Procurement – Consulting Services

Middlesex Hospital Alliance Strathroy Site ☒ Four Counties Site ☒	Policy ☒ Procedure ☒ Standard ☐ Medical Directive ☐	Manual
Procurement of Consulting Services		
Date Issued: April 2011 **Date Reviewed:** **Date Revised:**	**Issued by:** **Materiel Management**	**Approved by: MHA Board of Directors**
Cross Reference:		

PURPOSE:

The Materiel Management Department is responsible for the development, maintenance and coordination of all purchases for the Middlesex Hospital Alliance. Its objective is to ensure a fair and transparent acquisition process for all goods and non-consulting services in accordance with the Broader Public Sector Procurement Directive.

This policy outlines the responsibilities and procedures for the solicitation of Supplier bids and the award of contracts for consulting.

Purchases of goods and services are outlined by the Procurement of Goods and Non-Consulting Services Policy.

POLICY

The competitive bidding process ensures our stakeholders receive the best overall value for the purchase of consulting services. The procurement process shall be conducted by, or in conjunction with, Materiel Management.

A "Consultant" is defined as "a person or entity that under an agreement, other than an employment agreement, provides expert or strategic advice and related services for consideration and decision-making".

The following individuals or entities are not considered consultants. This is not an exhaustive list.

1. **Individuals or entities that that have received certification from a Professional Society / Governing Body providing services that can only be provided by individuals with that professional designation.**	
Accountants / Auditors	Nurses, Nurse Practitioners
Actuaries	Lawyers
Architects	Pharmacists
Engineers	Physicians
Insurance Brokers	Realtors
Investment Managers	Bankers,
2. **Individuals or entities that are standard service providers and provide a deliverable that would be common among all providers.**	
Employment / Placement Services	Maintenance / Equipment Service Providers (e.g. plumbers, carpenters, painters, electricians, service technicians)
Education / Staff Trainers	Recruitment Firms
Guest Speakers	

Procurement – Consulting Services

Subject to the Broader Public Sector Procurement Directives, the purchase of consulting services must be conducted through a process that is open, fair and transparent from the first dollar spent.

Procedure

The electronic requisition is the method used to initiate the purchasing process and must be approved in advance by the CEO.

In accordance with the Broader Public Sector Procurement Directive, the following minimum guidelines have been established to promote competitive bidding:

Total Procurement Value	Means of Procurement *
<$100,000	Invitational Competitive Bidding Process (3 quotes) or Open Competitive Bidding Process
>$100,000	Open Competitive Bidding Process
** It is recognized that under certain rare circumstances the formal process of competitive bidding may not be feasible. In these circumstances, a completed and authorized Competitive Bidding Exemption Form as well as an approved Purchase Requisition will be required to proceed with the purchase.* ***All competitive bidding exemptions granted for Consulting Services must be approved by the CEO. All competitive bidding exemptions will be reviewed and approved by the CFO. Those competitive bidding exemptions >$1,000,000 must also be approved by the Board of Directors.***	

Solicitation and evaluation of supplier proposals will be in accordance with the Broader Public Sector Procurement Directives as issued by the Ontario Ministry of Finance. Consultants will be evaluated utilizing a scorecard methodology on the basis of criteria such as experience, expertise, price, availability and service. Additional evaluation criteria may be considered in consultation with end users. The highest score wins the opportunity to negotiate.

Please refer to Competitive Procurement Policy for more details.

Reference (list reference material used in creating this document)
Broader Public Sector Procurement Directive April 2011-04-28
Agreement on Internal Trade (AIT)
Ontario-Quebec Procurement Agreement