Policy Statement.

Application of Policy. Appropriated Funds (Accts. 1XXXX-4XXXX, 68XXX & 845XX)

Definitions. None

Procedures and Responsibilities.

Contracts in this category can comprise a permanent replacement of UNT staff. However, they may be larger contracts for temporary services, or services not readily available with current University resources. They are generally with a company or organization that specializes in a particular function. These contracts will require considerable analysis, following the State Auditor’s "Best Practices and Guidelines for Effectively Using a Contract Workforce". Items to be considered include, but are not limited to the following:

Does a contract workforce fit your staffing strategies?

Would the use of contract workers be cost effective?

Have you examined the legal issues involved with a contract workforce?

Do you have policies and procedures specifically for contract workers?

When preparing to issue a requisition to a company for contracted services of $10,000 or more, include a Cost Benefit Analysis form with the requisition and contract.

Invoice approval for all workforce contracts (which are a part of a requisition) must include answers to the following questions:

Was the work completed on time? Yes_____ No ________

Was the work completed within budget? Yes _____ No ________

Was the work completed within contract specifications? Yes _____ No ________

Explain any answers of "no" and include why the invoice should still be paid.

Cost Benefit Analysis:
(Required by State Law for New, Amended or Renewal Workforce Contracts of $10,000 or more)

Describe Service needed.

Are there in-house staff that have the skills to provide the service? Yes ____ No ____

If "Yes" – Why are you considering contracting for this service? Briefly explain how this is the most efficient way of receiving the service.

If "No" – Would it be more cost effective to hire staff to do the service? Briefly explain.

Contract Workforce Categories:

- Consultant Services
- Consultant Svcs—Computer
- Educational/Training Svcs
- Financial & Accounting Svcs
- Legal Svcs
- Medical Svcs
- Veterinary Svcs
- Guest Lecturers/Speakers
- Other Professional Svcs
- Investment Counseling Svcs
- Architectural/Engineering Svcs
- Maint/Repair—Computer Software
- Maint/Repair Computer Hardware
- Temporary Employment Agencies
- Computer Programming Svcs
- Cleaning Svcs (Includes Rental of Uniforms)
- Data Processing Svcs
- Purchased Contracted Svcs

**Responsible Party:** Associate Vice President for Finance/Controller

**References and Cross-references.**

None

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