



Contracting Policy Notice 2008-01 – Purchasing Activity Report for CY 2007 (to be reported in 2008) (Archived)

Published: 2008-02-21

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Published by Treasury Board of Canada, Secretariat
90 Elgin, Ottawa, Ontario, K1A 0R5, Canada

Catalogue Number: BT12-10E-PDF
ISSN: 1491-591X

This document is available on the Government of Canada website, Canada.ca

This document is available in alternative formats upon request.

Aussi offert en français sous le titre : Avis sur la Politique des marchés 2008-01 – Rapport sur les acquisitions pour l'année 2007 (à présenter en 2008) (Archivé)

February 21, 2008

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

From: Executive Director Assets and Acquired Services Directorate

Subject: Purchasing Activity Report for CY 2007 (to be reported in 2008)

Contracting Policy Notice 2008-01

Summary

For the calendar year 2007, all reporting requirements using the Datacap software of Public Works and Government Services Canada (PWGSC) remain the same as for calendar year 2006. Departments/agencies are requested to submit their procurement data to PWGSC no later than April 30, 2008. This will enable PWGSC to produce the 2007 procurement reports on a timely basis.

As announced in Contracting Policy Notice 2007-3 of September 4, 2007 entitled "Intellectual Property arising from Procurement Contracts," the Datacap software used to report contracts will be modified for release after April 2008, to enable departments to provide accurate data on contract-generated intellectual property beginning in calendar year 2008 (to be reported in early 2009).

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 federal public administration 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 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 2007 procurement data of your department/agency to PWGSC is April 30, 2008. However, data available prior to that date should be forwarded to PWGSC immediately. This will enable PWGSC to produce the 2007 procurement reports on a timely basis.

Reporting for 2007

4. All reporting requirements remain the same as for calendar year 2006. The requirements consist of two parts. **The first part comprises entry of procurement data using the 2006 version of the Datacap software of PWGSC.** For this part, 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. For the second part of the reporting requirements, please provide separate data on call-ups issued in calendar year 2007 against standing offers and supply arrangements established by PWGSC by completing the report in Annex 1 of this policy notice entitled "Standing Offer or Supply Arrangement Business Volume Report." Such data will assist in determining the extent of usage of standing offers and supply arrangements established by PWGSC and will be helpful to commodity managers in refining their sourcing approach. Please send this data to PWGSC along with your Datacap data. **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.** To assist departments in completing the report in Annex 1, a short guide is provided in Annex 2.

Reporting in Future

6. As announced in Contracting Policy Notice 2007-3 of September 4, 2007 entitled "Intellectual Property arising from Procurement Contracts," the Datacap software used to report contracts will be modified for release after April 2008, to enable departments to provide accurate data on contract-generated intellectual property beginning in calendar year 2008 (to be reported in early 2009).

7. Reporting standing offers in the manner specified in paragraph 4 using Datacap is required to satisfy our reporting obligation under the international trade agreements. However, with the extensive use of standing offers established by PWGSC, it is becoming almost impossible for that department to estimate the extent of usage of any standing offer with any degree of accuracy. Consequently, it might be more beneficial to the Government of Canada as well as its trading partners to collect and report data on call-ups against standing offers, instead of data on standing offers in the manner specified in paragraph 4.

8. Extensive consultation is required before changing the manner of collecting and reporting data on standing offers. One of the deciding factors is the extent to which departments can accurately report data on call-ups against standing offers. Accordingly, departments are invited to provide input to my staff in this regard. The contact information is in paragraph 11 below.

Reporting Process

9. Please access PWGSC's GENet web site at:

<http://publiserice.tpsgc-pwgsc.gc.ca/acquisitions/text/otlstls/hm-e.html>. On this web site you will find the Datacap software version 2006 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 (2006) is installed on your personal computer to submit your 2006 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.

TBS publications

10. All TBS publications are available online via the TBS web site at: <http://www.tbs-sct.gc.ca/>

Enquiries

11. For further information please contact: Treasury Board Secretariat at (613) 957-2432 or by fax at (613) 957-2405.

Bob Hirst
 Executive Director
 Assets and Acquired Services Directorate

Distribution: TB06, TB07, TB21, T22, TB23, T23, T24, T161

Annex 1 - Standing Offer or Supply Arrangement Business Volume Report

(This report covers all National Master Standing Offers, Regional Master Standing Offers, Departmental Individual Standing Offers and Supply Arrangements)

