



Section: **Roles and Responsibilities**
Policy #: **1420**
Policy: **Hiring Subcontractors**

Date Approved: May 27 2006
Revision Dates:

Hiring Subcontractors

Purpose: School councils around the diocese are entering into agreements with businesses for maintenance, etc. Some councils sign agreements and some do not. There have been times when issues have arisen and signed contracts would have helped to reduce disagreements.

Policy: School Councils are required to sign contracts with on-going subcontractors and contracts with a value over \$1,000 (one thousand dollars).

Procedures: Emergency repairs do not require the following procedures:

- 1) Every effort will be made to receive three (3) quotes for services over \$5,000 (five thousand dollars).
- 2) The principal shall recommend subcontractors for internal, day-to-day operations within the school who directly work with children or with programs in the school. (i.e. speech therapists, etc.)
- 3) The School Council will recommend subcontractors for all other situations. (i.e. maintenance and custodial)
- 4) All contracts will be signed by a Council designate and a Council pastor.
- 5) Before any contracts are signed, written proof of insurance and WCB must be provided.
- 6) All contracts will be reviewed by Council to ensure that minimum requirements are met including **term, completion date** (if necessary) and **cost**.

Councils should check that the contractor is approved through the Better Business Bureau and is a member in good standing within their own association.

(See Policy 1420 Appendix A – Subcontractors sample contract)