

 YUKON ENERGY	Goods & Services Guidelines GS-006	DEPARTMENT:		INQUIRIES TO:	TOPIC:	
		All		Corporate Services	Contracts for Service Guideline	
		ISSUED:		REVIEW DATE:		APPROVED BY:
		March 2006		February 2009		Director, Corporate Services

1.00 Purpose

- 1.01 Contracts for Service are required to ensure that the successful vendor:
- Is informed of its obligations including the services to be provided;
 - Is provided the scope of work or work requirements and a schedule for services;
 - Provides the required WCB and insurance coverage; and
 - Complies with other terms and conditions of the contract, including cancellation.

2.00 Procedure

The following is the procedure for implementing a Contract for Service and/or Purchase Order for services:

- 2.01 Submit a completed Purchase Requisition to Corporate Services clearly indicating the nature of the service to be provided, along with any pertinent terms and conditions for the provision of service. The Purchase Requisition is the authorization to initiate the procurement process and enables a Purchase Agreement to be generated.
- 2.02 When initiating a request for a Contract for Services, the requisition must clearly define the scope of work, the term of the project and an estimated value for the work which will be completed.
- 2.03 A fully executed Purchase Agreement must be in place prior to commencement of any work or services. To be considered fully executed, the agreement must be signed by an authorized representative of Corporate Services, an authorized representative of Yukon Energy and the Contractor.
- 2.04 Any revisions/corrections to Purchasing Agreements must be done by way of Change Order request issued by Corporate Services.

3.00 Contracts for Service Signing Authority

- 3.01 All Contracts for Services are to be requested only by authorized employees in accordance with Yukon Energy's Signing Authority Guideline (FG-001).

4.00 Document Retention

- 4.01 Corporate Services will retain all original documents complete with supporting documentation for a period of six years plus current year for audit purposes.