



**Companion Guide**  
for Enterprises



## Public contracts

Non-renewal of authorization to enter into a public contract/subcontract

<b>IMPORTANT INFORMATION</b>	<b>3</b>
<b>INTRODUCTION</b>	<b>4</b>
<b>WHO SHOULD USE THIS GUIDE?</b>	<b>5</b>
<b>ENTERPRISES NOT WISHING TO RENEW AN AUTHORIZATION</b>	<b>5</b>
<b>AMP E-SERVICES</b>	<b>6</b>
<b>ACCESSING AMP E-SERVICES</b>	<b>7</b>
<b>USING AMP E-SERVICES</b>	<b>8</b>
<b>NON-RENEWAL OF AUTHORIZATION</b>	<b>10</b>
<b>STEPS TO FOLLOW FOR NON-RENEWAL OF AUTHORIZATION</b>	<b>11</b>
<b>STEP A – FILLING OUT AND SUBMITTING AN APPLICATION FOR NON-RENEWAL OF AUTHORIZATION</b>	<b>12</b>
STEP 1 OF 7 - IDENTIFICATION	13
STEP 2 OF 7 – RENEWAL/NON-RENEWAL OF AUTHORIZATION	14
STEP 3 OF 4 – SUBMITTING YOUR FORM	15
STEP 4 OF 4 – CONFIRMATION OF DELIVERY	16
<b>STEP B - FILLING OUT AND SUBMITTING THE LIST OF CONTRACTS IN PROCESS</b>	<b>17</b>

## Important information



Even if an enterprise submits an application for non-renewal **before** the anniversary date of its authorization, its right to enter into contracts/subcontracts with a public body **remains valid until the date on which its authorization expires.**



An enterprise that does not renew its authorization must, **within 10 days after the expiry of its authorization**, provide in writing to the *Autorité des marchés publics* (the “AMP”) the name of every public body with which it has a public contract in process and the name of every enterprise with which it has a public subcontract in process, stating the name of the public body that entered into the public contract to which the subcontract is related.

To do so, it must use the “List of public contracts and subcontracts in process” form sent to it by the AMP.



Even if an enterprise does not have any contracts in process, **it must still fill out** the “List of public contracts and subcontracts in process” form and indicate this by checking the appropriate box.



The “List of public contracts and subcontracts in process” form must be signed by **the respondent.**

# Introduction

## Who should use this guide?

This guide is intended to assist enterprises that do not wish to renew their authorization to enter into a public contract/subcontract. It highlights the use of AMP E-Services for the electronic disclosure of information pertaining to non-renewal of an authorization.

In order to familiarize themselves with all the statutory and regulatory obligations of enterprises subject to the *Act respecting contracting by public bodies* (CQLR, c. C-65.1) (the “ACPB”), enterprises should read:

- the *Integrity in Public Contracts Act* (2012, chapter 25);
- the ACPB, in particular Chapter V.2, which covers the scope of this statute, the granting of an authorization, decisions pertaining to authorizations, general obligations of enterprises, and the AMP’s functions and powers; the ACPB also provides for penal provisions;
- the *Conseil du trésor* decision entitled “Fee related to an application for authorization filed by an enterprise with the Autorité des marchés publics for public contracts and subcontracts”; and
- the Regulation of the Autorité des marchés publics under an Act respecting contracting by public bodies (CQLR, c. C-65.1, r. 0.1) (the “Regulation”). The Regulation sets out, in particular, the information and documents required so that an application for authorization is considered receivable and the prescribed time limits for notifying the AMP of any change to the information provided at each step of the application process.

## Enterprises not wishing to renew an authorization

The non-renewal process may be triggered at any time **during the renewal period of the enterprise's authorization**. The AMP considers that this period begins 150 days before the date on which the enterprise’s authorization ends.

It is important to note that, even if the AMP receives and processes the non-renewal form before the date on which the authorization expires, **the enterprise’s authorization remains valid until the date on which it expires**.

Also, under section 21.41.1 of the ACPB, if the enterprise performs a public contract/subcontract as a contractor/subcontractor when its authorization has expired, it could be deemed to have defaulted on the performance of the public contract/subcontract on the expiry of a period of 60 days after the date the authorization expired.

If an enterprise does not renew its authorization and subsequently wishes to contract or subcontract with a public body, it must file a new application for authorization.

