BY-LAW 9 CONCERNING THE MANAGEMENT OF PROCUREMENT, SERVICE AND CONSTRUCTION WORK CONTRACTS

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BY-LAW 9 – CONCERNING THE MANAGEMENT OF PROCUREMENT, SERVICE AND CONSTRUCTION WORK CONTRACTS

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BY-LAW 9 – CONCERNING THE MANAGEMENT OF PROCUREMENT, SERVICE AND CONSTRUCTION WORK CONTRACTS

PREAMBLE

The College is responsible for acquiring, at the opportune moment, the goods and services needed to accomplish its mission and to do so in such a way as to take advantage of the best market conditions. It must also ensure the sound management of all the goods acquired, moveable and immoveable property and consumable goods, which includes operations regarding the taking of inventories, the loan, storage and disposition of its property. Lastly, the College must carry out these operations in the most transparent, efficient and effective way possible. The College is committed in favouring the purchase of products that help maintain or improve the quality of the environment and promote sustainable development.

In compliance with its budget regime, the College is required to adopt internal regulations with respect to its acquisition of goods and services and construction work contracts. In addition, the College is subject to *An Act Respecting Contracting by Public Bodies* (CQLR, c. C-65.1) (hereinafter referred to as the "**Act**") and its regulations, policies and directives passed thereunder.

CHAPTER I – GENERAL PROVISIONS

Article 1.00 - Purpose

This By-law sets forth the general rules applicable to procurement, services and construction contracts entered into by the College to fulfill its mission and exercise the additional powers it holds under the *General and Vocational Colleges Act* (CQLR, c. C-29).

It applies to supply, service and construction contracts covered under paragraphs (1) to (3) of the first paragraph of section 3 of the Act and contracts considered to be supply, service and construction contracts, that the College may enter into with a legal person or partnership covered under section 1 of the Act or with a natural person who operates a sole proprietorship or not. It is required under section 24 of the Act.

Article 2.00 - Definitions

2.01 Unless the context indicates otherwise, the words and expressions listed below have the following meaning:

Call for tenders by invitation: A notice addressed personally to suppliers, service providers or contractors, inviting them to submit a written bid for goods, services or construction work. This notice includes a detailed specification prepared by the requesting unit and the Purchasing Department.

College: CEGEP John Abbott College.

Construction: Construction work defined in the *Building Act* (CQLR. c. B-1.1) which requires that a contractor hold a license pursuant to Chapter IV of that statute.

Consumable goods: Goods that do not result in the creation of a long-term asset and are expected to be fully utilized during the current cycle and are charged to operating funds.

Contract: Written agreement between the College and a supplier, a contractor or a service provider, indicating its purpose, as well as the consideration involved and terms and conditions for each of the parties. This agreement may be in the form of a purchase order.

Contractor: Within the context of a construction contract, an enterprise holding the required license that is a legal person established for a private interest, a general, limited or undeclared partnership or a natural person who operates a sole proprietorship or not.

Head of the Organization: The Board of Governors or, if it has delegated its functions as per Article 16 hereof, the Executive Committee or the Director General, as applicable.

Notice of intention: Following the intention of the College to enter into a contract by mutual agreement, procedure allowing any company to show its interest to execute this contract.

Information technology contract: A supply or service contract which seeks preponderantly to ensure or enable functions of information processing and communication by electronic means, including the collection, transmission, display and storage of information.

Procurement: Purchase or rental of goods, which may include installation, operation or maintenance costs.

Public call for tenders: Invitation to suppliers, service providers or contractors to submit a bid on the SEAO as defined below.

Regionalized call for tenders: Invitation by the College to suppliers, service providers or contractors of a specific region to submit a bid.

SEAO: The electronic tendering system set up under the Act.

Services: Services other than services relating to the integration of arts to architecture, building environments and governmental locations.

Service Provider: Within the context of a service contract, an enterprise that is a legal person established for a private interest, a general, limited or undeclared partnership or a natural person who operates a sole proprietorship or not.

