

PROFESSIONAL SERVICES POLICY
Council Policy No. 08/16

POLICY:

The City requires a policy to determine the manner in which services of specialized professional service providers are selected to meet operational requirements.

BACKGROUND:

The City uses specialized professional service providers for several of its operating functions, such as, banking, external audit, general property insurance, property appraisals, legal, auto insurance and licensing, recruitment services, engineering consultants and Employee Health and Welfare plans.

The Council deems it advisable that the City endeavour to obtain the best available service at reasonable costs.

GOAL:

It is the goal of this Policy to establish criteria by which the City will determine the provision of professional services. Although each of the listed services is unique the goal is to establish a policy which will guide the process and provide direction to management. The Policy is for multi-year agreements extending no more than the allowable number of years per legislation. The purchasing process will be in accordance with the City's Purchasing and Tendering Policy.

The City Manager is authorized to establish the necessary administrative and operational criteria and to implement this Policy.

This Policy also requires the City receive best value for its money when evaluating the responders submissions.

OBJECTIVES:

This Policy is for multi-year professional services agreements.

Procurement activities must comply with the Purchasing and Tendering Policy.

The City may cancel the services at any time and recall proposals. The City will reserve the right to extend the term of any service by two years without recalling proposals.

POLICY NOT WITHSTANDING CLAUSE:

This policy provides general terms for various types of professional services. Other policies and operational requirements may provide detailed and specific requirements for each type of service.