# AMP E-Services

## Accessing AMP E-Services

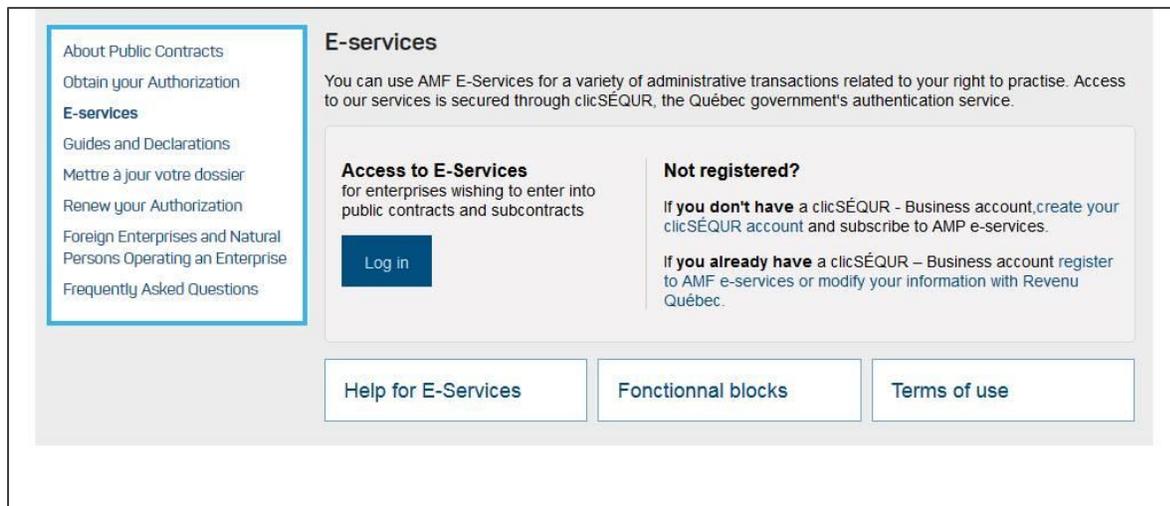
You must use AMP E-Services to carry out various transactions with the AMP related to your activities. Access to our services is secured through clicSÉQUR, the Québec government's authentication service.

In order to access AMP E-Services, the respondent must follow these steps:

1. Go to the AMP website ([www.amp.quebec](http://www.amp.quebec)), click on the "Authorization to contract" tab, then on "E-Services."



2. Log in and enter the user code and password obtained when registering with clicSÉQUR.



# Using AMP E-Services

Once clicSÉQR's authentication process has been completed, the AMP E-Services home page will appear.

The screenshot shows the AMP E-Services home page. At the top left is the logo for 'Autorité des marchés publics Québec'. To the right of the logo is a navigation bar with 'Accueil' and 'Portail Québec'. Further right is a language and user control bar with 'Help', 'Français', and 'Sign out'. Below this is a client identification section showing 'Client Number : 110000089' and a main navigation menu with 'Home', 'Client File', 'Public Contracts', and 'Other'. The main content area is divided into two columns. The left column features a 'Welcome to AMP E-Services' message, a 'Secure Message Inbox' showing 0 new and 0 old messages, and a 'Need Help? Contact Us' section with a phone number and a 'Request for information' link. The right column contains a 'Welcome (ENTREPRISE DEMANDERESSE LCOP)' message, a 'Last accessed: October 15, 2018' timestamp, and a 'Terms of use' link at the bottom. Red callout boxes with numbers 1 through 6 highlight specific elements: 1 points to the main navigation menu, 2 points to the language/sign out bar, 3 points to the user welcome message, 4 points to the last accessed date, 5 points to the message inbox status, and 6 points to the contact information.

1. The menu contains all the actions you can perform.

a. The following actions can be performed from the **Client File** tab:

- **Secure Message Inbox:** Allows you to consult e-mails received from the AMP.
- **Follow-up on applications/requests:** Allows you to track and see the status of your applications and requests.
- **Statement of account:** Allows you to view your statement of account and/or pay invoices.
- **Manage business relationships:** Allows you to add, delete or change information regarding persons and entities that have a relationship with your enterprise.

b. The following applications can be selected from the **Public Contracts** tab:

- **Authorization:** Allows you to fill out and submit to the AMP an application for authorization to enter into a public contract/subcontract.
- **Renewal/Non-renewal:** Allows you to fill out and submit to the AMP an application for renewal of authorization or an application for non-renewal of authorization.

