

**December 3, 2014**

**CHIEF FINANCIAL OFFICER MEMORANDUM NO. 04 (14-15)**

**SUBJECT: CONTRACT MANAGER TRAINING REQUIREMENTS**

This memorandum supersedes Chief Financial Officer Memorandum No. 4 (09-10) and provides mandatory training requirements State agencies must follow for contract/grant managers who manage agreements in excess of the threshold amount of CATEGORY TWO but less than \$100,000. Sections 215.971(2)(a) and 287.057(14)(a), Florida Statutes (F.S.), requires contract and grant managers to attend training conducted by the Chief Financial Officer for accountability in contract and grant management. The purpose of this memorandum is to identify State Agency responsibilities related to this change and to identify the contract manager training attendance criteria.

Each State Agency must:

- Ensure that contract and grant managers that manage agreements meet the training requirements established in Sections 215.971(2) (a) and 287.057(14) (a), F.S.
- Ensure contract and grant managers attend training at least once every four (4) years (based on the date of last attendance).
- Maintain records to adequately support the Agency's compliance in meeting the contract and grant manager training requirements.

The training attendance requirement becomes effective January 1, 2015. The Bureau of Auditing will announce the training schedule and provide instructions for registration in a future Agency Addressed Memorandum.

**Note:** Contract managers that have attended and received a certificate of completion from DFS' Advancing Accountability training since January 1, 2014 will have met the initial attendance requirement.

Please contact the Bureau of Auditing at (850) 413-5512 if you have any questions.