



Contract Compliance Checklist

Ensure you are meeting your contract's terms and conditions by submitting the following each year.

Insurance

Provide your insurance coverage information to ensure your organization and VCH are both covered in case anything happens.

- ☐ Upload your insurance documentation to the Contract Lifecycle Management System (CLMS) when your contract begins
- ☐ Keep an eye out for a notification in the CLMS or an e-mail from us **once per year** when it is time to renew your insurance

WorkSafeBC

Confirm that your organization is covered by WorkSafeBC in the event that someone is injured in the workplace.

- ☐ Make sure you are reporting your staff information to WorkSafeBC when your contract begins
- ☐ Keep an eye out for an e-mail from us **once per year** about your standing with WorkSafeBC

Criminal Record Checks

Confirm that your staff and volunteers who work with vulnerable adults and/or children have an updated Criminal Record Check (CRC) through the BC Ministry of Justice.

- ☐ Upload your CRC attestation form to the CLMS when your contract begins
- ☐ Keep an eye out for a notification in the CLMS or an e-mail from us in **June** to update to update your CRC forms

Financial Reporting

Submit annual or semi-annual financial reporting to ensure your services are running as planned and within budget.

- ☐ Submit your Semi-Annual 1 Report through the CLMS in **mid-November**
- ☐ Submit your Semi-Annual 2 Report or Annual Report in **mid-May**
- ☐ Submit your Budget in **June**
- ☐ If your contract amount is over \$1M, submit your Audited Financial statements 4-6 months after your fiscal year end

Questions?

For non-financial compliance (insurance, WorkSafeBC, CRCs) reach out to compliance@vch.ca
For financial reporting, reach out to vcfinplan&contractsp@vch.ca