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DEPARTMENT OF SUPPLY AND SERVICES

DEPARTMENT OF
REGIONAL ECONOMIC EXPANSION
PURCHASE CONSOLIDATION REPORT

MARCH 6, 1970

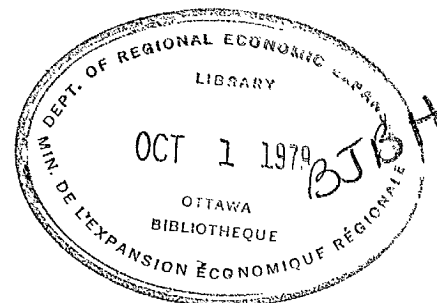
PURCHASE CONSOLIDATION DIVISION
PURCHASE PLANNING & CONTROL BRANCH

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Canada, Dept of Supply and Services



DEPARTMENT OF

REGIONAL ECONOMIC EXPANSION

PURCHASE CONSOLIDATION REPORT

MARCH 6, 1970

The following officers participated in the research and analysis preparatory to this report:

Col. S.E. MOORE, Materials Management Officer, R.E.E. (for the Maritime Marshland Administration portion).

L. PICOTTE, Materials Management Officer, R.E.E. (for the Prairie Farm Rehabilitation Administration & REE Head office portion).

K. REYNOLDS, Purchase Consolidation Officer, D.S.S.

This report was prepared and distributed by K. Reynolds.

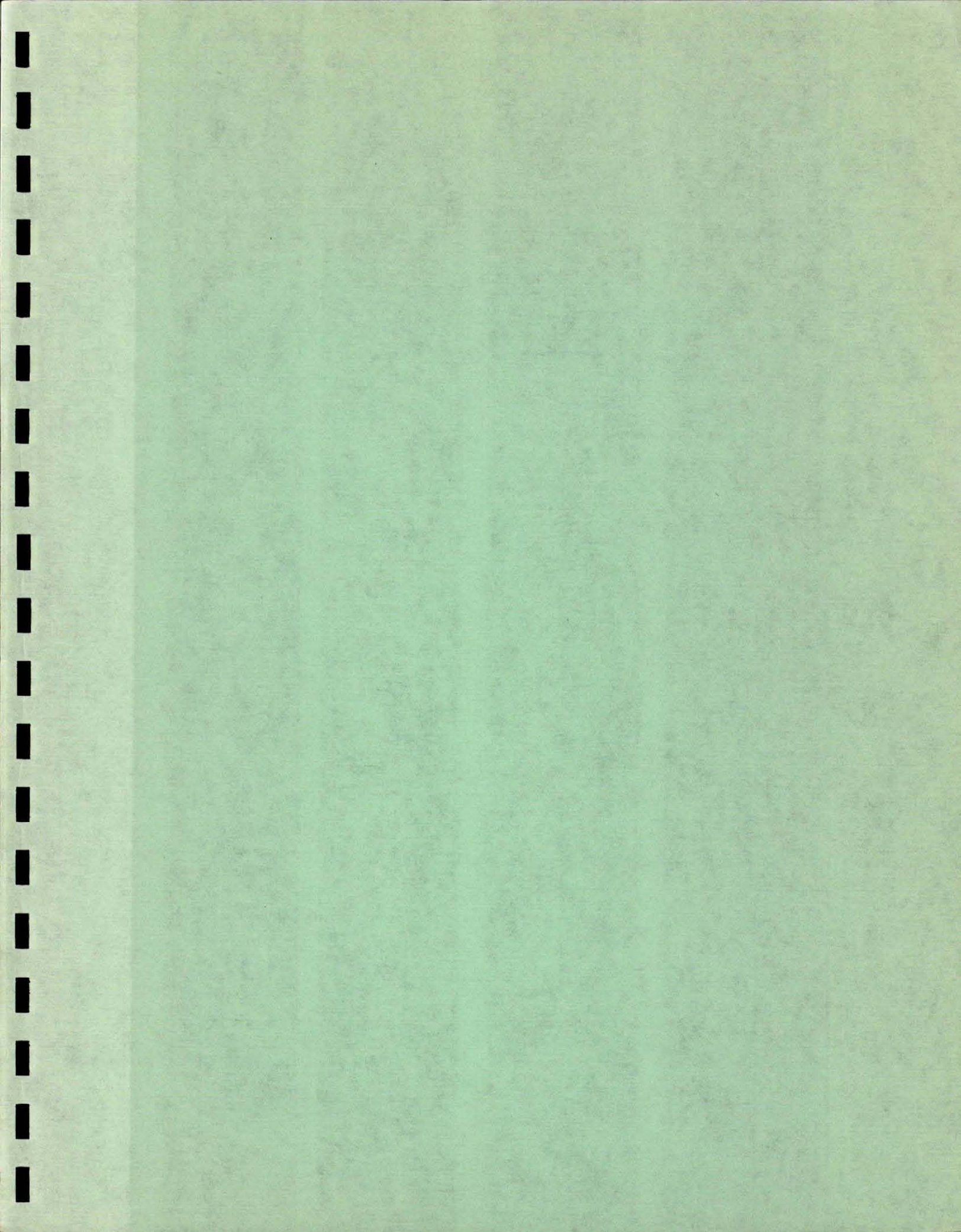
REGIONAL ECONOMIC EXPANSION
PURCHASE CONSOLIDATION REPORT

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NOTE: All statistics are based on a review of 1968/69 purchase orders issued on a direct basis by REE.



REGIONAL ECONOMIC EXPANSION
PURCHASE CONSOLIDATION REPORT

----- I N D E X -----

CHAPTER

- 1 - Resumé
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RESUME

The Department of Regional Economic Expansion (REE) was officially established as part of the Government Organization Act effective April 1, 1969.

The Rural Development Branch of the former Department of Forestry & Rural Development, formed the nucleus of the new REE department. (The Agricultural and Rural Development Act, the Fund for Rural Economic Development Act and the Maritime Marshland Rehabilitation Act was included.)

To this nucleus was added the following agencies:

Atlantic Development Board.

Area Development Agency (from Industry).

Prairie Farm Rehabilitation Administration (from Agriculture).

Experimental Projects Branch (from Manpower & Immigration).

(This includes NewStart Corporations).

The Area Development Agency (ADA) and the Atlantic Development Board (ADB) no longer exist.

There are two additional agencies which report to the Minister, REE. They are:

- The Cape Breton Development Corporation - a proprietary corporation in accordance with Section 31 of the Cape Breton Development Act.

- The National Capital Commission - an agency corporation under Schedule "C" of the F.A. Act.

The largest portion of the 1968-69 purchase volume expended by the Department of Regional Economic Expansion was on behalf of the Prairie Farm Rehabilitation Administration with its headquarters in Regina, Saskatchewan. The next highest in volume was on behalf of the Maritime Marshland Rehabilitation Administration with its headquarters in Moncton, N.B. (Some of this administration will become a Provincial Responsibility effective April 1, 1970).

Mr. L. Picotte, Materiel Management Section, represented REE for the review of the Prairie Farm Rehabilitation Administration as well as the REE Headquarters purchasing. Col. S.E. Moore, Materiel Management Section, represented REE for the review of the Maritime Marshland Rehabilitation Administration. Both of these officers have signified their agreement with the observations and recommendations concerning their portions of this report.

SUMMARY OF OBSERVATIONS & RECOMMENDATIONS

- 1) The transfer of purchase functions for the REE department proper was effective March 2, 1970.
- 2) The transfer of purchase functions for the Prairie Farm Rehabilitation Administration and the successor to the Maritime Marshland Rehabilitation Administration to be effective April 1, 1970.
- 3) DSS to receive eight (8) man year positions from REE effective April 1, 1970 to compensate for additional workload to be assumed. (This is one (1) man year for the workload expected from the successor to the M.M.R.A. operation and seven (7) man years for the workload expected from the P.F.R.A. operation).
- 4) The REE department to be delegated purchasing authority as outlined in the Minister of Supply and Services letter of April 23, 1969 to the Minister of Regional Economic Expansion Department. (This letter is included in this chapter).
- 5) DSS Requisition Form 928 be used throughout the REE department for all requirements excluding those covered in part 4 above.

- 6) The DSS 928 Requisition Form to be properly completed in accordance with the DSS Customer Manual and contain or identify any Specifications which are applicable.
- 7) P.F.R.A. in Regina to establish a Master Requisition Control Centre in Regina to be responsible for Sub-Requisition Control Centres in Calgary, Alberta and Winnipeg, Manitoba. These Control Centres to receive Requisitions from all responsibility centres in their respective provinces and be responsible for screening them in accordance with the Guidelines as shown on Annex D prior to delivering them to the DSS Regional Purchasing Office, as appropriate.
- 8) The Master Requisition Control Centre to request from the Sub-Requisition Control Centres, data on estimated yearly usage of repetitive requirements with a view to requesting DSS to establish Standing Offers either on a Provincial basis or for P.F.R.A. as a whole.
- 9) The Master Requisition Control Centre to be the office for receiving, interpreting and when appropriate, for distributing directives and issuing changes in requisitioning policy which may be initiated by REE, DSS or by P.F.R.A. Headquarters in Regina.

- 10) The only office in REE which maintains lists of sources of supply is P.F.R.A. in Regina. This office has agreed to include the list of potential suppliers with each DSS 928 Requisition until such time as DSS has documented this information.
- 11) Inspection requirements have, in the past, been the responsibility of the Consignee, however, REE may avail itself of the services of the Quality Management Branch DSS. The DSS Cataloguing Branch and the Specifications and Standards Branch may also be utilized by REE.
- 12) Delivery follow-up in the responsibility of DSS for its headquarters purchases. The DSS Regional Offices will expedite action on contracts placed by them when requested by REE.
- 13) More than fifty percent (50%) of the total number of purchase orders issued by REE were for \$25.00 or less. The Equipment Services Depot in Moose Jaw issued over sixty percent (60%) of their volume for less than \$25.00 per order. Immediate steps should be taken to ensure more advance planning.
- 14) The Master Standing Offers established by DSS for use by all departments and agencies were not used in many cases by REE. e.g. P.F.R.A. issued 414 purchase orders for tires and tubes for a total value of \$34,122.00. The DSS Form 942 -

Requisition on a Standing Offer must be used in all cases where items are covered on Master Standing Offers.

- 15) The total number of direct purchases made by REE during 1968/69 is as follows:

	<u>QUANTITY</u>	<u>VALUE</u>
REE Headquarters	1,152	\$ 261,049
REE Implementation sub-offices	43	4,842
Prairie Farm Rehabilitation Admin.	18,095	2,001,411
Maritime Marshland Rehabilitation Admin.	<u>1,644</u>	<u>801,373</u>
TOTALS	20,934	\$3,068,675

- 16) Following a review of BCR's it has been determined that at least eleven (11) man years can be allocated to purchasing activities.

- 17) Taking into consideration the purchase authority delegated to REE and the DSS technique of establishing Standing Offers where appropriate, it is felt that DSS can assume the workload expected with a total of eight (8) man years. This is arrived at as follows:

a) Total No. of Purchase Orders	20,934
b) Less under \$25.00 quantity (many of which will be picked up on Standing Offers)	10,385

c) Estimated 50% reduction of those
over \$25.00 through establishing 5,274
Standing Offers

Total Reduction 15,659

- d) Estimated DSS workload 5,275
- e) Estimated DSS Head Office workload:
185 Requisitions at 144 per man year output = 1.3 man years
- f) Estimated DSS Regional Office workload:
5090 Requisitions at 720 per man year output = 7.0 man years

OTTAWA, April 23, 1969.

The Honourable Jean Marchand, P.C., M.P.,
Minister of Regional Economic Expansion,
House of Commons,
Ottawa, Canada.

My dear Colleague:

As advised in my letter of 1 April 1969, I am now writing concerning the delegation of certain purchasing, materiel management, printing and publishing functions, assigned to me by Part V of Government Organization Act 1969, applicable to the departments as defined in the Financial Administration Act, for which you are responsible.

It is perhaps most convenient to discuss this delegation under these separate headings as the status of the consolidation of these functions is quite different.

PURCHASING

I hereby delegate to you the purchasing functions detailed at Annex A for the departments for which you are responsible. This delegation is on an interim basis; is subject to continual review by the Department of Supply and Services; and does not apply to Crown corporations named in Schedules "C" and "D" of the Financial Administration Act.

In addition, I delegate to you, authority to purchase all of those other goods and services which your organizations are now purchasing until the effective date for the overall consolidation of the purchasing activities of your organizations. The purchasing functions of the Department of Regional Economic Expansion will be consolidated on 1 March 1970.

To effect the transfer to the Department of Supply and Services of these purchasing functions, officers of our Departments must commence planning early in May 1969. This planning must cover all aspects of the transfer and, in particular take into account your operational commitments and requirements to ensure that the transfers are effected in an orderly and systematic manner with minimum disruption of services to your organizations. Would you please name the senior officers of your organizations who will ensure that officers of the Department of Supply and Services are provided with the assistance which they will require to implement this purchase consolidation program.

