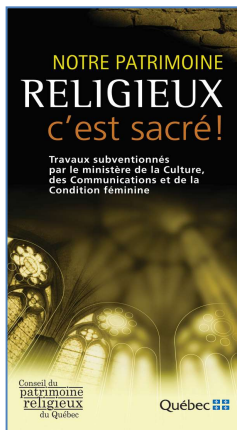


To Keep

## Step 1 : Starting the project

The confirmation letter for financial support issued by the Ministère de la Culture et des Communications du Québec (MCCQ) gives the start of your project. The time allowed for its realization is 36 months, calculated from the date shown in the heading of this letter.



All parameters and obligations to respect are in the Financial assistance agreement signed with the Québec Religious Heritage Council.

### Document to provide the CPRQ :

Financial assistance agreement signed

1

### Visibility Banner

The Québec Religious Heritage Council will send you a banner stating that the works are the subject of financial assistance. This banner will be placed firmly and prominently on the outside of the building, from start to completion.

## Step 2 : Hiring Professionals

A funding recipient must get the services of specialists to carry out the work being funded, such as specialists in architecture, engineering, etc., unless such services are excluded by an agreement with the Québec Religious Heritage Council. Such services are also subject to the relevant legislation, notably the *Architects Act*.

An architect must be hired for any project:

- to prepare blueprints and specifications;
- to oversee the call for tenders process;
- to supervise the work site;
- to prepare payment certificates.

### Documents to provide the CPRQ :

Professional proposal fee and tender documents, if applicable.

2

### Rules for awarding contracts for professional services (Engineers and architects) :

- For any services or construction contract worth \$100,000 or more, a public call for tenders must be published in the SEAO (electronic tendering system).
- For a contract estimated \$ 99,999 or less, a contract may be negotiated directly and awarded to a professional.

## Step 3 : Preparing Blueprints and Specifications

For any project funded by the Québec Religious Heritage Council, blueprints and specifications must be prepared by an architect who belongs to the *Ordre des architectes*. These documents must be submitted to the Québec Religious Heritage Council for approval before proceeding to the call for tenders, if applicable.

### Documents to provide the CPRQ :

Preliminary plans and specifications (electronic format).

3

### Authorization for Work by the MCCQ

For any building protected by the Cultural Heritage Act, an authorization for work must be requested from your regional branch of the Ministère de la Culture et des Communications du Québec (MCCQ)

### Document to provide the CPRQ :

Copy of the MCCQ authorization, if applicable.

4

## Step 4 : Procedures for the Call for Tenders (submissions)

Calls for Tenders must be made for the award of construction contracts according to the rules laid down in the financial assistance <sup>5</sup> *document*.

### Documents to provide the CPRQ :

- A copy of the SEAO ad;
- Minutes of the opening of tenders ;
- Selected tender form ;
- Signed contract with the provider.

### Rules for Awarding Construction Contracts :

- For any works or services contract worth \$100,000 or more, a public call for tenders must be published in the SEAO.
- For any works contract worth \$25,000 to \$99,999, the client must send a written invitation to at least three contractors.
- Contracts of \$25,000 or less can be directly negotiated one-on-one to a provider.

## Step 5 : Completion of work

Once completed the above steps, the work can begin. The grant is given to the beneficiary, in whole or in installments, upon receipt of claims. The project will be deemed complete upon receipt of the certificate of completion of works issued by the architect within the prescribed period of 36 months.

### Documents to provide the CPRQ for claims :

- Professional fees bills already paid with proof of payment;
- Payment certificates prepared by professionals with corresponding invoices;
- Proof of receipt of payment by the recipient to the supplier;
- a copy of the amendments changes prepared by professionals, if applicable.

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