

Report of OUCO's first meeting

Held in the Senate, Wednesday, March 14th, 2012, 9am

Meetings presided by Patrick Foré

Agenda	summaries of discussions	Conclusions- Answers –Follow up
Welcoming speech and introduction of the representatives	<ol style="list-style-type: none"> 1. Absences noticed of several people due to spring break 2. Representatives present : Micheline Dubé, Guylaine McCullogh, Stéphanie Desnoyers 	<ol style="list-style-type: none"> 1. The next meeting will consider this type of holidays 2. The next meeting will be send by the Outlook calendar
Meeting format	<ol style="list-style-type: none"> 3. Explanation of the type of meeting like OURA (Ottawa University Research Administrators) 4. Suggestion : to have a distribution list for OUCO 	<ol style="list-style-type: none"> 3. People present in the room who know OURA meetings : around 8 4. To avoid « reply all», creation of an e-mail address « ouco@uottawa.ca »
Important messages (going back on the workshops, projects on hold, process to implement)	<ol style="list-style-type: none"> 5. Going back on the workshops : <ol style="list-style-type: none"> a. Comparison with other training i.e. Card workshop, only the card holders will receive training. <ol style="list-style-type: none"> b. However, for the contract workshop, a lot of people attend without designation and without interest. 6. Next Project : account chart to reflect the new definitions for Procurement Contract. 7. The contract template is now available on the Procurement Services website. 	<ol style="list-style-type: none"> 5. Next workshops : <ol style="list-style-type: none"> a. On invitation only For people who attended the recent workshops, the Procurement Services will contact the CAO to confirm everyone's role 6. Meetings to come and communication to inform everyone =on the new account chart 7. Eventually, specialize templates will be available for each domain
Document distribution	<ol style="list-style-type: none"> 8. Chart RC4110 - summary of the CRA's criterias (Canada Revenue Agency) <ol style="list-style-type: none"> a. A lot of questions about the difference 9. Procurement Services diagram– questions to ask : <ol style="list-style-type: none"> a. Questions about the question of \$5,000 b. Questions about no contract but a problem 	<ol style="list-style-type: none"> 8. Payroll and Humain Ressources are working on tools to make the status designation easier <ol style="list-style-type: none"> a. You have to consult the grid to decide. 9. Diagram <ol style="list-style-type: none"> a. What happens if the contract is \$5,000? It falls in the 5,000\$ and more category b. Even it's less than \$5,000, It's good to keep a written proof

	<p>c. How the suppliers will be paid if it's over \$5,000</p> <p>10. Payment diagram—the must have documents and the new accounts to be added.</p> <p>11. Decision tree– bigger format</p> <p>12. After March, 15th 2012 – procedures for Procurement Services</p>	<p>c. Finances Services will paid, at that moment, transition period – there is no obligation to provide T4A, this will be fixed in 2013.</p>
The Future : what will happen tomorrow, March 15 th	<p>13. Explanation of the document submitted and the new procedure –a lot of asked questions</p>	<p>13.</p>
Questions and comments period	<p>14. What will happen if the same person is hired for several contracts, cost less than \$5,000 but at the end of the year, the amount is more than \$5,000 ?</p> <p>15. If the amount for the contract is \$40,000, you need 2 quotations. What happen if you only have one Supplier?</p> <p>16. Explanation between and derogation transgression</p> <p>17. If the requestor wants the services of an expensive supplier, what the Contract Officer can do?</p>	<p>14. the photograph example was given: if you know that he will work for 3 receptions and the cost will be more than \$5,000, follow the process. If you don't know when will be the next time, ask for the planned services.</p> <p>15. It is necessary to justify and ask for derogation from Patrick Foré.</p> <p>16. Derogation : requests to conduct transactions were deemed not to conform with the regulations and methods M. Patrick Foré</p> <p>Transgression: transactions already undertaken were deemed not to conform with the regulations and methods Patrick : Less than \$10 000 M.Cossette : \$10 001 to \$50 000\$ Board of directors : \$50 001 to \$500 000</p> <p>17. The Contract Officer doesn't have to compare, the requestor has to justify his choice. It is not necessary to get the lowest price, but the best value/price.</p>

