



**NORTH CAROLINA DEPARTMENT OF COMMERCE  
DIVISION OF WORKFORCE SOLUTIONS**

**DWS POLICY STATEMENT NUMBER: PS 21-2017**

**Date: November 21, 2017**

**Subject: Procurement and Contracting Policy**

**From:**

  
Napoleon Wallace  
Deputy Secretary for Workforce

**Purpose:** To provide local Workforce Development Boards (WDBs) and other subrecipients minimum standards and procedures designed to ensure the proper procurement of and contracting for services.

To rescind PS 22-2015.

**Background:** Local WDBs and other subrecipients are required to establish and maintain procurement and contracting policies and procedures to ensure full and open competition. The attached procedures are designed pursuant to: the NC Division of Workforce Solutions Subgrant Agreement Section 3.4; North Carolina Administrative Code Title 4, Chapter 20 Section .0304(a) and (b); 20 CFR Part 652, et al., 29 CFR Part 97.36 Uniform Administrative Requirement; 29 CFR Part 95 Sections 95.40 through 95.48; and Office of Management and Budget (OMB) Uniform Guidance 2 CFR 200.

**Action:** Local WDBs and other subrecipients are required to incorporate these minimum standards into their procurement and contracting policies and procedures and submit to Division Planners. These minimum standards apply to all funding received through the Division of Workforce Solutions. These minimum standards also apply to the procurement of property, consultants, or personal services contracts.

**Effective Date:** Immediately

**Expiration Date:** Indefinite

**Contact:** DWS Financial Monitors

**Attachment 1:** Procurement and Contracting Description

**Attachment 2:** Program Cost Analysis Guide and Worksheet

**Attachment 3:** Determination of Reasonableness of Profit Worksheet