2. This section allows you to get on-line help, change the display language or log out of the account.
3. This section displays the name of the enterprise accessing E-Services. If the name displayed is not correct, please log out and call the AMP Customer Information Centre at 1 888 335-5550.
4. This section displays the most recent date on which the enterprise accessed AMP E-Services.
5. This section displays the number of messages (new and old) in the enterprise's Secure Message Inbox.
6. This section contains contact information for the AMP Customer Information Centre should you have any questions or problems regarding E-Services.

# Non-renewal of authorization

## Steps to follow for non-renewal of authorization

The following two steps are **mandatory** if an enterprise decides not to renew its authorization:

### STEP A

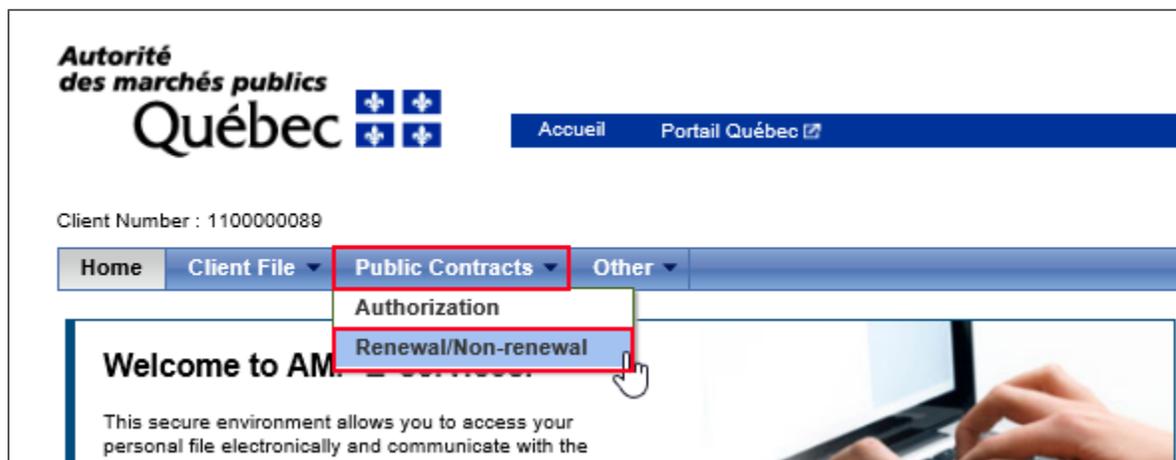
Filling out and submitting an application for non-renewal of authorization.

### STEP B

Filling out and submitting the list of contracts in process.

## STEP A – Filling out and submitting an application for non-renewal of authorization

To fill out the non-renewal of authorization form, under the “Public Contracts” tab in AMP E-Services choose “Renewal/Non-renewal.”



The non-renewal form must be filled out and submitted **by the respondent**.

### General Information

#### On-line help

On-line help is identified by a question mark.



This icon, which appears on each AMP E-Services page, allows you to obtain assistance from a Customer Information Centre agent.

#### Automatic logout

If there has been no activity for an extended period of time, the system will automatically log you out and any unsaved information will be lost. To save information that has been entered, simply proceed to the following page by clicking on “Next.” To access AMP E-Services again after having been logged out, you will have to re-enter your user code and password.

## Step 1 of 7 - Identification

The system automatically fills out the information in this step. The applicant's mailing address should be displayed.

If the address is incorrect, make the necessary changes to your file by selecting "Client File / Contact information and preferences," then "Consultation/Update."

### Application for renewal of authorization to enter into a public contract/subcontract ?

**1** 2 3 4 5 6 7 Step 1 of 7 : Identification

**i** To submit an application for renewal via AMP E-Services, first validate and update your business relationships under Client File / Manage business relationships, then submit an application to add/change business relationships so that we are notified that your relationships have been updated. Once you have submitted your application to add/change business relationships, return to this form to submit your application for renewal.

If you **do not wish to renew** your authorization, please go to the next step of this form and select the non-renewal option. Next, submit the form so that we are notified of your intention not to renew your authorization.

For help in completing this form, consult the Companion Guide on the AMP website.

#### Identification ?

**Client information**

Client No.

