

January 12, 2004



TO: ALL JOB CORPS NATIONAL OFFICE SENIOR STAFF
ALL JOB CORPS REGIONAL DIRECTORS
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS

FROM: RICHARD C. TRIGG
National Director
Office of Job Corps

SUBJECT: Job Corps' Regional Office Contract Closeout Initiative

1. Purpose. To inform the Job Corps community of the new regional office contract closeout process.
2. Background. Job Corps is the largest contracting organization within the Department of Labor. Contracts for the operation of Job Corps centers, Outreach and Admission services, Career Transition Services, and media/advertising support services are managed and operated by private firms that have been awarded contracts through the procurement process. It is estimated that approximately 30 Job Corps contracts expire each fiscal year.

Historically, the Employment and Training Administration (ETA), Office of Grants and Contract Management, Division of Resolution and Appeals, Closeout Unit, has performed closeout procedures for expired Job Corps regional office contracts. Due to a recent policy decision within ETA, the National Office of Job Corps has now been charged with the responsibility to closeout all Job Corps regional office contracts that expired on or after October 1, 2000. The ETA Closeout Unit will continue to closeout the remaining contracts that expired on or before September 30, 2000.

The National Office of Job Corps has commissioned Exceed Corporation (EXCEED) to assist in the contract closeout process. A contract closeout procedure that parallels the current ETA procedure and complies with the Federal Acquisition Regulation (FAR) has been developed for this process. A training session was conducted with the regional office contracting officers and contract specialists on September 10, 2003, to convey their responsibilities. The Performing Contractor's responsibilities and procedures for carrying out this process are attached.

(Note: This contract closeout procedure focuses on the roles and responsibilities of the Performing Contractor. Regional office and other participants' roles and responsibilities have been addressed separately, and are not included.)

3. Objective. The National Office of Job Corps must ensure that all regional contracts that expired on or after October 1, 2000 are closed out in accordance with the time standards and requirements contained in the FAR. Currently, there is a backlog of approximately 87 expired regional office contracts pending closeout.

4. Action. Addressees should be prepared to lend their full support and cooperation to EXCEED's requests for contract closeout data, and the data should be provided in a timely manner. Addressees should also ensure that a copy of this Notice is distributed to the appropriate staff.

5. Expiration. Until superseded.

6. Inquiries. Please refer any questions regarding this Notice to Renee Evans at 202-693-3091, or email to Evans.Renee@dol.gov or Pat Putnins at 206-553-7938 ext. 8065, or email to Putnins.Patricia@dol.gov.

Attachment

(Only being provided to the Performing Contractors.)