

Policies of the University of North Texas	Chapter 10
10.046 Contracted Workforce—For Contracts \$10,000 or More	Fiscal Management

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

Approved: 6/1/2000

Effective:

Revision: 8/01; 11/05

*4/2011 format only