



# COLLEGE OF THE NORTH ATLANTIC

## OPERATIONAL POLICY

### TOPIC: HIRING OF EXTERNAL CONSULTANTS

<b>Policy No.</b>	CS-312	<b>Division</b>	Corporate Services
<b>Supersedes</b>	n/a	<b>Board Policy Ref.</b>	n/a
<b>Related Procedure</b>	CS-312-PR	<b>Effective Date:</b>	November 4, 2016 (R1)

#### 1. PURPOSE AND SCOPE

The purpose of this policy is to provide direction and guidelines for the selection and hiring of external consultants to carry out College-related duties.

Certain aspects of these guidelines, contained in the Contractual Considerations section, may be more applicable to complex, higher-value consulting contracts and should be applied with discretion.

#### 2. POLICY

It is the policy of the College that by introducing financial, selection and contractual guidelines in the hiring of external consultants the College shall:

- a) Provide a measure of departmental operational consistency within the College when engaging the services of external consultants;
- b) Inform College management of policy and regulations;
- c) Encourage management personnel to become more thorough in the preparation of project and administrative documents, e.g. terms of reference and budget estimates;
- d) Place itself in a favourable position should any court action be necessary to enforce any or all contractual obligations; and

- e) Encourage technology transfer from other world centres and the establishment of a strong consulting community here in the province.

**3. PROCEDURE**

The Vice President Corporate Services and Chief Operating Officer shall ensure that procedures are developed and implemented in accordance with this policy.

Approval History	
Approved by President	November 20, 2007
Revision 1	November 4, 2016