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## **PA CAREERLINK® EARNED REVENUE FUNDS USAGE POLICY**

- 1.0 Purpose.** The usage of earned revenue funds generated at the PA CareerLink® level by activities such as Job Fairs, room rentals, and fees for service shall have procedures to determine how approval for their usage will occur.
- 2.0 Requirements.** The use of earned revenue funds generated at the PA CareerLink® level are subject to the guidelines in the RCWE Program Income Policy. All purchases made via this funding source are subject to the RCWE inventory requirements as outlined in the RCWE Procurement and Property Management Policy.
- 3.0 Scope.** This document shall apply to all PA CareerLink®s and Operator Consortium members who utilize PA CareerLink® earned revenue funds to purchase, sell, and manage inventory items and services.
- 4.0 Responsibility.** All procurement transactions, despite dollar amounts or methods used, should be executed in a way that provides for the maximum of open and free competition. Title to all property purchased shall remain with RCWE or the applicable PA CareerLink®. The following shall be considered with respect to purchases, sales, and management of inventory items or services:
  - 4.1 General Policy of Competition** – All procurement transactions shall be conducted in a manner that provides maximum open and free competition. Procurement procedures shall not restrict or eliminate competition and, when possible, avoid the requirement that a brand name be specified. Actions shall be taken to ensure that small and minority businesses are utilized, when possible, as sources of supplies and services.
  - 4.2 Sole – Source or Noncompetitive Procurement** – Noncompetitive negotiation is procurement through solicitation of a proposal from only one source, or after solicitation of a number of sources, competition is determined inadequate. Noncompetitive negotiation may be used when the award of a contract is not feasible. Circumstances under which a contract may be awarded by noncompetitive negotiation are limited to the following:
    - a) The item is available only from a single source;
    - b) Public exigency or emergency when the urgency for the requirement will not permit a delay incident to competitive solicitation; or
    - c) After solicitation of a number of sources, competition is determined inadequate.
  - 4.3 Statement of Thresholds** – Purchases made with the use of PA CareerLink® earned revenue funds will follow the thresholds as outlined in the RCWE Procurement and Property Management Policy. All requests for funding usage will follow the local PA CareerLink® Fiscal Policies and Procedures as approved by the local PA CareerLink® Operator Consortium and RCWE.



POLICY – 400

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- 4.4 Standard Clauses for Inclusion in Award Document** – Any applicable contracts shall include a work statement, costs, dates, nondiscrimination clause, and amendments when necessary, as well as a contingency clause that will state either part may terminate the lease or rental agreement within a specified period of time.
- 4.5 Provision for Protest of Award, Disputes and Claims** – Every attempt shall be made to settle all protests of award, disputes, and claims at the PA CareerLink® and Operator Consortium level and , if necessary, Workforce Investment Area level (RCWE) by presenting justification of any decision. If the matter still cannot be settled, it shall be referred to the Department of Labor and Industry. Contractors shall ensure that each lower tier subcontractor has protest procedures to handle and resolve disputes relating to their procurements. A protester shall exhaust all administrative remedies with the contractor before pursuing a protest at a higher level.
- 4.6 Inventory System** – The following system has been established to account for all property over \$100:
- a) When purchase requisitions are completed, a copy is given to the person initiating the request.
  - b) The property is received by the site administrator, tagged and posted to the inventory listing by the fiscal agent or IT staff for computer and office equipment, as well as software.
  - c) Property with a unit acquisition cost of under \$2,500 need not be identified with local or Bureau issued property tags but should be posted on the inventory listing by the fiscal agent.
  - d) Annually the fiscal agent or person appointed shall review the inventory listing and the property listed, checking for loss and updating the condition of the property.
- 4.7 Property Damage, Loss, or Theft** – All property is kept in secure buildings and fully covered by insurance. Any cleaning companies utilized will also be required to be bonded.
- a) Any property that involves theft or damage by vandals shall be reported to the local police department as well as the FBI because all property and equipment purchased with WIA funds is federally-owned property. An insurance claim will also be filed.
  - b) Contractors shall provide for the maintenance, repair, protection and preservation of PA CareerLink®/RCWE property, following sound business practices, to ensure the full availability and usefulness of said property in the performance of this contract.



The contractor shall be liable for any loss of, or damage to, the PA CareerLink®/RCWE property, or for expenses incidental to such loss or damage (including expenses incidental thereto) which results from willful misconduct or lack of good faith on the part of any of the contractor’s representatives or for which the contractor is otherwise responsible under the express terms of this contract.

- c) All contractors are required to establish property security measures for all items with a unit acquisition cost of \$100 or more, including the provision of adequate insurance coverage. Reimbursement by the contractor for stolen or damaged property may be requested when such action is warranted.

**4.8** RCWE will institute a petty cash procedure, up to \$100, for PA CareerLink® sites if requested by PA CareerLink® Administrators to facilitate purchases of limited miscellaneous expenses. All such expenses require the submission of requisitions and need to be charged to a budget line item. Petty cash is a means to get the funds expeditiously with appropriate reconciliation at the end of the month.

**5.0 History.**

Name	Date	Rev. Level	Description of change	Effective Date
Jim Triplett	01/27/2006	A	New policy	
Deb O’Neil	5/1/2009	B	Update title, logo, contents, EO Officer	7/1/2009

Auxiliary aids and services are available upon request to individuals with disabilities.

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