

MEMO

DATE: February 17, 2023
TO: Algonquin College Leadership Team
FROM: Paul Gardner, Internal Control
SUBJECT: Support for Contract Review and Approval

Following the approval of the [Delegation of Contract Signing Authority Policy \(BG II-06\)](#) in April of 2022, the College rolled out Contract Review and Approval training. As of the beginning of this month, almost 200 Administrators have attended the training. Thank you for your time and participation.

From the perspective of support for contract signing at the College, we recognize that there is still a long way to go before Areas and Departments can say that the new contract protocols have been successfully operationalized.

Apart from continuing to engage with Administrator and Support Staff users on the need for further process clarity and systems training, we want to assure you that we are committed to simplifying the contract review and approval process – while being mindful of the potential impact on risk.

As part of the ongoing efforts to simplify contract review, and because of the fine-tuning done to the Algonquin College Procurement Contract – Statement of Work (which references the [Algonquin College General Terms and Conditions](#)), effective immediately:

When using an *unaltered* [Algonquin College Procurement Contract – Statement of Work](#) document for the procurement of goods and services valued at less than \$25,000, a contract Executive Summary is no longer required.

We'd also like to remind you that if at any time you need help with a contract review, whether it's because you find a contract's terms or conditions confusing, or just need a little guidance, please contact the Contract Administrator at ContractAdministration@algonquincollege.com.

Finally, I'd like to encourage you to visit the [Internal Control webpage](#) wherein you will find several Contract support documents (by opening the Contract Review and Approval, or the College Approved Contract Templates tile) including:

- The Contract Review and Approval Administrator Training
- The 12-Steps for Contract Review and Approval
- The Executive Summary
- A Non-Disclosure agreement
- The Algonquin College Procurement Contract - Statement of Work Agreement
- The Algonquin College General Terms and Conditions
- BGII-06 - Policy Guidance

Thank you,
Paul Gardner, Senior Manager, Internal Control