

Manual Title:	Finance and Administration	Dept.:	Finance	FN14.1
Section:	Contracts – Purchase of Service	Date Issued:	November 25, 2020	Page: 1 of 2
		Supersedes:	September 10, 2010	

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 Administrative Officer on behalf of Bethesda.