

**SECTION 34. CONTRACTED WORKFORCE FOR CONTRACTS OF \$10,000 OR MORE  
APPLICABILITY; APPROPRIATED FUNDS (ACCTS. 10000-49999, 61000-61999, 62000-62099,  
62200-62299, 80200-80399, 80800-80849, 80700-80799, 80850-80879)**

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 purchase order to a company for contracted services of \$10,000 or more, include a Cost Benefit Analysis form with the purchase order or contract.

Invoice approval for all workforce contracts 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.

Signature of Account Holder \_\_\_\_\_

Purchase Order Number HS763- \_\_\_\_\_

Legal Source: General Appropriations Act, Article IX, Section 4.07

**COST BENEFIT ANALYSIS      PO HS763 - \_\_\_\_\_**

(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.

Signature of Account Holder \_\_\_\_\_

**CONTRACT WORKFORCE CATEGORIES:**

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