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Object: Authorization forms ("Annex 2")

AUTHORITY

The present Directive is issued under the authority assigned to Procurement Services by the Procurement Policy.

PART I – PURPOSE AND SCOPE

To ensure the timely authorization and transmittal of authorization forms, Procurement Services hereby issues this **Directive**, applicable to all contracts (i) with external, non-institutional organizations, (ii) of a type governed by an *Act respecting contracting by public bodies* and (iii) which make use of Quebec public funds. The Directive is effective immediately.

PART II - INSTRUCTIONS

2.1. During the procurement cycle, when an authorization is required by law or internal procedure prior to continuing to the subsequent procurement activity, the buyer and the RARC must follow the steps below:

2.1.1. The buyer must prepare an authorization form on Treasury Board Secretariat's ("SCT") secure website (<https://www.marchespublics.tresor.gouv.qc.ca/extranet/rcformulaires/annexes.aspx>). All mandatory fields must be filled out and the buyer must insert the reasons why the authorization should be provided.

2.1.2. Once the form is completed, the buyer must save it, download it to a RTF format, and then email the form to the RARC in order to notify them that a draft authorization request is ready for review.

2.1.3. The RARC will review the draft authorization request and may ask any question to the buyer that the RARC feels is pertinent to the proper understanding of the request. The RARC may therefore use track change mode to make edits to the draft request consequently to the responses received, as well as any modification of form they feel are necessary.

- 2.1.4. Once any revision is completed and the RARC is satisfied the authorization request is legitimate and clear, the RARC submits it to the Chief Executive Officer (“CEO”) or Delegate for review and approval, using the “RORC” resource address, indicating the type of authorization requested, as well as the reference numbers for the authorization form, the contract and the SEAO notice. In all cases, the RARC may also reject the request if it is determined to be not justified.
- 2.1.5. In the event the RARC receives a positive response from the CEO or Delegate, they will inform the buyer in a timely manner.
- 2.1.6. The buyer must save the authorization in the appropriate location on the Contract Compliance Tracking (CCT) system and transfer the online version to SCT.

As a reminder, the CEO of the University is its Board of Governors. Many of its powers and responsibilities as CEO in respect to the law and internal procedures were delegated to the Vice-Principal (Administration and Finance) and the Associate Vice-Principal (FMAS) in accordance with Resolution GD17-06, attached hereto for convenience.