

Administrative Procedure 207 – Outside Services



AP 207 – Outside Services

Purpose

Services regularly provided to the District by outside sources shall be reviewed as required.

Procedure

Services provided on a continuing basis to, or on behalf of, the district by outside agencies such as:

- Auditing
- Banking
- Legal
- Appraisals
- Insurance,

shall be authorized either job-by-job, or over renewable term not to exceed three years, whichever is appropriate. Continued use of a particular agency depends upon a favourable evaluation of services, after not more than one year.

Factors used in the choice or continued use of an agency providing each service shall include:

- competitive rates where obtainable;
- qualifications and expertise;
- quality and availability of service; and
- experience.

Adopted: February 27, 1980
Amended: June 9, 1993