Specifications: A document describing the general terms and conditions and the technical requirements set forth by the College with regard to public calls for tenders or calls for tenders by invitation.

Supplier: Within the context of a procurement contract, an enterprise that is a legal person established for a private interest, a general, limited or undeclared partnership or a natural person who operates a sole proprietorship or not.

Unit: A department or unit of the College.

Article 3.00 – Legal Framework and Scope

3.01 Subject to the exceptions under section 3.02, this By-law is applicable to the management of all property and any service, supply or construction work contract entered into by the College.

3.02 This By-law is not applicable to the special contracts set out in the regulation respecting certain service contracts of public bodies:

- the purchase, leasing or disposal of a building;
- employment contracts;
- dealership contracts;
- concession contracts;
- public utilities (electricity, natural gas and telephone);
- the purchase of school manuals;
- contracts for travel where it does not constitute an expenditure of public funds;
- representation contracts;
- certain service contracts such as legal fees, banking services, insurance, advertisement, etc.

Article 4.00 – Contract Rules Compliance Monitor (*responsable de l'application des règles contractuelles* (RARC))

4.01 The contract rules compliance monitor (*responsable de l'application des règles contractuelles* (RARC)) has the following functions:

- seeing that the contract rules prescribed by the Act and the regulations, policies and directives thereunder are complied with;
- advising, and making recommendations or providing advisory opinions to, the College on contract rules;
- recommending that measures are put in place within the College to ensure the integrity of internal processes;
- exercise any other function that the Head of the Organization may require to ensure that contract rules are complied with.

4.02 The following information shall be submitted to the contract rules compliance monitor (RARC) so that they may perform the required actions: all information concerning a file requiring authorization by the Head of the Organization under the normative framework are to be sent to the contract rules compliance monitor (RARC) so that they may fulfill their role as advisor.

ARTICLE 5.00 – Conflicts of Interest

5.01 To ensure that employees involved in managing public contracts are not in a conflict of interest, they are informed about statutes, regulations and other rules governing ethics and discipline through different means, such as documentation, presentation, webinar, training and portal.

CHAPTER II - PURCHASE AND RENTAL

Article 6.00 – General Principles

6.01 Subject to section 6.04, the Purchasing Department is solely responsible for the purchase and rental of goods and services.

6.02 The College acquires and rents the goods needed to accomplish its mission. The College may also accept gifts, make exchanges, and take advantage of loans on condition that this practice does not contravene, or create liens obliging the College to acquire goods and services in contravention of, the laws and regulations in effect nor the by-laws and policies adopted by the College (including, without limitation, College Policy No. 25).

6.03 The property acquired or rented by the College is for the exclusive use of the College. Staff members may not use it, unless loaned or rented to them, except in the exercise of their duties. Staff and students who wish to take College property off-campus must follow applicable College procedures. Students may only use it as part of their academic or extra-curricular activities. Users must use it properly and take care of it.

6.04 The Campus Store and Library are responsible for the purchase of books, in compliance with *An Act respecting the development of Québec firms in the book industry* (CQLR, c. D-8.1).

6.05 Any contract to which this By-law applies is subject to the procedures herein. Any contract which does not comply with these procedures is null and void and involves only the personal responsibility of the employee, unless it has been ratified by the competent authorities in compliance with the financial management approval levels of College By-law 3.

6.06 Units submitting requests for goods and services shall clearly define their needs. To that end, they shall forward to the person in charge of the Purchasing Department the specifications on the goods and services requested. These specifications shall be very precise with respect to the type of need to be filled and end use of the goods and services. Above all, unless reasons to the contrary are submitted in writing, the process shall be pro-competitive. In addition, the

purchases shall be planned in order to enable the Purchasing Department to comply with the objectives of this By-law.

6.07 A staff member may not be implicated, directly or indirectly in the purchase process, the preparation of the call for tender documents, the bid evaluation, the decision to award a contract, if they have a direct or indirect interest in a contract to which this By-law applies.

