

Contract Workforce Automated Reporting Tool

Fiscal Year 2001 723 The University of Texas Medical Branch at Galveston

Survey Status: Submitted Survey Date: 11/19/2001

1. In this Fiscal Year, did your agency expend at least \$10,000 of appropriated funds within the 25 USAS object codes for any single contract? Yes

During this Fiscal Year, before expending appropriated funds:

2. Policies and Procedures

Did your agency have comprehensive policies and procedures for its contract workforce in place? Yes

3. Legal and Personnel Issues

Did your agency examine legal and personnel issues related to the use of its contract workforce? Yes

4. Cost-Benefit Analysis

Did management conduct a cost benefit analysis prior to:

a. Hiring additional Contract workers? Yes

b. Amending Contract Workforce contracts? Yes

c. Renewing Contract Workforce contracts? Yes

Is written documentation maintained to support cost-benefit analyses? Yes

5. Agency Staffing Strategies

Did management document why and how contract workers fit into agency staffing strategies? Yes

Which of the following did your agency consider when analyzing its contract workforce need?

The agency's mission, goals and objectives Yes

Existing and future employee skills needed Yes

The compensation costs of contract workforce versus state employees Yes

The relative productivity of a contract workforce versus state employees Yes

The nature of services to be provided Yes

The agency's workload Yes

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6. Evaluation of Contract Workforce

a. Number of workforce contracts that were completed at any point during the previous fiscal year.	36	
b. Of the contracts reported in 6a, how many were amended to extend milestone completion dates or contract completion dates OR were cancelled because of difficulties meeting the milestones and completion dates?	1	
c. How many of the contracts reported in 6b were amended or cancelled DUE TO CONTRACTOR INABILITY to meet original milestones?	0	
d. Of the contracts reported in 6a, how many were amended to increase budget OR cancelled because of difficulties staying within the budget?	0	
e. How many of the contracts reported in 6d were amended or cancelled DUE TO CONTRACTOR INABILITY to stay under budget?	0	
f. Of the contracts reported in 6a, how many were amended to change specifications other than time lines or budget amount OR were cancelled due to difficulties meeting specifications other than timelines or budget?	5	
g. How many of the contracts reported in 6f were cancelled DUE TO CONTRACTOR INABILITY to meet original specifications?	0	

Years Months

For contract workers under the direct supervision of agency management (e.g., temporary workers supplied by staffing companies or contract company workers):

h. What is the longest tenure of a contract worker?	5	0
i. What is the shortest tenure of a contract worker?	0	0
j. What is the average tenure of a contract worker?	0	3

7. Additional Information:

a. Which of the following reasons best describes why management did not have comprehensive policies and procedures for its contract workforce in place before expending appropriated funds on the contract workforce?

Not Required

b. Which of the following reasons best describes why management did not examine legal and personnel issues related to the use of its contract workforce?

Not Required

c. Which of the following reasons best describes why management did not conduct a cost benefit analysis before signing a new, amended, or renewed contract workforce contract?

Not Required

d. Which of the following reasons best describes why management did not document why and how the user of contract workers fits into its agency's staffing strategy?

Not Required