



Office of the
Vice-Principal,
Administration and Finance

Bureau du
vice-principal,
administration et finances

Yves Beauchamp, C.Q., FCAE, Eng., Ph.D.
Vice-Principal, Administration and Finance
Vice-principal, administration et finances

Memorandum

Date: January 8, 2021

To: Selection Committee Secretaries on public calls for tenders

From: Yves Beauchamp, Vice-Principal, Administration and Finance

Subject: *Directive concernant la gestion des contrats d'approvisionnement, de services et de travaux de construction des organismes publics*

Action: For Approval

For Signature

For Information

BACKGROUND/HISTORY

Consequently to the coming into force on August 1, 2015 of the above-referenced Directive from Treasury Board, the Vice-Principal, Administration and Finance, as the senior officer delegated by the Board of Governors to act as the chief executive officer of the university on such matters, is required to designate representatives on the following matters:

- Individuals who may fulfill the role of selection committee secretary;
- Individuals who may nominate (or more accurately, veto) selection committee members;
- Individuals who must ensure there is a rotation among selection committee members;

The proposed individuals listed below for the all of the above purposes are all professional buyers at McGill University and are registered to complete the 3 phases of the mandatory selection committee secretary training offered by Quebec Treasury Board by the deadline of July 31, 2021. As selection committee secretaries, they will be charged with ensuring the compliant proceedings of the selection committees. It seems a logical and efficient proposal to have them ensure compliance of the selection committee in its composition as well.

The individuals recommended to be the designated representatives of the Vice-Principal, Administration and Finance for these purposes are:



- Sergio Arciniegas, Buyer, Procurement Services
- Uga Barone, Lead Buyer, Procurement Services
- Pham Branche, Lead Buyer, Procurement Services
- Carmela Centorame, Lead Buyer, Procurement Services
- Graham Currie, Procurement Manager, Procurement Services
- Liette Daoust, Lead Buyer, Procurement Services
- Nancy Duplessis, Lead Buyer, Procurement Services
- Anna Gentile, Lead Buyer, Procurement Services
- Lillian Lazzarini, Buyer, Procurement Services
- Pétrouchka Lévesque, Associate Director, Procurement Services
- Nadia Raimondo, Lead Buyer, Procurement Services
- Laura Silva, Lead Buyer, Procurement Services
- Emeline Tok, Lead Buyer, Procurement Services
- Tran Trinh, Lead Buyer, Procurement Services

COMPLIANCE WITH INTERNAL OR EXTERNAL REQUIREMENTS

In accordance with Section 4 of the DIRECTIVE CONCERNANT LA GESTION DES CONTRATS D'APPROVISIONNEMENT, DE SERVICES ET DE TRAVAUX DE CONSTRUCTION DES ORGANISMES PUBLICS, the chief executive officer of the university, through Board delegation, the Vice-Principal, Administration and Finance, is required to appoint the selection committee secretaries, to nominate, or to appoint representatives who can nominate, selection committee members and to ensure, or to appoint representatives who will ensure, that there is a rotation among selection committee members. Such appointments can be evidenced by signing in the appropriate field in the signature block below. Quebec Treasury Board further requires that their standard form of appointment of selection committee secretaries be filled and signed by the chief executive officer to finalize the nomination.

NEXT STEPS

Publish directive and maintain register of Selection Committee Secretaries as needed.



McGill

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SIGNATURE

Jan 8, 2021

Yves Beauchamp
Vice-Principal, Administration and
Finance

Date