

VI. Purchasing and Procurement – Procurement of Services

6.1 Appointing and Paying Consultants

Consultants' services may be sought for:

- A job for which the required technical expertise does not exist in-house at Strong Start Academy.
- A job that is not ongoing and hence does not require full time staff.
- A job that does not require more than 6-months continuous engagement.

The following procedure shall be observed for engaging the services of a consultant at Strong Start Academy in an amount over \$25,000 up to \$50,000.

- The decision to hire the services of a consultant shall be taken by the Executive Director, the President of the Board and the Treasurer of the Board or their designees for services in excess of \$25,000 up to \$50,000.
- The Executive Director shall send an invitation to specific appropriate consultant(s) requesting a proposal for the consultancy by a stated date.
- The proposals received shall be reviewed by a panel composed of the Grade Level Leads and the ensuing recommended name shall be submitted to the Executive Director.
- For services in excess of \$25,000, but less than \$50,000, the Executive Director or their designee shall notify the Board of the consultancy, inclusive of information regarding the selection process.
- The terms of reference for the consultancy shall be mutually agreed upon and the Executive Director shall be involved in the negotiation of financial aspects of the terms.
- The contract agreement shall be signed by both parties before commencement of the consultancy assignment.
- Payment is conditional on satisfactory completion of the whole job unless the agreement provides for installments at completion of specifically agreed components/tasks.

In addition to the procedures set forth immediately above, the following procedure shall be observed for engaging the services of a consultant at Strong Start Academy in an amount over \$50,000.

- The decision to hire the services of a consultant for a cost of more than \$50,000 requires Board approval.
- In the event of a sole source contract, the Executive Director shall provide information regarding the selection process, including what steps were taken to identify additional service providers.