

## TITLE

**CAPITAL MANAGEMENT EMERGENCY BUILDING INFRASTRUCTURE PROJECT**

## SCOPE

Provincial: Corporate Services

## DOCUMENT #

1152-09

## APPROVAL AUTHORITY

Enterprise Risk Management Executive Committee

## INITIAL EFFECTIVE DATE

June 2, 2022

## SPONSOR

Capital Management

## REVISION EFFECTIVE DATE

Not applicable

## PARENT DOCUMENT TITLE, TYPE, AND NUMBER

Corporate Contracts Policy (#1152)

## SCHEDULED REVIEW DATE

June 2, 2025

**NOTE:** The first appearance of terms in bold in the body of this document (except titles) are defined terms – please refer to the Definitions section.

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## OBJECTIVES

- To guide Alberta Health Services (AHS) Capital Management staff in building infrastructure **emergency** project(s).

## PRINCIPLES

Facilities Maintenance and Engineering (FM&E) is the first responder to building infrastructure emergencies and as such need a mechanism in place to quickly respond to the situation and to engage the necessary vendors to correct and protect the building infrastructure at risk.

## APPLICABILITY

Compliance with this document is required by all Alberta Health Services employees, members of the medical and midwifery staffs, students, volunteers, and other persons acting on behalf of Alberta Health Services (including contracted service providers as necessary).

## ELEMENTS

- Emergency Project Request/Process:**
  - Standard process is to attain a **purchase order(s) (PO)** to complete work immediately once the emergency situation is identified.
  - If it is not possible to obtain POs prior to the commencement of work during an emergency situation, standard non-PO **procurement** payment process applies.

- 1.3 Once the emergency has been managed, FM&E shall assess the situation to see if further **urgent** work is required. Urgent work would continue following the Emergency process. All downstream future work would follow the requirements in Section 3 below.

## 2. No Further Work Required:

- 2.1 FM&E shall complete the Facilities Maintenance and Engineering & Property Management Project Deliverable Agreement.(PDA), indicating the scope of work to be or that has been completed.
- 2.2 FM&E shall submit the PDA to the client to confirm scope. The client is responsible to ensure the operating dollars are available, if required.
- 2.3 FM&E shall obtain approval for funds from the appropriate Zone Director or Committee.
- 2.4 FM&E shall send approved PDA and the funding approval email or letter to Business Advisory Services (BAS) Capital.
- 2.5 BAS Capital shall create a project number in Oracle. BAS Capital shall forward the signed Approval for Expenditure (AFE) back to FM&E complete with the Oracle project number.
- 2.6 FM&E shall reference this project number on Purchase Requisitions and Payment Requisitions.
- 2.7 If the invoice has already been paid through the FM&E Operating Functional Centre (FC), BAS Capital shall complete the reimbursement by month end.
- 2.8 If the purchase order (PO) has already been issued using FM&E, FC – BAS Capital shall work with **Contracting, Procurement & Supply Management (CPSM)** to get the PO updated to project coding and invoices.
- 2.9 The project shall be closed within three (3) months of reimbursement or final invoice payment as per the Capital Management Project Closure process and form.

## 3. Further Work Required – FM&E Delivered Projects

- 3.1 FM&E shall complete a PDA as per the FM&E Project Process if the original scope was not included on the original PDA.
- 3.2 BAS Capital shall work with CPSM to get any outstanding POs updated to project coding.
- 3.3 For any invoices paid on the emergency work, BAS Capital shall complete a reimbursement to operating.

- 3.4 If the project expands to require sub-trades and multiple payments, FM&E shall work with Project Management to transfer the project to them to complete the remaining work including the procurement and **contracting** to engage the vendors.
- 3.5 The project shall be closed within three (3) months of final invoice payment as per the Capital Management Project Closure process and form.

**Note:** Reimbursement shall be accepted up to three (3) months from the date of the emergency within the same fiscal year.

## DEFINITIONS

**Contract** means a legally enforceable agreement made between AHS and one or more parties. For the purposes of this Procedure, a contract shall include, but not be limited to, agreements such as a binding memorandum of understanding, letter of intent, early start letter, information sharing/management/data sharing agreement, confidentiality/non-disclosure agreement, and purchase orders used to effect a procurement.

**Contracting, Procurement & Supply Management** means the combined portfolios of Strategic & Clinical Contracts and Zone Operations, Sourcing & Supply Management. Consequently, the approval role of the Chief Program Officer (CPO) for CPSM is delegated to the Senior Program Officer Strategic & Clinical Contracts.

**Emergency** means an unexpected occurrence requiring immediate action. Failure to address will affect patient or public safety, infrastructure damage or cause closure to the facility

**Procurement** means the acquisition by any means, including by purchase, rental, lease or conditional sale, of goods, services, equipment or construction, but does not include:

- any form of assistance that AHS or its procuring entities provides, including cooperative agreements, grants, loans, equity infusion, guarantees or fiscal incentives; or
- provision by AHS of goods and services to persons or other government organizations, including government entities.

**Purchase order (PO)** means an order to purchase goods, services, construction or equipment from a contracting party subject to the terms and conditions on that order. A PO may or may not be used to purchase items that are subject to a pre-existing corporate contract. In the case of construction contracts, the PO may be a financial tracking number and not an order to purchase.

**Urgent** means an issue coming into existence and requires to be immediately addressed before it deteriorates. It may include bringing the issue to an operational safe capacity while remaining work is addressed following routine procedures.

## REFERENCES

- Alberta Health Services Governance Documents:
  - *Basic Procurement Process and Competitive Bid Thresholds Procedure (#1152-02)*
  - *Capital Management Design and Construction Procedure (#1152-06)*
  - *Capital Management Design and Construction Contracts Change Management Procedure (#1152-07)*
  - *Capital Management Design and Construction Non-Competitive Procurement Procedure (#1152-08)*
  - *Conflict of Interest Bylaw*
  - *Corporate Contracts Policy (#1152)*
  - *Delegation of Approval Authority Policy (#1168)*

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