



Office of the  
Saskatchewan Information  
and Privacy Commissioner

## FINANCIAL POLICY

### **2.0 FINANCIAL ADMINISTRATION** **2.03 CONTRACTS FOR SERVICES**

#### **Purpose**

The purpose is to outline the policy and procedures for managing service contracts.

#### **Application**

The Office of the Saskatchewan Information and Privacy Commissioner (IPC)

#### **Policy**

The Director of Operations is responsible for contract management.

Contracts must be signed on behalf of the IPC by the Commissioner. Original signed contracts are maintained in the IPC Electronic filing system.

Where a payment is to be made before completion of the work under a contract, the contract must specifically provide for partial (or advance) payments.

The Director of Operations is responsible for ensuring services are acquired in accordance with IPC - FAM Procurement of Services.

Work should not commence before a contract is signed. However, where an immediate need exists for the service, a memorandum of understanding (MOU) or letter of intent may be utilized. The justification of such a decision will be documented and approved by the Commissioner. The MOU or letter of intent will be superseded by the subsequent contract.

**Note:** for more information please see the IPC Guidelines for Policy 2.03 Contracts for Services.

**Authority**

*The Freedom of Information and Protection of Privacy Act*, section 43.1

Board of Internal Economy

IPC Policy 2.02 Guide to Procurement

**Influencing Sources:**

Procurement Guide, Saskatchewan Ministry of Central Services, April 1, 2012

*The Financial Administration Act, 1993*

IPC Guidelines for Policy 2.03 Contracts for Services