

CHAMPLAIN REGIONAL COLLEGE

OF GENERAL AND VOCATIONAL EDUCATION



ADMINISTRATIVE FRAMEWORK ON SERVICE CONTRACTS NOT SUBJECT TO AUTHORIZATION BY THE HEAD OF THE ORGANIZATION

Please note:

An Administrative Framework (AF) is an administrative document that provides general guidelines for: the implementation of College Bylaws and Policies; ongoing administrative activities; and specific administrative functions. An AF usually outlines the guiding principles, procedures, and responsibilities related to a specific administrative function. However, College management is always expected to exercise good judgment, therefore, specific situations and circumstance may require some adjustments in procedures.

This administrative framework was adopted for the first time by the Senior Management Committee (SMC) on June 18, 2024, and subsequently amended :

Senior Management Committee (SMC)

Date: _____

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1. preamble:

The Act respecting workforce management and control within government departments, public sector bodies and networks and state-owned enterprises (2014, chapter 17) (hereinafter the "AWMC") establishes specific measures applicable to service contracts that an organization intends to enter into during periods subject to workforce control measures, by, among other things, making the conclusion of such contracts subject to authorization by the head of the organization.

The purpose of the AWMC is to ensure that a public body cannot enter into a service contract if its effect would be to evade the workforce control measures taken under this law.

Public bodies, designated by the *Conseil du trésor*, may issue an administrative framework or policy on service contracts not subject to authorization by the head of the organization.

Pursuant to section 16 of the AWMC, Champlain Regional College (hereinafter "College") was designated by decision of the *Conseil du trésor* on April 8, 2024, to adopt an administrative framework or policy on service contracts not subject to the authorization of the head of the organization.

Under section 17 of the AWMC, this administrative framework or policy must be made public no later than 30 days after its adoption. It must also be forwarded to the Chairperson of the *Conseil du trésor*, who may at any time require the public body to amend it.

2. PURPOSE:

The purpose of this administrative framework is to establish the situations in which the authorization of the College's executive officer is not required to enter into a service contract. It also provides for the delegation of the powers of the head of the College, as specifically described in Article 6, Delegation of Powers.

The purpose of this administrative framework is to establish the situations in which the authorization of the head of the College is not required for the conclusion of a service contract during the period of application of the AWMC¹.

This administrative framework stems from section 16 of the Act, which stipulates that, during the control period referred to in section 11 of the Act, the conclusion of any service contract by a public body must be authorized by the head of the organization.

This authority may be delegated by the head of the organization in the case of a service contract with a person (whether in business or not) involving an expenditure of less than \$10,000, and in all other cases, an expenditure of less than \$25,000.

¹ The period of application of section III of the Act corresponds to the period determined by the *Conseil du trésor* under section II of the Act.

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However, authorization is not required if the following conditions are met:

1. the public body, after having been designated by the *Conseil du trésor*, has issued an administrative framework or policy on service contracts not subject to authorization by the head of the organization;
2. the object of the service contract corresponds to one of those indicated in this administrative framework;
3. the contract is concluded with a contractor other than a person.

3. SCOPE OF APPLICATION:

This administrative framework applies to service contracts referred to in subparagraph 3 of the first paragraph of section 3 of the Act respecting contracting by public bodies (R.S.Q., chapter C-65.1) and contracts deemed to be service contracts in accordance with the third paragraph of that section for each period determined by the *Conseil du trésor* pursuant to section 11 of the AWMC.

4. CONTRACTS NOT SUBJECT TO AUTHORIZATION BY THE HEAD OF THE ORGANIZATION

The following service contracts, entered into with a contractor other than a person, are not subject to the authorization of the College's head provided for in section 16 of the AWMC:

Contract categories :

1. Software maintenance services
2. Internet domain registration and positioning
3. Multimedia equipment maintenance (audiovisual)
4. Maintenance of networking systems, IP telephony and servers
5. Multifunctional equipment maintenance (printer, photocopier, scanner)
6. Installation, maintenance, updating or repair of any educational technology device
7. Maintenance or monitoring of alarm and fire systems
8. Waste disposal services
9. Guard services
10. Equipment or facility rental services
11. Advertising services
12. Education and training services
13. Specialized trainers
14. Medical and related services (including physiotherapy)
15. Architectural and engineering services
16. Communication, printing and publishing services
17. Energy-saving services
18. Snow removal services
19. Elevator maintenance services
20. Cleaning, decontamination and water treatment services
21. Lawn and grounds maintenance services

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22. Equipment maintenance services
23. Housekeeping services
24. Transportation, moving, warehousing and courier services
25. Travel, cab and restaurant services
26. Financial, insurance and related services
27. Inspection or audit services (building, environment, soil, etc.)
28. Repair services (land, building)
29. Asbestos testing and characterization services
30. Bailiff and legal services (notaries/lawyers)
31. Mapping services
32. All acquired services subject to government decree, through the Government Procurement Center.