

Section:	Finance (FN)
Subject:	Professional Services
Legislation:	
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APPROVED: _____
President and CEO

POLICY

The policy of the Board of Governors is to review all professional service contracts at least every five years.

PROCEDURE

DEFINITIONS

Professional For the purpose of this procedure, a professional includes, but is not limited to, accountants, architects, auditors, banking services providers, dentists, doctors, engineers, insurance services providers and lawyers.

PROCEDURE

1. A professional shall be contracted to provide professional services based on a recommendation from the requesting school/department or budget authority.
2. Upon receipt of the recommendation, letters of service must be obtained from at least three providers of the professional service being requested, subject to the contract's value, market availability and the discretion of the Supply Management section, Finance department.

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3. Supply Management will finalize the professional services contract fee, negotiate the contract's commercial terms, and, where possible, establish a strategic business alliance.
4. The term of a professional services contract shall not exceed a period of five years. Within six months before the contract term ends, Supply Management, in partnership with the involved service and/or user schools/departments, will review the professional services. Supply Management will make a recommendation to either extend the contract for an additional term of up to five years or for Supply Management to develop an invitation for response.
5. A professional service may be provided by any number of professionals, based on the area of expertise or specialty required.
6. Contract documentation will be maintained for five years after the contract's termination date, after which SAIT's records retention and disposal procedures shall apply.

POLICY/PROCEDURE REFERENCE

FN.8.1 Professional Services policy

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