
HORIZON SCHOOL DIVISION**POLICY HANDBOOK**

Policy Code:	FEF
Policy Title:	Contract for Services
Cross Reference:	FCA
Legal Reference:	The Income Tax Act
Adoption Date:	May 18, 1999
Amendment or Re-	Mar. 21/200, Jan 20/2003
affirmation Date:	Aug. 19/2014

POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION AND INDIVIDUAL SCHOOLS MAY CONTRACT FOR SERVICES WHERE THE BOARD DEEMS APPROPRIATE. IN SUCH INSTANCES, THE FOLLOWING REGULATIONS SHALL BE FOLLOWED.

REGULATIONS (FOR HORIZON SCHOOL DIVISION CONTRACTS)

1. Construction Tendering, including new construction, modernization, and Infrastructure, Maintenance, and Renewal projects, shall be guided by regulations included in Policy FCA.
2. Contracting for ongoing long-term services, such as caretaking and transportation, shall be guided by the following:
 - 2.1. Initial contracts for services shall be awarded only after an appropriate tendering process.
 - 2.2. Contracts shall be reviewed by the Board at the time of renewal or at least every five years.
 - 2.3. Contracts will be re-tendered at the time of renewal but may be renewed from time to time, without a re-tendering process, at the discretion of the Board.
 - 2.4. The Board shall designate appropriate staff and/or trustees to re-negotiate contracts.
 - 2.5. All contracts or renewal of contracts, for ongoing services shall be in writing and require Board approval.
3. Agreements for provision of ongoing long-term services, such as insurance and banking shall be guided by the following:
 - 3.1. Initial agreements shall be made only after an appropriate competitive bidding process.
 - 3.2. Agreements shall be reviewed by the Board at least every five years.
 - 3.3. Agreements may continue in force without competitive bidding at the discretion of the Board.
 - 3.4. The Board shall designate appropriate staff and/or trustees to renew agreements.
 - 3.5. Initial agreements or renewal of agreements for the provision of ongoing long-term services require Board approval.
4. Contracts for short-term services shall be guided by the following:

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- 4.1. Short-term contracts need not be tendered but competitive bids shall be required for contracts that exceed 90 days.
 - 4.2. The Board shall designate an appropriate manager/division administrator to negotiate short-term contracts.
 - 4.3. All short-term contracts or renewal of short-term contracts, covering a time period of 90 days or more shall require Board approval and shall be in writing and shall meet the standards set by Revenue Canada to qualify as contracted service versus employment service.
 - 4.4. All short-term contracts or renewal of contracts, covering a period of less than 90 days shall require the approval of the Secretary /Treasurer or Superintendent of Schools.
5. Contracts for ongoing long-term services, such as caretaking, that will result in individuals being in division schools on a regular basis shall require that such individuals provide a Police Information Check and Vulnerable Sector Check performed by law enforcement officials. Any cost incurred for this security check shall be the responsibility of the contractor.

REGULATIONS (FOR SCHOOL CONTRACTS)

1. Prior to negotiating any contract, the school Principal shall consult with the Superintendent of schools, or designate.
2. The school Principal shall ensure that an appropriate competitive bidding process occurs.
3. Contracts shall be negotiated between the school Principal and the contractor of services.
4. Contracts shall be reviewed by the Secretary-Treasurer prior to signing.
5. At the discretion of the Superintendent or Secretary-Treasurer, contracts may require Board approval.
6. A signed copy of a contract shall be provided to the Secretary-Treasurer and the Principal shall also retain a copy at the school in a central file to be provided to a new Principal, when a change in administration occurs.
7. Contracts for ongoing long-term services, such as cafeteria staff, that will result in individuals being in division schools on a regular basis shall require that such individuals provide a Police Information Check and Vulnerable Sector Check performed by law enforcement officials. Any cost incurred for this security check shall be the responsibility of the contractor.