

MONTREAL WEST ISLAND INTEGRATED UNIVERSITY
HEALTH AND SOCIAL SERVICES CENTRE

MONTREAL WEST ISLAND INTEGRATED UNIVERSITY HEALTH AND SOCIAL SERVICES CENTRE	
DEPARTMENT	SUBJECT
Logistics Directorate	Directive on Service Contracts Not Subject to Executive Authorization based on AWMC

PREAMBLE

The *Act respecting workforce management and control within government departments, public sector bodies and networks and state-owned enterprises* (2014, Chapter 17) (hereinafter the "AWMC") establishes specific measures applicable to service contracts that the *Montréal West Island Integrated University Health and Social Services Centre* (hereinafter referred to as the "Institution") intends to conclude during periods subject to control measures of the workforce, including subjecting the conclusion of these contracts to authorization by the chief executive officer of the public body..

The purpose of the AWMC is to ensure that a public body cannot conclude a service contract if it has the effect of evading workforce control measures taken with respect to the Act.

Public bodies, designated by the Conseil du trésor, may issue a directive on service contracts not subject to the authorization of their chief executive officer.

The Institution was designated by the decision number **SCT-214949** of the Conseil du trésor on **May 26, 2015**, in order to enable it to adopt a directive on service contracts not subject to the authorization of its chief executive officer.

According to Section 17 of the AWMC, this directive must be made public no later than 30 days after its adoption. It must also be sent to the President of the Conseil du trésor who may at any time request that the Institution make changes to it.

1. SUBJECT

The purpose of this directive is to establish situations where the authorization of the chief executive officer of the Institution is not required for the conclusion of a service contract during the period of application of the AWMC.¹ The AWMC provides for the implementation of an initial workforce control period starting January 1, 2015.

This directive is derived from Section 16 of the AWMC, which provides, during the control period referred to in Section 11 of the AWMC, that the conclusion of any service contract by the Institution must be authorized by its chief executive officer.

¹ The period of application of Section III of the Act corresponds to the period determined by the Conseil du trésor under Section 11 of the Act.

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This power may be delegated by the chief executive officer when concluding a service contract with a natural person who may or may not be operating a sole proprietorship involving an expenditure of less than \$10,000 and, in other cases (legal person), an expense of less than \$25,000.

Authorization is not required, however, if the following conditions are met:

1. the public body, after having been appointed by the Conseil du trésor, has issued a directive on service contracts whose authorization by the chief executive officer may be delegated;
2. the subject of the service contract corresponds to one of the subjects specified in this directive;
3. the contract is concluded with a contractor other than a natural person.

2. SCOPE

This directive applies to service contracts referred to in subparagraph 3 of the first paragraph of Section 3 of the *Act respecting contracting by public bodies* (CQLR, chapter C-65.1) and contracts under a service contract in accordance with the third paragraph of this section for each period determined by the Conseil du trésor pursuant to Section 11 of the AWMC.

3. APPROVAL AUTHORITY

3.1 Chief executive officer of the Institution

Under Section 16 of the AWMC and as part of the application of this directive, the chief executive officer of the public body is the President and Chief Executive Officer of the Institution.

3.2 Delegation

For the purposes of this directive, the chief executive officer of the Institution delegates the approval authority for any service contract with a natural person who may or may not be operating a sole proprietorship with an expenditure of less than \$10,000, and in other cases (legal person), an expense of less than \$25,000 to the Assistant to the Director and Coordinator of procurement of the Institution's Financial Resources Directorate.

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4. CONTRACTS NOT SUBJECT TO THE AUTHORIZATION OF THE CHIEF EXECUTIVE OFFICER OF THE INSTITUTION

The following service contracts, concluded with a contractor other than a natural person, are not subject to the authorization of the chief executive officer of the Institution as provided for in Section 16 of the AWMC:

4.1 Service contracts for clinical and research programs

- Non-institutional resources;
- Adapted transportation.

4.2 Service contracts in emergency and security measures

- Gas detection;
- Maintenance of video surveillance systems;
- Maintenance/installation of access system;
- Maintenance/installation of an attendant call system and a general call system;
- Maintenance/surveillance of fire alarm and intrusion system;
- Maintenance of parking equipment;
- Guard service;
- Locksmith;
- Verification/inspection/maintenance of:
 - alarm systems;
 - special systems;
 - sprinkler systems;
 - kitchen hoods;
 - fire hoses;
 - emergency lighting;
 - portable extinguishers;
 - fire pumps;
 - fire hydrants.