The Department of Supply and Services will continue to purchase the goods and services which it now purchases. Where the purchase functions of government organizations for which you are responsible have been transferred to the Department of Supply and Services, purchase requisitions for those organizations will continue to be directed to the Department of Supply and Services subject to the conditions and specific delegated purchase authorities set out in Annex A.

MATERIEL MANAGEMENT

I hereby delegate to you, on an interim basis, the authority to continue to conduct the materiel management activities for your departments to the same extent as prior to the coming into force of the new Act.

The planning and organizing of adequate materiel support to all departments is a complex matter and is expected to take some time to develop. At present, our activity is largely confined to the National Capital Region and is primarily in the stationery, office supplies and equipment, and furniture and furnishings areas. A good start has been made on the supply consolidation of these commodities in several departments.

In accordance with Treasury Board policy, Central Travel Service, Central Removal Service and Central Freight Service will continue to provide services to departments as

in the past. These services include arrangements for personnel travel and hotel reservations, removal of household effects, in-transit insurance and the centralized payment of freight accounts.

Our Technical Services branches are also in a developing stage but nonetheless they are prepared to provide you with whatever assistance and advice you require in the areas of commodity management, cataloguing, quality management, development of specifications and standards, and traffic management to the extent that available resources permit. I hope you will make use of their services.

We hope to further develop and maintain a close relationship with your departmental officers, and would request that you not take action on a unilateral basis, on matters involving significant changes to your current organization or arrangements for materiel support. Such changes could be contrary to the long term plans now being evolved, affecting materiel management in all government departments, and should be appraised by officers of both our departments so that acceptable arrangements can be developed and introduced.

PRINTING AND PUBLISHING

I hereby delegate to you, on an interim basis, the authority to continue to conduct whatever printing and publishing activities are now being carried out by your departments to the same extent as prior to the coming into force of the Act. At an appropriate time in the future, this situation will be reviewed to determine whether it would be advantageous to centralize these functions within the Department of Supply and Services.

CONFERENCES

In order to inform your officers of our plans as they develop, and to promote the highest standard of service to customer departments, a series of supply conferences will be held in the near future. The Deputy Minister of Supply will be in touch with your senior officers with details of these conferences.

Yours very truly,

Don Jamieson

Attachment

DELEGATION OF PURCHASING FUNCTIONS

PURCHASE OF SPECIFIC GOODS AND SERVICES BY DEPARTMENTS

1. Appendix 1 is a list of specific goods and services for which purchase authority is delegated to Ministers who require these goods and services for the operations of their departments. This list is under constant review and will be revised by the Department of Supply and Services as necessary.

2. Treasury Board Management Improvement Policy Statements, Government Contracts Regulations or other official directives or regulations reflecting Government procurement policy, will continue to apply to specific delegations shown in Appendix 1. These include, for example:

- a. MI-5-68 "Selection, Acquisition and Modification of Data Processing Equipment",
- b. MI-2-66 "Administrative and Telecommunications Equipment and Services".

USE OF DSS STANDING OFFERS BY DEPARTMENTS

3. Departments and agencies will continue to use Department of Supply and Services National or Regional Master Standing Offers to obtain the goods and services provided by these offers.

DELEGATION OF PURCHASE AUTHORITY WITHIN DEPARTMENTS

4. The discretionary delegation of local purchase authority within your organizations, is set out in Appendix 2 to this Annex.

EMERGENCY PURCHASES BY DEPARTMENTS

5. Conditions governing the purchase of requirements in emergencies are set out in Appendix 3 to this Annex.

DELEGATION OF PURCHASE AUTHORITY
FOR SPECIFIC GOODS AND SERVICES

1. The following specific goods and services listed are those for which purchasing authority is delegated to Ministers requiring these goods and services for the operations of their departments:

- a. Library books, technical and professional texts and publications, periodicals, subscriptions, renewals, association memberships, etc.
- b. Municipal or public utility services.
- c. Exhibits and displays; advertising, training, educational and publicity films.

NOTE: Government advertising rates established by the Department of Supply and Services are to be utilized where applicable.
- d. Purchasing transactions between Federal, Provincial and Municipal Government Departments and Agencies in Canada.
- e. Selection, acquisition and modification of data processing equipment and facilities.
- f. Administrative telecommunication equipment and services.
- g. Administrative charges for freight, express and postage.
- h. Purchase and commercial restoration of paintings and other works of art.
- j. Specimens or samples for research and test purposes where research and development contracts are not involved.
- k. Services of the education profession, and of the medical, dental, and psychiatric professions including examination, diagnosis, treatment and filling of prescriptions for glasses, drugs, dentures, etc.

- 2 -

1. Services of professional photographers excluding aerial photography, and services normally provided through the National Film Board.
 - m. Bait purchase and re-sale operations.
 - n. Fur-seal processing and re-sale operations.
 - o. Guide services.
 - p. Charter of vessels for research purposes.
 - q. Boat charter - northern shipments.
 - r. Canteen items for re-sale.
 - s. Fruit and vegetables for government canning plants.
2. Authority to purchase the following items is delegated to Ministers as applicable, subject to the understanding that specific purchases will be undertaken by the Department of Supply and Services if it is determined that it would be in the best interest of the Crown:
- a. Items payable from non-public funds.
 - b. Clothing and personal effects purchased from commercial sources on an individual personalized basis.
 - c. Artifacts, historical objects, manuscripts and works of art.
 - d. Provisions, household furnishings and supplies for the Prime Minister's residences and Government House.
 - e. Livestock.

DELEGATION OF PURCHASE AUTHORITY WITHIN DEPARTMENTS

In Canada

Officers, designated by the Deputy Head of the Department or Agency concerned may make purchases of non-stocked items direct from suppliers, provided the total value of each purchase does not exceed \$25.00.

Outside Canada

Officers serving in offices located outside Canada who have been designated by the Deputy Head of their Department or Agency may make purchases from firms located in the vicinity of the office to meet local requirements. The Department of Supply and Services maintains purchasing offices in the United States (Washington), Great Britain (London) and Germany (Koblenz) and these purchase facilities which these offices can provide should be used.

EMERGENCY PURCHASE CONDITIONS

1. Apart from the emergency repair of office machines or equipment, or furniture and furnishings both of the following conditions will govern purchases of requirements in unforeseen emergencies by departments in accordance with Government Contract Regulations, on condition that:

- a. The need is essential to avoid undue hardship, to ensure safety of personnel or to prevent work stoppages, and the time required to procure through the Department of Supply and Services or off an existing Standing Offer, even on a priority basis, is clearly not practicable; and
- b. The required materiel or services must be readily available.

NOTE: Since the letter containing the above Conditions was written, the Conditions have been changed and are included in the DSS Customer Manual, Chapter 7, which reads as follows:

1. To avoid undue hardship, to ensure safety of personnel or to avoid work stoppages, customer departments or agencies may contract for goods or services, including repairs, in the following circumstances (excluding the repair of office machines and equipment, furniture and furnishings, as outlined in Chapter 6):

- a. The emergency occurs outside normal working hours and the goods or services are required immediately, or
- b. Because of remote location, the customer is unable to communicate with the appropriate DSS purchasing office, and the goods or services are required immediately, or
- c. The DSS purchasing office has been notified of the requirement by telephone or telegram and has advised that it is not feasible for DSS to provide the goods or services in the time required.

2. Contracts for emergency purchases under this authority must be awarded in accordance with government contracting policy and regulations.

3. Exceptions to paragraph 1 for specific commodities or items will be the subject of formal agreements between DSS Head Office and the departments or agencies concerned.

OTTAWA, August 12, 1969.

Mr. J.P.B. Mahoney,
Director,
Supply, Planning & Control Branch,
Department of Supply and Services,
Ottawa, Ontario.

Dear Mr. Mahoney:

I understand that, in connection with your Minister's letter of April 23, 1969, concerning the delegation of certain purchasing, material management, printing and publishing functions, you wish this Department to name the senior officers who will work with your Department on this program.

The undersigned (telephone No. 5-6926) and Mr. E.G. Blake, Director, Finance and Administration Branch (telephone No. 2-8113), will be the officers responsible from this Department and will meet with you at your convenience.

Yours very truly,

D.W. Franklin,
Director General,
Evaluation & Administration.

6744-01-200/R6

OTTAWA 4, February 12, 1970.

Mr. E.G. Blake,
Director,
Finance and Administration Branch,
Department of Regional Economic Expansion,
161 Laurier Avenue West,
Ottawa, Ontario.

Re: Consolidation of Purchasing into DSS

Dear Mr. Blake:

As requested by you during our recent meeting, I submit the following observations for your perusal.

The Maritime Provinces and Newfoundland

It is understood that effective April 1, 1970, the M.M.R.A. will cease to exist as an entity and much of its functions will become a provincial responsibility. Your Department is now establishing Field Directors' Offices in each provincial capital to undertake responsibilities primarily in an advisory and administrative role in carrying out projects some of which are now under review. The volume of purchases would not be as large as with the present M.M.R.A. projects. Each of these offices should deal directly with the DSS Regional Purchasing office, as appropriate, in accordance with the DSS Customer Manual. In addition, the present Administration Office in Moncton will deal with the DSS office in Saint John, N.B. and the Engineering Establishment in Amherst will deal with the DSS Office in Halifax. It is suggested that each of these offices, as well as the Field Directors' Offices, requisition stocked items of stationery and related supplies direct from the No. 1 Supply Centre in Ottawa.

The total volume of purchase orders issued in all the Eastern provinces which would become a DSS responsibility is some 1600. With allowances for the exclusions which would be delegated to your department, as well as consideration of the unknown requirements after April 1st, DSS are entitled to receive one position or 1 man year from your department. Although the effective date will be April 1, 1970, our Regional Offices are prepared to accept DSS 928 requisitions at any time with a progressive build up to April 1st. A review of the BCR covering position No. A-1325 (CR 5) reveals this position should be considered. The incumbent, Mr. H. Jackson, has considerable experience in purchasing and has indicated his interest in remaining in this field. He is also prepared to relocate and his level is equivalent to the buyer level in DSS Regional Offices.

Ottawa Headquarters

There were a total of 1152 purchase orders documented as to commodity with 207 of these for photographic, drafting equipment and office supplies. There were 845 orders placed by your library staff for library books and subscriptions at a cost of \$30,794.00. With the present exclusions which will be delegated to your department, we would be entitled to about $\frac{1}{2}$ man year. You have agreed to hold to the effective date of March 1, 1970.

Montreal Office

The purchase volume amounted to some 50 orders which can easily be absorbed by our Montreal Regional Office.

Prairie Farm Rehabilitation Administration

The purchasing operations of PFRA are, as expected, quite diversified and performed by many officers throughout each of the Prairie provinces. There are some 180 officers with purchasing authority varying from \$300.00 to \$15,000. I have not digested the percentage of time spent on purchasing activities as shown on the BCR forms, however, this information will be evaluated against the volume of orders to arrive at an equitable number of man years to be transferred to DSS.

There is certainly an urgent need to establish a control on the repetitive volume of urgent purchases. In this regard, it is recommended that a Requisition Control Centre be established in Regina. This office to be responsible for and have authority to issue direction to sub-offices in Alberta, Manitoba and Saskatchewan. Early action by this office in having the sub-offices estimate their yearly requirements in the repetitive areas will greatly assist our Regional offices during the transition period and in providing additional benefits through establishing Standing Offer Agreements some of which would cover a provincial area and others would cover commodities for the entire P.F.R.A. operation. The Control Centre could issue direction as to commodities which should be sent direct to the appropriate DSS office, either in the field or to Headquarters in Ottawa. In addition, this would be a monitoring centre for L.P.O. as well as those transacted as Emergency Purchases. Guidelines for a Requisition Control Function are attached for your perusal.

There is a particular need for adjustments in planning at the Equipment Service Depot in Moose Jaw. The General Manager of this operation has stated that at least 90% of his requirements will be in the emergency category. Although this office places about 3500 purchase orders per year and deals with some 400 firms, no source lists were available. The officers placing orders relied on memory and their knowledge of the market. One firm received 170 orders during 1968/69 for a total cost in excess of \$20,000. More than half of these orders were under \$25.00.

We have agreed that the effective date for transfer of the P.F.R.A. purchasing responsibility and staff will be April 1, 1970 rather than March 1st to allow additional time to make your necessary adjustments. When I met with Mr. Fitzgerald, Western Regional Director, he agreed to start sending DSS 928 Requisitions to our department on March 1st. I hope that this will increase gradually to April 1st and that the effective liaison which has been established between officers of both departments in Regina, continue to bring about a smooth and effective working relationship.

