

SAN DIEGO WORKFORCE PARTNERSHIP, INC.
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OPERATIONS ISSUANCE

OPERATIONS ISSUANCE NO. 2014-06

DATE: October 25, 2013

TO: One-Stop Career Center Operators
Adult and Youth Program Service Providers

FROM: Emilia Gabriele
Vice President & CFO

SUBJECT: **OPERATIONS MANUAL REVISION: CHAPTER III- ACQUISITION & PROPERTY MANAGEMENT.**

PURPOSE

This Operations Issuance transmits a revised Chapter III of the San Diego Workforce Partnership's Operations Manual, **Acquisition & Property Management**.

BACKGROUND

The Employment Development Department (EDD) released a Directive, WSD12-10 **Procurement**, on November 30, 2012 that clarified the number of quotes needed for purchases of different thresholds. The Directive added an EDD requirement that for all purchases from \$1 to \$999 two documented quotes must be provided. This change has been incorporated in Sections 3.51 & 3.6.2 of the Chapter in order to comply.

In addition, SDWP has made department and title changes that have been revised in this Chapter. The main changes to Chapter III are as follows:

- Section 3.1, "Scope and Applicability" – The list and links of the source documents are provided;
- Section 3.4, "Title of Property"– language added to clarify SDWP's determination factors;
- Section 3.5.1, "Responsibility of the SDWP"– Request for Bid is now called Request for Quote (RFQ) due to internal procedural changes;
- Section 3.6.2, "Competition in Procurement/ Code of Conduct"– per the EDD State Directive 12-10: Procurement, requirements for small purchases have been outlined and described in this section. Two or more documented quotes are required for all purchases from \$1 to \$999;
- Section 3.6.6, "Tagging Property" – title of SDWP staff to be notified has changed

- Section 3.10, “Property Records Retention and Storage”– due to the nature of SDWP issuing RFP’s for 5 year periods of time, requirements for records retention has been changed from five (5) years period to eight (8) years.

IMPLEMENTATION

This revision of Chapter III supersedes and replaces the existing Chapter III, issued as Operations Issuance 2009-15, Acquisition & Property Management, on June 19, 2009.

There have been many changes made to the language of Chapter III. Please review the Chapter thoroughly to be sure you are in compliance with the requirements. All changes in Chapter III are effective immediately.

If you have any questions regarding this issuance, please contact your assigned Program Specialist at (619) 228-2900.

Attachment

None

A copy of the revised Operations Manual, Chapter III, can be accessed at:
www.workforce.org/operations-manual

cc: SDWP Internal Distribution List
Mayer Hoffman McCann, P.C.