



François Pouliot
Senior Director, Procurement Services Directeur principal, Services de l'approvisionnement

Financial Services
Montréal (Québec)
Email: francois.pouliot@mcgill.ca

Services financiers
Montréal (Québec)

TEL: (514) 398-2658

Subject: DIRECTIVE Conflict of Interest Disclosure Form for all CFT working group participants

AUTHORITY

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

PART I – PURPOSE AND SCOPE

- 1.1 Conflicts of interest, actual or perceived, can put the integrity of the tendering process into question. They can potentially lead to the resulting contract being deemed non-compliant to regulatory body requirements and further expose the University to reputational risks.
- 1.2 The lack of provisions for disclosure of appearance of, or actual conflict of interest at the onset of the tendering process and ahead of contract conclusion hinders the University's ability to properly manage potential situations that may result in undesired repercussions throughout the tendering process.
- 1.3 To ensure that all calls for tenders, and subsequent selections of suppliers are free of adverse influences and that any actual, apparent, or potential conflict of interest is properly identified, communicated to all relevant stakeholders and managed accordingly in a collaborative and timely manner, the Senior Director of Procurement Services hereby issues this **Directive**.

PART II - INSTRUCTIONS

- 2.1 Whenever a work group is formed to prepare a call for tenders and/or stakeholders are asked to review tendering documents, Procurement Services must ask these individuals to fill out the [conflict of interest disclosure form](#) (non-financial)* and have it signed by their hierarchical superior, in accordance with the [Regulations on Conflicts of Interest](#), as the case may be.

***Work group members or stakeholders with potential actual conflicts interests of a financial nature must recuse themselves from any participation in the preparation of tendering documents.**