

# Hiring External Contractors

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- External Contractors are hired to perform services such as Installing a Scoreboard, Repairing Equipment, Installing an Outdoor Play Structure, etc.
- Quotes or a Tender should be issued in compliance with the Approval Authority Schedule in AP 515.
- All External Contractors are required to have a Contractor PreQualification Form (“CPF”) on file with the RCDSB.
- A CPF is a document that details the contractor’s adherence to legal requirements such as WSIB, Insurance, and Health & Safety Performance.
- Schools will enter the requisition in K212, Purchasing will request the CPF from the contractor and forward to Health & Safety once received.
- When the CPF has been approved by Health & Safety, Purchasing will release the Purchase Order and the services can commence.
- The requirement to have an approved CPF on file lowers the risk to the RCDSB while aiding in ensuring the safety of our students and staff.