



Contracting Policy Notice: 2012-1 – Procurement Reporting for Calendar Year 2011 (to be reported in 2012)

Published: 2012-03-08

© Her Majesty the Queen in Right of Canada,
represented by the President of the Treasury Board 2012,

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 sur les marchés 2012-01 – Rapports sur les acquisitions pour l'année civile 2011 (à présenter en 2012)

Procurement Reporting for Calendar Year 2011 (to be reported in 2012)

Contracting Policy Notice: 2012-1

File No: 7010-003 and 7010-004

Date: March 8, 2012

To: Functional Heads, Finance and Administration of all Organizations

Subject: Procurement Reporting for Calendar Year 2011 (to be reported in 2012)

Summary

For calendar year 2011 (to be reported in 2012) there are three main changes:

1. Organizations are to report on all individual standing offer call-ups

As highlighted in previous call letters, organizations are now required to report on the basis of individual call-ups against a standing offer agreement versus an estimate of the total contracting activity from a standing offer agreement.

2. Instead of reporting an aggregate total for contracts under \$25K, organizations are encouraged to fully report on each procurement contract

Organizations are encouraged to only submit one transactional file listing all contracts, regardless of dollar value, rather than the current six separate reports. Public Works and Government Services Canada ([PWGSC](#)) ([Public Works](#)

and Government Services Canada)) officials will be able to compile and prepare the annual "Standing Offer or Supply Arrangement Business Volume Report" on behalf of the reporting entity. PWGSC (Public Works and Government Services Canada) consultations have determined that organizations have the ability to make this change.

3. In addition to the existing mandatory data fields, PWGSC (Public Works and Government Services Canada) is strongly encouraging organizations to report on four additional data fields for all contracts, regardless of dollar value

As part of a broader effort to streamline and reduce multiple reporting requirements for organizations, PWGSC (Public Works and Government Services Canada) has identified four new data fields for calendar year 2011 applicable to all contracts, regardless of dollar value. To the extent possible, organizations are asked to submit this information for 2011, in advance of these data fields becoming mandatory for calendar year 2012. For a complete list of data fields, please refer to the Annex.

Introduction

Each year, organizations are asked to provide PWGSC (Public Works and Government Services Canada) with data on their contracting activities. PWGSC (Public Works and Government Services Canada) supplies the data to TBS (Treasury Board Secretariat), along with PWGSC (Public Works and Government Services Canada) data on the contracting that it undertakes on behalf of organizations.

This data is used to meet a number of the government's reporting obligations, including those required under various international and domestic trade agreements. In addition, it is used as the basis for statistics that are published by TBS (Treasury Board Secretariat) on the Internet, as the annual TBS (Treasury Board Secretariat) Purchasing Activity Report (PAR (Purchasing Activity Report)). The PAR (Purchasing Activity Report) promotes transparency in federal government

contracting, and is a key source of information of interest to a broad audience, including federal organizations, oversight bodies, Canadian citizens, media, and other governments.

Reporting Entities

The entities that must report are contracting authorities as defined in the *Government Contracts Regulations*.

Authorization and Deadline

Please note that all organizations are responsible for the accuracy and comprehensiveness of their contracting data.

When sending data to PWGSC (Public Works and Government Services Canada), the electronic transmittal document must indicate the name and position of the individual (Director General level or higher) who has reviewed, validated and approved the data for release on behalf of the organization. Otherwise, the data will be returned to the originator.

Organizations are required to submit their data to PWGSC (Public Works and Government Services Canada) **no later than May 31, 2012**. This will allow PWGSC (Public Works and Government Services Canada) to produce the various procurement reports on a timely basis.

Previous Reporting Process

In previous years, organizations were asked to produce six different reports (contracts below \$25K, contracts above \$25K, positive amendments, negative amendments, aboriginal set-asides and the standing offer/supply arrangement business volume report).

New Reporting Process for 2011

In order to reduce the reporting burden, organizations are strongly encouraged to report all contracts, regardless of dollar value, and to include four additional data fields on all contracts. Please note that the added fields will become mandatory for 2012. PWGSC (Public Works and Government Services Canada) has advised that there are particular benefits for organizations including these fields in files submitted for 2011; namely:

- Organizations will be able to submit one transactional file, rather than the various separate reports;
- PWGSC (Public Works and Government Services Canada) will also be able to compile and prepare the annual "Standing Offer or Supply Arrangement Business Volume Report" on behalf of the reporting entity; and
- Currently, PWGSC (Public Works and Government Services Canada) has resources available to assist organizations with these changes.

Please do not report acquisition card transactions. This information will be obtained from sources within the Treasury Board Secretariat.

For Standing Offers, either put in place by organizations themselves or by PWGSC (Public Works and Government Services Canada), organizations are requested to report individual call-ups rather than entire standing offer agreements (effective January 2011).

If organizations are not able to report on the additional data fields this year, they can follow the previous process of using PWGSC (Public Works and Government Services Canada)'s Datacap Software. The updated 2011 version of the Business Volume Report is located on the Datacap site.

Data Submission

Please send electronic data by e-mail to ncr.gwprs@pwgsc.gc.ca. Alternatively, you can mail your electronic files on diskette to: PWGSC (Public Works and Government Services Canada), 11 Laurier Street, Phase III Floor 14A2, Gatineau, Québec K1A 0S5, Attention: Gérard Degrève.

