



Contracting Policy Notice 2015-2 – Procurement Reporting for Calendar Year 2014 (to be reported in 2015)

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Procurement Reporting for Calendar Year 2014 (to be reported in 2015)

Contracting Policy Notice: 2015-2

File No: 7010-003

Date: February 23, 2015

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

Subject: Procurement Reporting for Calendar Year 2014 (to be reported in 2015)

Summary

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

Reporting Entities

All contracting authorities as defined in the *Government Contracts Regulations* must report their procurement data.

Authorization and Deadline

Please note that due to the importance of reporting obligations, all organizations are responsible for the accuracy and comprehensiveness of their contracting data as this data will be publicly posted. Public procurement data promotes transparency in federal government contracting, and is a key source of information of interest to a broad audience, including federal organizations, oversight bodies, Canadians, media, and other governments.

When sending data to PWGSC, 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 **no later than May 29, 2015**.

Reporting for 2014

Organizations are to report all contracts and amendments done under their authority using the mandatory fields listed in the Annex. PWGSC Acquisitions Branch will include all contracting undertaken by them on behalf of organizations.

Do not report acquisition card transactions. This information will be obtained from sources within PWGSC.

Do not report any contract or amendment with a \$0 value.

For Standing Offers, either put in place by organizations themselves or by PWGSC, organizations are to report individual call-ups rather than entire standing offer agreements.

Data Submission

Please send electronic data by e-mail to ncr.gwprs@pwgsc.gc.ca and copy (cc:) par-rsa@tbs-sct.gc.ca.

Enquiries

For procurement data reporting enquiries, please contact Michel El-Hajj (PWGSC) at 819-956-5694.

For information on all other matters, please contact Christiaan Shanahan (TBS) at 613-941-7182.

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

Elisa Mayhew

Assistant Comptroller General

Acquired Services and Assets Sector

Treasury Board of Canada Secretariat

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

Annex

Any incomplete or inaccurate data submitted will be returned to the organization to correct.

Organizations must provide the following 16 data elements and coding listed under each required element as part of their reports.

Data Fields:

1. Department/Agency
2. Award Date
3. Agreement Type
 - Y : WTO/NAFTA/AIT

- Z: WTO/NAFTA
- X: WTO/AIT
- C : NAFTA/AIT
- W : WTO
- N : NAFTA
- I : AIT
- A : ABSA (PSAB)
- R : LCSA (CLCA)

4. Commodity Type

- G – Good
- S – Service
- C – Construction

5. 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)

6. Country of Origin (organization must use the ISO Alpha-3 code)

7. Solicitation Procedure

- AC – (ACAN)
- OB – (Open Bidding)
- TC – (Traditional Competitive)
- TN – (Traditional Non-Competitive)

8. Limited Tendering Reason

- 05 – No response to bid solicitation
- 20 – Goods Purchased on a Commodity Market
- 21 – Purchases Made Under Exceptionally Advantageous Conditions
- 22 – Winner of an Architectural Design Contest
- 71 – Exclusive Rights
- 72 – Prototype Purchase
- 74 – Interchangeable Parts
- 81 – Extreme Urgency
- 23 – Consulting Services Regarding Matters of a Confidential Nature

- 24 – Additional Construction Services
- 25 – New Construction Services
- 86 – Prices and/or Sources Fixed by Government Regulations
- 90 – Protection of Human, Animal, or Plant Life or Health
- 87 – Government Objectives Representing Best Interests/Value
- 85 – Low Dollar-value

9. Derogation

- 00 – None
- 01 – Shipbuilding and repair
- 02 – Urban rail and urban transportation equipment systems, components and materials
- 03 – Contracts respecting FSC 58 (communications, detection and coherent radiation equipment)
- 04 – Set-asides for small and minority businesses
- 05 – Agricultural products made in furtherance of agricultural support programs or human feeding programs
- 06 – The Depts of Transport, Communications and Fisheries & Oceans respecting FSC 70, 74, 36
- 07 – National security exemptions incl. oil purchases relating to any strategic reserve requirements
- 08 – National security exceptions include procurements made in support of safeguarding nuclear materials or technology
- 09 – Under exceptional circumstances exclude a procurement from the application of AIT, Chapter 5 for regional and economic development purposes

10. Contract Value in Canadian Dollars including all applicable tax

11. Procurement Strategy for Aboriginal Business Incidental Indicator

12. 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 – exemption 8 (note: must have received approval of the Treasury Board via a Treasury Board submission)
- B: Contractor Owned
- C: No IP Terms in Contract
- D: Organization Not Subject to IP Policy

13. Contract number/ call-up number

14. Standing Offer Number

15. Document Type (for example, 942: Standing Offer Call-up, Contract, Amendment etc.)

16. Vendor Name

Date modified:

2015-02-26