

BILL 122 - BPS FINANCIAL ACCOUNTABILITY ACT - PROCUREMENT DIRECTIVE

Services to be Considered as Non-consulting Services

(follow University Policy for procurement)

Reviews - predominantly subject matter experts

Academic Departmental/Peer Reviews
Faculty/Decanal Review
Division Reviews
Endowed Chair Reviews
Dean Initiated Reviews
Reviewers for Chair Selection Processes
Governance Reviews
Research/Scientific Reviews
Research/Curriculum development/expertise
Accreditation Reviews
Undergraduate and Graduate Program Reviews
Clinical Program Reviews / Clinical Trial Reviews
Thesis Defense and Reviews
Independent review of a student's evaluation
Evaluation Specialists on Performance Measurement Specialists

Speakers

Invited Facilitators for retreats (sometimes working on strategic plans) and workshops
Invited Speakers – for lectures, research seminars, endowed lecture series, continuing educational series programs, continuing professional development series

Training

Training sessions
ITS Course Trainers

Technical Services

Design and print agencies
Program brochure design/printing/ mailing
Annual report / newsletter design services/printing
Technical writers, copy and writing editors or case writers – speech and article writers
Business Plan writing
Consultants to write analytical summaries of specific government conferences
Project Management
Business Development
Web design/maintenance
Graphic Services
Videotaping and production for teaching support materials
Photographers
AV Support / recording of continuing education programs
Audio support/equipment rental for convocation and outdoors
Event planning or management services
TSSA – Technical Safety Standards Association
ESA – Electrical Safety Association
BI&I – insurance company, that does inspections
DJ Services
Couriers
Sports Game Officials
Translation services
Transcription services
English language training provided by Applied Language Associates
Onsite Ergonomists
Implementation services for proprietary equipment (usually through an RFP)
Security Services
* Police officers
* Specialists for disabilities
* Sign language interpreters

* Musicians

IT Services

Scheduling System Maintenance
Cable installers
Hosting services (servers and web)
Design analysis for ITS hardware/software/facilities
Computer programmers hired to develop surveys/databases
Service on Equipment/Software where service or warranty no longer applies

HR/Staffing

Non-continuing Non-employment Remuneration (NCNER) compensation
Retired Faculty members paid through NCNERS
Preceptor payments
Psychologists
HR counseling/coaching services
Career advisors offering training, coaching and assistance with applications and career strategies for students
Career Transition Consultants
Benefit Provider - Employee Assistance Program (Family Counseling)
Benefit Provider - Mental Health and Addiction Counseling
Health, Dental, Insurance Benefit Plan Administration Services
Mediators
Investigators
Recruitment Specialists

Financial / Money Management

Moneris/PSIgate
Investment management services related to pension plans and endowments
Custodial Investment services related to pension plans and endowments
Banking Services
Procurement and Travel Card Providers
Insurance Brokerages
Actuarial Services
Contingency based auditors (for tax recovery)
E Consulting services related to pension plan and endowments in regards to investment managers and market trends
E Audit Services related to the pension plan and endowments financial statements
E Auditing and Accounting agencies

Services that can be either Consulting or Non-consulting Services

Most of these services can be either Consulting or Non-consulting services. The differentiating factor is whether or not the service is "thinking" or strategic versus tactical in nature.

Actual Consulting Services must be competitively bid regardless of \$ or signed off by President/Board

Business Planning

Strategic Planning Consultant
Management Services

Financial Management Based

Consulting services related to pension plan communication and actuarial reporting
Consulting services related to Health, Dental, and Insurance benefit plans and administrative services

Licensed Professional Services

E Legal Services related to pension plans and labour issues
E Legal fees for consultation
E Legal Advice/services related to clinical care
E Architect services
E Engineering services

E = Exempt under AIT, therefore not required to be competitively bid but may require President or Board sign-off

* = Ministry of Finance has agreed these items are non-consulting services