



***This Checklist / Approval Page ("CAP") must be attached to all Confederation College Contracts.***

<b>A) GENERAL INFORMATION REGARDING THE PARTY PROPOSING THE CONTRACT</b>	
<i>Please print clearly</i>	
Name of Department _____	Dean/Director _____
Name of Contact person within Department _____	

<b>B) SUMMARY OF CONTRACT TERMS</b>	
Contract with: _____ (Name of Company / Institution)	
Description: _____	
Dates: Start _____ End _____ Multi-Year: Yes <input type="checkbox"/> No <input type="checkbox"/> Renewal: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Terms(s): Payment Period _____ (Mo., Yrs.) Amount Period _____	
<input type="checkbox"/> Check this box if a Deposit of Advanced Payment is required	
Payment/Deposit(s) due _____	Total Amount of Contract \$ _____ (Approximate if Necessary)

<b>C) TYPE OF CONTRACT/AGREEMENT</b>	
<input type="checkbox"/> Goods/Services/Installation/warranty	<input type="checkbox"/> Affiliation Agreement
<input type="checkbox"/> Consultants	<input type="checkbox"/> Student Placement Agreement
<input type="checkbox"/> Student events/special events	<input type="checkbox"/> Collaborative Program Delivery Agreement
<input type="checkbox"/> Marketing/PR	<input type="checkbox"/> Ministry Mandate Agreement
<input type="checkbox"/> Facilities/Construction/Architects	<input type="checkbox"/> Ministry Funding Agreement
<input type="checkbox"/> Lease/Rental of College space	<input type="checkbox"/> 3 <sup>rd</sup> party Funding Agreement
<input type="checkbox"/> Lease/Rental of space (3 <sup>rd</sup> party)	<input type="checkbox"/> Other: _____
<input type="checkbox"/> MOU/MOA/Partnership Agreement	

<b>D) CONTENT – Is this contract a:</b>
<input type="checkbox"/> Pre-approved Confederation College form agreement (e.g. service agreement) with no substantive or material changes.
<input type="checkbox"/> New agreement with Supplier’s own terms and conditions.
<input type="checkbox"/> Renewal of an existing contract (Please attach existing contract with renewal documents).
<input type="checkbox"/> Modification (amendment, extension) of an existing contract (on a copy of the agreement, please circle or highlight which, if any, preprinted or prior terms have been changed).
<input type="checkbox"/> Software/Online services contract which allows for remote logins involving the potential exchange of private Information about students, employees or others.
<input type="checkbox"/> Check this box if contract requires Confederation College to provide OR receive a Certificate of Insurance (INCLUDE CURRENT INSURANCE CERTIFICATE).

E) CHECKLIST			
	Requirement	Description	(initial all that apply) Initial
1.	Competitive Bidding	For contracts above \$10,000, the department / requesting party has obtained at least 3 competitive quotes/bids (If not, attach approved waiver and sole source forms); over \$100,000, must complete RFP process (for consultants, the value is \$0).	
2.	Contract, Exhibits & Appendices	1) The contract and all documents incorporated by reference in the contract, including exhibits and appendices, are attached; and 2) All such documents have been read and agreed to in their entirety by originating department and any faculty and staff members who have obligations under this contract.	
3.	Contracting Party	The name of the contracting party is stated as Confederation College (not an individual, department, or school).	
4.	Name, Address, Contact Person	The full name, address, legal status, (i.e. corporation, partnership, etc.) and contact person of the other party are included.	
5.	Understanding	Written contract matches the verbal understanding of all parties. All terms and conditions conform to the final negotiations / agreement of the parties	
6.	Competition /Conflicts with Existing contracts /Compliance	This contract does not conflict with any other contracts, promises or obligations of the College. The requesting department verified the College can comply with all terms and conditions.	
7.	Other Necessary Agreements	All other necessary agreements or waivers referred to in contract have been / will be obtained.	
8.	Terms of Contract	Start and end dates of contract are included. Any renewals are included.	
9.	Warranties /Guaranties	Warranties or guarantees give satisfactory protection.	
10.	Governing Law	The contract is governed under the laws of Ontario.	
11.	Confidentiality Agreements	All non-disclosure clauses include exceptions regarding disclosure as required by law or by a court of law. If not applicable, indicate “n/a.”	
12.	Printed /Typed Names	Names of all persons signing contract are printed or typed below signature.	
13.	No Automatic renewal	Contract does not contain an automatic renewal clause/	
14.	Insurance	Appropriate insurance requirements identified – low / moderate \$2M; high risk \$5M.	

F) REPORTING REQUIREMENTS:	
Contract includes reporting to be submitted/received:	
	Person Responsible: _____
<input type="checkbox"/> Daily	Additional input by (name): 1. _____
<input type="checkbox"/> Weekly	2. _____
<input type="checkbox"/> Monthly	3. _____
<input type="checkbox"/> Quarterly	_____
<input type="checkbox"/> Annually	

<b>Contracts should be routed to these groups for review:</b>	
<i>Facilities Management</i>	that involves building infrastructure, building systems, constructions, renovation, grounds related services, or other areas where Facilities Management must approve the work being provided
<i>Legal Affairs</i>	that involves complex legal or business arrangements.
<i>Office of Information Technology</i>	that involves software, hardware, network infrastructure services, or other technology initiatives.
<i>VP Academic</i>	TBD based on inclusion of Academic Affiliation Agreements or other academic contracts for use on this routing form.
<i>VP Finance &amp; Administration</i>	Pursuant to Signature Authority, requirements and other related review needs.
<i>AD Hoc Review</i>	Contracts may be routed to other approval units, including the President, as determined in the contract review process.

G) SIGNATURES		
FINANCE REQUIREMENTS		
Review of contract/agreement (Financial Component) completed		
_____	_____	_____
Name (print)	Signature	Date
<u>Comments:</u>		
OTHER REVIEWERS AS REQUIRED		
Indicate as required		
Facilities:	Name _____	Signature _____
	<u>Comments:</u>	
Information Technology:	Name _____	Signature _____
	<u>Comments:</u>	
Other Department:	_____	
	Name _____	Signature _____
	<u>Comments:</u>	

**CERTIFICATION OF REQUESTING PARTY**

I have read this contract entirely. I am satisfied with its description of the goods and services to be provided to the College (including, for example, warranties, delivery terms, acceptance period, and maintenance terms). I am also satisfied with the description of the College's obligations (including the scope of work; payment due dates; late charges; regulatory compliance; tax charges; insurance and confidentiality requirements) and all other provisions of this contract, except as noted in the attached memorandum. A memorandum [is], [is not], (circle one) attached. During the agreement term, I am responsible for MONITORING the performance of this contract including supplier selection and suitability; and the management of all aspects of the work to be performed under the scope of services.

Name (print)	Signature	Date
<b><u>Comments:</u></b>		

**THIS CONTRACT HAS BEEN REVIEWED/APPROVED BY:**

Dean/Director (print)	Signature	Date
Vice President (print)	Signature	Date
<b><u>Comments:</u></b>		

**THIS CONTRACT HAS BEEN APPROVED BY:**

Senior Director, Financial Services	Signature	Date
Vice President, Finance & Administration	Signature	Date
<b><u>Comments:</u></b>		

**APPROVAL OF EXPENDITURE (Contracts \$100,000 to \$1 Million)**

President	Signature	Date
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**APPROVAL OF EXPENDITURE (Contracts Over \$1 Million)**

Chair or Vice Chair, Board of Governor	Signature	Date
<b><u>Comments:</u></b>		