

# Administrative Policy



<i>Item</i>	<i>Details</i>
<b>Policy Title:</b>	Contracting Policy
<b>Policy Category:</b>	Financial
<b>Related Procedure(s)/ Guideline(s):</b>	<p>Wisconsin State Statutes:</p> <ul style="list-style-type: none"> <li>• <a href="#">38.04(14)(a) - General District Policies</a></li> <li>• <a href="#">38.14(3) - Contracts for Services</a></li> <li>• <a href="#">38.14(12) - Integrated Service Programs for Children with Severe Disabilities</a></li> <li>• <a href="#">38.24(3)(b) - Nonresident Fees and Liabilities; Remissions</a></li> </ul> <p><a href="#">Wisconsin Administrative Code for Technical College System, Chapter 8, Contracts for Services</a>  Contracting Standard Operation Procedure (To be Developed)</p>
<b>Policy Owner:</b>	Vice President for Administrative Services
<b>Date Approved:</b>	11/1/22
<b>Review Dates:</b>	
<b>Revision Dates:</b>	
<b>Policy Scope:</b>	Employees, Public
<b>Policy Statement:</b>	<p>Southwest Wisconsin Technical College (College) engages in providing services and training for external partners, in accordance with the following Wisconsin State Statutes:</p> <ul style="list-style-type: none"> <li>• 38.04(14)(a) - General District Policies</li> <li>• 38.14(3) - Contracts for Services</li> <li>• 38.14(12) - Integrated Service Programs for Children with Severe Disabilities</li> <li>• 38.24(3)(b) - Nonresident Fees and Liabilities; Remissions</li> </ul> <p>The College abides by the requirements outlined in Wisconsin Administrative Code for Technical College System, Chapter 8, Contracts for Services, when providing the following services:</p> <ul style="list-style-type: none"> <li>• Customized Instruction - Any contract intended to provide instruction resulting in the submission of Course Records to the system office under the Client Reporting System. All instruction must be done under System Office approved course numbers.</li> </ul>

- Technical Assistance - Non-instructional activities (non-credit generating) which helps a service recipient accomplish an organizational purpose, goal or mission.
- Fiscal and Management Services - Contract activities of a fiscal or management nature which are not intended to result in the service recipient acquiring the skills necessary to conduct these activities in the future.

Contracting agencies can include high schools, business and industry/public safety, technical assistance, and exchange of service contracts with external partners.

For purposes of contracting, the Wisconsin Technical College System (WTCS) defines full cost as the cost computed by using the total staff salary and fringe reported under the contract plus the indirect cost factor. The indirect cost factor will be computed on an individual district basis using financial data extracted from the Uniform Financial Fund Accounting System (UFFAS). Please note that all out-of-state contracts must recover full cost, per s. 38.14(3)(c)2, Wis. Stats.

**Services outside district.** A district board contracting with a service recipient located outside the district, but within the state shall notify the district board of the district where the service recipient is located of the existence of the contract within 30 days of execution of the contract.

- **President sign-off required**
  - Training held in person at an out of district location whether in or out of state
  - Training held virtually – contract with an organization without a physical presence in the SWTC district
- **President sign-off not required**
  - Training held in person at a location in SWTC district
  - Training held virtually – open course
  - Training held virtually – contracted with a statewide organization
  - Training held virtually – contracted with an organization that has a physical presence in the SWTC district

A monthly contract report is approved retroactively by the District Board. Annually by December 1 of each calendar year, the College reports to the WTCS Board 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 course, section, and location number of each course offered under each contract.