The first paragraph is not applicable:

- If the staff member's interest is limited to that of a shareholder of a company which they do not control, of which they are neither a director nor a senior executive, and in which they hold less than 10% of the outstanding voting shares.
- If the individual acquired their interest by succession or gift and waived it or divested themselves of it as soon as practicable.
- If the contract involves bonds, notes or other securities publicly offered by the College or the purchase of its bonds, notes or other securities on non-preferential terms.
- When due to an Act of God, the interest of the College requires that the contract be entered into in preference to any other contract.

6.08 With respect to regionalized public calls for tenders or calls for tenders by invitation, the College shall make a determination as to the region involved in order to ensure a sufficiently high level of competitiveness. In so doing, it may use the definition of administrative regions as designated by the Government of Québec.

6.09 Whenever it seems advantageous, the College participates in group buying (global buying) on a sectional and regional basis. The College also favours partnerships and the exchange of services with other public bodies.

6.10 No public body may split or segment its procurement requirements or amend a contract for the purpose of avoiding the obligation to make a public call for tenders or any other obligation under the Act. When establishing the value of a contract, all expenses, taxes and all options shall be included, if applicable.

6.11 The College favours the purchase of products that help maintain or improve the quality of the environment and promote sustainable development.

Article 7.00 - Process

7.01 Subject to other provisions in this By-law, all contracts are awarded through public calls for tenders, calls for tenders by invitation or direct negotiations, as summarized in the table attached hereto as Annex A.

The choice of the type of tenders should follow the thresholds mentioned below and respect the objectives of the Act as stipulated under article 2 (promoting public confidence, transparency, fair treatment, etc.). Without limitation, the College shall favour regionalized call for tenders or inviting enterprises in the region concerned, as applicable, and favour

procurement of Quebec goods, services or construction work and use a rotation system where applicable.

When this By-law provides for a call for tenders by invitation with at least two (2) suppliers, it shall be used where the market exists and it is in the best interest of the College.

7.02 Construction Work Contracts

The College may use direct negotiations for any construction work contract whose value is under $25,000.

The College shall use calls for tenders by invitation with at least two (2) suppliers for construction work contracts with values between $25,000 and under the public tender threshold ($133,800 in 2024).

Subject to exceptions provided for in the Act or its regulations, public calls for tenders shall be compulsory for all construction work evaluated at more than the public tender threshold.

7.03 Procurement Contracts

All purchases with the College logo, including athletic teams and fans apparel, must be purchased in collaboration with the Campus Store in accordance with the process contained herein.

All office supplies must be purchased through the Campus Store provided they have it in their inventory or can be purchased by special orders in accordance with the process contained herein.

All purchases related to information technology such as laptops, keyboards, screens must be purchased through Information Technology Services (ITS) department in accordance with the process contained herein. Exceptions must be approved by the Director of ITS. Smaller information technology accessories are purchased through the Procurement Department or if under $100 by expense report.

All printing orders must be purchased in collaboration with Print Services in accordance with the process contained herein.

All furniture must be purchased through Facility Management Services department in accordance with the process contained herein.

Pedagogical academic group travel arrangements must be booked through a pre-selected travel agent in accordance with the process contained herein and the *Travel Agents Act* and applicable regulations.

For orders whose value is under $10,000, the College may use direct negotiations with supplier(s).

The College shall use calls for tenders by invitation with at least (2) suppliers for the order of goods whose total value is between $10,000 and the public tender threshold.

Subject to exceptions provided for in the Act or its regulations, public calls for tenders shall be compulsory for the order of goods evaluated at more than the public tender threshold.

The College may negotiate directly with a supplier such as but not limited to:

- for the purchase of sand, stone, gravel or bituminous coated material whose value is under $200,000.

- for a procurement contract with respect to teaching, research or development activities when, for technical or scientific reasons, only one supplier can fulfill the terms of the contract and there is no alternative solution or possibility of replacement.

7.04 Service Contracts

For contract whose value is $10,000 or more if the supplier is an individual or $25,000 or more if the supplier is an entity; will need to be authorized by the Head of the Organization prior to the award of said contract as stipulated in article 16 of the *Act respecting workforce management and control within government departments, public sector bodies and networks and state-owned enterprises* (G-1.011).