I trust this information is sufficient for your purposes in advance of the report showing volumes by commodity and value. Both of your officers who accompanied me on these

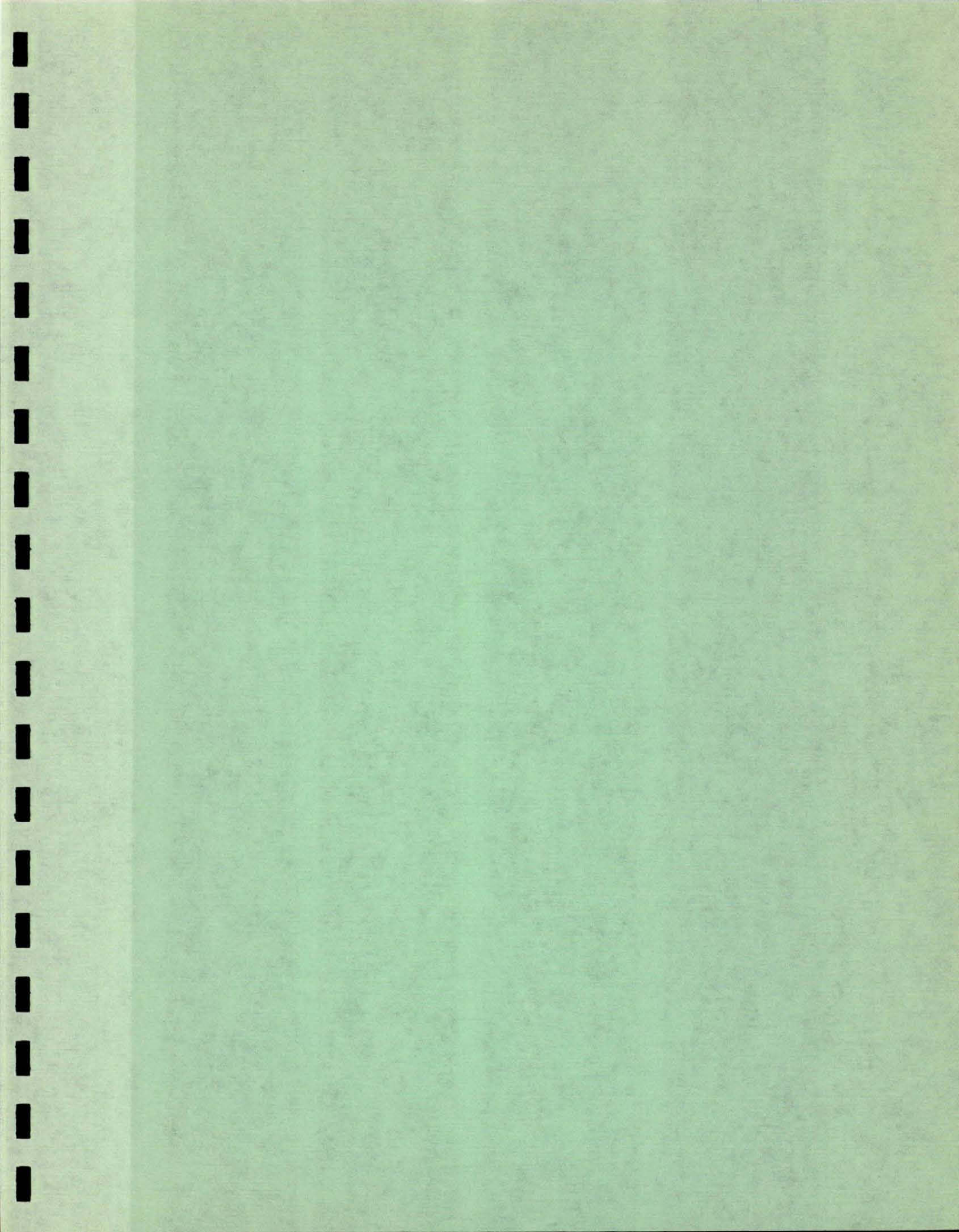
visits are in complete agreement with these observations. The addresses of DSS Regional Purchasing offices are shown in the DSS Customer Manual. The list of exclusions to the transfer has been left with you.

Please feel free to contact me if you feel I may be of assistance prior to April 1st.

Yours very truly,

Original Signed by

Ken Reynolds,
Purchase Consolidation
Officer.



REGIONAL ECONOMIC EXPANSION
PURCHASE CONSOLIDATION REPORT

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CHAPTER

- 2 - REE HEAD OFFICE (OTTAWA)
- Observations and recommendations
 - Commodity, volume and value
 - REE other office locations

REGIONAL ECONOMIC EXPANSION, HEAD OFFICE PURCHASES

OBSERVATIONS

Most of the purchases for the Head Office operation are for general items required to establish new offices in the department which is now expanding to assume its role as the centre for several agencies primarily concerned with regional development.

A total of 1152 purchase orders were reviewed and are documented on Annex B. The purchasing policy employed is similar to that which was used when the purchasing was conducted by the former Department of Forestry. About 30% of the orders issued over \$25.00 were confirming orders for purchases authorized by phone. No source lists are used and the Tender Form No. 184-2 contains pre-printed terms which are covered on DSS tender forms. All purchases are conducted by the Materiel Management Section which reports to the Chief of the Administration Branch. This Section is also responsible for reviewing requisitions for vehicles received from all entities of the Department as well as other commodities under internal Departmental control prior to being directed to DSS. There were eight purchase orders issued by Head Office REE for other special items required by the Montreal Office, REE.

Some 20 Standing Offers were established by REE covering photographic equipment & supplies and drafting equipment & supplies. The Master Standing Offers which were established by DSS for other commodities have been used whenever applicable.

Of the total orders issued by Head Office of REE (1152) there were 656 under \$25.00 per order - 621 of which were for library books, subscriptions and supplies at a cost of \$5,970.00. There were 224 orders over \$25.00 per order for library books, subscriptions and supplies for a cost of \$24,824.00.

RECOMMENDATIONS

Based on the 1968/69 REE volume and with allowances for the delegation of purchase authority previously agreed to, DSS may receive some 200 Requisitions for purchase action. This may be further reduced through establishing Standing Offers.

For these reasons it is estimated that the workload to be transferred to DSS effective March 2, 1970 will be about $\frac{1}{2}$ a man year.

The Materiel Management Section of REE will undoubtedly continue to perform an important role between REE Head Office and its units in the Regions and DSS Head Office purchasing staff. In addition, it should be the centre for interpreting purchasing policy issued by Treasury Board and DSS and for communicating this to other REE offices.

Commodities and volume for REE Headquarters purchasing are shown on Annex B

REGIONAL ECONOMIC EXPANSION, OTHER OFFICE LOCATIONS

In addition to the Prairie Farm Rehabilitation Administration and the Maritime Marshland Rehabilitation Administration, both of which are reported on separately, REE have smaller sub-offices known as Implementation Offices. These report to the Implementation Branch, REE, in Ottawa. They are located in Toronto, Montreal, Quebec City and Rimouski, Quebec.

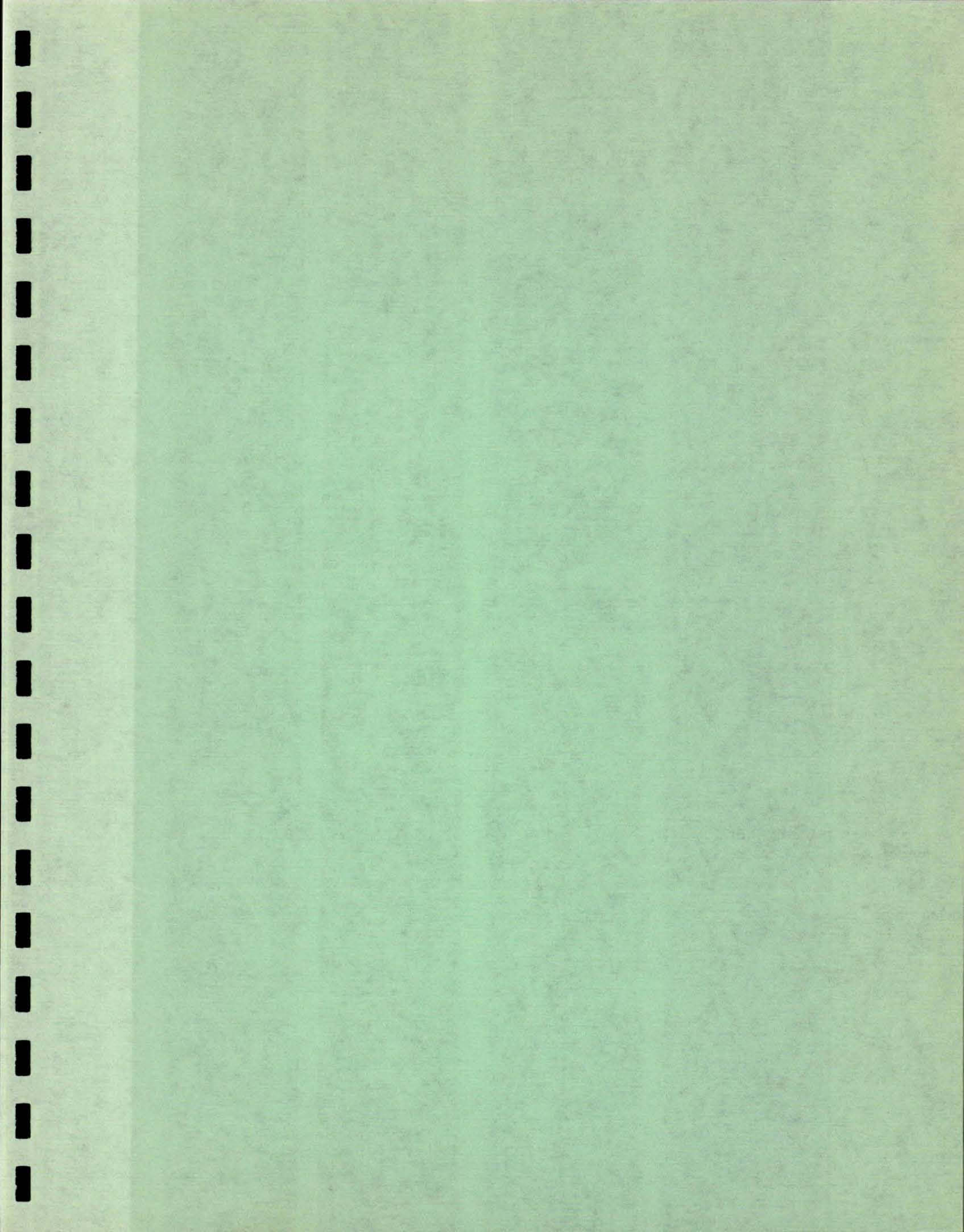
The only office where any direct purchasing was recorded is in Montreal where some 50 purchase orders were issued during 1968/69. All other offices obtain their requirements from REE in Ottawa.

The Materiel Management Section, REE, in Ottawa has advised each of these sub-offices to contact the appropriate DSS Regional Purchasing Office should their services be required.

R.E.E. HEADQUARTERS, OTTAWA

	TOTAL		\$25.00 & UNDER		\$25.01 to \$50.00		\$50.01 to \$100.00		OVER \$100.00	
	VALUE	QTY.	VALUE	QUANTITY	VALUE	QUANTITY	VALUE	QUANTITY	VALUE	QUANTITY
Chemicals	681.	2							681.	2
Drafting Equipment & Supplies (Standing Offers on above)	18,202.	47	30.	2	227.	6	701.	9	17,244.	30
Electrical Supplies	8,840.	8							8,840.	8
Hardware	47,050.	8	16.	1			145.	2	46,889.	5
Office Stationery & Supplies	71.	2	16.	1			55.	1		
Photographic Equipment & Supplies (Standing Offers on above)	4,068.	62	506.	24	771.	22	642.	10	2,149.	6
Printing Lithography,- maps	26,846.	53	69.	5	260.	8	412.	6	26,105.	34
Recording Tape	15,000.	11							15,000.	11
Services	29,484.	28			127.	3	248.	3	29,109.	22
Vehicle Repairs	16,094.	7	21.	1	64.	2	110.	2	15,899.	2
*Advertising	5,404.	11					210.	4	5,194.	7
*Library books & subscriptions	454.	5			70.	2	122.	2	262.	1
*Express/Transportation	17,076.	15			89.	3	112.	2	16,875.	10
*Inter-departmental	38,855.	863	6,030.	621	4,982.	143	3,380.	51	24,463.	48
*Films (Publicity)	1,625.	5							1,625.	5
<u>T O T A L S</u>	\$261,049.	1,152	\$6,688.	655	\$6,795.	194	\$6,468.	96	\$241,098.	207

NOTE: Commodities marked * are included in the delegated purchasing authority.



