

CFI POST AWARD PROCEDURES

POST AWARD PROCEDURES

Once your project funding has been awarded by CFI, matching funding must be secured, project costs must be confirmed, and project timelines must be defined before the University can complete the Award Acceptance process (i.e. finalize the award agreement with CFI). Relevant Special Requirements must be met.

FORMS AND INFORMATION

Go to http://www.usask.ca/research/research_services/ and click Institutional Programs and then Canada Foundation for Innovation (vertical menu on the left side). In the centre panel click Leaders Opportunity Fund. For the forms mentioned in the following steps, go to http://www.usask.ca/research/research_services/. Click Forms under Quick Find (right side of page) and then click Canada Foundation for Innovation in the centre panel.

SECURING MATCHING FUNDING

Any agreements with funding partners must be finalized in advance of CFI Award Acceptance. Consult with the Institutional Programs Office for information regarding your particular matching funding arrangements.

CONFIRMING PROJECT COSTS

For CFI Award Acceptance, updated cost estimates are required when:

- There is a change in the nature of the proposed infrastructure;
- The expected cost of the item or group of items on the same budget line is greater than \$50,000;
- The institution suspects the estimated cost stated in the proposal has changed significantly.

Updated budget pricing should be obtained following the processes used at the application stage.

Any construction and renovation costs will be determined by Facilities Management Division in consultation with the Project Leader and IPO.

PROJECT TIMELINES

Timelines for project purchasing are determined in consultation between the IPO and the Project Leader. The project completion date should be at least one year from the CFI Award Acceptance date. CFI policy requires that renovations or construction be completed before equipment is purchased.

SPECIAL REQUIREMENTS

CFI requires compliance with existing guidelines related to research involving humans, animals, biohazards, radioactive materials, environmental impact, the North, clinical trials, and institutional Health & Safety guidelines. Copies of documentation related to Human Ethics, Animal Ethics, Research in the North (Territories), Clinical Trials must be submitted to IPO. Workplace Safety and Environmental Protection (WSEP) will assess health, safety, and environmental issues and ensure that the UofS guidelines are followed.

SIGNIFICANT CHANGES AFTER AWARD AGREEMENT

Project Leaders must notify the IPO Institutional Programs Specialist in advance of any:

- Delays in the purchasing timelines or end date of the project,
- Change to the infrastructure purchased resulting in significant loss of functionality or increase in functionality,
- Change in nature or amount of space renovated/constructed,
- Change in location of major infrastructure items,
- Change in the designated Project Leader.

PURCHASING PROCEDURES FOR CFI PROJECTS

Purchasing can begin after the Award Agreement with CFI is finalized. For exceptions, contact the Institutional Programs Specialist PO **before making a purchase**.

- The Project Leader consults the section “Getting Quotations from Suppliers” to determine the appropriate process.
- After the Project Leader has received and reviewed quotations, all quotations should be forwarded to the IPO along with the IPO Purchase Requisition Form (see Forms and Information for website location) indicating the equipment to be purchased.
- IPO will enter the requisition into Unifi and Purchasing Services will issue the Purchase Order.

UNIVERSITY OF SASKATCHEWAN PURCHASING PROCEDURES

Researchers **cannot commit** to purchase from a specific supplier. Purchasing Services needs to be consulted to determine appropriate strategy, before making contact with any suppliers. Researchers must observe the following guidelines:

- Purchases between \$5,000 and \$50,000 require a minimum of three (3) price quotations.
- Purchases between \$50,000 and \$100,000 require a more formal competitive bid process.
- Purchases above \$100,000 are also regulated by the Agreement on Internal Trade (AIT) and must be posted for a minimum of two (2) weeks on the Internet.

NOTE: A competitive bid process can take anywhere from 2 to 6 weeks depending on the complexity of the requirement.

IN-KIND FROM SUPPLIERS

At the application stage, CFI requests the inclusion of estimated costs for required goods and/or services, and any supplier related “in-kind” contributions. “In-kind” contributions tied to discounts or donations of goods and/or services should be confirmed through a competitive bid process before completing the proposal. This will reduce time and effort by the suppliers, as they will not have to respond to multiple requests for quotations throughout the process.

GUIDELINES FOR SUPPLIER CONTACT DURING THE APPLICATION AND APPROVAL PROCESS

- Suppliers should be made aware that the initial requests for pricing are for the application process only (as required for budgetary purposes), and they will have an opportunity to respond to a formal competitive bid process handled through Purchasing Services.
- Commitment should NOT be made to any supplier.
- No negotiation should be occurring during the approval process.
- Suppliers may continue to update technical information but should not be resubmitting quotations.

COST ESTIMATES

- If not already included, cost estimates should include consideration of exchange rates, duty, brokerage, applicable taxes (GST and PST), shipping charges, installation, extended warranties, service contracts (after manufacturer’s warranty and extended warranty expires), manuals, and training including associated travel.

COMPETITIVE BID PROCESS

The term “competitive bids” includes *Requests for Proposals (RFP)*, *Requests for Tenders (RFT)*, *Requests for Information (RFI)*, *Requests for Quotations (RFQ)*, and *Requests for Pre-Qualification*. Purchasing Services will handle this process in consultation with the researcher.

GETTING QUOTATIONS FROM SUPPLIERS

Purchase Price	Process	How to initiate the process
\$5000 to \$50,000	Three written quotes required	Project Leader sends specifications to IPO who will authorize Purchasing Services to obtain the quotes with input from the Project Leader * OR Project Leader obtains written quotes and submits to IPO for approval and issuance of Purchase Order.
>\$50,000	Competitive Bid Process required Requires Purchasing Services involvement	Send specifications to IPO who will authorize Purchasing Services to conduct the Competitive Bid Process with input from the Project Leader.

Note¹: Purchases less than \$5000 do not require a Competitive Bid Process. *After the award is finalized*, the Project Leader should obtain authorization from the IPO Institutional Programs Specialist and then make the purchase by PCard. The PCard will be reimbursed by Journal Voucher. Send a copy of the PCard statement and invoice to IPO, Research Services, NRC-PBI Building by campus mail or by fax to 1653. The IPO will process the Journal Voucher in Unifi.

Note²: Project Leader reviews proposals/quotations and Purchasing Services conducts any dialogue/negotiations with suppliers on the Project Leader's behalf.

****Advantages of using Purchasing Services***

1. increased supplier compliance with Laws of Competitive Bidding and safety certification reducing costs to the project
2. all available discounts are acquired
3. all extra costs are considered i.e. taxes, shipping, training, exchange and brokerage fees, electrical certification
4. quotations are clearly presented in the required format reducing the need to request revised quotes and proposals e.g. separate pricing for base equipment and options
5. saves Project Leader's time
6. maintains Project Leader's anonymity with suppliers through the pre-purchase process (Optional)