For services with individuals whose value is under $10,000, the College may use direct negotiations with supplier(s); for services with entities whose value is under $25,000, the College may use direct negotiations with supplier(s).

The College shall use calls for tenders by invitation with at least (2) suppliers for an order of services with individuals whose total value is between $10,000 and the public tender threshold; and for an order of services with entities whose value is between $25,000 and the public tender threshold.

Subject to exceptions provided for in the Act or its regulations, public calls for tenders shall be compulsory for any service contract evaluated at more than the public tender threshold.

The College may negotiate directly with engineers, architects and surveyors subject to the applicable regulations on tariff of fees for services whose value is under the public tender threshold. Rotation must be ensured.

The College may negotiate directly with a service provider for a legal services contract subject to the regulation on the Tariff of fees for certain legal services rendered to bodies of the government, or a financial or banking contract.

7.05 Control Provisions Relating to Contract Amount, Supplements and Modifications

A contract may be amended if it is an incidental amendment and does not change the nature of the contract. In the case of contracts evaluated at more than the public tender threshold, any amendment shall be authorized by the Head of the Organization. In all cases, a memorandum

from the person requesting the order or from the Purchasing Department shall be entered into the purchase record for auditing purposes.

Contract amendment or cumulative amendments with value of or exceeding 10% of the original contract agreement must be approved by the Head of the Organization prior to the expenditure and then must be published on the SEAO within 60 days of such contract amendment or cumulative amendments with value of or exceeding 10% of the contract.

The following control provisions apply to the contract amount:

- The selection committee shall refuse to accept any of the tenders received, including where it considers that the prices are too high or disproportionate or that they do not reflect a fair price.

- The College shall reserve the right to claim from any tenderer the difference between the lowest tender amount and the one subsequently accepted where the lowest bidder fails to respect its tender, in order to avoid collusion between tenderers.

- When the lowest bid is judged to be unusually low, the College shall comply with the applicable process provided for in the relevant provisions of the regulations made under the Act.

7.06 Notice of Intention

For certain contracts entered into by mutual agreement as set forth in the *Act respecting the autorité des marchés publics* (CQLR c. A-33.2.1), involving an expenditure equal to or above the public tender threshold, a Notice of intention shall be published in the SEAO at least 15 days prior to the expected date of conclusion, allowing any company to show its interest to execute this contract. The College shall comply with the applicable process outlined in the Act.

7.07 Exceptions

Notwithstanding the above, the College may conclude by mutual agreement a contract involving an expenditure equal to or greater than the public tender threshold, with the authorization of the Head of the Organization, in the following cases:

- When the contract can only be entered into with a certain contractor because of a warranty, a property right or an exclusive right, such as a copyright or a right based on an exclusive license or a patent, or because of the artistic, patrimonial or museological value of the goods or services requested.

- Whenever, subject to the authorization of the Head of the Organization, there is a reasonable belief that, in a case involving a matter of a confidential or privileged nature, its disclosure through a call for public tenders, might have an adverse effect or harm in any other way the public interest.

- When the College considers that it can demonstrate that, due to the subject matter of the contract and in compliance with the principles stated in section 2 of the Act, a call for tenders would not be in the public interest.

7.08 The College may conclude by mutual agreement a contract involving an expenditure equal to or greater than the public tender threshold, without the authorization of the Head of the Organization, in the following cases:

- In an emergency situation, if the life, health or security of individuals is threatened of if there is a substantial risk that the College's property may be damaged;
- In any other cases determined by government regulation.

7.09 The Head of the Organization's authorization shall be required for any procurement contract whose term, including renewals, is for more than three (3) years. In the case of standing offer agreements, the Head of the Organization shall not, however, authorize a contract with a term, including renewals, of more than five (5) years.

The Head of the Organization's authorization shall be required for any recurring service contract with a term, including renewals, of more than three (3) years. In the case of an on-call contract, the Head of the Organization shall not, however, authorize a contract with a term, including renewals, of more than five (5) years.

