



Contract Signing Delegation of Authority Supply Chain Management

Effective Date: October 4, 2022

Background: In accordance with the Delegation of Authority Policy, effective December 13, 2019, the President has authority to sign contracts for expenditures with a financial liability of more than \$20 million and the Vice-President (Finance) and Chief Financial Officer has authority to sign contracts for expenditures with a financial liability of less than \$20 million. Additionally, the Vice-President (Finance) and Chief Financial Officer can sub-delegate authority to sign contracts for expenditures with a financial liability of less than \$20 million.

Contract Signing Authority: The following table outlines how contracts for expenditures will be handled in accordance with the Delegation of Authority Policy, effective September 1, 2022. The Vice-President (Finance) and Chief Financial Officer hereby sub-delegates their contract signing authority to the Associate Vice-President (Finance), Director, Supply Chain Management, Associate Director, Procurement Services, Supply Chain Management and Procurement Supervisor, Supply Chain Management, as shown below:

Delegated Authority	Role	Vendor Contracts
Over \$20,000,000	President	X
Under \$20,000,000	Vice-President (Finance) & Chief Financial Officer	X
Under \$5,000,000	Associate Vice-President (Finance)	X
Under \$1,000,000	Director, SCM	X
Under \$500,000	Associate Director, Procurement Services, SCM	X
Under \$250,000	Procurement Supervisor, SCM	X

Sub-Delegation of Contract Signing Authority: The Associate Vice-President (Finance), Director, Supply Chain Management, Associate Director, Procurement Services, Supply Chain Management and Procurement Supervisor, Supply Chain Management, will exercise the sub-delegated contract signing authority from the Vice-President (Finance) and Chief Financial Officer in accordance with the following guidelines.

In all cases, Supply Chain Management will have discretion to consult University Legal Services and/or Risk Management and Insurance as applicable should it have particular concerns regarding any of the contracts noted below. Buyers are encouraged to speak to their Procurement Supervisor or

Associate Director before doing so.

University Legal Services will provide training to Supply Chain Management on this Sub-Delegation Policy and any associated templates.

1. Review by University Legal Services of the following contracts is not required:
 - a. The total transaction value is under \$10,000.00 with the exception of:
 - acquisition of software for data levels 3 and 4;
 - contracts dealing with personal information or health information; and
 - contracts containing non-solicitation, non-compete or exclusivity clauses.
 - b. University form purchase orders or requisitions.
 - c. Invoices, hotel and other venue contracts (including associated catering/food, planning or audiovisual services), event contracts (including speaker contracts), and rental contracts.
 - d. Renewal or extension of existing contracts reviewed by University Legal Services within the previous five years, unless the terms and conditions of the renewal, extension or re-use differ from those previously reviewed.
 - e. Pre-approved University or external contract templates, provided that no material modifications to the terms and conditions of the template are required. Material modifications will include revisions to the termination, intellectual property, indemnification, insurance, or privacy provisions of the template (where personal or health information is involved). For construction templates, material modifications will also include revisions to the contractor's standard of care, pre-existing conditions, liquidated damages, or limitations of liability.
 - f. Acquisition of software – data levels 1 and 2 only.
 - g. Those contracts in which the transaction period has passed (unless a surviving business/economic right or obligation is intended to be in place).
2. Review by University Legal Services of the following contracts is required:
 - a. Contracts with an overall value exceeding \$1,000,000.
 - b. Any amendments to the Supplementary Conditions used for CCDC 2 or CCDC 5.
3. Review by Risk Management and Insurance of the following contracts is not required:
 - a. University form purchase orders or requisitions.
 - b. Invoices, hotel and other venue contracts (including associated catering/food, planning or audiovisual services), event contracts (including speaker contracts), and rental contracts that have been reviewed by Supply Chain Management and where the "Contracts - Insurance Required from Contractors and Insurance Provided by The University of Calgary" standards have been applied.
 - c. Renewal or extension of existing contracts approved by Risk Management and Insurance within the previous five years, unless the terms and conditions of the renewal, extension or re-use differ or the insurance and indemnity clauses differ from those previously approved.

- d. Pre-approved Construction templates, provided that no material modifications to the terms and conditions of the template are required and where the "Construction Contracts Insurance" standards have been applied. Material modification will include revision to the indemnification, workers compensation and insurance provisions of the template.
 - e. Pre-approved University non-Construction templates, provided that no material modifications to the terms and conditions of the template are required and where the "Contracts - Insurance Required from Contractors and Insurance Provided by The University of Calgary" standards have been applied. Material modification will include revision to the indemnification, workers compensation and insurance provisions of the template.
4. Review by Risk Management and Insurance of the following contracts is required:
- a. Contracts requiring the University to add a third party as an Additional Insured to a University insurance policy.
 - b. Contracts where the University is responsible for insuring third party equipment.

**Contract Signing Delegation of Authority – Supply Chain Management
Effective October 4, 2022**


Approved by:



Ron Kim
Vice-President (Finance) and Chief Financial Officer



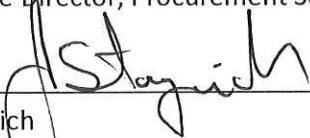
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