Name of firm

**Mailing address**

Civic No  Suite / Apt. / Unit

Street / Delivery Installation

Municipality  Province / State

Country  Postal code / Zip code

[Back to menu](#) [Reset](#) [Next](#) 

## Step 2 of 7 – Renewal/Non-renewal of authorization

If you do not wish to renew your authorization, click on the check box “I do not wish to renew my authorization to enter into a public contract/subcontract” in the “Non-renewal” section.

### Application for renewal of authorization to enter into a public contract/subcontract ?

1 2 3 4 5 6 7 Step 2 of 7 : Renewal/Non-renewal of authorization

**i** Please inform us whether or not you wish to proceed with the renewal of your authorization to enter into a public contract/subcontract by completing the appropriate section.

#### Non-renewal ?

**I do not wish** to renew my authorization to enter into a public contract/subcontract.

*Your application for non-renewal will be processed immediately by the AMP. Your current authorization will remain valid until its expiry date.*

#### Renewal ?

**I wish** to renew my authorization to enter into a public contract/subcontract.

*Please ensure that the information on this page matches the information in the enterprise register of the Registraire des entreprises du Québec (REQ). If you need to make changes, please modify the information in the fields below. If the REQ is not up to date, please modify the information in the register and send us a copy of the update so that we can make the necessary changes to your file.*

**Client information**

Total number of shareholders (voting shares) or partners for this entity

Over the past five years, has your enterprise had one or more business names other than the name indicated in the preceding section?

Other names (current)

Former names

**Information about the contract (if applicable)**

Number of the call for tenders

Title of call for tenders

Estimated value of the contract or subcontract

The deadline for submitting bids or the date set out in the call for tenders concerning the required authorization, whichever is latest

If the enterprise is part of a consortium, please state the consortium's name

[Reset](#) [Previous](#) [Next](#)

## Step 3 of 4 – Submitting your form

Print your application by clicking on the “Print your application” button. Check it carefully. Once it has been sent, you will not be able to cancel or modify it.

Then click on the check box “I declare that the information provided herein is accurate” and on “Submit.”

### Application for renewal of authorization to enter into a public contract/subcontract ?

1 2 **3** 4 Step 3 of 4 : Transmission

**i** Use this page of the form to send your application to the AMP. Please read the statement, then tick the box to confirm that the information you provided is accurate.  
Before submitting your application, print out a copy and review it. Keep the printed copy for your files.  
When you have completed your application and reviewed it to ensure that all information is accurate, click on Submit.  
\* Mandatory field

**Declaration on information provided** ?

\*  I declare that the information provided herein is accurate.

**Warning** ?

Please check your application carefully. Once it is submitted, you will not be able to cancel or modify it.

[Reset](#) [Previous](#) [Print your application](#) [Submit](#)

## Step 4 of 4 – Confirmation of delivery

This step confirms that your application has been sent to the AMP. The system will display your client number and application number. Please print and keep this information. It will be useful if you need to contact the AMP.

**Application for renewal of authorization to enter into a public contract/subcontract** ?

1 2 3 **4** Step 4 of 4 : Confirmation of delivery

**Confirmation of delivery** ?

We have received your application.

An acknowledgement of receipt will be sent to your inbox. If you are required to submit paper supporting documents, a digitization form to be attached to these documents can be found at the end of the acknowledgement of receipt.

Please use the number shown below on all correspondence with us relating to this application.

**Client No.:** 4500000001

**Application/request No.:** 1800000127

[Back to menu](#) [Print](#)

After you have submitted your application, an acknowledgement of receipt will be sent to your Secure Message Inbox.

## STEP B - Filling out and submitting the list of contracts in process

When an enterprise's authorization **is about to expire**, the enterprise will automatically be sent confirmation that its authorization has not been renewed and that it has been removed from the register of authorized enterprises.

In addition, under section 21.38 of the ACPB, an enterprise whose authorization has expired must, **within 10 days after receiving confirmation that its authorization is not renewed**, provide in writing to the AMP the name of every public body with which it has a contract in process and the name of every enterprise with which it has a subcontract in process, stating the name of the public body that entered into the public contract to which the subcontract is related. To do so, it must use the schedule "List of public contracts and subcontracts in process" attached to the confirmation.



Even if an enterprise does not have any contracts in process, it must still fill out the schedule and indicate this by checking the appropriate box.