DURHAM CATHOLIC DISTRICT SCHOOL BOARD
Learning and Living in Faith

ADMINISTRATIVE PROCEDURE – AP102-9

Contract Extension Process

Area: Business and Finance
Policy Reference: Purchasing of Goods and Services (PO102)

Approved: November 11, 2013
Revised: February 2, 2026

1. Purpose

This process applies to existing contracts that are a result of a Procurement Procedure administered by or through Purchasing Services.

2. Definitions

Nil

3. Procedures

3.1   Contract extensions can be made in the following instances:

3.1.1   Existing Contract Renewal Option: Extensions can only be executed where the original contract has specified extension terms and those terms must be upheld at the sole discretion of the Board.

3.1.2   Extraordinary Circumstances: Contracts may be extended beyond their original term under extraordinary circumstances, subject to:

a) Recommendation from the requisitioning Superintendent or Member of Senior Administration
b) Consultation with the Supervisor of Purchasing Services
c) Completion and authorization as outlined on the Rationale for Non-Competitive Procurement Form

Examples may include insolvency or other circumstances that prevent the new contract from becoming effective. Extensions should be short-term.

3.1.3 Emergency

        a) Situations posing potential safety risks to staff or students may warrant an immediate extension of the contract.

        b) Extensions should be limited to the shortest term necessary to resolve the emergency, unless it is determined there is a high risk of recurrence. In such cases, the contract may be extended to allow time for proper procurement.

        c) Completion and authorization as outlined on the Rationale for Non-Competitive Procurement Form.

        d) The completion of the Rationale for Non-Competitive Procurement Form will be required.

4. Sources

4.1   Broader Public Sector Procurement Directive

5. Appendices

5.1   Rationale for Non-Competitive Procurement

6. Related Policies and Administrative Procedures

6.1   Purchasing of Goods and Services Policy (PO102)