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Object: Tendering by Invitation and Rotation among Contractors

AUTHORITY

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

PART I – PURPOSE AND SCOPE

To ensure that contracts involving an expenditure below the public tendering threshold are awarded in accordance with the University's governing framework, Procurement Services hereby issues the following Directive, applicable to the following units of the Vice-Principal (Administration and Finance), effective as of the date hereof:

- Financial Services
- Facilities Management and Ancillary Services
- Information Technology Services
- Internal Audit
- Human Resources
- Risk Management and Insurance
- Campus Planning and Development

PART II - INSTRUCTIONS

2.1 For supply, service (except for professional services subject to government fee regulations) and construction contracts for an estimated amount greater than or equal to \$25,000 but less than \$100,000:

2.1.1 The University shall issue a tender by invitation on SEAO to determine the contractor, prior to issuing any Purchase Order.

2.1.2 The University may enter into such contracts by mutual agreement only if Procurement Services finds and confirms that an exception is justifiable and in compliance with the University's governing framework, and the Signing Officer or Delegate responsible, as defined in the Policy on the Approval of Contracts and Designation of Signing Authority, specifically acknowledges this exception and approves the contract by mutual agreement.

2.2 For contracts for professional services subject to government fee regulations, for an estimated amount greater than or equal to \$25,000 but less than the public tendering threshold, the University shall enter into contracts by mutual agreement, on a steady rotation basis, provided the contractor remains on a predetermined list of qualified contractors.

2.3 For supply, service and construction contracts for an estimated amount greater than or equal to \$100,000, but less than the public tendering threshold, the Lead Buyer will determine if the processes described in **2.1** or **2.2** (as the case may be) can apply, or if a public Call for Tenders shall be necessary.