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**MEMORANDUM**

**DATE:** October 24, 2011

**TO:** Regional Workforce Boards and WFI, Inc.

**FROM:** Lois A. Scott, Program Manager, Workforce Program Support

**SUBJECT:** Modifications to Workforce Florida, Inc. Contracting Policy



Attached is the recently revised WFI contracting policy that was adopted August 18, 2011 (both a PDF and a Word version). The policy details requirements related to contracts executed between Regional Workforce Boards and a member of that board that has any relationship with the contracting vendor.

Also attached is a Question and Answer document related to this policy. These documents have been posted to the Department's web site and can be accessed at: <http://www.floridajobs.org/frequently-asked-questions-directory/frequently-asked-questions/category/9804c9a6-60e0-4bf9-ba2e-2af20d2a1199>.

LAS/oml

cc: Fiscal Directors

