

All Division employees acting on behalf of the Board share in the overall responsibility for the sound stewardship of financial resources and assets and each employee has a personal responsibility to understand and comply with the Board's policies and administrative procedures.

1. All contracts must be signed by the Board Chair and the Secretary Treasurer, or designates. All Memorandums of Understanding (MOUs) and Memorandums of Agreements (MOAs) must be signed by the Board Chair, Superintendent, and the Secretary Treasurer.
2. All contract templates must be approved by the Secretary Treasurer, or designates.
3. A contract is defined as any document that creates a legally binding commitment, and includes letters of intent, memoranda of agreement and memoranda of understanding.
4. All contracts must be sent to the Assistant Secretary Treasurer a minimum of seven (7) business days prior to the intended start date, to allow for adequate review and processing. Provide and attach a one (1) page rationale with all types of contracts describing why we have the agreement.
5. All contracts for services by individuals will require clear Criminal Record Checks (CRCs) / RCMP Vulnerable Sector Checks (VSCs). An Intervention Record Check (IRC) is also required when working with students.
  - 5.1 The original CRC/VSC and original IRC must be presented. Photocopies, faxes, or scanned copies will only be accepted if the copy has been verified to be a true original by the administrator or school office staff. The photocopy must be signed and dated by the administrator or school office staff as proof of verification.
  - 5.2 The CRC/VSC and IRC must be dated within the immediate twelve-month (12) period prior to commencement of work.
6. A CRC/VSC and IRC are required at the signing of the initial contract. If a contract is signed within one year of the CRC/VSC and IRC that is on file, another CRC/VSC and IRC will not be required. Contractors are required to advise the Division immediately upon being charged or convicted with an offence under the Criminal Code of Canada or the Controlled Drugs and Substances Act.
7. All contracts with individuals and companies exceeding \$3,000 will be secured with a formal written contract.
8. All contracts will follow thresholds and expenditure guidelines per Administrative Procedure 30-15 Purchasing of Goods and Services.
9. Administration will provide a monthly summary, to the Board of Trustees, outlining the contracts and agreements signed by the Board Chair and Secretary Treasurer or designates, on behalf of the Board.

### **Contract Process**

1. Any expenditure commitment must normally be part of an approved budget and shall not exceed the unexpended amount of the budget.
  2. No person may sign any document that creates an obligation or undertaking on behalf of the Board unless the individual has signing authority. Any individual who is in an acting position shall have the same signing authority as the person on whose behalf they are acting.
  3. The person that has been delegated signing authority from the Board will remain accountable for any contract executed by their delegate and retains the authority to sign the contract even though they have sub-delegated that power to another position.
  4. The Services Agreement Template can be accessed on administrative staff SRB Dashboard areas. The Assistant Secretary Treasurer may be contacted with all other contract template requests. Each service area will have a single designated contact for contracts.
  5. Advertisement
    - 5.1 Regional Services will advertise the contracted service upon request from Department. Advertising should ensure the term of contract is clear as well as all contract renewal options.
    - 5.2 A copy of competition advertisement will be filed in DocuShare in a Competition file for easy access and reference when contracts are being signed.
    - 5.3 Successful applicant(s) should be highlighted on the Resume Listing received from Human Resources. An employee cannot hold an employee contract and a contract without Board permission.
  6. The contract will state a maximum amount payable by the expiry date of the contract.
  7. The Service Area will:
    - a. Evaluate and review the proposal or quote submissions
    - b. Select a suitable contractor
  8. Upon selection, the Service Area will forward the signed contract to the Assistant Secretary Treasurer and file all supporting documentation in DocuShare.

E.g. Supporting documentation that is required for Markers:

    - Resume
    - Reference check(s)
    - Criminal Record Checks (CRCs)/ RCMP Vulnerable Sector Checks (VSCs)
    - Teaching Certificate (copy), if required for contract
    - Intervention Record Check (IRC)
- NOTE: The Contractor **cannot** begin working until the complete selection package has been reviewed and approved by Regional Services, signed by the Board Chair and Secretary Treasurer and sealed.
9. All ADLC contracts must have a competition number, Request for Proposal (RFP) number or Request for Quote (RFQ) number in the upper right corner of the first page of the contract.
  10. All dates in the contract, including date of contract, term of contract as well as dates in the schedules, are to be left blank until the Board Chair and Secretary Treasurer sign the agreement.

11. Regional Services will review all the contract documentation for completeness. When all contract documents are in order, the contract will be forwarded to the Board Chair and Secretary Treasurer, or designate for signature.
12. Once signed, the contract is deemed executed, then the work may commence.
13. An electronic copy of the contract will be filed in DocuShare.
14. ADLC contracts will state a maximum amount payable, excluding Marker contracts. The Marker contract may have a clause under “Term” stating that the contract may be renewed up to five (5) years or the contract may be to a maximum of five (5) years. The advertisements for the contracts would require a statement advising of the renewal provision.
15. Pre-approved contractors are those vendors who have submitted qualification information and received a written contract to conduct business for a one (1) year period with the option to renew for two (2) - one year continuations for a maximum 3 years in total. Pre-approved criteria includes:
  - a. Current Business License
  - b. \$2 to \$5 Million Liability Insurance, depending on the project value and discretion of the Director of the Service Area requiring the contract
  - c. Workers Compensation Board coverage
  - d. Ability to meet Board standards
  - e. Performance references

## Reference

[Employed or Self-Employed – Booklet from Canada Revenue Agency](#)  
[AP 30-15 Purchasing of Goods and Services](#)  
[AP 40-45 Criminal Record Check and Intervention Record Check](#)  
[Form 4-6B Contractor Application – Criminal Record Check Declaration](#)  
[Guidelines to the Procurement Obligations of Domestic and International Trade Agreements](#)