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Subject: DIRECTIVE Clarifications on the roles and responsibilities in relation with the review of IT Contracts

AUTHORITY

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

PART I – PURPOSE AND SCOPE

- 1.1 Section 2.2.3 a) of McGill University's Procurement Policy places the responsibility for support of supplier contract review as part of the services platform offered by Procurement Services. However, since the appointment of IT Contract Risk Advisors by McGill IT Services, an uncertainty has surfaced in relation to the roles and responsibilities during the review of IT contracts.
- 1.2 To ensure a consistent process for requesters and optimizing efficiency of resources based on their respective expertise, the Director of Procurement Services hereby issues this **Directive**.

PART II - INSTRUCTIONS

- 2.1 Maintaining the same model of support of contract review for IT contracts as for other procurement contracts, Lead Buyers will perform the review of the IT contract documents, identifying the aspects where they need subject matter experts' (Finance, Legal, Researchers, etc.) involvement and solicit their review assistance, specifying the areas for which they ask for such.
- 2.2 The subject matter experts bear responsibility to determine what they need to review, in order to provide their expert input, which may not be limited to the aspects identified by the Lead Buyers. The IT Contract Risk Advisor shall be considered a subject matter expert for contract risks that are specific to the acquisition of IT goods and services and shall be solicited in the same manner as other subject matter experts.