



Letter of engagement – Contractor/consultant

Pursuant to this procedure, a letter of engagement or contract for a consultant should include:

- the original specification for the engagement detailing a description of the purpose, terms of reference and scope of the engagement
- the tender, quote or bid submitted
- reference to any correspondence or negotiations between the parties related to the engagement
- identify any potential conflicts of interest
- clear description of ownership and disclosure of any intellectual property and how the information may be used
- the agreed fee and method of payment (with any progress payments linked to satisfactory performance or specific tasks)
- the basis if any for the fee and any variations
- a requirement for the consultant to comply with the University's policies and/or statements on equal employment opportunity, anti-discrimination, modern slavery and anti-corruption
- if the consultant provides services on any lands or buildings owned or occupied by the University, the consultant must comply with the reasonable directions of the University and the University's rules, regulations and policies, including, without limitation, those relating to:
 - occupational health and safety
 - emergency drills and procedures
 - discrimination and harassment
 - parking and traffic
 - privacy and personal information
 - information technology use and security, and
 - use of the University's equipment or facilities.
- an obligation to keep complete and accurate records with respect to the consultant's performance of their services
- provision for termination
- the time period for the consultancy
- selection criteria on the base for selecting the successful consultant, where applicable
- the personnel confirmed by the consultant to work on the project
- the University's responsible officer for the consultancy
- include details of any required format and number of copies of the final report, where applicable
- the guarantee provided by the consultant in respect of adequate and proper completion of the proposed work
- penalty clauses where applicable, and
- any agreed documentation to be provided prior to final payment for the consultancy.