

SUBJECT: CONTRACT ADMINISTRATION**1. Purpose**

To provide a policy to ensure that all internal and external legal documents are accurately prepared, signed and administered.

2. Scope

This policy is applicable University wide.

3. Authority

The Director of Purchasing, Contract & Risk Management reporting directly to the Vice-President (Administration & Finance) is responsible for the administration of this policy.

4. Responsibility and Procedures

The designated Contract Administrator reporting to the Director of Purchasing, Contract & Risk Management is responsible for the day to day administration of this policy and its procedures.

As the University of Northern British Columbia enters into contracts for research, consulting services, supplies, capital construction projects, etc., a procedure is required to ensure that contracts are accurately prepared and administered appropriately. This will include development, status reporting, approval and distribution.

It will be the responsibility of the designated Contract Administrator to ensure that the procedures contained herein are followed and that accurate status information is provided to authorized individuals upon request.

Upon appropriate approval to enter into an agreement with a contractor, the designated Contract Administrator will be asked to prepare a draft contract:

- a. The Contract Administrator, in consultation with the appropriate user department, will prepare and/or review a draft contract, which will be reviewed by the Director, Dean or Budget Holder of the user department involved. The Director of Purchasing, Contract & Risk Management will approve all requests to have contracts vetted through legal council.
- b. If the draft contract is approved by the Contract Administrator and the user department, two copies are forwarded to the contractor by the Contract Administrator for review and signature. If the Contractor wishes to have revisions made, they are to be reviewed by the Contract Administrator and the user department for revision and subsequent re-approval (as in (a) above).
- c. The Contractor will sign both copies and return them to the University. The contracts will then be sent with a written recommendation to the appropriate Vice-President or President for signature. If the contract requires the University's Corporate Seal, it will be sent to the President for review and signature. Distribution is as listed below. If the Contractor wishes to have revisions made, they are to be reviewed by the Contract Administrator and the user department.

Distribution:

Upon signature by both the Contractor and the appropriate Vice-President or the President, the contracts are to be distributed as follows:

- a. One original to the Contractor
- b. One original to the Purchasing, Contract & Risk Management Department
- c. One copy to the user department
- d. One copy to the Finance Department - Accounts Payable and/or Research Accounting

Status Reports:

The Purchasing, Contract & Risk Management Department will be responsible for the issuance, tracking and status of all University contracts until signed. The Purchasing, Contract & Risk Management Department will maintain a status report that will be available to authorized individuals upon request.

- a. Upon notice of approval as in "Procedure" above, the Purchasing, Contract & Risk Management Department will initiate an Administration Contract checklist.
- b. The Purchasing, Contract & Risk Management Department will ensure that all steps are followed and checked off on the Contract checklist.
- c. If required, upon distribution, the Purchasing, Contract & Risk Management Department will ensure that a completed Contract checklist is attached to the original contract for the Purchasing Tender file.
- d. The Purchasing, Contract & Risk Management department will notify the end user department 30 days in advance of the contract expiring. The Contract Administrator will take the appropriate action for the renewal or extension of the contract.

For contracts with a term of three years or greater. Contract Administrator will notify the Vice-President (Administration & Finance) and the end user department 6 months prior to the end of the term.