

COR/2020/03928

CIRCULAR

To: Municipalities, Local Service Districts, and Consultants

RE: Prime Consultant Agreement Process Changes

Date: October 20, 2020

The intent of this Circular is to outline changes to the Prime Consultant Agreement (PCA) processes at the Municipal Infrastructure (MI) Division of Transportation and Infrastructure.

In an effort to streamline the final steps of the consultant procurement process, MI has changed the work flow for PCA review and signature. Historically, MI Regional personnel would send a series of letters indicating that a consultant has been chosen, and that the PCA could be signed. The selected consultant would then complete the PCA and send along for review and signature.

The new process will be as follows:

- Consultant selection will occur as per the Public Procurement Act and department policy.
- Once a consultant is selected, **the MI Regional Offices will develop the PCA for signature** based on the agreed upon scope of work and cost.
- MI Regional Office staff will send a letter to the client, approving the signature of the PCA, and provide the PCA to the client and consultant.
- The consultant will review and sign the PCA document, **then forward the signed copy to the client.**
- The client will then sign the PCA, and return the executed agreement to MI Regional Office staff.
- PDF copies are acceptable to be submitted to MI.

Consultant review and signatures will be expected within two weeks of receipt, to ensure that projects are not delayed.

For reference, sample PCAs are provided online at the following link:

<https://www.gov.nl.ca/eccm/capital-works/pca/>

The flow chart below was created to help visualize the process:



Feel free to reach out to your Regional Offices for further clarifications, as needed.

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Sincerely,

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Work together...work safely.

/jl