7.10 The amounts indicated under this section are inclusive of all applicable taxes.

Article 8.00 - Review of Bids, Awards and Release of Information

8.01 As stipulated in the Treasury Board's Directive on the management of the supply, service and construction contracts of public bodies, for evaluating the quality of public tender bids, the College shall constitute a selection committee whose composition and members are determined by the College in accordance with such Directive.

The members of the selection committee shall be responsible for the review of bids submitted.

Any participant in the bid review process who has an interest in one of the bidding firms shall immediately notify, in writing, the secretary of the selection committee, and indicate the nature of their interest; the secretary shall inform and consult with the RARC.

8.02 The College shall not be required to accept any of the bids and reserves the right to cancel, at any time, a call for tenders.

8.03 The contract award processes are as follows:

For procurement contracts:
- Price only (based on the lowest price);
- Price/quality ratio (based on the lowest adjusted price);

- For a minimum quality and price (based on the lowest price).

For construction work contracts:
- Price only (based on the lowest price);
- Price/quality ratio (based on the lowest adjusted price);
- For a minimum quality and price (based on the lowest price);
- Quality only when under decree.

For service contracts:
- Price only (based on the lowest price);
- For a minimum quality and price (based on the lowest price);
- Price/quality ratio (based on the lowest adjusted price);
- Quality only (based on the highest overall score).

For information technology contracts:
- Lowest price;
- Lowest price and minimum quality;
- Lowest adjusted price;
- Competitive dialogue (information technology only).

8.04 When the College uses a contract award process other than the one based strictly on the price, the criteria and evaluation procedures relating to the public tender bids shall be indicated in the call for tender documents. The College shall use the terms and conditions and quality evaluation procedures provided in the schedules to Regulations enacted under the Act.

8.05 Pursuant to By-law 3 on Financial Management, the College shall determine, based on the amount of the expense involved, who has the signing authority.

8.06 A contract entered into following a public call for tenders shall be published within 15 working days of the awarding of the contract in the SEAO.

8.07 Contracts with a value of $25,000 or above shall be published within thirty (30) days of their execution, in the SEAO.

8.08 Subject to section 8.09, at the opening of public tenders, the suppliers' names as well as their respective total prices (exclusive of all applicable taxes) shall be disclosed, subject to subsequent audits. The results of the opening of public tenders shall be published within four (4) working days of such opening in the SEAO.

The final description of the contract must be published in the SEAO within ninety (90) days of the contract end date.

8.09 When quality evaluation is involved, only the names of the suppliers shall be disclosed. The results of the opening of public tenders shall be published within four (4) working days of such opening in the SEAO.

The College shall inform each bidder of the result of the quality evaluation of their bid within fifteen (15) days of the awarding of the contract.

The final description of the contract must be published on the SEAO within ninety (90) days of the contract end date.

Article 9.00 – List of Suppliers

9.01 The Purchasing Department shall ensure the rotation of suppliers for all purchases if there is a sufficient market and it is in the best interests of the College.

9.02 The Purchasing Department shall maintain a good relationship with the College's suppliers, ensuring that the integrity of the College's suppliers or its employees not be questioned, that the relations between the suppliers and the College's employees be maintained with courtesy, care, good faith and fairness, and that any conflict of interests or situation likely to create a conflict of interests be avoided. It ensures to communicate with the enterprises in the case of a bid withdrawal or a refusal to bid.

Article 10.00 - Confidentiality of Documents

10.01 To ensure that tender documents or any other related document or information not yet rendered public remain confidential, the following measures apply:

- Access to documents and the computer drives in which they are stored is limited to qualified persons under the control of the manager in charge.
- Personnel with access to these documents will be informed that they are confidential and will be asked to sign a certificate of confidentiality and declaration of interest.
- The identity of takers of tender documents may not be disclosed unless expressly authorize.

