

MEMO

DATE: April 17, 2023
TO: Support Staff with Contract Processing Responsibilities (SSCPR)
FROM: Paul Gardner, Senior Manager Finance and Administration – Internal Control
SUBJECT: Continuous Support for Contract Review and Approval

In April of 2022, the [Delegation of Contract Signing Authority Policy \(BG II-06\)](#) was approved by the College's Board of Governors. It authorizes specific College Administrators to execute legal documents on behalf of the College based on contract risk. The Policy includes a Signing Authority Matrix that identifies specific contract types and assigns them to Contract Classes. It also establishes a framework for conducting contract review and approval. Use this link to access a Contract Review and Approval 12-Step Decision Tree: <https://www.algonquincollege.com/finance-administration/files/2023/04/Contract-Review-and-Approval-12-Steps-Decision-Tree.17April2023.pdf>

For SSCPR, responsibilities for contract processing differ from one department to the next. This said SSCPR have identified that for them to provide the same level of contract support that they did before the new Policy, they need access to specialized training.

Stakeholder meetings with SSCPR identified that existing contract responsibilities *may* include some or all of the following:

- Document Preparation - reference the Signing Authority Matrix to identify who can sign and how to set up documents in Adobe Sign to establish document routing
- Navigating data collection - collect supporting documents, record document details into the Executive Summary
- Transaction Processing - obtain purchase requisitions and purchase orders, route documents to collect relevant Specialist reviews, collect communications between parties, submit documents for storage in Bonfire

To support these responsibilities, the following training resources are available:

- Using the Signing Authority Matrix - <https://www.youtube.com/watch?v=a73ZwIKRY5s>
- Setup a Contract In Adobe Sign - <https://www.youtube.com/watch?v=uU4VFcBsWWg>
<https://www.youtube.com/watch?v=1iV9KU40vwM>
<https://www.algonquincollege.com/finance-administration/approved-contract-templates/>
- Record Details in the Executive Summary - <https://youtu.be/UJpj7PdWv3o>
- Submit Documents to Bonfire - <https://www.algonquincollege.com/finance-administration/approved-contract-templates/>

In situations where an Administrative Manager/Chair believes a SSCPR requires the full Administrator Contract Review and Approval training course, an asynchronous self-paced course is available (supervisor approval is required). Use this link to access the self-paced course:

<https://employeelearningcatalogue.algonquincollege.com/course/694/contract-review--approval>

We hope you'll find these resources helpful.