not required. TWC will rely on each entity to audit travel vouchers according to their state/entity travel policies and procedures. TWC will verify with DOL that the participants were approved to attend the training prior to reimbursing the entity for travel costs.
- TWC cannot pay for staff salaries. Please make sure contact information is provided for any possible services that must be procured should the local entity not have the necessary staff to provide such services.

TWC will provide an Internet site link to the regions shortly after the grant is approved. This Internet site will contain the purchasing request documents sent to the regions prior to the June 2, 2010, conference call, as well as other pertinent information related to the TAT Grant. TWC will also prepare and post frequently asked questions and answers.

Please send questions to tapp.contractmanagement@twc.state.tx.us.

To speak with a TWC representative, please contact the following:

Kimberly Emmerich (Primary Point of Contact for Technical Assistance Training Grant)

Director of Financial Operations

512-936-3054 (Office)

512-936-3290 (Fax)

kim.emmerich@twc.state.tx.us

Selena Smith (Contract Manager)

Fiscal Program Specialist

512-463-2464 (Office)

512-936-3290 (Fax)

selena.smith@twc.state.tx.us