



Contracting Policy Notice 2006-2 – Purchasing Activity Report for CY 2005 (to be reported in 2006) (Archived)

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Annex 1 - Standing Offer or Supply Arrangement Business Volume Report(XLS
version 49.5 kb)

March 9, 2006

To: Functional Heads, Finance and Administration of all Departments and Agencies

Summary

For the calendar year 2005, departments/agencies are requested to submit their procurement data to Public Works and Government Services Canada (PWGSC) no later than April 30, 2006. This will enable PWGSC to produce the 2005 procurement reports on a timely basis.

All reporting requirements remain the same as for calendar year 2004. Although not mandatory until calendar year 2006 and beyond, departments are encouraged to provide **separate data** on call-ups issued in 2005 against standing offers by completing Annex 1.

Procurement reporting requirements are under review in light of the Treasury Board policy renewal and the Corporate Administrative Shared Services initiative.

Consequently, in the foreseeable future, the annual procurement reporting exercise will remain separate from the quarterly disclosure on departmental Internet sites of all procurement contracts over \$10,000.

Introduction

1. Each year the Government publishes, on the Internet, statistics on procurement contracts awarded by departments and agencies. The annual Purchasing Activity

Report identifies 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 calendar year 2005 procurement data of your department/agency to PWGSC is April 30, 2006. This is one month later than usual in light of the delay in sending out this contracting policy notice. However, data available prior to that date should be forwarded to PWGSC immediately. This will enable PWGSC to produce the 2005 procurement reports on a timely basis.

Reporting for 2005

4. All reporting requirements using the Datacap software of PWGSC remain the same as for calendar year 2004. Please adhere to the following:
 1. Do **not** report acquisition card transactions. This information will be obtained from sources within the Treasury Board Secretariat.
 2. For standing offers established by your department/agency, continue to report the estimated total call-up value (for the period of the standing offer).
 3. Do not include standing offers established by other departments or by PWGSC.
 4. Count each standing offer agreement as one data item.

Reporting standing offers in this manner using Datacap is required to satisfy our reporting obligation under the international trade agreements.

5. Although not mandatory for calendar year 2005, departments/agencies are encouraged to provide **separate** data on call-ups against standing offers that were issued during the reporting period. Such data will assist in determining the extent of usage of standing offers. Annex 1 has been provided for this purpose. Please send it to PWGSC along with your Datacap data. Please note that such data will be mandatory for calendar year 2006 and beyond. It is imperative that this data not be included within any of the five files created using Datacap, but rather reported separately using Annex 1, to avoid double counting of procurement activity.

Reporting in the Foreseeable Future

6. Procurement reporting requirements are currently being reviewed in light of the Treasury Board policy suite renewal exercise that is now underway and the Corporate Administrative Shared Services initiative. The objective is to more effectively integrate procurement information with that on financial and asset management.
7. Contracting Policy Notice 2005-1 of January 20, 2005 mentioned that the reporting requirements for calendar year 2005 and beyond will be harmonized

with the quarterly disclosure on departmental Internet sites of all procurement contracts over \$10,000. While combining the two reporting requirements might be an outcome of the ongoing review of procurement reporting, we are not ready for it at this time. The initiatives highlighted above will take time to develop concrete implementation strategies. Consequently, in the foreseeable future, the annual procurement reporting exercise will remain separate from the quarterly requirement to disclose all procurement contracts over \$10,000.

Reporting Process

8. 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 2005 with instructions on how to either

1. download this data entry software to your personal computer, or
2. create your own electronic ASCII text files in the required formats.

NOTE: Please ensure that the latest version (2005) is installed on your personal computer to submit your 2005 data. Once these electronic files are created 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.

Contracting Policy Web Site

3. 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/>
4. 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/>
5. 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

1. Enquiries concerning this Contracting Policy Notice may be addressed to the Investment, Project Management and Procurement Policy Division, Government Operations Sector, 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.

Original signed by

Blair James

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Date modified: