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Subject: DIRECTIVE Single acceptable tender following a quality evaluation

AUTHORITY

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

PART I – PURPOSE AND SCOPE

- 1.1 Public procurement regulations dictate that an authorization from the Chief Executive Officer be obtained prior to entering in a contract when a single tender was found acceptable at the conclusion of the quality evaluation. These further prescribe that the selection committee must not know the price and the chief executive officer must determine whether the awarding process should continue. This has led to differing practices, mostly inconsistent with the desired process flow, as well as not presenting the Chief Executive Officer with all the facts to make the best-informed determination.
- 1.2 To ensure consistent practices as well as to share all facts pertinent with the Chief Executive Officer to make the best-informed determination (on whether the award process may continue), the Director of Procurement Services hereby issues this **Directive**.

PART II - INSTRUCTIONS

- 2.1 Whenever a quality evaluation concludes with a single acceptable tender, the selection committee members will not be authorized to act as witnesses for the opening of the financial schedule. The selection committee secretary will adjourn the meeting and dissolve the selection committee.
- 2.2 The selection committee secretary will proceed with the opening of the financial schedule in the presence of another Lead Buyer (who was not a member of the dissolved selection committee), acting as a witness.
- 2.3 The selection committee secretary will document the facts in the authorization request form ("Annex 2"), including the tender price, and will request the chief executive officer's authorization to proceed to contract approval and signature.