



ACQUISITION OF PROFESSIONAL & CONSULTING SERVICES

CODE:	D.005
CATEGORY:	FINANCE
RESPONSIBILITY:	ASSISTANT DIRECTOR OF EDUCATION
APPROVAL:	BOARD OF TRUSTEES
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INTRODUCTION

An objective of the Office of the Assistant Director of Education – Finance and Administration and the Board of Trustees is to align the acquisition of professional and consulting services with the Purchasing and Quotation, Tender and Award Policy. The Board, however, identifies and selects several particular professional and consulting individuals and agencies that have considerable experience with First Nations groups and Education groups.

PURPOSE

The purpose of this policy is to ensure that professional services contracts comply with the Purchasing Policy, to assistant organization managers, principals and directors in the acquisition process and to ensure professional and consulting services provide the required reports and meet the appropriate objectives.

SCOPE

This policy applies to all acquisitions of professional services using operating and capital funds, unless otherwise determined by the Directors of MTIE in conjunction with the Board of Trustees.

POLICY

For contracts estimated to exceed \$10,000

1. The Department Head shall identify the services required (“scope of services”). In particular, the Department Head shall:
 - a. Complete a technical description of the services required;
 - b. Establish the objective or the purpose of the services required;

- c. Establish a schedule for the delivery of the services required including a start and end date;
 - d. If applicable or necessary, establish approaches to the scope of work, tasks, questions requiring answers and format of the reports required.
2. Upon completion of the scope of services, the Department Head shall forward it along to the Office of the Assistant Director of Education – Finance and Administration for solicitation of proposals through methods outlined in the Quotation, Tender and Award Policy. The selection shall be based on the following criteria:
 - a. The professional's qualifications based on the company that he or she represents; experience in the field of the scope of services; academic background; and the number of years in operation;
 - b. The company's resources and organizational capabilities to carry out the scope of services with key and support staff personnel as well as the techniques that the professional intends to use to approach the scope of services (i.e. time schedule, systems, etc.);
 - c. References from the company's clients with similar understanding including the name of the company, contract, telephone number, address, the type of professional services rendered and the duration;
 - d. The total cost so the of the proposal for the scope of services;
 - e. The method of payment.

For contracts estimated to exceed \$10,000

3. The Department Head shall identify the scope of services as outlined in Section 1 above.
4. The Department Head shall solicit proposals from at least three qualified professionals. The selection shall be based on the criteria as outlined in Section 2 above.
5. The Department Head shall receive and review proposals from the invited professionals and summarize the results of the selection process with a technical justification of the recommended professional.
6. The Department Head shall forward the three proposals/quotes received along with a Purchase Order Request duly authorized to Finance.
7. Finance shall review the documentation submitted to verify the selection process, pursue contract discussions with the recommended professional and to ensure contract signing. A purchase order shall be assigned to the contract.

8. Finance shall arrange for the contract signing and for the distribution of contract copies.
9. Some specialized services may constitute exceptions to the competitive bidding process outlined above. The nature of the services required and the justification for not conducting a competitive bidding process shall be documented by the Department Head and submitted to Finance.

For contracts estimated to be less than \$5,000

10. The Department head shall identify the scope of services as outlined in Section 1 above.
11. The conduction of a competitive bidding process is not mandatory.
12. An Expense Claim, duly authorized shall be forwarded along with a duly signed professional services Agreement and original invoice to Finance.