Policy Title: CONTRACTS FOR SERVICES

Mid-State Technical College is committed to providing customized instruction and technical assistance on a contracted basis to business, industry, and other external public and private agencies and organizations. These services are generally derived from the education and training offered through traditional occupational programs, advanced training, seminars/workshops, and continuing education courses.

Academic managers are assigned the role of contract managers and in this role are charged with the responsibilities for promoting, developing, and delivering contracted services. In doing so they shall comply with the rules, requirements, and guidelines outlined in this policy, and the plans, processes, procedures, and forms developed by the College.

SCOPE
Administrative Code TCS 8 establishes the required district policies and procedures within the Wisconsin Technical College System. The Contract Reporting Manual promulgates the rules and requirements of TCS 8.

Mid-State has prepared the necessary policies, process, procedures, and forms to carry out the intent of this policy. Academics will provide direction in terms of services offered and delivered. The forms and guidelines are available on ‘The Source”. Contract managers will carry out the activities.

Revenues and expenditures for contracted services shall be accounted for in the Special Revenue Fund, a segregated fund. This fund is expected to be self-supporting. Occasionally net assets (fund balance) can be transferred to the General Fund to support curriculum and program development with approval of the Vice President, Finance. The Special Revenue Fund is also state-aided, requiring no adjustment.

Appropriate internal controls and interim operating reports are available to managers to ensure that business records and reporting is kept current.

REQUIREMENTS
It shall be a policy of the College to charge full costs, as calculated by the WTCS, unless exempt by established criteria in a business plan or pricing policy. It is intended that tax monies received by the College be used only to support those services covered by Chapter 38 of the Wisconsin State Statutes. The rationale for charging less than full cost shall be disclosed to the District Board with a request for their subsequent approval.

Other requirements that contract managers must be aware of include:

- When the service recipient is located within the boundaries of another Wisconsin technical college district, the Mid-State district shall notify the district where the recipient is located of the existence of the contract within thirty (30) days of execution of the contract. College employees shall
consider the existence of alternative service providers prior to entering into an agreement for rendering services.

- District residents currently on a waiting list to enter a program or course may not be displaced by “slotting” an employee or student of a contracting agency into a regularly scheduled course or programs.

- Payment for contracted services rendered by the district shall be paid to the college. District employees shall be prohibited from accepting fees, gifts, salary, honorarium or reimbursement for contracted services rendered which are a part of the employee’s current responsibilities. Compensation for services rendered outside of normal working hours may be allowed, but shall require prior administrative approval. Individual salary payments for services rendered shall be paid to the employee by the District.

- Services shall not be rendered by the College to a foreign government or business unless it is operating within the state of Wisconsin in accordance with Chapter 38.14(3)(c)(d) of the Wisconsin State Statutes. All recipients of services agree not to discriminate against its employees, applicants, or students.

**WRITTEN CONTRACTS & EXAMPLES**

When services are rendered, it shall be a policy of the College to require a written contract. This contract may be initiated and approved by the College President, but must be approved by the Mid-State Technical College District Board at the next regularly scheduled meeting. The agenda shall contain a list of the number, service recipient, type of service, and contract amount.

Examples of services requiring written contracts include:

- Contract to provide consulting services or technical assistance paid by business, industry, or external agencies and organizations – not paid by individuals.

- Contract for providing computer, fiscal, or management services to local units of government.

- Contracted instruction that is intended to be or is closed to the general eligible public.

- Contracted instructional, professional, and non-professional services to a high school district.

- Contracted accounting services to the Mid-State Foundation or other non-profit organizations.

- Contracted non-instructional food service to organizations or institutes such as nursing homes or hospitals.

- Contracted instructional services to a federal or state correctional institution.

- Contracted services provided indirectly to the federal government through a state or local agency.

- Contracted instruction or non-instructional services provided to another state, or a sub-division of that state, such as a vocational district, technical college, or any other institute of higher education.
• Contracted instruction or non-instructional services provided to a Wisconsin State governmental agency or sub-unit.

• Contracted fiscal management services provided to a business and industry designed to assist the organization in question with the process of expanding its operation.

Administration has developed a model contract that shall be used when formalizing an agreement to provide services to an organization covered by this policy.

WTCS REPORTING REQUIREMENTS

Annually, at a time specified and in a format established by the Wisconsin Technical College System Board, the college shall report to the state the reimbursed and non-reimbursed costs for each accounting function, the type of service rendered under each contract, and if the contract involves instruction for credit, the number of students served under each contract and the total credits granted under each contract.

Annually, the Wisconsin Technical College System generates a report comparing contract cost to contract revenues, calculated according to a uniform statewide methodology.

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