REGIONAL ECONOMIC EXPANSION
PURCHASE CONSOLIDATION REPORT

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CHAPTER

- 3 - PRAIRIE FARM REHABILITATION ADMINISTRATION
- Prelude and Personnel
 - Observations and recommendations
 - Commodity, volume and value
 - Provincial volumes by commodity and value

PRAIRIE FARM REHABILITATION ADMINISTRATION

PRELUDE

The information contained on the following pages shows volumes and values of purchases made during the fiscal year 1968/69 by P.F.R.A. (data is included for the operations at Vauxhall, Lethbridge, Moose Jaw, Community Pastures, Regina Administration and the Working Capital advance stores operation as well as totals for all combined).

When documenting this information, we reviewed a repetitive volume of requisitions covering similar and often identical items from the same requisitioner and dealing with the same supplier. Also a common occurrence was to have several orders showing the same date of purchase from the same supplier.

With regard to the purchases made for the Community Pastures, we were advised that many of the Purchase Orders for 1968/69 were not available, however, we extracted our information from the suppliers' invoices which often was not clearly identifiable as to a particular commodity.

With a large volume of P.F.R.A. purchases, several unrelated items were contained on one Purchase Order. The only feasible way to record this data was to identify the largest dollar value items with the most appropriate commodity group. This accounts for the large volume in the 'Hardware' and

'Lumber & Building Supplies' commodity headings. e.g. salt, barbed wire, penicilin, shingles and household items on one Purchase Order.

The large volume shown in the 'Parts & Repairs to Vehicle & Equipment' heading is due to the lack of information on the Purchase Order or Invoice. We could not segregate this further without devoting much more time to the review.

For the above reasons, the information documented must be referred to with this understanding.

After consolidation with DSS, it is estimated that about 50% of the dollar volume will be handled by the DSS Regional Office in Regina; 10% by DSS Manitoba; 20% by DSS calgary and 20% by DSS Head Office.

Mr. W.C. Ames, Head Materiel Management Section PFRA in Regina, accompanied the Purchase Consolidation Team to the various locations. His assistance and the cooperation of his senior officers in making him available, is very much appreciated.

PERSONNEL

The Purchase Consolidation Project Team has carefully reviewed all the B.C.R.'s covering P.F.R.A. positions engaged in purchasing activities. In many cases it was

difficult to ascertain the percentage of time expended, however, every attempt was made to arrive at a reasonable portion.

It has been determined that DSS is entitled to receive a total of 9½ man years based on volumes documented for purchases during 1968/69.

With consideration for reductions through establishing and using Standing Offers for repetitive requirements and based on current DSS productivity in the Regional Offices where almost all of the workload will be actioned, DSS must receive at least seven (7) funded positions at appropriate levels. These positions to be transferred effective April 1, 1970.

The following positions appear to be the most appropriate:-

824-392	Mr. Norman Taylor, Purchasing Agent 2
839-923	Mr. R.C. Sipes, PG 1
824-395	Mr. K.I. Paulson, Storeman 2
824-393	Mr. C. Poulter, Storeman
824-397	Mr. O.A. Rudland
809-46	Mr. G. Neil Taylor
817-1211	Mr. W.L. McDemaïd, Clerk 3

The Grand Totals for all of P.F.R.A. direct purchases are shown on Annex C.

REGINA

OBSERVATIONS

The Head Office of PFRA is in the Motherwell Building in Regina. The Director, Mr. M.J. Fitzgerald is located here and reports to the Assistant Deputy Minister, Implementation Branch, Dr. E.P. Weeks, Regional Economic Expansion in Ottawa.

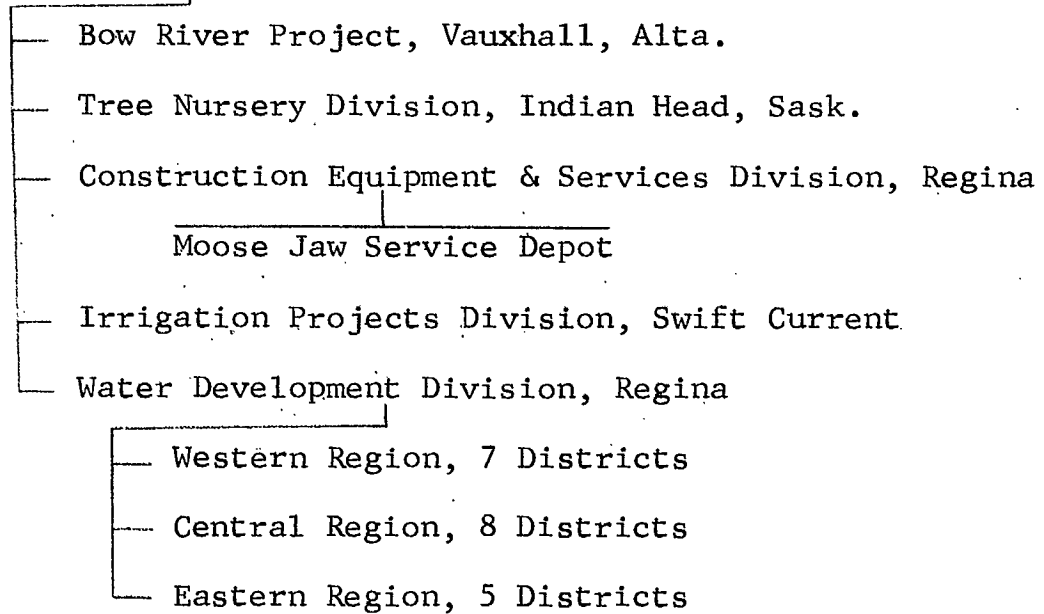
One of PFRA's fundamental functions is to develop conditions which will assist and encourage people to remain in the rural areas.

There are 1207 positions located as follows: Alberta 234, Manitoba 91, and Saskatchewan 882. The official Head of the following Services is located in Regina and reports to the Director.

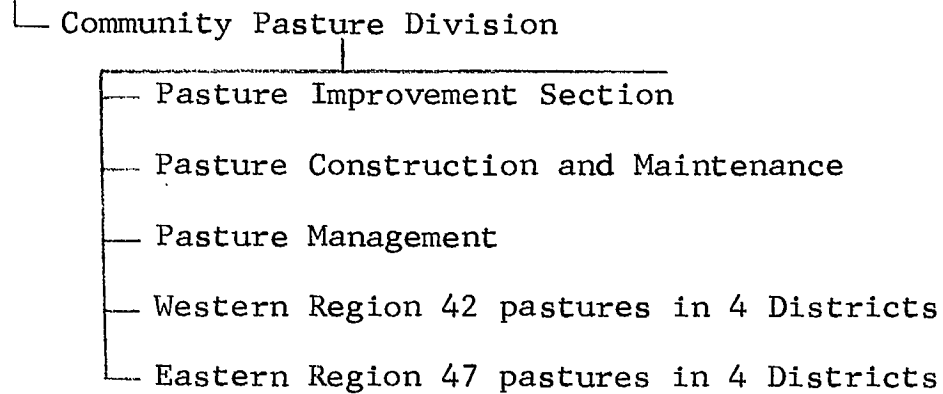
1) ADMINISTRATION DIVISION

- Finance Section
- Personnel Section
- Information Section
- Land Section
- General Services Section
- Management Services Section
- Materiel Management Section

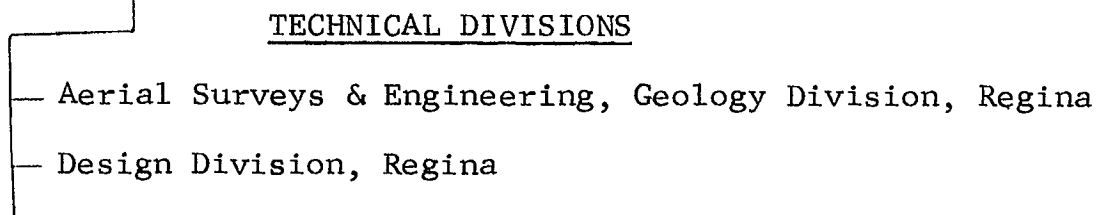
2) WATER DEVELOPMENT SERVICE



3) LAND USE SERVICE



4) ENGINEERING SERVICE



ENGINEERING SERVICE (Cont'd)

- Hydrology Division, Regina
- Legal Services Division, Regina
- Soil Mechanics Division, Saskatoon

MAJOR PROJECTS

- St. Mary Irrigation Project, Lethbridge, Alta.
- South Sask. River Project (phased out)

REGIONAL OFFICES

- Alberta Regional Services, Calgary
- Saskatchewan Regional Services, Regina
- Manitoba Regional Services, Brandon

1) ADMINISTRATION DIVISION

Materiel Management Section

The Materiel Management Section maintains source lists identifying some 3000 sources of supply throughout the 3 Prairie Provinces.

Firms not quoting, without reason, on the third consecutive invitation are deleted from that list. Unsuccessful firms are automatically advised as to the price paid and to whom.

Particular emphasis has been directed toward the purchase of agricultural equipment. Representatives from each of the major farm equipment manufacturers were contacted to ascertain their interest in quoting direct rather than through suppliers in the local area where the item was required. These representatives stated their preference would be to have PFRA continue on a local basis due to the scattered variety and relatively small volume as well as realizing the need for local service. The Materiel Management Section then compiled some 6 volumes of specifications after a careful review and comparison of data provided by the major manufacturers. Wherever possible, competition is invited from within a 40 mile radius of the end user and competitive prices have been obtained in most cases. Although no prices have been requested direct from manufacturers, local suppliers have been offering about 20% off list prices. It is a common practice to trade-in used machinery on new purchases.

A REE Invitation to Tender form No. 184-2, is used and a 7 day closing date for its return. Tenders are held,

unopened and under lock until the designated time for opening when at least two officers are in attendance.

Standard conditions are preprinted on the Tender form although, on occasions, additional terms are typed as appropriate.

RECOMMENDATIONS

While appreciating the diversified needs of the 190 or so officers who have purchase signing authority in various segments of PFRA, the main ones being reported on separately - there was a lack of unanimity in purchasing policy and procedure. It was evident that a large percentage of orders were placed as the items were required with little or no consideration for advance planning or consolidating with other users in the area concerned or in PFRA as a whole.

Admittedly, there are many instances where advance planning or consolidating requirements could not be considered, however, the statistics contained in this report should be of assistance in identifying obvious commodity headings for review and consolidation prior to requesting DSS to establish Standing Offers. Estimated yearly or seasonal requirements should be

requested from each user area, particularly with the repetitive purchases, and where feasible, have these included on Standing Offers. In view of the size of the PFRA operations, it is recommended that a PFRA Master Requisition Control Centre be established in Regina. This Centre to be responsible for and have authority to direct the operations of sub-Requisition Control Centres which should be established in Calgary and Winnipeg. Attached as Annex D are suggested guidelines for Requisition Control Centres.

The Master Requisition Control Centre should also be responsible for correlating the purchases for the Working Capital Advance stores operation at Moose Jaw, Saskatchewan and Vauxhall, Alberta. The total allotted these operations was \$300,000.00 for 1968/69. Our review of purchases made showed \$238,661.00 expended during this period on 1071 purchase orders, 494 of which were under \$25.00 per order. Statistics on commodity and value are shown on Annex K.

The Master Requisition Control Centre should be the central point for receiving, interpreting and when appropriate, for distributing directives and changes in purchasing policy received from either REE or DSS in Ottawa although other centres may be authorized to requisition items direct from the No. 1 Supply Depot in Ottawa.

A scheduled messenger delivery service should be arranged between the PFRA office in Regina and the DSS Regional Purchasing Office which is only two blocks away.

It has been agreed by the Head, Materiel Management Section, PFRA, that a copy of the previous source list will be attached to each Requisition sent to DSS Regional Purchasing Office as well as complete specifications when required. In accordance with DSS policy, the DSS Regional Purchasing Office would be responsible for forwarding Requisitions requiring DSS Head Office purchasing.

During a meeting between the Purchase Consolidation Team; Mr. J. Dupont, DSS Regional Purchasing Agent, Regina and the Director PFRA, it was agreed that PFRA would start sending Requisitions to DSS as soon as possible with a progressive buildup. At the time this Report is being prepared it is understood that a number of Requisitions have already been processed by DSS Regional Office starting the middle of February and effective liaison continuing to establish a smooth transfer of responsibilities and staff effective April 1, 1970.

Statistics on Regina Administration are shown on Annex E.

2) WATER DEVELOPMENT SERVICE

The Water Development Service has officers in each of the Prairie Provinces. There are some 50 officers with

purchase signing authority varying from \$500 to \$5000. Due to the volume and nature of purchases, the Bow River Project at Vauxhall, Alta., and the Equipment Services Depot at Moose Jaw, Sask., are shown on Annex F and G respectively. All other purchases, including the Tree Nursery operation at Indian Head Sask., are included with the Engineering Service and the Water Development Service and shown on Annex H.

