

**Procedure Title:** Contracted Survey Services  
**Procedure Number:** 01-2005-0002  
**Board Policy Reference:** IV.A.

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**Accountable Administrator:** Vice President, Instruction  
**Position responsible for updating:** Vice President, Instruction  
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**Date Approved by Cabinet:** October 11, 2005  
**Authorizing Signature:** *Signed original on file*  
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**Purpose:**

Contracted Surveys allow Blue Mountain Community College to provide a valuable service to its communities.

**Principle:**

It is necessary to charge minimal rates for valuable services. In this way, the college remains a responsible steward of its public funding.

**Definitions:**

- Contracted Survey – Any survey developed by any Blue Mountain Community College department personnel for an agency external to the College.
- Estimate Process – The written agreement by both parties of the anticipated charge for contracted survey services.
- Survey Development – The process of creating the survey to be deployed.
- Survey Production – The process of printing the surveys.
- Survey Deployment – A means of sending the survey. For paper surveys, this will include a self-addressed, stamped return envelop.
- Returned Surveys – Paper surveys returned using the stamped envelop. This covers the postal charge invoked by the use of the envelope.
- Process Surveys – The process of checking that surveys are properly filled out, then reading them into the database.

**Guidelines:**

All contracted surveys must be authorized by the Office of Instruction. No contracted survey process can be undertaken until the estimate process has been completed.

Contracted survey estimates will be set on an annual basis by the Office of Instruction. The Office of Instruction will be advised and supported by the Finance Department in the creation, implementation, and collection of fees. Upon the agreement of the Office of Instruction to provide services for a fee, said office will contact the Finance Department and the Department will follow the appropriate procedure for billing and collecting the agreed upon fees

If the contracting agency agrees to perform any element of the process, that fee can be waived. Any other waiver or discount must be approved by the President.