



<b>Manual Title:</b>	Finance and Administration	<b>Dept.:</b>	Finance	<b>FN14.1</b>
<b>Section:</b>	Contracts – Purchase of Service	<b>Date Issued:</b>	September 10, 2010	<b>Page: 1 of 2</b>
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## **CONTRACTS – PURCHASE OF SERVICE**

### **Rationale**

This category provides guidelines for entering into contracts.

### **Policy**

All contracts are to be signed by authorized personnel and adhere to Ministry financial guidelines and collective agreements.

### **Procedure**

- A full range of potential arrangements is investigated before entering into an exclusive contract.
- Legal assistance or advice is obtained if necessary for any non-standard clauses.
- All contracts entered into are reviewed and approved by the Chief Executive Officer or designate. Special authorization is required if the amount of the contract is over a certain limit or is an unbudgeted expense. Only individuals with the appropriate level of authority can approve and sign a contract.
- The Chief Executive Officer shall not personally benefit in the awarding of contracts for supports/services, purchases or anything else. Every reasonable effort will be made to avoid the perception of personal gain.
- Bethesda ensures that a completed copy of the final contract is made available to all other signatories.
- All Purchase of Service contracts must meet the Bethesda conflict of interest guidelines.



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- At the minimum, each Purchase of Service contract entered into by Bethesda shall provide the following information:
  - The nature of the service.
  - The financial obligations agreed to.
  - The period of time that the contract covers.
  - The invoicing procedure, or a payment schedule.
  - A termination clause.
  - A table of contents regarding the negotiated work plan.
  - Authorization by Chief Executive Officer or Chief Financial Officer on behalf of Bethesda.