SASKATCHEWAN BUILDING OFFICIALS ASSOCIATION INC.
www.sboa.sk.ca

9.07 Contractor Services

Approved: 2018-03-08

Latest Revision Date: yyyy-mm-dd

Review required: 2022

Intent

To enable authorization of people and companies who provide supportive services to SBOA.

Policy and Procedures

SBOA may enter agreements to obtain services required to operate the Association, other than governance and regulated actions that cannot be delegated to others. For all contract services, SBOA will:

- Determine and define in writing the tasks and/or responsibilities to be met by the contractor, and if appropriate, the preferred or required qualifications of the contractor.
- Ideally, use a competitive selection process to obtain contract services. A competitive selection process may include advertising for services, advertising for a request for proposal to provide services, comparison of qualifications, evaluation of offerings and past work, etc. Sole source contracts are acceptable when the contractor offers unique services or advantageous location or past service.
- Collect and retain proposals, applications and/or résumés from potential contractors.
- Create written agreements between SBOA and each contractor, where the agreement defines tasks and/or responsibilities, start/completion dates, undertakings of compliance with SBOA policies (especially those addressing privacy, confidentiality, conflicts of interest, and liaisons and media relations) , insurance, compensation scheme and other applicable terms. Agreements may be prepared, as appropriate to each situation, by legal counsel, or drafted by one of the parties as a letter or standard form or using online resources.

Application

All services purchased by SBOA, not including retail purchases.

Notes

Based on information from online sources and Independent Contractor Agreement Samples or Templates available at:

http://www.lawdepot.ca/contracts/independent-contractor-agreement/ https://www.marsdd.com/mars-library/independent-contractor-agreement-sample-template/
https://www.legalcontracts.com/contracts/independent-contractor-agreement/?ldcn=contractor