

NEGOTIATION SUMMARY SHEET

IN COMPLIANCE WITH MSSS POLICIES AND LAW C65.1& REGULATIONS (AN ACT RESPECTING CONTRACTING BY PUBLIC BODIES) THE CHSSJB IS OBLIGATED TO FOLLOW THE GUIDELINES SET FORTH FOR ALL PUBLIC EXPENDITURES REGARDING CONTRACTS OR ACQUISITIONS OF GOODS AND SERVICES ABOVE A THRESHOLD OF \$25000. AS A GENERAL RULE, THE CHSSJB IS REQUIRED TO PROCEED WITH A TENDERING PROCESS IN ACCORDANCE TO THESE GUIDELINES PRIOR TO AWARDED A CONTRACT OR PURCHASE ORDER.

THIS FORM MUST BE COMPLETED, BY THE REQUESTING AUTHORIZED OFFICER AND THE RESPECTIVE LEVELS OF AUTHORITY, SUMMARIZING THE GOODS OR SERVICES DESIRED, TOGETHER WITH THE RECOMMENDED SOLICITATION MODE. THE COMPLETED FORM IS THEN ATTACHED TO THE CORRESPONDING RGS.

UNDER MITIGATING CIRCUMSTANCES, IF A TENDERING PROCESS IS ELUDED, THE AUTHORIZED OFFICER OF THE CHSSJB MUST PROVIDE IN WRITING, THE MOTIVES JUSTIFYING THAT A MUTUAL AGREEMENT WITH A SOLE SOURCE SUPPLIER IS REQUIRED(Sections 7-10)

THIS FORM MUST BE COMPLETED PRIOR TO PROCESSING BY THE PURCHASING DEPARTMENT. (Please note that this document does not replace the need for RGS and, when necessary, board approval, nor is replaced by the latter)

RGS number :		PO number : <i>(If available)</i>	
Service/ department name:		Subservice # :	
Supplier name :		Type of contract: <i>(Goods, services or construction)</i>	
Contract title:		Contract number:	
Budgetary price:		Initial contract amount :	
Renewal option: <i>(Yes/No)</i>		Contract total amount: <i>(Including options)</i>	
Initial duration of contract		Contract total duration: <i>(Including options)</i>	
Starting date:		Ending date:	

Summary of goods or services requested:

Check the proposed solicitation mode :

- 1-** **PUBLIC TENDER: over \$100 000 ; obligation to publish on internet site SEAO**
LAW C65.1& REGULATIONS (AN ACT RESPECTING CONTRACTING BY PUBLIC BODIES) LCOP
- 2-** **TENDER BY INVITATION: over \$25000 less than \$100 000: tender inviting at least 3 suppliers or by public tender**
SEAO
MSSS POLICY

REASON FOR NOT INITIATING A TENDERING PROCESS BY THE CHSSJB

- 3-** **GACEQ- tendering process already completed by the group purchasing /MSSS**
- 4-** **PUBLIC BODY TO PUBLIC BODY- the tendering process is not required between 2 public bodies**
- 5-** **PRICE QUOTE- price quote 3 suppliers without using by the recommended tendering process**
Explanation:
- 6-** *** N/A -not applicable to Law C65.1, Regulations & MSSS policy**
Explanation:

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EXCEPTION ISSUANCE: MUTUAL AGREEMENT WITH A SOLE SOURCE SUPPLIER

7- * **EMERGENCY SITUATION (ART. 13, 1°) LCOP** *An unexpected situation that threatens human safety or property.*

8- * **UNIQUE SUPPLIER (ART.13, 2°) LCOP** *Only one possible supplier because of a guarantee, an ownership right or an exclusive right.*

9- * **CONFIDENTIAL NATURE (ART.13, 3°) LCOP** *When it is a question of confidential or protected nature and it is reasonable to believe that the disclosure in a public call for tenders could compromise the nature or interfere in any other way to the public interest.*

10- * **PUBLIC INTEREST (ART. 13, 4°) LCOP** *The establishment considers that it will be possible to demonstrate, given the object of the contract in accordance with the principles set out under the Law, that tenders would not serve the public interest.*

*6-10 must be authorized by the RORC

*9-10 Must be authorized by the Executive director

Elaborate reasons justifying a mutual agreement with a sole source supplier:

Forward to next level once authorized ; BLOCK LETTERS AND SIGNATURE

1-Authorized officer or Coordinator;		Date	
2- Director;		Date	
3-RORC- Pauline Lameboy Approval necessary; Sections *6-10		Date	
3-*Executive director Approval necessary :Sections *9-10		Date	

SECTION RESERVED FOR RORC AND THE PURCHASING DEPARTMENT

SEAO reference title :

SEAO reference number: Date of publication

TREASURY BOARD ACCOUNTABILITY *:** YES NO

CHSSJB Board approval	Treasury Board Accountability	Date of publication
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