Enquiries

For procurement reporting enquires, including those related to the new data fields, please contact Gérard Degrève 819-956-6500.

For information on all other matters, please contact Christiaan Shanahan at the Treasury Board Secretariat at 613-941-7182.

Please note all enquiries regarding the published data will be referred to officials in the appropriate organization.

Elisa Mayhew

Executive Director

Investment, Project Management, Procurement Policy Directorate

Treasury Board of Canada Secretariat

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

Annex

Organizations are requested to provide the following data elements as part of their reports:

Existing Data Fields:

1. Department/Agency

2. Award Date

3. Agreement Type

- Y : WTO (World Trade Organization)/NAFTA (North American Free Trade Agreement)/AIT (Agreement on Internal Trade)
- Z : WTO (World Trade Organization)/NAFTA (North American Free Trade Agreement)
- X : WTO (World Trade Organization)/AIT (Agreement on Internal Trade)
- C : NAFTA (North American Free Trade Agreement)/AIT (Agreement on Internal Trade)
- W : WTO (World Trade Organization)

- N : NAFTA (North American Free Trade Agreement)
- I : AIT (Agreement on Internal Trade)
- A : ABSA (Aboriginal Business Set Aside)
- R : LCSA (Land Claims Set Aside)

4. Commodity Code - (4 digit GSIN code)

- Goods = 4 numeric
- Services = 1 alpha plus 3 numeric OR 2 alpha plus 2 numeric
- Construction= "51" plus 1 or 2 numeric)

5. Country of Origin

6. Solicitation Procedure

- ACAN (Advance Contract Award Notice)
- Open Bidding
- Traditional Competitive
- Traditional Non-Competitive

7. Limited Tendering Reason

- No response to bid solicitation
- Goods Purchased on a Commodity Market
- Purchases Made Under Exceptionally Advantageous Conditions
- Winner of an Architectural Design Contest
- Exclusive Rights
- Prototype Purchase
- Interchangeable Parts
- Extreme Urgency
- Consulting Services Regarding Matters of a Confidential Nature
- Additional Construction Services
- New Construction Services
- Prices and/or Sources Fixed by Government Regulations
- Protection of Human, Animal, or Plant Life or Health
- Government Objectives Representing Best Interests/Value
- Low Dollar-value

8. Derogation

- Shipbuilding and repair

- Urban rail and urban transportation equipment systems, components and materials
- Contracts respecting FSC 58 (communications, detection and coherent radiation equipment)
- Set-asides for small and minority businesses
- Agricultural products made in furtherance of agricultural support programs or human feeding programs
- The Depts of Transport, Communications and Fisheries & Oceans respecting FSC 70, 74, 36
- National security exemptions incl. oil purchases relating to any strategic reserve requirements
- National security exceptions include procurements made in support of safeguarding nuclear materials or technology
- Under exception circumstances exclude a procurement from the application of AIT (Agreement on Internal Trade), Chapter 5 for regional and economical development purposes

9. Canadian Value

10. Set-aside Program for Aboriginal Business (SPAB (Set-aside Program for Aboriginal Business)) Incidental Indicator

11. Intellectual Property Indicator

- A1: Crown owned - exception 6.1
- A2: Crown owned - exception 6.2
- A3: Crown owned - exception 6.3
- A41: Crown owned - exception 6.4.1
- A42: Crown owned - exception 6.4.2
- A43: Crown owned - exception 6.4.3
- A65: Crown owned - exception 6.5
- A8: Crown owned - exception 8
- B: Contractor Owned
- C: No IP Terms in Contract
- D: Organization Not Subject to IP Policy

New Data Fields:

1. Document Number (Contract, Call-up)
2. Standing Offer Number
3. Document Type (for example, 942: Standing Offer Call-up, Contract, Amendment etc.)
4. Vendor Name

Purpose of Additional Data Fields:

Should organizations be able to provide these additional data fields, PWGSC (Public Works and Government Services Canada) will be capable of compiling and preparing the annual "Standing Offer or Supply Arrangement Business Volume Report" on their behalf. Specifically:

Document Number

this will allow PWGSC (Public Works and Government Services Canada) to extract and report below \$25k transactions in detail, to satisfy the reporting requirements for the "Standing Offer and Supply Arrangement Business Volume" and increased visibility on PSAB procurements (and facilitate reporting to AANDC (Aboriginal Affairs and Northern Development Canada)).

Standing Offer Number/Document Type

this will allow PWGSC (Public Works and Government Services Canada) to isolate standing offer call-ups within the data file, and to complete the "Standing Offer and Supply Arrangement Business Volume" report on behalf of organizations.

Vendor Name

this will allow PWGSC (Public Works and Government Services Canada) and AANDC (Aboriginal Affairs and Northern Development Canada) to validate procurement activity against PSAB registered suppliers, ensuring greater accuracy in PSAB reporting.

For organizations that cannot provide all of the data fields, PWGSC (Public Works and Government Services Canada) Spend Reporting and Market Analysis Directorate will provide assistance. In the event that organizations cannot provide this additional

data after consulting with PWGSC (Public Works and Government Services Canada), the "Standing Offer or Supply Arrangement Business Volume Report" can be completed by the organization as in previous years.

Date modified:

2012-03-22