

## CONTRACT NEGOTIATION FORM

*This form is not for the hiring of individuals*

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This form is to be used by College staff to inform the College of contracts with companies or professionals for services. It should be completed before a commitment is made and any invoice received. For more details on contract management, refer to Bylaw 10 and the Policy on the Procurement and Management of Contracts (CORP-01).

Fill sections 1.0 to 8.0, then forward with the relevant documents to Finance.

1.0 Attach supporting documentation: proposed contract, letter of intent, offer of service, etc.

2.0 Originator of the request

Name

Dept.

Phone

3.0 Supplier Info

Name of Supplier

Address

City, Province

Postal Code

Contact Person

Phone

3.1 GST/QST

Federal GST No. \_\_\_\_\_ Provincial QST No. \_\_\_\_\_ NEQ \_\_\_\_\_

4.0 What will the services be used for?

5.0 Period of Contract

From:

To:

6.0

Fixed Costs

+ GST

Budget code to be charged

QST

Total

Estimated  
Variable Cost  
(if any)

+ GST

Budget code to be charged

QST

Total

**TOTAL COST (including taxes)....(NOTE)**

**NOTE: IF TOTAL COST EXCEEDS \$10,000 ATTACH TENDERING INFORMATION OR A WAIVER FORM.**

7.0 Payment Details

7.1 First payment to be released upon receipt of Cheque Requisition.

7.2 Balance of contract payable (if applicable):

☐ upon receipt of cheque requisition and approved invoice

☐ automatic payment, as per following schedule

☐ upon receipt of invoice ☐ no invoice to come

Date	\$	Date	\$
Date	\$	Date	\$
Date	\$	Date	\$

Cheques to be sent to Supplier or

8.0 Expenditure approval

**A**

Chairperson / Manager

Date

**B**

Immediate Supervisor (skip if Director General)

Date

8.1 Contract approval

**C**

Director of Finance / RARC

Date

**D**

Director General

Date

**E**

☐ Executive

☐ Board

Resolution Number

Date