Before starting this decision tree, the HR Decision Tree must have been completed.

Research contract?

- YES
  - Innovation Support Services (Formerly known as TTBE)
    - Same as below
    - (It is a research grant)
    - For an individual or former employee: Complete RC4110 & do a pre-analysis. If required, contact HR Advisor for further assessment purposes at melanie.miles@uottawa.ca

- NO
  - For APUO, APTPUO, CUPE 2626 members, contact HR Advisor – Faculty Affairs for recommendation at ir-acad@uottawa.ca

If Employee – Process HR

If Self-Employed – Procurement Process

1. Contract – Template explanation for sole supplier

   - YES
     - Sole supplier?
       - YES
         - Consultant? Expert Advice Strategic

       - NO
         - Ask for 3 written quotations

2. Send to Procurement for recommendation. Procurement will submit to the President for approval

   - YES
     - Under $100,000?

       - NO
         - Procurement request for proposal - MERX

       - YES
         - Procurement request for proposal - MERX

   - See Process Workflow Service Contract

   - $5,000 Internal procedure

   - $10,000 + 10,000 - $50,000

     - 1 quotation requested

   - $50,000 - $100,000

     - 2 quotations requested

   - $100,000 + 50,000 - $500,000

     - 3 quotations requested

See Process Workflow Service Contract