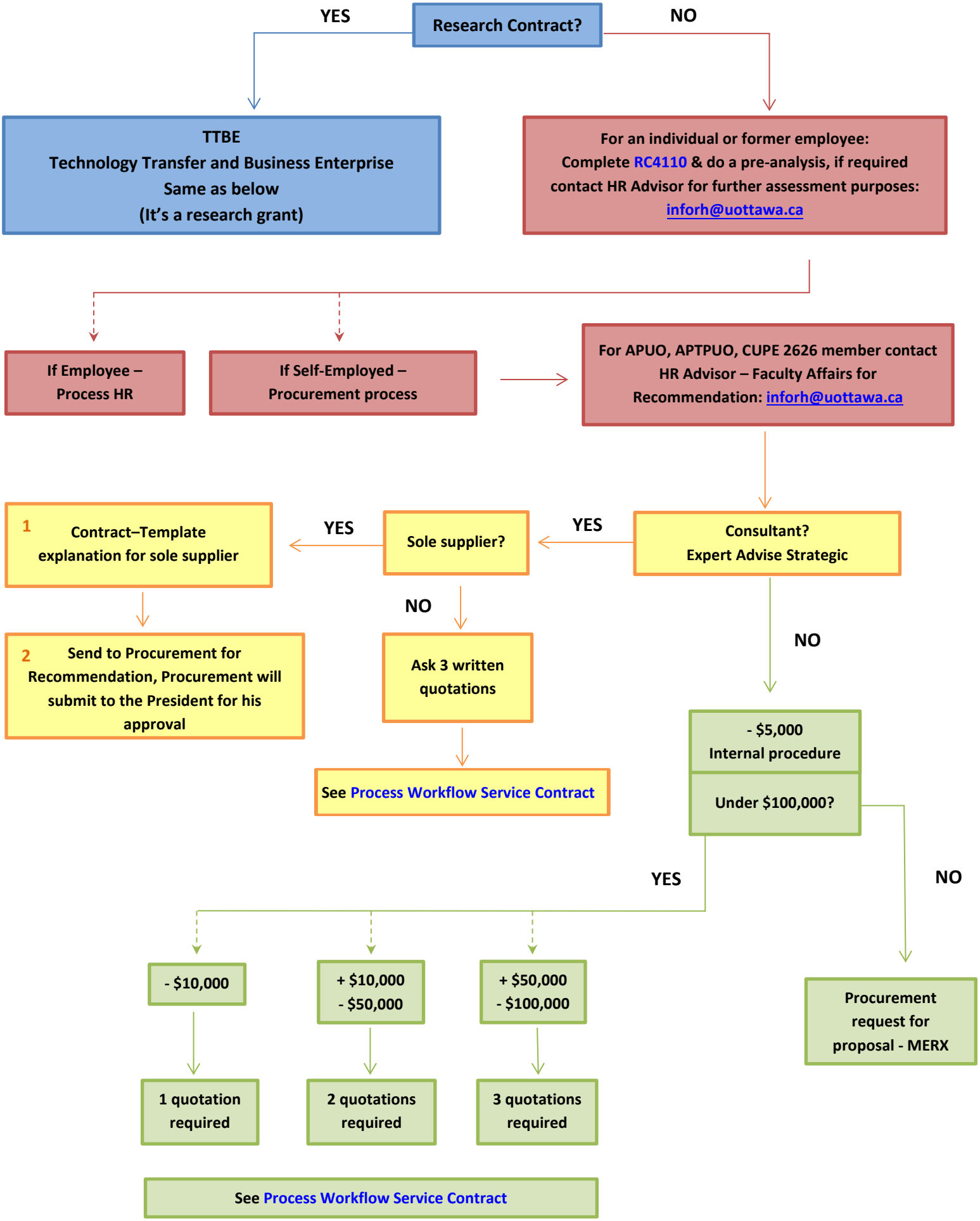
Research Contract?
YES
NO
TTBE
Technology Transfer and Business Enterprise
Same as below
(It's a research grant)
For an individual or former employee:
Complete RC4110 & do a pre-analysis, if required
contact HR Advisor for further assessment purposes:
inforh@uottawa.ca
If Employee – Process HR
If Self-Employed – Procurement process
For APUO, APTPUO, CUPE 2626 member contact HR Advisor – Faculty Affairs for Recommendation: inforh@uottawa.ca
Consultant?
Expert Advise Strategic
YES
Sole supplier?
YES
1 Contract–Template explanation for sole supplier
2 Send to Procurement for Recommendation, Procurement will submit to the President for his approval
NO
Ask 3 written quotations
See Process Workflow Service Contract
NO
- $5,000
Internal procedure
Under $100,000?
YES
NO
- $10,000
+ $10,000
- $50,000
+ $50,000
- $100,000
1 quotation required
2 quotations required
3 quotations required
Procurement request for proposal - MERX
See Process Workflow Service Contract