

	NCWorks Commission
	NCWorks Commission Policy Statement Number: CPS 02-2022, Change 1
	Date: November 19, 2025
	Subject: Procurement and Contracting Policy
	From: <div style="text-align: center;"> <p>Draft</p> <hr/> <p>Tom B. Rabon, Jr. Chair, NCWorks Commission</p> </div>

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

The following updates have been made in this CPS in Attachment 1, Procurement and Contracting Description:

- Added additional component to procurement
- Updated Competitive Procurement Options Section
- Added subrecipient and contractor language to Contracting Section
- Updated citations for Request for Quotation/Invitation for Bid (Formal Advertising for Sealed Bids)
- Provided updated email address for purchase request submissions
- Updated minimum business days for filing submissions
- Provided updated guidance references and hyperlink under Salary and Bonus Limitations

This Change rescinds CPS 02-2022. The procedures contained herein supersede all previous policy, procedures, and guidelines regarding the Procurement and Contracting Policy.

Background: Local Area 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 3.3; 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 Area WDBs and other subrecipients are required to incorporate these minimum standards into their procurement and contracting policies and procedures

and submit to DWS Planners. These minimum standards apply to all funding received through the DWS. These minimum standards also apply to the procurement of property, consultants, or personal services contracts.

Effective Date: Immediately

Expiration: Indefinite

Contact: DWS Accountability Financial Monitor

Attachment:

1. Procurement and Contracting Description
2. Program Cost Analysis Guide
3. Determination of Reasonableness of Profit

DRAFT