

Performance Evaluation and Engagement Renewal for Licensed Professionals

- *This evaluation form must be completed by the unit/department wishing to renew or extend an existing relationship with a Licensed Professional.*
- *Engagement renewals must be completed every five (5) years (at a minimum).*
- *All renewals of, or engagement extensions, must be approved by the Vice-President Finance and Administration.*

Department/Faculty:	
Dean/Vice President:	
Cost Centre Manager:	
Company/Name of Licensed Professional:	
Date of Initial Engagement of Service:	
Was there a Competitive Bid performed initially?	Yes No
Is there an Engagement Letter/Contract on file?	Yes No

Basis for Request for Renewal without a Competitive Bid Process:

<p>Describe the service provided by the Company/Individual.</p>
<p>Overall how satisfied are you with the performance of the Company/Individual? On what basis was this concluded?</p>
<p>Comment on the technical competency of the Company/Individual.</p>

<p>Why do you feel strongly about renewing the services with this Company/Individual without a competitive bidding process?</p>
<p>How have you evaluated the fees paid to show that they represent fair market value?</p>

Documentation Requirements

The unit/department wishing to renew or extend an existing relationship with a Licensed Professional must ensure that all documentation relating to the contract is current and copies are attached. The following items are required:

- Engagement Renewal Letter/Contract which specifies the new terms/dates of the contract
- Insurance requirements must be current
- WSIB (if applicable) must be current
- Conflict of Interest Declaration (if applicable) has been completed and waived

Prepared by:

Name (please print):		
Signature:		
Title & Unit:		
Date:		Tel:

*Approval Authority:
(Level of Authority must be AVP)*

Name (please print):		
Signature:		
Title & Unit:		
Date:		Tel:

**Approval
President or
VP Finance &
Administration:**

_____ **Date:** _____