



**ADMINISTRATIVE
REGULATION AND
PROCEDURE**

Title: CRITERIA FOR REDUCED CONTRACT RATES	Code: BB0301
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Policy Reference: B0301, Contracts for Services

Reduced contract rates may be approved subject to one or more of the following qualifying criteria:

A. Profit Organizations:

- a. Business Attraction: When a new business is locating in the district and the training is part of an economic development package. Recommendation of local economic development agency.
- b. Business Retention: When a business is expanding and creating new jobs to a local workforce.
- c. Business Retention: When a business' continued existence is jeopardized by a lack of trained workforce.
- d. New Technology and Industrial Skills: When a business is introducing new technology and industrial skills by upgrading a product, process or service.
- e. Minority and/or Disabled Worker: When a business needs training to provide job opportunities for minorities and/or disabled workers.
- f. Seeks Funding to Expand: When a business is including training in a proposal seeking local/state/federal assistance to expand their operations.
- g. Compliance Training: When a business needs training to comply with rules, regulations or laws established by federal, state or local governments.

B. Non-Profit Organizations:

- a. Target Populations: When an agency complements the district's training efforts by attracting special target populations, e.g., fire fighters, emergency medical services, handicapped, High School Students disadvantaged and minority individuals. These examples are a few illustrations and not all-inclusive.

Office of Responsibility: Finance Division
Last Reviewed: Mar-2022