3) LAND USE SERVICE

The Land Use Service is concerned mainly with the Community Pastures in each of the 3 Prairie Provinces. At the present time there are 89 of these with an average size of some 27,000 acres. One of these is located in Alberta; 17 in Manitoba and 71 in Saskatchewan. It is not unusual to have up to 3000 head of cattle on one pasture and when weather and pasture conditions change it is necessary to transfer stock, as required. Artificial insemination is performed whenever available and practical at a cost of \$6.50 per head, however, most of the breeding is through hiring of bulls which is charged for at \$5.00 per service. (285 orders were placed in 1968/69 for a total cost of \$51,660.00) All other care is provided at a nominal daily fee.

Each of the 89 Pasture Managers has purchase authority. In addition, each of the 10 Pasture Supervisors and the 6 administrative staff in Regina has purchase signing authority from \$500 to \$5000 depending on their responsibility.

The total number of direct purchases done by Community Pastures offices was 6179. Of these, there were 2837 under \$25.00 per order and only 121 over \$500.00 per order - 76 of which were for feed and seed.

Statistics on commodity and value are shown on Annex I.

RECOMMENDATIONS

Immediate steps should be taken to consolidate many of the requirements which are purchased repetitively e.g. (1) salt - 200 orders for a total cost of some \$19,000. (2) Beef Pellets - documenting three firms revealed \$25,433 spent on some 60 purchase orders. (3) Food for Crew #29 purchased from OK Economy Store in Tisdale - 26 orders for a total of \$802.00 with 4 orders dated the same day. (4) Lumber supplied from Fries Tallman Ltd., in Regina - 14 purchase orders during March with 4 of these covering 14 identical items two of which showed the same date of purchase. (5) Purchase of hay - 5 orders showing the same date of purchase from the same supplier at \$390.00 per order.

It is recommended that all requisitions be sent to the PFRA Requisition Control Centre in Calgary, Regina or Winnipeg as appropriate on a Provincial basis for screening in accordance with the guidelines attached as Annex D prior to being actioned by the DSS Regional Purchasing Office.

4) ENGINEERING SERVICE

The Engineering Service has officers in each of the Prairie Provinces. The purchase signing authority varies from \$500 to \$5000 and is assigned to some 26 officers.

In addition to the projects under their direct operation, they also provide a service to both the Water Development Service and the Land Use Service, when requested.

RECOMMENDATIONS

It is recommended that all requisitions be channeled in accordance with Para 1 above.

The St. Mary Irrigation Project at Lethbridge, Alta, is reported on separately. All other purchases are shown on Annex H .

MOOSE JAW, SASKATCHEWAN - EQUIPMENT SERVICES DEPOT

OBSERVATIONS

The Equipment Services Depot in Moose Jaw reports to the Construction Equipment and Services Division of the Water Development Service in Regina.

The General Manager of this Depot is Mr. M.A. Moulding. The staff is about 60 full time employees who are engaged in the manufacture, modification and repair of equipment as well as operating a stores operation of parts, material and equipment with a Working Capital Advance of \$200,000.

A meeting was arranged with Mr. Moulding and attended by the DSS Regional Purchasing Agent, Mr. Dupont; Mr. W.C. Ames, Head Materiel Section PFRA in Regina; Mr. L. Picotte, R.E.E. Ottawa and Mr. K. Reynolds, Purchase Consolidation Officer, D.S.S. Following an outline of the services DSS would be providing, as well as identifying the exclusions to the transfer including the LPO Authority and Emergency Provisions, Mr. Moulding openly stated that by his estimate, more than 90% of his requirements would fall into the Emergency Category. He also advised that his operation issues some 3500 purchase orders per year to about 400 firms although no source lists were maintained or available to us.

When we reviewed the purchases under Code 1482 for Moose Jaw, it was determined that 5703 orders were placed during 1968/69 for a total value of \$255,734. There were 3478 of these under \$25.00 per order. Under the commodity heading, Parts & Repairs to Vehicles & Equipment, we identified 4067 orders with 2484 of these for \$25.00 or less. Kramer Tractor Ltd. received 180 orders for a total value of \$19,955. Ninety (90) of these were under \$25.00 and totalled \$817.00. McKenzie Auto Equip. Ltd., Moose Jaw, received 149 orders with (131) of these under \$25.00 and totalled \$1,112. Under the Tires and Tubes commodity, we documented 282 individual purchase orders for a total cost of \$19,948. The DSS form 942 - Requisition on a Standing Offer previously arranged by DSS for Tires and Tubes, was not used. In November there were 11 individual purchase orders placed with Uni-Royal Tire Company for a total cost of \$797.00 all for delivery to Moose Jaw Equipment Services Depot.

There are at the present time at least 10 officers with purchase signing authority varying from \$300. to \$1,000.

Statistics on volume and commodities are detailed on Annex G

RECOMMENDATIONS

While allowing for unexpected urgent requirements as well as appreciating the difficult job of estimating the repair parts

necessary for overhaul work, there is, nonetheless, a very definite need for more advance planning, scheduling and consolidating requirements within the Equipment Services Depot to enable DSS to provide an effective service. To achieve this, meetings should be arranged immediately between officers of the Moose Jaw Equipment Services Depot and the Master Requisition Control Centre in Regina with a DSS Regional Purchasing Officer in attendance. By open discussion and exchange of knowledge and ideas an acceptable working relationship should be the result.

As with all other points in Saskatchewan, Requisitions should be forwarded to the PFRA Requisition Control Centre in Regina for screening using the guidelines as detailed on Annex D to this report prior to a scheduled messenger delivery service to the DSS Regional Purchasing Office in Regina. (This is located about 2 blocks from the PFRA Office.)

INDIAN HEAD, SASKATCHEWAN - TREE NURSERY

OBSERVATIONS

The Tree Nursery operation at Indian Head is the only source in PFRA for supplying trees for the western provinces. This started in 1903 with 15 acres and now has 640 acres providing more than 10 million trees per year. The purchase of vehicles and agricultural equipment is handled by the Regina office with the Tree Nursery staff procuring local day-to-day requirements. This operation reports to the Water Development Service PFRA in Regina.

RECOMMENDATIONS

It is recommended that all requisitions be channelled through the PFRA Requisition Control Centre in Regina for screening prior to being delivered to the DSS Regional Purchasing Office in Regina.

Commodities by volume and value are included in the statistics shown on Annex H

OTHER CENTRES IN SASKATCHEWAN

OBSERVATIONS

There are a total of 71 Community Pastures in Saskatchewan each with a Pasture Manager who reports to a Regional Superintendent. Each of these officers have purchase signing

authority in varying amounts depending on the size of pasture or Regional Area. The Regional Superintendent reports to the Community Pasture Division of the Land Use Service in Regina.

The Engineering Service has a Soil Mechanics Division in Saskatoon which reports to the Engineering Service in Regina.

There are also ten district Water Development Offices reporting to the Water Development Service in Regina. These are located in Gravelbourg, Melville, Weyburn, Melfort, Moose Jaw, Shaunavon, Maple Creek, Biggar, North Battleford and Swift Current. The Purchase signing authority is from \$500 to \$1,000 depending on the level of officer and size of area covered.

RECOMMENDATIONS

It is recommended that each of these send all requisitions to the PFRA Requisition Control Centre in Regina for screening prior to being delivered to the DSS Regional Purchasing Office in Regina.

ALBERTA

OBSERVATIONS

Almost all of the purchasing conducted in Alberta is handled from the PFRA Offices in Vauxhall and Lethbridge. (Other small sub-offices are located in Vegreville, Westlock, Red Deer, Peace River, Medicine Hat, Hanna and Fort Macleod as well as a Regional Office in Calgary.)

VAUXHALL (Bow River Project)

Mr. Ed. Craig, DSS Regional Purchasing Agent, Calgary and his liaison officer, Mr. C. Davis, attended our meeting with Mr. C. Douglas, General Manager and Mr. M. Hamilton from the P.F.R.A., Bow River Irrigation Project. (This operation with a staff of about 90 reports to the Water Development Service P.F.R.A. in Regina).

Most of the work here concerns the repair and upkeep of water supply systems for controlling the flow of water throughout the south eastern portion of Alberta.

There is a Working Capital Advance stores operation in Vauxhall. The purchases for this are handled by the Regina Administration of P.F.R.A. We were not able to segregate the commodities or volume as this data was included in the statistics for the Working Capital Advance stores operation in Moose Jaw Sask.

In addition to passenger cars and trucks, they also have earth movers and other heavy equipment for maintaining dykes, canals, dams and spillways. The purchase of this type of equipment is handled by the Regina office of PFRA.

Almost all of the remaining purchasing is done in Vauxhall, Taber and Calgary. Volumes by commodity are shown on Annex F

The signing authorities in Vauxhall are as follows:

Mr. C. Douglas, General Manager	-	\$2,000.00
Mr. F. Kennedy, Assistant General Manager	-	1,000.00
Mr. M. Hamilton, Administration	-	500.00

and several other officers at \$300.00 each.

LETHBRIDGE

The operations here are similar to the Vauxhall operation although somewhat smaller. The total staff is about 40 full time. The main project is repair and upkeep of the St. Mary Irrigation Project at Spring Coulee. (This operation reports through the Engineering Service PFRA in Regina.)

In addition to the heavy equipment necessary for the repair and upkeep of water canals, dams, spillways, etc., they also maintain 14 vehicles.

Almost all of the purchasing is conducted in the immediate Lethbridge area except for heavy equipment which is handled by the Regina office.

The signing authorities in Lethbridge are as follows:

Mr. R. Wells, Project Engineer	-	\$1,000.00
Mr. O. Cramer, Assistant Project Engineer	-	500.00

Volumes by commodity are shown as Annex J

OTHER CENTRES IN ALBERTA

The offices located in Vegreville, Westlock, Red Deer, Peace River, Medicine Hat, Hanna and Fort Macleod are known as Water Development Field Offices and each reports to the PFRA Regional Office located at 453 Public Bldg. in Calgary. Very little purchasing is required by these offices as most of their work is in advising local farmers on water development assistance which might be available through P.F.R.A. and in inspecting and approving projects in their areas.

The Engineering Services has a small administrative office in Calgary.

There is one Community Pasture in operation in Alberta and at this time, it reports to the Community Pasture Division of the Land Use Services PFRA in Regina.

RECOMMENDATIONS

It is recommended that all Requisitions from and including Red Deer - south to the U.S. border, be directed to the P.F.R.A. Requisition Control Centre in Calgary. At this point they would be screened, using the guidelines as detailed on Annex D to this report, prior to a scheduled messenger delivery service to the D.S.S. Regional Purchasing Office in Calgary.

To date, any requirements for the Field Offices north of Red Deer, in all but a few isolated cases, have been routine office items. It is recommended that any Requisitions from these offices be directed to the PFRA Requisition Control Centre in Calgary. In a very few instances Requisitions for direct purchase might be re-directed by DSS in Calgary to the DSS Regional Purchasing Office in Edmonton. If, in the future, the volume increases, other arrangements should be made by P.F.R.A. for more direct use of the DSS Regional Office in Edmonton.

Estimated expenditures in Alberta during 1968/69 by all segments of P.F.R.A. with a breakdown by commodity heading are shown on Annex L

MANITOBA

OBSERVATIONS

The Manitoba Regional Engineering Service operates an office in Winnipeg at 366 Main Street, west. There are some 35 positions consisting of Engineers, Technicians, Draftsmen and a small clerical staff. This office reports to the Engineering Services PFRA in Regina. The bulk of their work is connected with the Shellmouth Water Storage Project which is scheduled for completion late in 1970. This office also provides Engineering Services when requested to the Water Development Field Offices and the Community Pastures located in the general area.

The Water Development Field Offices are located in Dauphin and Morden as well as their Regional Office in Brandon which reports to the Water Development Service P.F.R.A. in Regina. In addition, there are Water Development Field offices in Melville and Weyburn, Saskatchewan, both of which report to the Regional Office PFRA in Brandon.

There are 17 Community Pastures in Manitoba with a Community Pasture Regional office located in Brandon which reports to the Community Pasture Division of the Land Use Service PFRA in Regina.

We were advised by the Director of PFRA in Regina that steps are now being taken to operate all functions on a Provincial basis rather than overlap into another Province as with Melville and Weyburn, Saskatchewan.

RECOMMENDATIONS

In view of the diversified operations of the several segments of PFRA operations in Manitoba and considering the number of officers who now have purchase signing authority in varying amounts up to \$1,000.00, it is recommended that all requisitions initiated in Manitoba be sent to a PFRA Requisition Control Centre in Winnipeg for screening using the guidelines as detailed on Annex D to this report prior to a scheduled messenger delivery service to the DSS Regional Purchasing Office in Winnipeg.

