Title	**Contract Management**
Number	**C4002**
Category	**Finance**

1. PURPOSE

To establish a College-wide governance structure for managing contracts and reducing risk.

2. DEFINITIONS

Contract – a written agreement between two or more parties that creates legally binding obligations on the College that are enforceable or otherwise recognizable at law including, but not limited to:

- Expenditure Contracts
- Revenue Contracts
- Purchase Orders and their attached documents, e.g., maintenance agreements
- Research Contracts
- Property Leases
- Memoranda of Understanding
- Affiliation Agreements
- Articulation Agreements
- Intellectual Property Agreements
- Educational Partnerships
- Non-disclosure Agreements (other than agreements related to employee hiring)

An employment contract as administered by the Human Resources department is excluded from this definition.

Contract administrator – employee responsible for ensuring the terms and conditions of the contract are being implemented as agreed to by the contract parties.

Indemnity – risk transfer mechanism between parties in a commercial contract which identifies who will pay for certain types or causes of loss.

Risk Management branch – provincial government department that is responsible for managing risk exposure for the public.

Vital records – records considered essential to the College's continuing or resuming its operations in the event of a disaster. A record is vital when it would be required to resume or continue College business, support the College's legal or financial position or is made vital by regulation or statute.

3. POLICY

3.1 The College will enter into and manage contracts in a manner which facilitates best business practices and minimizes the risk associated with legal agreements.

3.2 Employees are encouraged to use the appropriate College-approved standardized Service Agreement wherever possible.

3.3 The College will only enter into contracts that comply with applicable legislation, regulatory

requirements and College policies.

3.4 Relevant approvals must be obtained prior to commencing contract planning and engagement, not limited to budget allocation.

3.5 Indemnity clauses require review and written approval from the provincial Risk Management Branch prior to contract adoption in accordance with the provincial Financial Administration Act.

3.6 Goods and services requiring monetary exchange will be procured under contract in accordance with Policy C3001 – Purchasing.

3.7 Risk Services will provide administrative support to the contract development and management process, including contract review prior to submission for signature.

3.8 Contracts, including original, amendments and extensions, shall be signed by an appropriate authority designated under Policy B1016 – Signing Authority.

3.9 Services within the scope of a contract may not commence until a contract has been signed.

3.10 Every contract will have a designated contract administrator who will ensure proper performance of the contract and management of all related obligations of the College under the contract.

3.11 The College's copy of all contracts will be securely stored by Risk Services in accordance with the department-approved retention schedule for vital records.

4. RESPONSIBILITY

For inquiries relating to this policy, please contact the Director, Organizational Risk and Internal Controls.

5. RELATED DOCUMENTS

Contract Management - Procedures
Contract Review - Checklist
Service Agreement - Template

History/Revision	
Origination Date	February 17, 2015
Amendment Date	Approved June 13, 2017 Effective October 1, 2017
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