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
**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)
- Consulting services related to pension plan and endowments in regards to investment managers and market trends
- Audit Services related to the pension plan and endowments financial statements
- 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**

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