Estimated expenditures in Manitoba during 1968/69 by all segments of P.F.R.A. with a breakdown by commodity heading are shown on Annex L

GRAND TOTALS FOR ALL OF P.F.R.A.

	TOTAL		\$25.00 & UNDER		\$25.01 to \$50.00		\$50.01 to \$100.00		OVER \$100.00	
	VALUE	QTY.	VALUE	QUANTITY	VALUE	QUANTITY	VALUE	QUANTITY	VALUE	QUANTITY
Breeding (Rental of Bulls)	51,660.	285					1,145.	15	50,515.	270
Cattle	900.	1						900.	1	
Chemicals	12,273.	135	570.	49	1,030.	29	1,867.	25	8,806.	32
Cleaning Equipment & Supplies	358.	29	203.	25	99.	3	56.	1		
Clothing	2,054.	52	375.	33	370.	10	267.	4	1,042.	5
Culverts, Drainage Tile & Cement	106,243.	120	320.	25	459.	13	1,396.	21	104,068.	61
Drafting & Lab. supplies	21,488.	220	1,896.	89	2,258.	62	2,507.	35	14,827.	34
Electrical Supplies	21,187.	382	2,223.	210	3,272.	87	3,200.	45	12,492.	40
Explosives	610.	11	49.	4	30.	1	258.	4	273.	2
Feed & Seed (Grains, fodder, mill feeds & minerals)	168,569.	565	704.	52	2,755.	72	6,146.	81	158,964.	360
Fertilizers & Lime	4,154.	16	30.	5	44.	1			4,080.	10
Fire & Safety Supplies	10,497.	135	954.	64	960.	24	1,289.	21	7,294.	26
Food, groceries	27,454.	542	3,211.	242	5,076.	145	6,069.	87	13,098.	68
Hand Tools	2,211.	151	1,103.	131	482.	13	390.	6	236.	1
Hardware & related supplies	70,277.	2,376	16,425.	1,629	15,141.	432	13,702.	196	25,009.	119
Heating equipment	1,374.	10	19.	4			68.	1	1,287.	5
Household Supplies & Furniture	10,006.	315	2,023.	205	1,981.	57	2,400.	34	3,602.	19
Laundry & dry cleaning	1,842.	103	865.	83	403.	11	574.	9		
Lumber & Building Materials	216,477.	1,357	6,245.	546	9,205.	255	13,406.	187	187,621.	369
Metals	125,163.	332	1,622.	137	1,569.	45	2,199.	31	119,773.	119
Office Stationery & Supplies	1,746.	64	349.	44	456.	13	286.	3	655.	4
Paints & Brushes, etc.	31,186.	649	3,845.	395	4,393.	122	5,612.	82	17,336.	50
Parts, Repairs to Vehicles & Equipment	247,243.	5,176	31,416.	2,993	57,024.	891	54,073.	701	104,730.	591
Photographic supplies	30,802.	303	1,481.	111	1,593.	45	4,039.	58	23,689.	89

ANNEX C

	TOTAL		\$25.00 & UNDER		\$25.01 to \$50.00		\$50.01 to \$100.00		OVER \$100.00	
	VALUE	QTY.	VALUE	QUANTITY	VALUE	QUANTITY	VALUE	QUANTITY	VALUE	QUANTITY
Plumbing Supplies	29,646.	605	3,306.	335	4,439.	125	5,332.	75	16,569.	70
P.O.L. & Antifreeze	103,096.	1,339	6,038.	528	9,039.	250	17,144.	233	70,875.	328
Posts (wood)	7,614.	19	14.	1	27.	1	130.	2	7,443.	15
Purchase of Equipment & Machinery	174,177.	241	179.	14	1,025.	28	4,115.	51	168,858.	148
Rental of Aircraft	467.	5	15.	1			132.	2	320.	2
Rental of Equipment	223,801.	140	250.	27	435.	12	243.	4	222,873.	97
Salt (usually in blocks)	18,635.	219	816.	62	1,211.	33	4,070.	60	12,538.	64
Sand, Rock, Gravel	45,770.	107	360.	33	680.	18	966.	14	43,764.	42
Services	8,900.	141	787.	72	1,280.	35	1,036.	15	5,797.	19
Spare parts	16,238.	231	1,187.	109	1,597.	46	2,718.	37	10,736.	39
Tires & Tubes	34,122.	414	1,161.	84	4,235.	119	9,294.	131	19,432.	80
Tractors & Trucks	111,198.	31							111,198.	31
Welding supplies & Propane	10,444.	503	4,308.	394	2,267.	66	2,133.	33	1,736.	10
Wiper rags	558.	9			98.	3	270.	5	190.	1
Wire & fencing (excl. Posts)	15,464.	209	1,452.	128	1,246.	37	1,604.	23	11,162.	21
Veterinary Supplies	35,014.	535	2,306.	194	4,249.	118	6,996.	101	21,463.	122
<u>T O T A L S</u>	\$2,001,411.	18,077	\$98,069.	9,058	\$140,491.	3,222	\$177,255.	2,433	\$1,585,626.	3,364

Guidelines for a
Requisition Control Function

1. Requisitioning

Prepare and/or authorize DSS 928 requisitions on DSS by:

- A. Ensuring that the goods required are clearly identified either:
 - i) by the use of stock number and description in existing government catalogues, parts lists, handbooks or specifications;
 - ii) by use of trade specifications or specifications of other government;
 - iii) from a manufacturer's catalogue for single source items; or
 - iv) by preparing or arranging with DSS for the preparation of a purchase description or specification for multi-source items.
- B. Ensure that the goods required are within Government regulations; that the requisitions include sufficient funds and that packaging, marking, inspection and F.O.B. points are clearly defined.
- C. Establish an Economic Order Quantity Formula for frequently used items.
- D. Review commodity patterns with a view to standardization and consolidation of frequently used items for Standing Offer purposes.
- E. Establish liaison patterns with DSS purchasing and supply sectors.

2. Associated Functions

- A. Purchase and/or monitor delegated purchasing authorities to include local and emergency purchasing.
- B. Record and maintain records of Standing Offers.
- C. Requisition on suppliers against Standing Offers using DSS 942 form.
- D. Follow-up and expedite.
- E. Arrange customs clearance.
- F. Audit invoices.
- G. Maintain records and an adequate library of catalogues and specifications.
- H. Perform other associated duties as required.

REGINA ADMINISTRATION

	TOTAL		\$25.00 & UNDER		\$25.01 to \$50.00		\$50.01 to \$100.00		OVER \$100.00	
	VALUE	QTY.	VALUE	QUANTITY	VALUE	QUANTITY	VALUE	QUANTITY	VALUE	QUANTITY
Chemicals	55.	3	55.	3						
Drafting & Lab. Supplies	4,997.	112	1,618.	59	951.	26	1,363.	19	1,065.	8
Electrical Supplies	2,402.	17	53.	3	159.	4	203.	3	1,987.	7
Fire & Safety Supplies	376.	11	117.	7	100.	3			159.	1
Hardware	2,126.	50	307.	35	189.	5	476.	7	1,154.	3
Household supplies & furnishings	144.	6	78.	5			66.	1		
Lumber Bldg. Materials	7,910.	63	400.	31	328.	9	670.	10	6,512.	13
Metals	325.	2					82.	1	243.	1
Office supplies & stationery	856.	20	94.	10	217.	6	197.	2	348.	2
Paints & Brushes etc.	700.	34	309.	28	106.	3	124.	2	161.	1
Parts & Repairs to Vehicles & Equipment	249.	15	116.	12	64.	2	69.	1		
Photographic supplies	12,457.	154	696.	52	794.	22	2,499.	36	8,468.	44
Plumbing Supplies	2,751.	6	8.	1			59.	1	2,684.	4
Purchase of Equipment	719.	10	42.	5	100.	3			577.	2
Rental of Equipment	48.	10	48.	10						
Welding supplies, propane	73.	8	73.	8						
<u>T O T A L S</u>	\$ 36,188.	521	\$ 4,014.	269	\$ 3,008.	83	\$ 5,808.	83	\$ 23,358.	86

VAUXHALL, ALBERTA, BOW RIVER PROJECT

	TOTAL		\$25.00 & UNDER		\$25.01 to \$50.00		\$50.01 to \$100.00		OVER \$100.00	
	VALUE	QTY.	VALUE	QUANTITY	VALUE	QUANTITY	VALUE	QUANTITY	VALUE	QUANTITY
Chemicals	3,792.	27	75.	5	182.	5	571.	7	2,964.	10
Clothing	417.	10	49.	7	27.	1			341.	2
Culverts, Drainage tile & cement	8,006.	8	18.	1			53.	1	7,935.	6
Drafting & Lab. equipment	593.	6			25.	1	93.	2	475.	3
Electrical Supplies	3,140.	38	150.	12	430.	12	441.	6	2,119.	8
Explosives	399.	4					126.	2	273.	2
Fertilizer, lime	1,416.	2							1,416.	2
Fire & safety supplies	2,087.	31	129.	9	319.	8	650.	9	989.	5
Gravel, Sand, Rock	31,325.	19	16.	1	102.	3	420.	6	30,787.	9
Hardware	10,144.	289	1,832.	143	3,851.	105	1,652.	24	2,809.	17
Household supplies & furnishings	5,603.	121	535.	56	1,058.	30	1,714.	24	2,296.	11
Laundry & Dry cleaning	153.	17	153.	17						
Lumber & building materials	14,405.	69	166.	12	320.	9	1,296.	17	12,623.	31
Metals	2,165.	23	105.	6	140.	4	384.	6	1,536.	7
Office stationery & Supplies	189.	8	70.	6	30.	1	89.	1		
Paints, brushes, etc.	7,499.	33	88.	10	150.	5	209.	3	7,052.	15
Plumbing supplies	2,169.	43	222.	19	265.	8	709.	10	973.	6
P.O.L. & Antifreeze	28,426.	236	415.	33	2,212.	56	3,005.	37	22,794.	110
Purchase of Equipment	12,127.	27	13.	1	102.	3	240.	3	11,772.	20
Repairs to Equipment	32,855.	346	1,407.	112	3,713.	102	5,241.	77	22,494.	55
Repairs to Vehicles	12,254.	340	1,904.	170	3,484.	98	3,563.	51	3,303.	21
Rental of Equipment	197,540.	93	19.	3	89.	2	78.	1	197,354.	87
Seeds	2,205.	5			38.	1			2,167.	4
Services	782.	12	42.	3	132.	4	251.	3	357.	2
Tires & Tubes	5,789.	32			318.	9	926.	12	4,545.	11
Welding Supplies & Propane	1,321.	38	378.	26	173.	5	333.	5	437.	2
Wiper rags	216.	2			26.	1			190.	1
T O T A L S	\$387,017.	1,879	\$ 7,786.	652	\$17,186.	473	\$22,044.	307	\$340,001.	447

ANNEX F

MOOSE JAW EQUIPMENT SERVICES DEPOT - (CODE 1482)

(Does not include Working Capital Advance)

	TOTAL		\$25.00 & UNDER		\$25.01 to \$50.00		\$50.01 to \$100.00		OVER \$100.00	
	VALUE	QTY.	VALUE	QUANTITY	VALUE	QUANTITY	VALUE	QUANTITY	VALUE	QUANTITY
Chemicals	710.	12	33.	3	137.	4	269.	3	271.	2
Cleaning Equipment	218.	10	91.	7	71.	2	56.	1		
Clothing	9.	2	9.	2						
Culverts, Drainage Tiles & Cement	8,786.	11	18.	1			168.	3	8,600.	7
Drafting & Lab. Supplies	2,020.	53	199.	24	604.	16	521.	8	696.	5
Electrical Supplies	2,811.	80	446.	48	544.	15	671.	11	1,150.	6
Fire & Safety Supplies	381.	21	248.	17	133.	4				
Hand Tools	88.	7	52.	6	36.	1				
Hardware	6,940.	468	3,443.	402	1,726.	50	799.	13	972.	3
Household supplies & furnishings	991.	43	392.	36	174.	5			425.	2
Laundry & Dry Cleaning	716.	59	450.	54	117.	3	149.	2		
Lumber & Bldg. Materials	11,470.	42	260.	24	232.	7	337.	5	10,641.	6
Metals	3,252.	62	392.	33	538.	16	457.	6	1,865.	7
Office Stationery & Supplies	190.	14	64.	10	126.	4				
Paints & Brushes, etc.	925.	47	287.	38	160.	5	212.	3	266.	1
Parts & repairs to Vehicles & Equipment	174,046.	4,067	25,643.	2,484	46,334.	594	41,763.	523	60,306.	466
Photographic Supplies	43.	3	43.	3						
Plumbing Supplies	2,356.	86	483.	56	646.	19	454.	6	773.	5
P.O.L. & Antifreeze	10,552.	128	512.	44	664.	19	1,941.	28	7,435.	37
Purchase of Equipment	5,309.	34	22.	1	122.	3	1,056.	14	4,109.	16
Tires & Tubes	19,948.	282	921.	63	3,128.	87	6,548.	91	9,351.	41
Welding Supplies & Propane	3,631.	165	1,283.	122	826.	23	1,028.	16	494.	4
Wiper Rags	342.	7			72.	2	270.	5		
T O T A L S	\$255,734.	5,703	\$35,291.	3,478	\$56,390.	879	\$56,699.	738	\$107,354.	608

