

Third-Party Provider Review Checklist

This Checklist is to assist Atlantic Cape departments/employees seeking to engage in an arrangement with a Third-Party Provider that will be providing services to the College as defined in the Scope of the Arrangements with Third-Party Providers Policy.

Section 1: Basic Information

- Name of Third-Party Provider/Service: _____
- Timeframe of Agreement (contract start and end dates): _____
- Department / College Area that will oversee the Third-Party Provider and the services that will be provided: _____

Section 2: Services Provided

1. What services will be provided under this agreement? Check all that apply.

<p>Delivery of Student Learning Opportunities</p> <p><input type="checkbox"/> Non-credit</p> <p><input type="checkbox"/> Workforce development</p> <p><input type="checkbox"/> Internships</p> <p><input type="checkbox"/> Clinical experiences</p> <p><input type="checkbox"/> Student teaching</p> <p><input type="checkbox"/> Credit-bearing educational programs</p>	<p>Student Support Services (in direct contact with students)</p> <p><input type="checkbox"/> Advising</p> <p><input type="checkbox"/> Counseling</p> <p><input type="checkbox"/> Tutoring</p> <p><input type="checkbox"/> International Student management</p> <p><input type="checkbox"/> Marketing</p> <p><input type="checkbox"/> Recruiting</p> <p><input type="checkbox"/> Advertising</p> <p><input type="checkbox"/> Campus Safety</p> <p><input type="checkbox"/> Food or dining services</p>
<p>Services for the assessment of student learning</p> <p><input type="checkbox"/></p>	<p>Outsourcing of a significant portion of operational or business units/functions of the institution</p> <p><input type="checkbox"/> Finance</p> <p><input type="checkbox"/> Human Resources</p> <p><input type="checkbox"/> Information Technology</p>

	[] Procurement
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2. Briefly describe service(s) that will be provided; explain why the Third-Party Provider is most suitable to delivering these services on behalf of the College.

Section 3: Required Contractual Elements

At a minimum, the written arrangement, contract, and/or agreement between Atlantic Cape and a Third-Party Provider must address the following:

Content Element:	Included?
Description of services provided by Atlantic Cape	[] Yes [] No
Description of services provided by the third-party provider, including how such services will be delivered	[] Yes [] No
Period of the agreement	[] Yes [] No
Institution that will award credit/degrees (if applicable)	[] Yes [] No [] N/A
Compensation for services by each party, including faculty	[] Yes [] No
Terms of evaluation and conditions under which the contract may be terminated and/or renewed	[] Yes [] No
Protections for students if contract is terminated or amended, if applicable	[] Yes [] No [] N/A
Protections for the secure maintenance of student records, if applicable	[] Yes [] No [] N/A
Procedures for addressing grievances	[] Yes [] No
Venue(s) for addressing perceived breach of contract, including appropriate legal jurisdictions	[] Yes [] No
Evidence that services provided are accessible (ADA compliant)	[] Yes [] No

Section 4: Assessment and Evaluation Plan

Describe how and at what frequency the third-party provider *and* the services implemented by the provider will be assessed and evaluated. Include what College department/employee will be responsible.

Section 5: Approvals and Disclosures

In accordance with the “Procedure: Arrangements with Third-Party Providers Procedure,” have the following approvals for this arrangement been obtained?

- Approvals associated with the College’s Purchasing Guidelines Yes No N/A
- Approval from Atlantic Cape’s President? Yes No N/A
- *A required notification and prior approval* from the Middle States Commission on Higher Education, because less than 25% of a credit-bearing educational program is being provided by the Third-Party Provider? Yes No N/A
- *An approved substantive change request* to the Middle States Commission on Higher Education, because 25% or more of an educational program is being delivered by the third-party provider? Yes No N/A

(Note: such arrangement includes teaching/instruction, but may also include a combination of services amounting to 25% or more of the educational program, such as curriculum development, instructional design, online delivery of courses, assessment of student learning, marketing/recruitment, student support services, tutoring, and/or advising)

Does the College’s arrangement with the Third-Party Provider require public disclosure, via website and program publication, because a portion of an educational program is being delivered by the Third-Party? Yes No

Section 6: Attachments

- Contract with Third-Party Provider
- Relevant internal approval documentation
- Prior approval documentation from the Middle States Commission on Higher Education
- Sample copy for public disclosure information
- Other _____