



Pima County Community College District Administrative Procedure

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<i>Sponsoring Unit/Department:</i>	Office of the Provost (Workforce)
<i>Board Policy Title & No.:</i>	Educational Contract Training and Services, BP 3.37
<i>Legal Reference:</i>	
<i>Cross Reference:</i>	

PURPOSE

The purpose of this standard practice guide is to establish procedures for the implementation of contract training and educational training by the College for business and industry.

SECTION 1: Oversight and Operational Procedures

- 1.1 The Workforce Development and CE Division serves as the broker and primary provider of contract training and services for the College, and will identify contract training and partnership opportunities for the College across all Academic Divisions.
- 1.2 Each Academic Division is encouraged to identify contract training opportunities with external clients in the community.

- 1.3 When a Division other than Workforce Development has identified an educational service opportunity and established first contact regarding the contracted training/service, the following procedures will promote a consistent experience throughout the College and the community:
- a. The Lead Division will notify and consult with Workforce Development at the time the potential client expresses interest in pursuing an educational service.
 - b. Workforce Development will assist the Lead Division in the development of the framework, structure and pricing of the training and/or services requested. The collaboration between the Lead Division and Workforce Development will help to ensure the contract reflects consistent practices and pricing.
 - c. The Lead Division with support from Workforce Development will develop the deliverables and the budget. The proposal will at least include all direct and indirect costs for the project and be approved by the Lead Division Academic Dean.
 - d. The Lead Division conducts the negotiation of the contract with the client and/or may request assistance from the Workforce Development staff.
 - e. Once terms are agreed upon, Workforce Development is responsible for the initial development of the contract for the Lead Division.
 - f. The Lead Division with support from Workforce Development is responsible for obtaining needed signature(s) for the contract and submits a report to the Board of Governors (BOG) for approval, as needed.
 - g. The Lead Division will develop and provide the specific deliverables to the client. Workforce Development will assist upon request.
 - h. Workforce Development will work with the Lead Division if needed to submit the invoice request to bill the external client.
 - i. Enrollment in contractual training will be documented through the registration process with measures of satisfaction evaluated through client feedback.

SECTION 2: Funding

- 2.1 Contracts must account for all expenses. In addition to direct costs, a percentage shall be added to each contract to cover: a) indirect costs affiliated with delivery; b) Workforce Development support (negotiated on a per contract basis); and c) other contingencies as identified.

SECTION 3: Definitions

- 3.1 **Broker:** Responsible for assistance in negotiations, program development, budget development, client relationship and services, contract development, preparation of invoice request and internal allocation of funds.
- 3.2 **Client:** External organizations including business and industry, government agencies and community based organizations, requesting instruction, assessment, or other educational services.
- 3.3 **Contract Training:** Development, negotiation, coordination and delivery of instruction or other educational services to external clients for a fee.
- 3.4 **Deliverables:** Delivery of contract training and/or services including: student registration and student accounts; curriculum development and approval process; assessment testing; location; instructor hiring and supervision; scheduling of classes; purchasing of books, materials, supplies and consumables; instructor evaluation; maintenance of client relationship.
- 3.5 **Indirect Costs:** Represent the expenses associated with doing business that are not readily identified with a particular contract, but are necessary for the general operation of the organization and the conduct of activities it performs.
- 3.6 **Lead Division:** Division responsible for delivery of training and/or services based on capacity, client identification and/or client requests.