ENGINEERING SERVICE AND WATER DEVELOPMENT SERVICE - ALL RESPONSIBILITY CENTRES
EXCEPT: MOOSE JAW, VAUXHALL AND LETHBRIDGE

	TOTAL		\$25.00 & UNDER		\$25.01 to \$50.00		\$50.01 to \$100.00		OVER \$100.00	
	VALUE	QTY.	VALUE	QUANTITY	VALUE	QUANTITY	VALUE	QUANTITY	VALUE	QUANTITY
Chemicals	5,017.	59	251.	24	503.	14	599.	9	3,664.	12
Clothing	793.	17	137.	10	193.	5	55.	1	408.	1
Drafting & Lab. supplies	14,471.	55	79.	6	703.	20	623.	8	13,066.	21
Electrical Supplies	2,965.	49	303.	35	229.	6	240.	4	2,193.	4
Feed, seed, grain & minerals	8,029.	51	203.	18	348.	10	390.	5	7,088.	18
Fire & Safety Supplies	2,654.	33	256.	15	190.	3	251.	7	1,957.	8
Food, groceries	3,614.	42	133.	8	248.	7	1,102.	15	2,131.	12
Hand Tools	2,001.	128	929.	109	446.	12	390.	6	236.	1
Hardware	17,605.	545	3,355.	374	2,860.	82	3,640.	50	7,750.	39
Heating Equipment	365.	1							365.	1
Household Supplies and furnishings	473.	32	256.	29	34.	1	64.	1	119.	1
Lumber & Building Materials	60,317.	393	2,311.	202	3,247.	90	2,597.	36	52,162.	65
Metals	46,707.	109	307.	29	323.	9	369.	5	45,708.	66
Paint Brushes, etc.	4,212.	151	862.	118	645.	17	804.	12	1,901.	4
Parts & Repairs to Vehicles & Equipment	6,222.	31	136.	9	171.	5	432.	6	5,483.	11
Photographic Supplies	18,291.	145	731.	55	799.	23	1,540.	22	15,221.	45
Plumbing supplies	349.	6	27.	2	26.	1	59.	1	237.	2
P.O.L. & Antifreeze	40,260.	366	1,307.	117	2,259.	63	3,862.	53	32,832.	133
Purchase of Equipment	136,162.	94	67.	4	227.	6	1,338.	16	134,530.	68
Services	565.	2							565.	2
Tires & Tubes	224.	2							224.	2
Tractors & Trucks	111,198.	31							111,198.	31
T O T A L S	\$482,494.	2,342	\$11,650.	1,164	\$13,451.	374	\$18,355.	257	\$439,038.	547

COMMUNITY PASTURES
(All responsibility Centres)

	TOTAL		\$25.00 & UNDER		\$25.01 to \$50.00		\$50.01 to \$100.00		OVER \$100.00	
	VALUE	QTY.	VALUE	QUANTITY	VALUE	QUANTITY	VALUE	QUANTITY	VALUE	QUANTITY
Breeding (Rental of Bulls)	51,660.	285					1,145.	15	50,515.	270
Cattle	900.	1							900.	1
Chemicals	1,745.	22	94.	8	178.	5	361.	5	1,112.	4
Clothing	743.	17	156.	10	82.	2	212.	3	293.	2
Culverts, drainage tile & cement	9,733.	29	9.	1	194.	5	360.	5	9,170.	18
Electrical supplies	4,472.	107	676.	60	1,042.	27	925.	12	1,829.	8
Explosives	180.	4	18.	1	30.	1	132.	2		
Feed, seed, grain & minerals	158,235.	509	463.	33	2,407.	62	5,756.	76	149,609.	338
Fertilizers & Lime	2,738.	14	30.	5	44.	1			2,664.	8
Fire & safety supplies	209.	5	15.	1			194.	2		2
Food	23,840.	500	3,078.	234	4,828.	138	4,967.	72	10,967.	56
Hardware	24,649.	874	5,967.	597	5,327.	156	5,593.	80	7,762.	41
Household supplies & furnishings	2,179.	93	669.	68	584.	17	368.	5	558.	3
Laundry & dry cleaning	962.	36	251.	21	286.	8	425.	7		
Lumber & Building Materials	75,647.	680	2,938.	261	4,642.	129	7,389.	103	60,678.	187
Metals	10,659.	80	443.	41	419.	12	678.	9	9,119.	18
Office stationery & supplies	511.	22	121.	18	83.	2			307.	2
Paints, brushes, etc.	9,137.	236	1,527.	136	1,853.	51	2,143.	32	3,614.	17
Parts & repairs to Vehicles & Equipment	10,005.	268	1,701.	162	2,240.	62	1,601.	23	4,463.	21
Photographic supplies	11.	1	11.	1						
Plumbing supplies	14,807.	301	1,709.	166	2,296.	64	2,613.	37	8,189.	34
P.O.L. & Antifreeze	17,645.	523	3,365.	297	3,786.	109	6,774.	94	3,720.	23
Posts (wood)	7,614.	19	14.	1	27.	1	130.	2	7,443.	15
Purchase of Equipment	19,630.	72	17.	2	404.	11	1,481.	18	17,728.	41
Rental of Aircraft	467.	5	15.	1			132.	2	320.	2

	TOTAL		\$25.00 & UNDER		\$25.01 to \$50.00		\$50.01 to \$100.00		OVER \$100.00	
	VALUE	QTY.	VALUE	QUANTITY	VALUE	QUANTITY	VALUE	QUANTITY	VALUE	QUANTITY
Rental of Equipment	23,705.	24	129.	10	205.	6	52.	1	23,319.	7
Salt	18,635.	219	816.	62	1,211.	33	4,070.	60	12,538.	64
Sand, gravel & rock	13,915.	76	312.	28	343.	9	491.	7	12,769.	32
Services	7,553.	127	745.	69	1,148.	31	785.	12	4,875.	15
Tires & Tubes	1,518.	19	59.	5	98.	3	438.	6	923.	5
Veterinary Supplies	35,014.	535	2,306.	194	4,249.	118	6,996.	101	21,463.	122
Welding supplies & propane	5,093.	267	2,352.	216	1,164.	35	772.	12	805.	4
Wire & fencing supplies (exc. posts)	15,464.	209	1,452.	128	1,246.	37	1,604.	23	11,162.	21
<u>T O T A L S</u>	\$569,275.	6,179	\$31,458.	2,837	\$40,416.	1,135	\$58,587.	826	\$438,814.	1,381

LETHBRIDGE, ALBERTA
ST. MARY IRRIGATION PROJECT

	TOTAL		\$25.00 & UNDER		\$25.01 to \$50.00		\$50.01 to \$100.00		OVER \$100.00	
	VALUE	QTY.	VALUE	QUANTITY	VALUE	QUANTITY	VALUE	QUANTITY	VALUE	QUANTITY
Chemicals	855.	9	30.	4	30.	1			795.	4
Culverts Drainage tile & Cement	943.	6			111.	3	62.	1	770.	2
Electrical Supplies	761.	11	47.	5	86.	3			628.	3
Explosives	31.	3	31.	3						
Fire & Safety supplies	57.	5	57.	5						
Gravel, Sand & Rock	530.	12	32.	4	235.	6	55.	1	208.	1
Hardware	2,140.	73	507.	39	732.	21	901.	13		
Household supplies & furnishings	34.	4	34.	4						
Laundry	11.	1	11.	1						
Lumber & Building Materials	3,764.	21	25.	2	219.	6	489.	7	3,031.	6
Metals	1,392.	14	89.	7	87.	2			1,216.	5
Paints, Brushes, etc.	1,182.	21	98.	9	91.	3	356.	5	637.	4
Parts & repairs to equipment	9,394.	65	353.	27	532.	15	1,146.	9	7,363.	14
Parts & repairs to vehicles	2,218.	44	156.	17	486.	13	258.	11	1,318.	3
Plumbing supplies	542.	12	116.	9			68.	1	358.	2
P.O.L. & Antifreeze	4,026.	39	55.	6	73.	2	1,097.	14	2,801.	17
Purchase of Equipment	230.	4	18.	1	70.	2			142.	1
Rental of Equipment	2,508.	13	54.	4	141.	4	113.	2	2,200.	3
Tires & Tubes	1,098.	18	38.	4	170.	4	476.	8	414.	2
Welding Supplies	326.	25	222.	22	104.	3				
TOTALS	\$ 32,042.	400	\$ 1,973.	173	\$ 3,167.	88	\$ 5,021.	72	\$ 21,881.	67

WORKING CAPITAL ADVANCE

(For stores at Moose Jaw, Sask. and Vauxhall, Alta.)

	TOTAL		\$25.00 & UNDER		\$25.01 to \$50.00		\$50.01 to \$100.00		OVER \$100.00	
	VALUE	QTY.	VALUE	QUANTITY	VALUE	QUANTITY	VALUE	QUANTITY	VALUE	QUANTITY
Chemicals	99.	3	32.	2			67.	1		
Cleaning Equipment & Supplies	140.	19	112.	18	28.	1				
Clothing	92.	6	24.	4	68.	2				
Culvert, tile & cement	78,775.	66	275.	22	154.	5	753.	11	77,593.	28
Electrical Supplies	4,636.	80	548.	47	782.	20	720.	9	2,586.	4
Fire & Safety Equipment	4,733.	31	132.	10	218.	6	194.	3	4,189.	12
Hand Tools	122.	16	122.	16						
Hardware	6,673.	77	1,014.	39	456.	13	641.	9	4,562.	16
Heating Equipment	1,009.	9	19.	4			68.	1	922.	4
Household Furniture & Camp Equipment	582.	16	59.	7	131.	4	188.	3	204.	2
Lumber & Bldg. Materials	42,964.	89	145.	14	217.	5	628.	9	41,974.	61
Metals	60,663.	42	286.	21	62.	2	229.	4	60,086.	15
Paints, Brushes, etc.	7,531.	127	674.	56	1,388.	38	1,764.	25	3,705.	8
Plumbing Supplies	6,672.	151	741.	82	1,206.	33	1,370.	19	3,355.	17
P.O.L. & Antifreeze	2,187.	47	384.	31	45.	1	465.	7	1,293.	8
Spare Parts	16,238.	231	1,187.	109	1,597.	46	2,718.	37	10,736.	39
Tires & Tubes	5,545.	61	143.	12	521.	16	906.	14	3,975.	19
<u>T O T A L S</u>	\$238,661.	1,071	\$ 5,897.	494	\$ 6,873.	192	\$10,711.	152	\$215,180.	233

P. F. R. A.

FUNDS EXPENDED IN THE 3 PRAIRIE PROVINCES
FOR MATERIEL AND SUPPLIES - 1968/69

The following data is a breakdown by province, commodity and approximate value expended by all segments of P.F.R.A. This DOES NOT include the purchase of equipment or rental of equipment as these were coded separately and are included in the data shown for the main responsibility centres.

