Outsourcing

Outsourcing/subcontracting is defined as decision to procure a service or product (for cost savings or to bring in expertise) from a vendor rather than producing it internally.

The Board has statutory obligations in contracting related to school operations and that various forms of outsourcing/subcontracting have been the regular past practice. The right of contracting or subcontracting is vested in the Board. Outsourcing/subcontracting shall not result in termination of any employee(s) on the payroll.

Criteria for determining the return on investment of outsourcing/subcontracting shall include, but not limited to:

- Triggered by financial need or the need for innovation / talent boost.
- Demonstrates benefit to the College.
- Must provide cost benefit analysis (long-term cost, as well as total cost) to prove it is better option to the status quo or other alternatives presented.
- Length of time to be considered.
- Impact to current staff.
- Alternatives solutions to outsourcing/subcontracting using current staff and resources.

Procedure:

- If there is any serious intent to investigate outsourcing/subcontracting shall:
  - Inform appropriate Council.
  - Bring affected staff in for conversation to explain rationale and establish a cross-functional work team including department manager, representative affected employees, and other College stakeholders.
- The work team, using IBPS tools and principles, will explore criteria, alternative strategies, develop recommendations, and loop out to other College stakeholders.
- Recommendations presented to the appropriate Council for review and submission to the College Cabinet.
- If outsourcing/subcontracting occurs that displaces any current employee(s), the College will make every reasonable effort to find a suitable position(s) in the
District, or other equitable solutions. Although not ideal, layoff may be an acceptable solution as a last resort.

- Criteria for the selection of an outsourced vendor would be clear and measurable (e.g., utilize local companies only, proper security vetting, reference checks, legal check, BBB checks, who will oversee the outsourced activities, define the expectations clearly in the contract, view outsourcing/subcontracting from both the long-term and short-term perspective, etc.).

- Once a vendor is selected, a process would be put in place to evaluate their activities and performance (i.e., a probationary period) as well as termination of agreement clause.