

**EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
REGULATION NO. – AR 6.2**

**TITLE:**                   **WORKFORCE EDUCATION SERVICES CONTRACTING PROCESS**

**DEFINITION:**       This regulation outlines the process by which contracts between the College and Workforce Education clients are initiated, negotiated, processed and executed.

**EFFECTIVE DATE:**   **JULY 27, 2004**

**PROCESS:**

1. When a client communicates acceptance of a training proposal, the program manager will contact the client representative to determine and/or confirm project specifics (including but not limited to date, time, location, cost, payment requirements, course description) and develops a training project confirmation letter and client agreement form accordingly.
2. The project confirmation letter must include explanation of the following conditions:
  - a. The agreement between the client and the college is not fully executed unless and until the client agreement form has been signed by both the appropriate client representative and the college president.
  - b. No services can be provided by the College without a fully executed client agreement form.
3. The confirmation letter is reviewed and signed by the Dean for Workforce Education and mailed or delivered to the client along with the client agreement form.
4. The returned signed client agreement form is forwarded by the Workforce Education Office. If the contract is \$5,000 or less then the Dean for Workforce Education is authorized to approve. If the contract is greater than \$5,000, then the approval must be authorized by the President. For information and review purposes the President will also be provided with a copy of the confirmation letter and any other relevant project documentation.
5. For those clients approved for West Virginia Small Business Development Center (WVSBDC) grants, the deadline for payment may be extended to no more than 10 days from receipt of grant funding.
6. Upon completion of every project, the client will be provided with a Client Satisfaction Letter confirming that Eastern's contractual obligations were met to the client's satisfaction.
  - a. Signed copies of such letters will be maintained in project files to document project completion.

- b. In the event that the client refuses or neglects to sign such a letter, appropriate departmental officials will contact the client representative to determine the reason, and, if necessary, negotiate an appropriate resolution or document verbal expression of client satisfaction.

The Dean for Workforce Education is primarily responsible for implementation, interpretation, and review of this regulation.

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LINDA S. DUNN, PRESIDENT

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DATE