



**Contract Workforce Automated Reporting Tool (CART):
720 The University of Texas System Administration**

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Questions 1-5

1.	In FY 2002, did your agency expend at least \$10,000 of appropriated funds within the 25 USAS object codes for any single contract?	Yes

During FY 2002, before expending appropriated funds for a contract workforce:			
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
		D. Is written documentation maintained to support cost-benefit analyses?	No
5.	Agency Staffing Strategies A. Did management document why and how contract workers fit into agency staffing strategies?	No	
	B. Which of the following considerations did management include in the documentation of its agency staffing strategy? N/A <input type="checkbox"/> The agency's mission, goals, and objectives <input type="checkbox"/> Existing and future employee skills needs <input type="checkbox"/> The compensation costs of contract workforce versus state employees <input type="checkbox"/> The relative productivity of a contract workforce versus state employees <input type="checkbox"/> The nature of services to be provided <input type="checkbox"/> The agency's workload		

6. Evaluation of Contract Workforce

For this section, Renewals are considered new contracts, not amendments.

A.	Number of workforce contracts that were completed at any point during the previous fiscal year.	7
B.	Of the contracts reported in Question 6A , how many were amended to extend milestone completion dates or contract completion dates OR were cancelled because of difficulties meeting the milestones and	0

	completion dates?	
C.	How many of the contracts reported in Question 6B were amended or cancelled due to contractor inability to meet original milestones?	N/A
D.	Of the contracts reported in Question 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 Question 6D were amended or cancelled due to contractor inability to stay under budget?	N/A
F.	Of the contracts reported in Question 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?	0
G.	How many of the contracts reported in Question 6F were amended or cancelled due to contractor inability to meet original specifications?	N/A
For contract workers working 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? (document length of time in years and months, i.e. 1 year, 3 months)	Unknown
I.	What is the shortest tenure of a contract worker?	Unknown
J.	What is the average tenure of a contract worker?	Unknown

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? (Select one only if you answer "No" to Question 2.)	N/A
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? (Select one only if you answer "No" to Question 3.)	N/A
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? (Select one only if you answer "No" to Questions 4A, 4B,	N/A

	or 4C.)	
D.	Which of the following reasons best describes why management did not document why and how the use of contract workers fits into its agency staffing strategy?	The agency's use of a contract workforce is minimal.

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