

FAF Questions and Answers

The following is a transcript of the questions asked during the April 21, 2009 FAF, along with the brief responses from the speaker or subject-matter expert.

1. Q: Is the travel reimbursement also used for recruitment purposes (let's say travel is related to an interview)?

A: If you're reimbursing for travel, check off the box in the form.

2. Q: What happens if the guest speaker is not an academic?

A: If it's a McGill employee, it will go through payroll. If he/she is lecturing about something, he/she is considered "academic" for payroll purposes and the rules mentioned earlier will apply.

3. Q: I'm an FST Manager and how can I make corrections to expense reports?

A: You have the ability to go into the electronic form and make your corrections. Ultimately the FFM will need to sign off on the completed form (print out).

4. Q: Will you train the FSTs on how to deal with expense reports approvals and techniques?

A: Contact Travel Desk (Marlene Demers or Antoinette Sama) to make necessary arrangements for training.

5. Q: Will you be updating PPT slides to include the hidden Minerva slides, which you've just shown?

A: As of Wednesday, April 22nd, we have re-published the slides in a format where the screen shots will be readable. Also, we do have a vast selection of "how to documents", which is available on Financial Services website.

6. Q: Is request for proposal and tender the same thing?

A: Yes. There's a new terminology being introduced, it's called "Call for Tender".

7. Q: What is a request for quotation?

A: Request for quotation comes with specific terms and conditions attached to it; those terms and conditions are very condensed. It is for simpler, more standard acquisition.

8. Q: Do you see an FST role in Procurement process?

A: Yes, but it needs a bit of planning and some discussions will need to take place. Currently FST role has not been defined in Procurement cycle. We take a consultative approach with the participating Faculties when looking at a new transaction stream, to decide if the FST is the appropriate resource. We are focusing on three services thus far: Grant administration including agency guidelines, Expense Report & Advance approvals, PCard record retention. Should any additional responsibilities be added in the future, this shall be communicated to the appropriate stakeholders.

9. Q: Can you elaborate on training the Selection Committee and taking it to a lowest bidder.

A: Depending on the method and the strategy, the Selection Committee must follow the rules for evaluation. This method will identify if we go for the lowest prices, or for combination of good prices and quality.

10. Q: If we are not happy with a vendor, how do we notify Procurement Services and should we do so?

A: There should be communication between a vendor and Procurement Services. There's a contract in place and Procurement Services will communicate in writing, letting the vendor know of non-compliance. The non-performing vendor can be eliminated from the process. There's a 6 month time limit to advise.

11. Q: Is there a place where all the contracted and preferred vendors are specified?

A: Yes, MMP is designed in the way that one can distinguish between contracted and preferred vendors.

12. Q: Can the published Year-End deadline be extended until the last business day?

A: The published year end deadlines are firm. If there's a specific issue in mind, please contact Financial Services and we'll discuss it further.