



## **ADMINISTRATIVE PROCEDURE – AP102-8**

### **Third Party Contract Process**

Area: Business and Finance  
Policy Reference: Purchasing of Goods and Services  
Approved: December 17, 2012  
Revised: November 11, 2013; February 2, 2026

#### **1. Purpose**

This process describes the method for the Durham Catholic District School Board (the “Board”) to enter into a contract based on an existing contract established by a third-party entity (also referred to as piggy-backing).

The Board Purchasing Policy supports the practice of collaborative purchasing and maximizing value through the leveraging of pooled volumes and other ‘efficiencies’. Government Ministries and other School Boards often make opportunities available to other Broader Public Sector (BPS) members either generally or specifically. In such instances where the initial process that has secured the original contract was competitive, met all requirements of the BPS Directive and the Board Purchasing Policies and Procedures, the Board may choose to enter into a contract based on the original contract(s).

#### **2. Definitions**

Nil

#### **3. Procedures**

- 3.1 To enter into such a contract the following principles must be adhered to:
  - 3.1.1 The Board must be allowed to participate under the existing terms of the original contract;
  - 3.1.2 The original contracts must have been secured by the parent entity following BPS supply chain guidelines, and specifically must have been a competitive process;

- 3.1.3 The terms and conditions and specifically price, must be exactly the same as the original parent contract. Supplementary conditions may be allowed;
  - 3.1.4 Proposed vendor(s) must not be in litigation with the Board or otherwise banned or suspended; and
  - 3.1.5 Proposed vendor(s) must not pose any undisclosed conflict of interest with the Board or its employees.
- 3.2 The process to enter into such a contract is as follows:
- 3.2.1 Approval Phase: This phase requires the Requisitioner to provide basic information such as the goods and/or services being sought, the general ledger account code and total budget. This information is to be provided on a completed "Procurement Process Request Form" with the box for "3<sup>rd</sup> party contract" selected.
  - 3.2.2 Contract Document Review Phase: In this phase the Requisitioner submits a copy of the proposed contract and parent contract(s) to Purchasing Services for review. Purchasing Services will:
    - a) review the document for compliance with Purchasing Policies and Procedures to ensure the goods and/or service meet their requirements;
    - b) review the opportunity with the proposed vendor and will issue the vendor for their review and signature, such documents, as required. These may include: the Vendor Application which includes the Conflict of Interest Form; and
    - c) review references from vendors as required.
  - 3.2.3 Execution: Following completion of the Contract Document Review Phase, Purchasing Services will complete a Procurement Award Approval Form for authorization. Once approved, Purchasing Services will facilitate the necessary contract execution and issuance of a Purchase Order (PO).

## **4. Sources**

- 4.1 [Broader Public Sector Procurement Directive](#)

## **5. Appendices**

- 5.1 Procurement Process Request
- 5.2 Procurement Award Approval
- 5.3 Vendor Application

## **6. Related Policies and Administrative Procedures**

- 6.1 [Purchasing of Goods and Services Policy \(PO102\)](#)
- 6.2 [Contract Extension Process Administrative Procedure \(AP102-9\)](#)