DELEGATION OF CONTRACTING AUTHORITY TO THE EXECUTIVE DIRECTOR OF THE MONTEREY COUNTY WORKFORCE DEVELOPMENT BOARD

The Monterey County Workforce Development Board (the WDB) hereby delegates contracting authority to its Executive Director, as follows:

■ The Executive Director is authorized to sign future WIOA-funded and non-WIOA-funded contracts of $45,000 or less, for a term of one year, plus up to three (3) one-year extensions, to a maximum of four (4) years total, so long as the $45,000 cap is not exceeded. Thus, where an agreement extends for 4 years' total, the maximum amount per year would be limited to $11,250.

■ The Executive Director must provide all contracts to be executed pursuant to this delegation of contracting authority to Monterey County Counsel for prior review.

■ This delegation of contracting authority to the Executive Director applies to ministerial contracts only, such as:

- Contracts with vendors for specific, limited or one time services;
- Short-term leases for job fair sites;
- Contracts for provision of labor market data or other data used by the WDB;
- Contracts for provision of online job readiness assessments, online training, or similar participant services;
- Contracts with consultants for assistance with limited, discrete issues
- Contracts needed to fulfill the WDB's duties as the fiscal agent for the WIOA Coastal Region

■ This delegation of contracting authority to the Executive Director does not apply to the following types of contracts:

- contracts with providers that must be competitively procured pursuant to WIOA requirements (e.g., Youth Program providers or One-Stop Operators)
- contracts with providers that must be competitively procured pursuant to the directives of the State Employment Development Department (e.g., Adult and Dislocated Worker program providers)
- contracts that, irrespective of amount or duration, carry significant policy implications, set important precedent, or involve controversy

■ The Executive Director must regularly report on contracts executed pursuant to this delegated authority to the WDB Executive Committee and to the full WDB, at the next available meeting or as soon as practicable.

■ The WDB may revoke this delegation of contracting authority to the Executive Director at any time, in its sole discretion.

Date: April 10, 2018

On behalf of the Monterey County
Workforce Development Board

Erik Cushman, Chair
Monterey County Workforce Development Board