WORKFORCESOLUTIONS
GREATER DALLAS

Policy Number: A0113, change 2	**RE**: Texas Administrative Code, Texas Workforce Commission Financial Manual for Grants and Contracts, Federal Uniform Administrative Requirement and 2 CFR § 200.302(b)(7)
Date Issued: 10/22/2026	**Effective Date:** 10/22/2026

Procurement Policy and Procedures

Background

Boards are required to establish a procurement policy and procedures to solicit and/or purchase goods and services. WFSDallas will follow the rules and guidelines set forth in the most recent edition of the TWC Financial Manual for Grants and Contracts (FMGC). The policy has been amended to provide additional language that outlines the determination of allowable costs in accordance with Federal and State Rule.

Policy

The Board will adhere to the TWC Financial Manual for Grants and Contracts and the Federal Uniform Administrative Requirement and 2 CFR § 200.302(b)(7) for procurement policies and procedures. Board staff and all contractors will follow TWC's FMGC, Federal and State rules to ensure financial management systems provide for the determination of allowability of costs in accordance with subpart E and the terms and conditions of a federal award. WFSDallas will follow TEGL 15-14, Element 5, Implementation of Uniform Guidance.

For micro purchases and small purchases, WFSDallas has several methods to determine cost reasonableness and allowability, which include: two bids, Buy Boards, DIR or other procurement sites for small purchases. Also, the signature of the approver – President or designee – denotes reasonableness based on this person's experience and historical purchases.

For competitive negotiation method (formal advertising), WFSDallas follows the Financial Manual for Grants & Contracts (FMGC) for soliciting goods and services.

For non-competitive procurements, WFSDallas follows FMGC for soliciting goods and services.

For sealed bids, WFSDallas follows FMGC for soliciting goods and services. Please see the links below for additional procurement guidelines and information for all procurements.

Action Required

This policy should be distributed to all affected staff, contractors, and other interested parties. The most recent edition of the Financial Manual for Grants and Contracts can be found at:

- TWC Financial Manual for Grants & Contracts
- TWC Financial Manual for Grants & Contracts Supplement on Procurement

The most recent edition of the Federal Uniform Administrative Requirement (CFR §200.317-326) may be found at:

- 2024 Revisions: Final Rule Corrections, October 1, 2024

Contact

Inquiries regarding this policy should be directed to Connie Rash, Senior Vice President, Governance Performance and Compliance at 214.290.1008.

Approved for Content:	
Connie Rash	10/22/2026
Signature	**Date**
Laura Ward (Oct 22, 2026 20:09:24 CDT)	10/22/2026
President's Signature	**Date**

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