

GLOW WORKFORCE DEVELOPMENT BOARD POLICY

NAME OF POLICY: GLOW WDB CONTRACT APPROVALS/AUTHORIZED SIGNERS

GLOW WDB APPROVAL DATE: 4/8/20

EFFECTIVE DATE: 4/8/20

Purpose:

All vendor contracts must be approved by the GLOW Workforce Development Board using the proper Grant Recipient's procurement procedures to ensure equitable consideration is granted to all vendors prior to execution of the contract.

Process:

Upon competitive selection of a vendor, the contract will be prepared by the GLOW Grant Recipient and reviewed by the GLOW WDB Executive Director prior to submission to the vendor. Once the GLOW WDB Grant Recipient, contracted vendor, and GLOW WDB Executive Director have agreed to the terms in the contract, it will be executed by the CEO of the grant recipient.

Efforts should be made to ensure contracts are prospective and should not be back-dated or have a start date before the date of signing. However, due to lengthy approval processes by both vendors' and the Grant Recipient it is not uncommon for final execution to take place following the start date of the contract. In this instance, vendors should not be harmed and expenses incurred during this time will be reimbursed.

Livingston County is currently the Grant Recipient for the GLOW WDB and the current CEO for Livingston County is the only person who is authorized to sign contracts for GLOW WDB.

All contracts require GLOW WDB approval and must be obtained prior to execution. If time is of the essence then the GLOW executive committee may approve in lieu of waiting until the next board meeting. A special board meeting may be called if deemed necessary.

Upon contract execution, the signed original will be forwarded to designated program staff person to be scanned and stored on the system. The original, along with related procurement documentation and relevant notes, will be stored in the appropriate filing cabinet and maintained by the grant recipient.

Fiscal staff will compile the contract and perform fiscal monitoring as required.