4.3 Service contracts in quality, evaluation, performance, and ethics

- Accreditation;
- Investigation.

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4.4 Information resources service contracts

- Rental, maintenance and service plan of:
 - software;
 - computer equipment such as computers, laptops, servers, routers and other similar equipment;
 - printers and photocopiers.
- Development, implementation of software and applications;
- Registration and positioning of Internet domain;
- Maintenance of multimedia equipment (audiovisual);
- Internet hosting;
- Telecommunications (telephone, Internet, mobile telephony, pager, long distance telephone).

4.5 Biomedical engineering service contracts

- Alignment and calibration of specialized equipment;
- HEPA filtration integrity certification;
- Certification of chemical and biological fume hoods;
- Maintenance of infrastructures and medical gas networks;
- Preventive and corrective maintenance of medical equipment and technical aids;
- Specialized alignment/calibration of laboratory equipment and supplies;
- Maintenance of specialized medical equipment.

4.6 Property, facilities management and logistics service contracts

- Combustion analysis;
- Specialized analysis of diagnostic samples;
- Specialized analysis and repair of electrical network;
- Post-disaster, decontamination and draining;
- Architects, engineers and surveyors;
- Real estate brokerage;
- Energy saving;
- Elimination and shredding of confidential documents;
- Waste disposal;
- Elimination of dangerous products;
- Storage of archives;

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- Maintenance of vertical transport devices (elevators and freight elevators);
- Maintenance of pneumatic conveying systems;
- Maintenance of outdoor grounds and parking including:
 - Snow removal;
 - Maintenance of grounds, gardens and lawns;
 - Pruning trees;
 - Maintenance of sidewalks and parking areas;
 - Minor repairs to sidewalks and parking areas.
- Maintenance of motorized doors, revolving doors and garages;
- Maintenance of automatic building control systems;
- Maintenance, inspection and repair of vehicles;
- Hydraulic and air balancing;
- Industrial hygiene;
- Rental of physical space (lease);
- Independent Workforce of construction trades;
- Shuttle bus;
- Ventilation duct cleaning;
- Window cleaning;
- Tank, sump and grease trap cleaning;
- Recycling;
- Pest control and extermination services;
- Water service;
- Electricity service;
- Oil service;
- Natural gas or propane service;
- Vending machine service;
- Thermography of electrical installations;
- Water treatment;
- Biomedical waste treatment;
- Transportation, moving, storage and messaging.

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4.7 Service contracts in the administration of financial resources, human resources, communications and legal affairs

- Arbitration and mediation;
- Insurance and guarantee;
- External auditor;
- Real estate and labour lawyer;
- Publicity campaign;
- Website design;
- Market evaluation;
- Specialized trainer;
- Bailiff;
- Printing and publishing;
- Employee and family assistance program;
- Recruitment and survey;
- Banking and other related services;
- Translation.

4.8 Other service contracts

- Travel agency, hotels, taxi and restaurant/catering
- Maintenance of specialized simulation equipment for training;
- Maintenance/installation of equipment/specialized systems;
- Illustration (other than medical);
- Interpreter.

5. MAINTAINING RULES RELATING TO CONTRACT AWARDING AND CONTRACT MANAGEMENT

A contract covered by this directive must comply with all the rules relating to the award of contracts and contract management otherwise provided for in the *Act respecting contracting by public bodies* (CQLR, chapter C-65.1), the *Act respecting health and social services* (CQLR, chapter S-4.2) and their regulations, as well as any other applicable law and regulation. The Institution's contract management guidelines, policies and procedures must also be followed.

Any authorization required under any of these laws, regulations, directives, policies, or procedures must be obtained, where applicable.

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6. PRECEDENCE OF AWMC

In case of divergence between this Directive and the AWMC, this law takes precedence.

7. TERMINATION

This directive ceases to have effect if it is repealed or replaced or at the end of any period of application of the workforce control measures determined by the Conseil du trésor.

8. ENTRY INTO FORCE

This directive comes into force on the day of its adoption by the President and Chief Executive Officer of the Institution.

9. ADOPTION

This directive is adopted in the City of Pointe-Claire:

by the President and Chief Executive Officer, Mr. Benoit Morin,

(Signature)