



## **Rationale**

### **Policy**

The Board of Directors shall establish procedures for selecting, supervising and evaluating contract services.

### **Regulation**

1. The Principal will identify all services required to operate the school.
2. The Principal, in consultation with the Maintenance Chair, will determine if any services will be contracted out and make a recommendation to the school council.
3. The Principal will develop a request for tender for the contract.
4. Tenders may be requested by advertising or invitation.
5. The Human Resource Chair and Maintenance Chair will assist the principal in the selection of the contractor and submit a recommendation to the School Council for approval.
6. Contracts are to include measurable objective(s), specific conditions, time lines duration(not to exceed one year) and costs.
7. All contracts are to signed by both the contractor, the Principal and the School Council Chair.
8. Contracts can be terminated by the Local School Council on the recommendation of the Principal, subject to the conditions of the contract.
9. All contractual personnel will be accountable to the Principal through the contractor.
10. The Principal will assist the Maintenance Chair in the development of a monthly maintenance report to the council. This will include updates on contracted services.
11. A copy of the contract shall be forwarded to the Office of the Superintendent.



Island Catholic Schools

## BUILDINGS AND GROUNDS

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CONTRACTING SERVICES

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Reference:	Approved
	Date Approved: June 1995
Cross-reference:	Date(s) Revised: September 2001