

CONTRACTED SERVICES FOR INSTRUCTION,
TECHNICAL ASSISTANCE, FISCAL, AND
MANAGEMENT SERVICES

D-398

Contracting for services in addition to educational and general district objectives shall be conducted as follows:

1. All contracts are subject to approval by the District Board at regularly scheduled meetings.
2. Such contracts shall be written in compliance with the provisions of the Wisconsin Statutes and District contract procedures.
3. Contracts may be written for less than full cost at the discretion of the District Board and in accordance with District policies and procedures.
4. Reports will be provided to the District Board, at least quarterly, for contracts entered into in the previous quarter for which less than full cost is being charged (full cost being determined by the methodology specified by the Wisconsin Technical College System Board (WTCSB)). The reports shall identify the estimated cost of each contract, the amount charged, and the rationale for charging less than full cost.
5. Contract information shall be submitted to the WTCSB on an annual basis or as required.
6. District staff will provide the District board with a summary of the annual report generated by the WTCSB comparing costs to contract revenues.
7. Any proposed contract shall meet the following guidelines:
 - a. The proposed contract shall not diminish program and service opportunities to students of the District.
 - b. Revenue from any contract shall be deposited in the District treasury and applied to District operations.
 - c. Personnel providing services under such contracts as part of their work assignment shall be governed by District policies and shall receive no additional compensation.
 - d. The contract format and reporting standards shall be in compliance with WTCSB requirements.

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- e. All contracts shall be subject to an internal review process prior to their execution to ensure consistent application of District policies. This process shall include review by a designated administrative unit by assigned personnel.
 - f. The contract form shall contain a nondiscrimination statement certifying that the service recipient does not discriminate in employment practices or against training participants.
 - g. The contract form shall contain the college's standard terms and agreement statement.
 - h. There is direct and measurable benefit to the District upon entering this contract.
8. Any contract relating to international efforts shall be submitted to the District board for approval prior to execution and will be reviewed using the additional following guidelines.
- a. The contract provides for full cost recovery so that no direct or indirect costs under the contract will be funded by the District.
 - b. Determines need with appropriate state and federal agencies regarding the feasibility and national interest related to developing an international education commitment.
 - c. Subcontracting with a foreign government will be regarded to be the same as a direct contract in circumstances where a program is initiated for purposes of serving a foreign government and the ultimate source of funding is a foreign government.
 - d. The contract will be subject to annual audit procedures verifying no state or tax funds are spent in the execution of the contract.

Reference: Wisconsin Statutes 38.14
Wisconsin Administrative Code WTCS 8.04
WTCSB Policy #409

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