



Contracting Policy Notice 2005-1 – Purchasing Activity Report for CY 2004 (to be reported in 2005) (Archived)

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Date: January 20, 2005

Subject: Purchasing Activity Report for CY 2004 (to be reported in 2005)

Summary

For the calendar year 2004, departments/agencies are requested to submit their procurement data to Public Works and Government Services Canada (PWGSC) as soon as possible and no later than March 31, 2005. This will enable PWGSC to produce the 2004 procurement reports for the Treasury Board Secretariat on a timely basis.

All reporting requirements remain the same as for the calendar year 2003.

The reporting requirements for calendar year 2005 and beyond will be harmonized with the requirement to publicly disclose all procurement contracts over \$10,000. Details will be provided in due course.

Introduction

1. Each year the Government publishes, on the Internet, statistics on purchases and contracts conducted in departments and agencies. The annual Purchasing Activity Report is used to provide statistical analysis of the processes and tools through which government purchasing is conducted based on the Government's policy framework.

Reporting Entities

2. Entities that must report are the contracting authorities, as defined in the *Government Contracts Regulations* and the *Financial Administration Act* (FAA):

1. The appropriate Minister, as defined in paragraph (a), (a.1) or (b) in section 2 of the FAA, as follows:

1. with respect to a department named in Schedule I, the Minister presiding over the department,

- (a.1) with respect to a division or branch of the public service of Canada set out in column I of Schedule I.1, the Minister set out in column II of that Schedule,

2. with respect to a commission under the *Inquiries Act*, the Minister designated by order of the Governor in Council as the appropriate Minister.

2. A departmental corporation named in Schedule II to the FAA, and

3. The National Capital Commission (listed in Schedule III).

Authorization and Deadline

3. In sending procurement data to Public Works and Government Services Canada (PWGSC), the electronic transmittal document must indicate the name and position of the individual at the Director level who has reviewed and approved the data for release. Otherwise, the data will be returned to the originator. The deadline for providing the procurement data of your department/agency for calendar year 2004 to PWGSC is March 31, 2005. However, data available prior to that date should be forwarded to PWGSC immediately. This will enable PWGSC to produce the 2004 procurement reports for Treasury Board Secretariat on a timely basis.

Reporting for 2004

4. All reporting requirements remain the same as for calendar year 2003. As requested last year, please do **not** report acquisition card transactions to PWGSC. This information will be obtained from within the Treasury Board Secretariat. On standing offers, please continue to report the estimated total call-up value (for the period of the standing offer) against each standing offer established by your

department, but not standing offers established by other departments such as PWGSC. Count each standing offer agreement as one data item. Please estimate the total call-up value against each standing offer.

Reporting for 2005 and Beyond

5. The reporting requirements for calendar year 2005 and beyond will be harmonized with the requirement to publicly disclose all procurement contracts over \$10,000. Details will be provided in due course.

Reporting Process

6. Please access PWGSC's GENet web site at <http://publiservice.tpsgc-pwgsc.gc.ca/acquisitions/text/otlstls/hm-e.html>. On this web site you will find the Datacap software version 3.2.00 with instructions on how to either (a) download this data entry software to your personal computer, or (b) create your own electronic ASCII text files in the required formats. NOTE: Please ensure that the latest version (3.2.00) is installed on your personal computer to submit your 2004 data. Once these electronic files are created, using one of the two methods described above, please send these files by e-mail to ncr.gwprs@pwgsc.gc.ca. Alternatively, you can mail your electronic files on diskette to: PWGSC, 11 Laurier Street, Phase III Floor 14A2, Gatineau, Quebec K1A 0S5, attention: S. Rowe-Hanna. Once received, these data files will be transferred to the Government-Wide Procurement Reporting System to compile the annual reports for the Treasury Board Secretariat and the trade agreements.

7. One of the main purposes of this web site is to provide you with access to the current version of the Datacap software. The web site also provides access to useful, on-line documentation, such as an updated Datacap User Manual, General Procurement Reporting Guide and the ASCII text file layout requirements.

Contracting Policy Web Site

8. Online access: All TBS publications are now available online via the TBS home page on GENet. To access this site, type the following in the address section of your World Wide Web browser: <http://publiservice.tbs-sct.gc.ca/>
9. The Government Telecommunications and Informatics Services (GTIS) manages GENet. For help in accessing it, please contact your Informatics Division or your departmental library. The same publications are also available via the TBS home page on the Internet. The address is: <http://www.tbs-sct.gc.ca/>
10. You will be able to access this Contracting Policy Notice on the home page via *A-Z Index*. In this page, go to *Contracting*. Here, you will find a list of all Contracting Policy Notices and TB circulars still in effect.

Enquiries

11. Enquiries concerning this Contracting Policy Notice may be addressed to the Procurement and Project Management Policy Directorate, Management Policy and Labour Relations, Treasury Board of Canada Secretariat at (613) 957-2432, by fax at (613) 952-1381 or by e-mail at: mo.enoch@tbs-sct.gc.ca.

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Procurement and Project Management Policy Directorate

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