

Texas Workforce Commission

A Member of Texas Workforce Solutions

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January 25, 2018

Ms. Cheryl Young, Texas Manager
Experience Works
1133 Preston Road
Denison, Texas 75020

Audit Resolution Report

Dear Ms. Young:

This letter is in regards to a finding identified in the Texas Workforce Commission (TWC) monitoring report #17.29.2601. This report included a review of the Senior Community Service Employment program (contract #2915SEP000) administered by Experience Works (Grantee). This monitoring review identified a finding that requires further resolution action as outlined below:

Finding: Ensure Small and Micro-Purchases are Documented Properly

In three micro-purchases tested, the Grantee did not document price reasonableness. Additionally, in one support service tested, the Grantee did not document that it followed its support service policy that is covered under the small purchase method.

Without supporting documentation, the Grantee cannot demonstrate that the procurement actions were conducted in a manner that provides for full and open competition, or establish the reasonableness of the proposed contract price.

Corrective Actions Taken:

The Grantee provided the following as corrective actions to address the weakness:

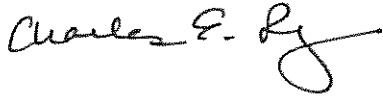
- Copy of revised Procurement Policies and Procedures,
- Updated Training & Support Services form to document justification for service services. This form documents 3 attempts to utilize local resources at reduced or no cost before submitting a request for funds,
- Copies of sample of recent micro-purchases and support services made

The corrective actions taken adequately resolve this finding and the monitoring report #17.29.2601 is closed. We encourage the Grantee to continue its efforts in adhering and complying with the procurement requirements.

Ms. Young
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Thank you for your assistance. Should you have any questions or concerns, please contact Judy Ohn at (512) 936-3040.

Sincerely,

A handwritten signature in cursive script, appearing to read "Charles E. Ross, Jr.", written in black ink.

Charles E. Ross, Jr., Deputy Director
Regulatory Integrity Division