

MICS GROUP OF HEALTH SERVICES... Administration/Policy/Directive	TOPIC: Consultants & Other Contractors	NUMBER: FIN-430
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	AUTHORITY: Chief Executive Officer	
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CONSULTANTS AND OTHER CONTRACTORS

Consultants and/or contractors may be engaged by the corporation to perform specific projects that are outside the clients business as usual, and there is an endpoint to their involvement. Responsibility for the final outcome of the project rests with the client (for example, improving quality of service).

For every consultant and/or other contractor used by the organization, the following information must be maintained and reported by the hospital as per *The Broader Public Sector Accountability Act, 2010*:

- Consulting Firm Retained
- Name and Title of Consulting Contract
- Contract Term
- Total Procurement Value/Total Paid
- Consultant Selection Process
- Modifications to Agreement

The organization will pay a negotiated per diem which will encompass professional fees, meals while working and general expenses. Travel expenditures relevant to the assignment will be reimbursed based on actual expenses incurred.

All allowable expenses and payments must be detailed in the contract shared by the client and the consultant or contractor.

Under no circumstances can hospitality – incidental or food expenses – be considered allowable expenses for consultants or contractors. Therefore, they can not be reimbursed for such things as:

- Meals, snacks and beverages
- Gratuities
- Laundry or dry cleaning
- Valet services
- Dependents' care
- Home management
- Personal phone calls