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**To:** Buyers, Procurement Services

**Cc:** Office of the Vice-Principal (Administration and Finance), Secretariat

**Subject:** **CEO Authorizations to be directed to the Vice-Principal (Administration and Finance)**

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## AUTHORITY

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

## PART I – PURPOSE AND SCOPE

An *Act respecting contracting by public bodies*, its Regulations and CT Directives place various powers and responsibilities on the Chief Executive Officer of the University (hereinafter, “CEO”). The Policy on the Approval of Contracts and Designation of Signing Authority (hereinafter, the “Policy”) distributes many of these powers and responsibilities to the University’s Signing Officers, in particular the CEO authorizations required to use uncommon procurement practices or continue with the procurement process in certain unusual situations (ref. section 23 of the Policy). Several Signing Officers have appealed to Procurement Services and Secretariat to have these powers and responsibilities reside with the Vice-Principal (Administration and Finance), whom they feel is the best suited Signing Officer to fully appreciate the complexities of the CEO authorization requests and whether they should be granted. The Vice-Principal (Administration and Finance) has been consulted and has accepted to assume this role. Procurement Services and Secretariat have agreed to cover the matter in the present Procurement Directive, until the Policy is updated.

To ensure the thorough, value-added review of the CEO authorization requests by a sufficiently experienced and knowledgeable Signing Officer, Procurement Services hereby issues this **Directive**, effective as of the date hereof.



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## PART II - INSTRUCTIONS

2.1. Section 23 of the Policy will be interpreted to read as follows:

*23. The Vice-Principal (Administration and Finance) shall have the authority, without the possibility to delegate (except to the extent necessary for the approval and signing authority granted to certain signing officers in Table A to be validly exercised), to carry out, on behalf of the Board, responsibilities and functions under the Act respecting Contracting by Public Bodies, CQLR, c. C-65.1 (the Act), with the exception of the following responsibilities and functions, which remain within the purview of the Board:*

*23.1 Annual signing of the declaration to the Treasury Board Secretariat;*

*23.2 Authority to execute a contract with an ineligible company, or a public subcontract directly attached to a public contract with an ineligible company, unless there is an emergency and the safety of persons or property is at stake.*