GSIN (eg. N7010 or D304A)	SO or SA Number	SO/SA Title/Description	Document Type*	Supplier's Name	Reporting Period (Calendar Year)	Call Up Details By Ordering Department or Agency			
						Department/Agency**	Ordering Office Location (Province)***	Total # of Orders for the Reporting Period (Including Amendments)	Total \$ Value of Orders For the Reporting Period (incl GST/HST)

- * Document Type: Select the relevant cell and choose from the pick list options
- ** Department/Agency: Select the relevant cell and choose from the pick list options
- *** Ordering Office Location (Province): Select the relevant cell and choose from the pick list options

Acronyms:
 SA = Supply Arrangement
 SO = Standing Offer

NOTE: Please do not modify this sheet below this area

Annex 2 Guide on Standing Offer and Supply Arrangement Business Volume Report

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Preface

The overriding goal of the Performance Management Directorate (PMD) Standing Offer (SO) and Supply Arrangement (SA) Business Volume Reporting Handbook is to create a common understanding of how to report on purchases made by departments using PWGSC's Master Standing Offers and Multi-Department Supply Arrangements.

This Handbook has been developed and is maintained by the PWGSC Acquisitions Branch, Performance Management Directorate.

SO and SA Business Volume Reporting - Introduction

PWGSC has utilized the Master Standing Offer and Multi-Department Supply Arrangement Methods of Supply for many years. However, in the absence of a systematic approach to document the usage of these methods of supply by our colleague departments, commodity managers were generally left to refine their approach with very limited business information.

The most common approach utilized to obtain an indication of business volume, was to require vendors to report call-up business volumes to PWGSC. Unfortunately, for a variety of reasons, this approach did not yield high quality data.

To correct this deficiency, and corresponding with the increased emphasis on consolidation of procurement utilizing these methods of supply, Treasury Board Secretariate added Standing Offer and Supply Arrangement Business Volume Reporting to the suite of annual procurement business reports as an optional report for calendar year 2005. This report became mandatory for calendar year 2006.

The Standing Offer or Supply Arrangement Business Volume Report

Data Input Instructions

Field in Spreadsheet	Field Type	Description	Example
GSIN	Text	<p>The Goods and Services Identification Number – generally a 5 character alphanumeric code which defines the good or service at a high level.</p> <p>Where there are multiple GSINs use the one that corresponds to the majority of dollar value of the call-ups.</p>	<p>N7010 is the GSIN for computer hardware and D304A is the GSIN for IT Professional Services.</p>

Standing Offer (SO) or Supply Arrangement (SA) Numbers	Text	<p>The full PWGSC Master Standing Offer or Supply Arrangement Number. Please enter the complete number exactly as it appears in the top right corner on page 1 of the SO or SA.</p> <p>These documents use PWGSC requisition numbers therefore, the first character is generally "E".</p> <p>Please do not include SOs or SAs that were awarded by your by your department rather than by PWGSC.</p>	E60EJ-061234/001/EJX would identify a master standing offer awarded to a single vendor.
SO/SA Title/Description	Text	This text is found in the top right corner on the first page of each SO and SA.	Office Supplies
Document Type	Drop Down Menu	<p>This provides the type of document used in the procurement activity.</p> <p>The options are NMSO, RMSO, DISO and SA.</p> <p>Because Departmental Individual Standing Offers (DISO's) generally do not include the delegation of call-up authority to departments, this selection will be used significantly less often than the other 3 options. As an example it will be applicable for some software call-ups.</p>	NMSO
Suppliers Name	Text	<p>Name of the vendor awarded the SO or SA.</p> <p>Found on the bottom left of page 1 of the SO or SA.</p> <p>Please use the name of the firm which was awarded the SO or SA not the name of the reseller.</p>	ABCD Ltd.
Reporting Period (Calendar Year)	Text	The calendar year being reported on.	2007
Department/Agency	Drop Down Menu	The name of your department or agency. Can be selected from the drop down menu.	Agriculture and Agri-Food Canada
Ordering Office Location (Province)	Drop Down Menu	Specify the province from which the call-up(s) was issued.	Alberta
Total Number of Orders For The Reporting Period (Including Amendments)	Numeric Entry	<p>The total number of all call-ups included in this row of the spreadsheet.</p> <p>For reporting purposes, an amendment to a call-up should be included in the count as another document.</p>	9

Total \$ Value of Orders for the Reporting Period (including GST/HST)	Numeric Entry	<p>The total dollar value of all the call-ups included in this row of the spreadsheet. Positive and negative amendments to call-ups are to be added to or subtracted from the total as applicable.</p> <p>All call-ups, regardless of dollar value, should be included in the report.</p>	17,659
Comments	Text	This column may be used for any comments or notes that departments would like to make regarding a specific row in the report.	

Date modified: