

Policies of the University of North Texas Health Science Center	Chapter 10 – Fiscal Management
10.106 PURCHASING & CENTRAL SERVICES: Purchasing: Contracted Workforce for Contracts of \$10,000 or more	

Policy Statement.

Contracts in this category can comprise a permanent replacement of Health Science Center staff. However, they may be larger contracts for temporary services, or services not readily available with current Health Science Center 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.

Application of Policy.

Appropriated Funds (DeptID's 10000-49999, 61000-61999, 62000-62099, 62200-62299, 80200-80399, 80800-80849, 80900-85999, 80700-80799, 80850-80879)

Definitions.

None

Procedures and Responsibilities.

Procedure/Duty

Responsible Party

References and Cross-references.

General Appropriations Act, Article IX, Section 4.07

Forms and Tools. (optional)

Contracted Workforce Form A: For Contracted Workforce orders \$10,000.00 or higher

<http://intranet.hsc.unt.edu/departments/purchasing/purchasingdept/forms2.cfm>

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