Article 11.00 – Opening Up Competition to Small and Medium Enterprises

11.01 To ensure that competition is open to small and medium enterprises and that the requirements are realistically defined in relation to the College's needs, the following measures are put in place:

- Define realistic requirements related to its needs to ensure that the markets are open to a maximum of qualified tenderers.
- Eligibility and compliance conditions, and the tender quality evaluation criteria, where appropriate, shall not be defined or drafted in a manner that excludes tenderers who could very well satisfy the needs of the College.
- Product specifications should not unduly limit competition.

- Where feasible and appropriate, may issue tenders by batches.
- Properly define the requirements, potentially have a firm understanding of the market corresponding to the need and be able to determine in-house what should be included in the call for tenders. Markets may be monitored to remain abreast of developments, particularly in rapidly evolving sectors that change frequently such as information technology.
- May issue a notice for expression of interest to explore a new public market and obtain information from the sector in this regard. The notice for expression of interest signals a future call for tender to satisfy a need. The expression of interest should identify the requirements and expectations so that interested enterprises may answer the College's questions and offer a potential solution. This also allows to gain a better understanding of the market that exists to satisfy its need.

Article 12.00 – Consultants

12.01 To ensure that all employees and management are aware that a consultant is present on the premises, the following measure is put in place:

- Inform the affected employees.

12.02 To restrict access to the premises and vital information in order to carry out consulting duties, the following measures are put in place:

- Limit access to restricted documents (physical and electronic) solely to concerned employees in the performance of their duties:
    - Specific areas off-limits to consultants could be identified.
    - Controls on access to electronic files are implemented.
    - Controls on access to physically restricted documents are implemented.

- Access rights granted to an external consultant as well as the validity period of their access to the premises:
    - Inform concerned directors about the importance of validating access rights granted to external consultants as well as the duration of any such access.
    - Regularly verify that access rights granted to external consultants are necessary.
    - Ensure that one or several measures are put in place to accompany an external consultant if specific access rights are granted, including when their presence is required outside regular business hours.

- Remind employees about issues related to information security when external consultants are on the premises of the department.
- Require contractors to adopt a code of conduct that will form part of the contract documents. This code could address the consultant's duty to never disclose or use for their benefit any information obtained during the performance of their mandate, to always identify themselves as an external consultant in a given situation, to refrain from trying to

obtain or accept any benefit, reward or favour, or granting any benefit, reward or favour to an employee or director of the department.

Article 13.00 – Performance Evaluation

13.01 The College shall, in compliance with the Act, record in a written report, the evaluation concerning a supplier, contractor or service provider whose performance is unsatisfactory.

13.02 The College shall proceed with the evaluation no later than 60 days after the end of the contract and shall forward a copy of it to the supplier, contractor or service provider in question. If the College fails to proceed within this time limit, the performance of the supplier, contractor or service provider shall be deemed satisfactory.

13.03 Provided that it is indicated in its call for tender documents, the College may reject the bid of a supplier, contractor or service provider who, within two (2) years prior to the opening of public tenders, had an unsatisfactory job performance evaluation, failed to follow up on a bid or a contract or whose contract was cancelled due to their failure to comply with its terms and conditions.

13.04 The College must record in a report the evaluation of the supplier or service provider where the total amount paid for a contract in the field of information technologies is equal to or greater than $100,000. The College must do the same where the amount is less than $100,000 insofar as the performance is considered to be unsatisfactory. (Article 79 of RCIT)

Article 14.00 – Complaint Process

Any complaint shall be submitted and dealt with in accordance with the terms of the Complaint Procedure posted on the College Website under the "contact us" Tab. As per such procedure, any complaint shall be submitted electronically to the person responsible indicated at the following email address: "receptionplainteslcop@johnabbott.qc.ca." This procedure is intended to ensure equitable treatment of complaints submitted to the College as part of a process of open tendering or awarding of a contract covered thereunder; it defines the stages of receiving and reviewing the complaint as well as the terms applicable to its communication, analysis and decision.

Article 15.00 – Enactment and Amendments

This By-law shall come into force and effect on the date of its enactment by the College's Board of Governors. Any amendment or repeal of this By-law shall be passed by the College's Board of Governors and shall comply with the Act and regulations enacted thereunder.

