



Policy #65

Use of Contracted Professional Services

Approved by Council on: August 17, 2016

Use of Contracted Professional Services Policy

Purpose

The Township of Southgate requires the utilization of professional services when their expertise is necessary or when there is workload that municipal staff cannot accommodate. Some municipal services have been contracted out to private enterprise to reduce municipal staffing levels. The use of various professional services is a normal business practise.

Application

Council members and all Township staff members shall adhere to the provisions of this policy. This policy shall not apply to any measures as required during a declared state of emergency when directly related to that emergency.

Procedures

The Township of Southgate has established contracts and awarded tenders for various professional services which may include, but is not limited to, Planning services, Legal services, Engineering services, etc. For details on the provision of contracts and tenders, please see the Purchasing and Procurement Policy. The CAO will advise which providers have been awarded the contract or tender for specific services. This may include multi-year contracts, vendors of record, sole source vendors, etc.

Acquiring Goods and or Services - Staff

Goods and services may be acquired from any service provider that has been awarded the contract for that service within budget by staff. Goods or services required that is not within budget shall require a resolution of Council.

Acquiring Goods or Services – Council

Elected Officials shall not acquire any goods and services on their own accord in the name of the Township of Southgate. Should any member of Council determine a need for goods and services on behalf of the Corporation in order to facilitate administration of their official duties, they must contact the CAO or alternate to act as a liaison between Council and the service provider. A resolution of Council would be required to approve the acquisition of such goods or services. No member of Council shall directly contact any professional service provider in order to maintain the integrity of the procurement process that awards that service.

Use of Alternate Providers

If goods or services have been allocated a professional services provider by the Township of Southgate, no alternate provider shall be used or consulted without prior consent of Council. Exemptions to this provision include:

- Emergency situations - alternate providers may be used and Council notified at the next available meeting.
- Joint arrangements between Municipalities - service providers may be used from either participating municipality.