

**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 will require President or Board sign-off

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