<p>18. Management of a contract over \$5,000 is more complex, the process is more complex.</p> <p>19. There were some problems with the creation of supplier in Banner.</p> <p>20. If you have questions about a supplier status.</p> <p>21. If the contract is less than \$5,000, I am registered, who will pay me?</p> <p>22. Statement from a participant: So now there is no difference between incorporated and registered.</p> <p>23. If there is an extension to the contract and the amount increases, should I go for other quotation?</p> <p>24. What happens if an employee wants to provide services to the University?</p> <p>25. What happen if the course is not accredited? Is it an employee or a supplier?</p> <p>26. What happen if the status of a supplier changes and does not agree with this change?</p> <p>27. What happen if a company got its own contact?</p> <p>28. Will companies be required to sign the Business Relation Agreement?</p>	<p>18. This is a change of mentality.</p> <p>19. Payroll-Finances and Procurement will find solutions to help.</p> <p>20. Call Stéphanie</p> <p>21. This will be processed by the Payroll.</p> <p>22. The only difference will be noticed according to the contract amount, if it's less than \$5 000.</p> <p>23. It is an extension to the contract, nothing changes. You must notify Procurement Services. Ensure that the deliverables and descriptions are the same, if not, you need another contract.</p> <p>24. He must register for a business name to be a supplier for the University.</p> <p>25. Usually when it comes to an accredited course, this is an employee. BUT it will depend how we treat the curriculum, it will depend on how we treat the individual, it depends on many points. It is a matter of case by case.</p> <p>26. Procurement Services is available for consult to help resolve the conflict</p> <p>27. The template is there to help you, it's important to think about « our contract». It will be possible to consult the Contract Manager to verify that the interests of the University are respected. The company must understand that terms and conditions of the University take precedent.</p> <p>28. Not for now, there is a new document to replace it.</p>
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<p>29. What happens if a company submit bills to us and there is no contract in place?</p> <p>30. What happens in the following situation: a provider does several different jobs for many people in the service - many small contracts or a big contract?</p> <p>31. What happens if the grid RC4110 is interpreted in different ways? What do I do if I am between the requestor and Human Resources?</p> <p>32. What do I do if, after completing the questionnaire, the requestor is not satisfied?</p> <p>33. What can I do if a supplier wants to get paid as a consultant? There will be many requests in the account consultant.</p> <p>34. Starting March 15th, it is possible that bills over \$ 5,000 may not be as quickly paid. Payroll asks for the negotiated contracts before March 15th to be clearly identified on the expense claim as well as for Finance.</p> <p>35. Is it possible to have a filing system for the files? That contract has a number?</p> <p>36. How to ensure the authenticity of signatures?</p> <p>37. It is possible to get a manual?</p> <p>38. What happens if he has a sole source?</p>	<p>29. Now, we must have a contract with every company, it is in the interests of the two parties to have a contract.</p> <p>30. This is a gray zone. If at the time of the signatures, you know the scope of services, then it is a big contract. If however, you do not know, then it is several small contracts.</p> <p>31. In these situations, call Stephanie or Patrick.</p> <p>32. You spend the entire CRA document. The requestor must understand that it is a law and not your choice.</p> <p>33. We must follow the new rules: professional designation, advice, strategic planning.</p> <p>34. There will be a follow up with Procurement Services to make sure everything is in order.</p> <p>35. This is a system that remains to be evaluated. All suggestions are welcomed.</p> <p>36. There are two schools of thought: Digitized Contract – Hard copy destroyed Digitized and Hard copy are official -</p> <p>37. There will be a manual to help.</p> <p>38. There is a method for such exceptions.</p>
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<p>Do you like this type of meeting? How often would it be better for meetings (monthly, bimonthly, etc.).</p>	<p>39. People like the format, the meeting will be every month.</p>	<p>39. Next invitation, more people: Kathryn Prud'homme, Véronique Duvieusart, Joanne Lauzon, ...</p>
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Report prepared by Michelle Clément, Tania Bolduc and Stéphanie Desnoyers