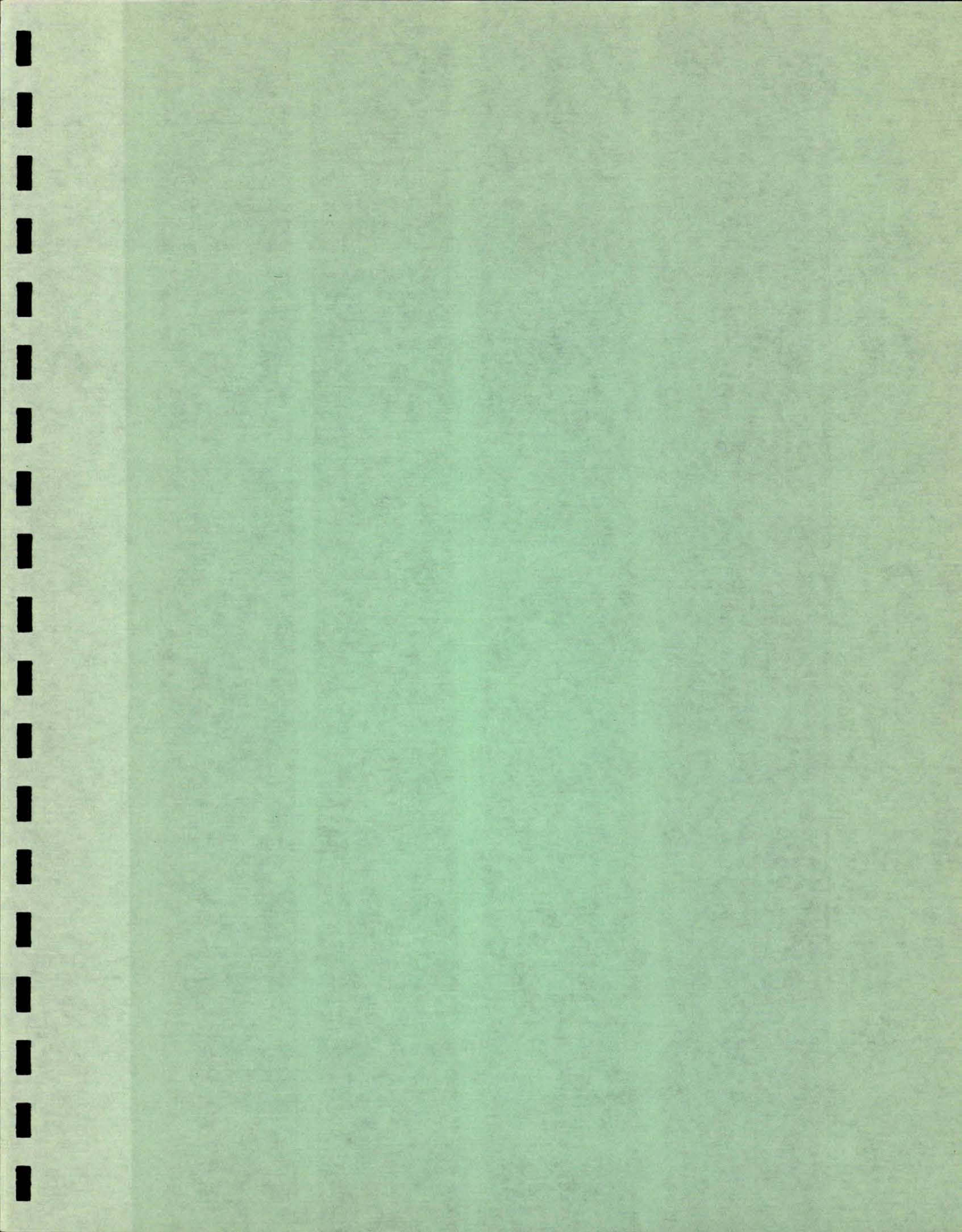
In addition, the figures shown for repairs to all equipment and vehicles are not accurate as a separate fund was set up for this although it was not used in all cases. Reference should be made to the data shown for the main responsibility centres.

<u>COMMODITY</u>	<u>MAN.</u>	<u>SASK.</u>	<u>ALTA.</u>	<u>TOTAL</u>
Whole Grains	5,308	32,941	175	38,424
Provisions	1,533	9,220	1,961	12,714
Fodder	560	49,060	212	49,832
Mill Feeds	1,350	45,463		46,813
Special Feed		1,002		1,002
Feed Minerals	7,852	20,714	146	28,712
Other Feed	331			331
Seeds (Except Grain)	54	14,963	4,514	19,531
Crude Wood	2,623	43,842	2,300	48,765
Coal		50	72	122
Fabricated Wood	12,156	76,902	31,238	120,296

<u>COMMODITY</u>	<u>MAN.</u>	<u>SASK.</u>	<u>ALTA.</u>	<u>TOTAL</u>
Paper	82	1,404	451	1,937
Textile	532	12,535	215	13,282
Alcohol	9	415	2	426
Chemicals	322	8,328	59,841	68,491
Fertilizers	321	8,999	43,700	53,020
Spraying Material	186	6,005	7,023	13,214
Paint	1,246	11,024	10,856	23,126
Compressed Gas	32	2,901	547	3,480
Gasoline & Diesel	11,752	127,764	25,497	165,013
Lubricating Oil	615	12,119	7,221	19,955
Petroleum & Propane	4,350	14,111	6,425	24,886
Iron & Steel	490	22,739	18,624	41,853
Metal Fabricated Supplies	9,192	122,826	43,411	175,429
Cement	1,265	38,956	59,961	100,182
Misc. Fabricated Material	1,505	11,673	1,071	14,249
Rubber Tires	153	17,091	3,398	20,642
Plumbing	720	3,604	800	5,124
Hand Tools	658	6,618	1,349	8,625
Wearing Apparel	7	1,502	983	2,492
Footwear	86	654	490	1,230
Soap	20	2,880	347	3,247
Vaccines for control	24			24

<u>COMMODITY</u>	<u>MAN.</u>	<u>SASK.</u>	<u>ALTA.</u>	<u>TOTAL</u>
Other Vaccines	5,351	14,889		20,240
Other Medical Supplies	1,484	3,539	747	5,770
Syringes & needles	159	572	6	737
Other Surgical Supplies	2,290	3,402	133	5,825
Printed Forms		10,451		10,451
Publications		434		434
Reprints		324		324
Books		5,111		5,111
Binding	10	3,655		3,665
Subscriptions		3,633		3,633
Other Printed Matters		611		611
Stationery	100	22,206	178	22,484
Punch Cards		980		980
Other Stationery		14,134		14,134
Repairs to Agricultural Equip.		11,845	1,268	13,113
Repairs to Scientific Equip.		2,965		2,965
Repairs to Office Equipment		4,225		4,225
Repairs to Road Motor Vehicles		21,462	13,693	35,155
Repairs to Other Equipment	86	85,779	26,980	112,845
Photo Supplies	29	14,120		14,149
Marking Stamps		169		169
Marking Ink		23		23

<u>COMMODITY</u>	<u>MAN.</u>	<u>SASK.</u>	<u>ALTA.</u>	<u>TOTAL</u>
Ear Tags	1,114	4,264		5,378
Leg Bands	13			13
Seed Seals		114		114
Misc. Products	2,209	39,554	22,270	64,033
Containers	30	533	31	594
Heating Unit		589		589
Fluorescent Tubes	339	4,139	303	4,781
Glassware	4	551	187	742
	<hr/>	<hr/>	<hr/>	<hr/>
	78,552	1,002,569	398,626	1,479,747



REGIONAL ECONOMIC EXPANSION
PURCHASE CONSOLIDATION REPORT

----- I N D E X -----

CHAPTER

- 4 - MARITIME MARSHLAND REHABILITATION ADMINISTRATION
- Observations and recommendations
- Commodity, volume and value

MARITIME MARSHLAND REHABILITATION ADMINISTRATION

OBSERVATIONS

A visit was made by Messrs. Moore, REE, and Reynolds, DSS, to several locations in the Maritimes where the majority of activity for the Maritime Marshland Rehabilitation is performed. Although the M.M.R.A. has been quite active for many years, its main areas of responsibility will become a Provincial jurisdiction, effective April 1, 1970. Much of the previous work was in controlling and diverting water to enable more productive land to be made available. The most recent large undertaking and one which is still under way, is the construction of the Avon River Dam at Windsor, N.S. This was awarded at \$1,900,000.00 to a N.S. contractor although M.M.R.A. is providing engineering advice and inspection control.

The main administrative offices of M.M.R.A. are in Moncton, N.B. although almost all of the purchasing is performed at Amherst, N.S. where the Engineering Services and some equipment repairs are performed as well as maintaining a small stock of replacement parts and repetitively used items.

The present staff of M.M.R.A. is about 50. There are some 40 vehicles throughout their locations in the Maritimes. REE Head Office in Ottawa has advised that each of the Provincial

capitals of the Maritimes will have a Field Office established with a Director for each who will report to REE in Ottawa. Three of these have already been staffed in Halifax, Charlottetown and Fredericton. Initially, much of their work will be in an advisory and administrative role in carrying out and completing present projects, however, new areas of responsibility will evolve.

Of the 1646 Purchase Orders issued by M.M.R.A. during 1968/69, there were 380 covering rental of construction equipment; the purchase of rock and fill and hauling it to dam sites. Almost all of the rental orders stated only: "Rental of Construction Equipment at approved M.M.R.A. Rates". It was common practice to issue several of these in one month to the same firm at \$10,000 each Purchase Order.

Data by commodity, volume and value are shown on Annex M.

RECOMMENDATIONS

In view of the transfer of responsibilities from Federal to Provincial jurisdiction, the effective date for transfer of purchasing responsibilities for its successor will be April 1, 1970.

Each of the Field Director's offices is to direct their requirements for purchase action to the appropriate DSS Regional Purchasing Office in accordance with the DSS Customer Manual. In addition, The Administration Office in Moncton and the Engineering Office in Amherst are to direct their purchases to the DSS Regional Purchasing Office in Saint John and Halifax, respectively.

It is recommended that each of the aforementioned offices should direct routine requests for office stationery and supplies to the No. 1 Supply Centre in Ottawa rather than through REE Head Office in Ottawa.

With allowances for the exclusions which will be delegated to the department as well as consideration of the unknown requirements after April 1st, DSS are entitled to receive one position or one man year from the department. A review of the BCR covering position No. A-1325 (CR 5) reveals this position should be considered. The incumbent, Mr. H. Jackson, has considerable experience in purchasing and has indicated his interest in remaining in this field. He is prepared to relocate and should be assigned to the Halifax Regional Purchasing Office.

MARITIME MARSHLAND REHABILITATION ADMINISTRATION

(Purchases during 1968/69 - all centres with N.S. receiving 75% volume)

	TOTAL		\$25.00 & UNDER		\$25.01 to \$50.00		\$50.01 to \$100.00		OVER \$100.00	
	VALUE	QTY.	VALUE	QUANTITY	VALUE	QUANTITY	VALUE	QUANTITY	VALUE	QUANTITY
Acetylene/oxygen	577.	33	257.	26	129.	4	191.	3		
Aircraft Charter	911.	16	21.	1	288.	8	411.	6	191.	1
Batteries, vehicle	512.	15	160.	8	133.	4	109.	2	110.	1
Clothing	327.	5	25.	2			99.	1	203.	2
Concrete, cement	4,394.	16	30.	3	39.	1			4,325.	12
Culverts & drainage tile	5,991.	15			39.	1	159.	2	5,793.	12
Drafting supplies	4,395.	52	203.	17	461.	12	732.	10	2,999.	13
Electrical Supplies	1,247.	19	97.	11	32.	1	105.	2	1,013.	5
Fertilizer	1,979.	4			35.	1			1,944.	3
Hardware	4,537.	137	809.	82	931.	27	1,197.	17	1,600.	11
Household Supplies	1,542.	43	256.	25	229.	6	532.	8	525.	4
Laundry & Wiper Service	91.	16	91.	16						
Lime, chemicals, explosives	1,468.	16	51.	3	199.	5	306.	4	912.	4
Lumber & Building supplies	14,923.	87	100.	9	426.	11	1,345.	21	13,052.	46
Machine Shop Work/Metals	9,467.	66	184.	16	891.	24	751.	10	7,641.	16
Office Stationery	1,237.	77	803.	69	101.	3	333.	5		
Paints, brushes, etc.	1,679.	23	130.	13	109.	3	147.	2	1,293.	5
Photographic Supplies	4,943.	54	295.	29	154.	4	480.	7	4,014.	14
P.O.L.	1,438.	67	661.	49	547.	15	123.	2	107.	1
Plumbing Supplies	1,222.	23	108.	13	81.	2	215.	3	818.	5
Rental of office machines	675.	15			555.	13	120.	2		
Rental of Construction Equipment	430,765.	273	93.	8	512.	13	1,020.	14	429,140.	238
Rock loading, hauling	267,021.	26			26.	1			266,995.	25
Rock, sand, gravel	9,930.	46	145.	9	193.	5	424.	6	9,168.	26
Rock weighing,blasting	12,210.	34	15.	1	133.	3	630.	8	11,432.	22
Services	1,459.	13	72.	5	63.	2	63.	1	1,261.	5
Tires & Tubes	1,925.	53	301.	17	896.	26	728.	10		
Vehicle Parts & Repairs	10,523.	273	1,612.	144	2,028.	55	3,805.	54	3,078.	20
Welding	605.	7	38.	3	29.	1			538.	3

ANNEX M

	TOTAL		\$25.00 & UNDER		\$25.01 to \$50.00		\$50.01 to \$100.00		OVER \$100.00	
	VALUE	QTY.	VALUE	QUANTITY	VALUE	QUANTITY	VALUE	QUANTITY	VALUE	QUANTITY
*Express, cartage	507.	20	141.	15	120.	3			246.	2
*Inter-departmental	1,712.	31	145.	18	139.	4	216.	3	1,212.	6
*Answering service, etc.	148.	13	108.	12	40.	1				
*Subscriptions/Library	1,013.	56	326.	48	237.	7			450.	1
<u>T O T A L S</u>	\$801,373.	1,644	\$7,277.	672	\$ 9,795.	266	\$14,241.	203	\$770,060.	503

NOTE: Commodities marked * are included in the delegated purchasing authority.

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