

Administrative Policy



Contract Management

Number: A1205

Approval Date(s): 04/16/2020
01/19/2019
04/21/2017

Program: Financial Management
The City of Edmonton's resilient financial position enables both current and long-term service delivery and growth.

Next Scheduled Review: 04/016/2023

Policy Statement

Contracts provide the basis for ensuring that obligations of both the supplier and the City are fulfilled.

All City contracts resulting from procurement activities must be actively managed using the processes prescribed in this directive and the associated procedures.

Purpose

The purpose of this directive is to establish guiding principles, procedures, and processes to ensure the City of Edmonton follows best practices when managing contracts and suppliers' performance.

Application

This directive applies to any person who reports to the City Manager or City Auditor and provides services to the City of Edmonton under a contract of employment, contract for the provision of personal services, or in the capacity of agent, student, or volunteer.

Accountability

The delegated authority who approves the terms and conditions of a contract must appoint a qualified City employee to act as contract manager for that contract. To be appointed as a contract manager, the employee must have completed all required contract management training programs offered by the City of Edmonton.

Contract managers must manage all contracts and supplier performance in accordance with the Manage, Monitor, and Ensure Contract Compliance and the Manage Supplier Performance Procedures.

If a contract requires a change or an amendment, the contract manager must follow the processes described in the Contract Amendments Procedure. Any formal disputes that may arise between the City and a supplier with regard to a contract will be handled in accordance with the Manage and Resolve Disputes Procedure.

Upon completion, termination, or expiry of a contract, the contract manager will complete the Contract

Contract Management

Completion and Financial Closeout Procedure.

The Branch Manager, Corporate Procurement and Supply Services is responsible for providing corporate support for contract and supplier management and may, after review by the City Solicitor, approve standards to provide further detail to this directive and its accompanying procedures, and will regularly review these additional resources.

The City Manager, or designate, may conduct reviews, audits, or checks at any time without notice to ensure compliance with this directive, including its accompanying procedures.

Failure to comply with the provisions of this directive and its accompanying procedures could lead to appropriate corrective action, which may include discipline up to and including termination of employment.

Definitions

Unless otherwise specified, words used in this directive and its accompanying procedures have the same meaning as defined in the City Administration Bylaw, Bylaw 16620.

In addition:

- “**contract**” has the same meaning as “procurement agreement” in the City Administration Bylaw, Bylaw 16620;
- “**delegated authority**” means an employee with the appropriate power, duty, or function delegated to him or her by the City Manager through the City’s Delegation of Authority Order;
- “**supplier**” means a provider of goods, services, construction, or intellectual property rights by purchase, rental, lease, conditional sale, or any other means, and includes the terms vendor, consultant, contractor, and lessor.

Guiding Principles

In carrying out their duties under the procedures accompanying this directive, or when acting in situations not explicitly addressed by an existing procedure, employees will be guided by the following principles:

- ensuring that all parties to a contract fully meet their respective obligations as efficiently and effectively as possible in order to continually deliver the business, financial, and operational objectives the contract is intended to achieve;
- ensuring the City’s contract and supplier management practices promote and enable a fair exchange of value between the City and contracted parties for goods, services, construction, and intellectual property rights received;
- complying with all relevant City policies, directives, procedures, and trade agreements; and
- reducing contractual risk to the City through active contract and supplier management.