Article 16.00 – Delegation

As permitted under the Act, the Board of Governors may by resolution, delegate all or part of the functions conferred within the provisions of the Act and associated regulations to the Executive Committee or the Director General.

Article 17.00 - Responsibility

The Director of Facilities Management Services and the Director of Finance are responsible for revisions of this By-law.

Article 18.00 – Transitional and Final Provisions

This By-law complies with the following laws, regulations and other by-laws of the College which are hereby incorporated by reference herein and form an integral part hereof:

- The Act respecting contracting by public bodies (CQLR c. C-65.1);
- Regulation respecting certain supply contracts of public bodies (CQLR c. C-65.1, r.2);
- Regulation respecting certain service contracts of public bodies (CQLR c. C-65.1, r.4);
- Regulation respecting construction contracts of public bodies (CQLR c. C-65.1, r.5);
- Regulation respecting contracting by public bodies in the field of information technologies (RCIT) (CQLR c. C-65.1, r. 5.1);
- Regulation respecting the fees for certain legal services rendered to bodies of the Government (CQLR c. C-65.1, r.7.3);
- The Act respecting the autorité des marchés publics (CQLR c. A-33.2.1);
- Market liberalization agreements entered into by the Government of Québec;
- Directives from the Treasury Board;
- Public Administration Act (CQLR c. A-6.01);
- General and Vocational Colleges Act (CQLR c. C-29);
- College By-law 3;
- Travel Agents Act (CQLR c. A-10);
- Tarif d'honoraires pour services professionnels fournis au gouvernement par des architectes (CQLR c. C-65.1, r.9);
- Tarif d'honoraires pour services professionnels fournis au gouvernement par des arpenteurs-géomètre (CQLR c. C-65.1, r.10);
- Tarif d'honoraires pour services professionnels fournis au gouvernement par des avocats ou des notaires (CQLR c. C-65.1, r.11);
- Tarif d'honoraires pour services professionnels fournis au gouvernement par des ingénieurs (CQLR c. C-65.1, r.12).;
- Act respecting workforce management and control within government departments, public sector bodies and networks and state-owned enterprises (G-1.011).

ANNEX A
SUMMARY TABLES

Type of Tenders

<table>
<tr><th>THRESHOLDS INCLUDE TAXES</th><th>PROCUREMENT CONTRACTS</th><th>SERVICE CONTRACTS - Individuals</th><th>SERVICE CONTRACTS - Businesses</th><th>CONSTRUCTION CONTRACTS</th></tr>
<tr><td>$0-$10K</td><td colspan="2">Direct negotiation</td><td colspan="2" rowspan="2">Direct negotiation</td></tr>
<tr><td>$10K-$25K</td><td colspan="2" rowspan="3">Calls for tenders by invitation with at least 2 suppliers</td></tr>
<tr><td>$25k-$50K</td><td colspan="2" rowspan="2">Calls for tenders by invitation with at least 2 suppliers</td></tr>
<tr><td>$50k-Public Tender threshold</td></tr>
<tr><td>Above Public Tender threshold ($133,800 in 2024)</td><td colspan="4">Public call for tender</td></tr>
</table>

Required Documentation

* The table below is for information purposes only and can be revised/updated internally by the Directors' Table without the requirement of a by-law amendment by the Board of Governors.

<table>
<tr><th></th><th>CONSTRUCTION CONTRACTS</th><th>SERVICE CONTRACTS - CONSTRUCTION</th><th>PROCUREMENT CONTRACTS</th><th>SERVICE CONTRACTS</th></tr>
<tr><td>$0-$50,000</td><td colspan="2">PO and T&C
(supplied by requestor)</td><td rowspan="2">PO
(supplied by requestor)</td><td rowspan="2">Templates
(supplied by legal/prepared by requestor)</td></tr>
<tr><td>$50,000-threshold</td><td colspan="2">Edilex Simplified
(supplied by requestor)</td></tr>
<tr><td>Above threshold ($133,800 in 2024)</td><td colspan="4">Edilex Detailed
(supplied by purchasing)</td></tr>
</table>