



Contracting Policy Notice 2017-2 – Procurement reporting for calendar year 2016 (to be reported in 2017)

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Procurement reporting for calendar year 2016 (to be reported in 2017)

Contracting Policy Notice: 2017-2

Date: March 15, 2017

To: Functional heads of Finance and Administration in all departments and agencies

Subject: Procurement reporting for calendar year 2016 (to be reported in 2017)

Summary

Each year, organizations are asked to provide data on their contracting activities to Public Services and Procurement Canada (PSPC). PSPC supplies the data to the Treasury Board of Canada Secretariat (TBS), along with PSPC and Shared Services Canada (SSC) data on the contracting that they undertake on behalf of organizations.

This data is used to meet a number of the government's reporting obligations, including its obligations 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 accountable 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 that is of interest to a broad audience, including federal organizations, oversight bodies, Canadians, media, and other governments.

When sending data to PSPC, 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 PSPC **no later than May 31, 2017**.

Reporting for 2016

Organizations are to report all contracts and amendments undertaken under their authority using the mandatory fields listed in the Appendix. PSPC Acquisitions Branch and SSC Procurement and Vendor Relations will include all contracting they have undertaken on behalf of organizations.

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

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

For standing offers, organizations are to report individual call-ups rather than entire standing offer agreements, regardless of whether the standing offers were put in place by the organizations themselves or by PSPC or SSC.

Please note that for future years, starting with calendar year 2017, organizations will be required to publish their contracting activities on the new Open Government Portal. The new process will merge the data elements of the Purchasing Activity Report (PAR) with those of the Proactive Disclosure of Contracts.

Organizations that have been disclosing data on contracts entered into since January 1st 2016 using the new publishing system are not required to submit data through the existing reporting process for calendar year 2016.

Data submission

Please send electronic data by email to ncr.gwprs@pwgsc.gc.ca and copy par-rsa@tbs-sct.gc.ca.

Enquiries

All enquiries regarding the published data will be referred to officials in the applicable organization.

For procurement data reporting enquiries, please contact Michel El-Hajj (PSPC) at 873-469-3375.

For information on all other matters, please contact Anca Radulescu (TBS) at 613-369-9371.

Kathleen Owens
Assistant Comptroller General
Acquired Services and Assets Sector
Treasury Board of Canada Secretariat

Appendix

Any incomplete or inaccurate data will be returned to the organization that submitted the data, for correction.

As part of their reports, organizations must provide information for the following 17 data elements, along with the appropriate coding.

Data fields

- Department/Agency

- Award Date
- 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)
- Commodity Type
 - G – Good
 - S – Service
 - C – Construction
- Commodity Code (4-digit GSIN code)
 - Goods = 4 numeric values
 - Services = 1 alpha plus 3 numeric values, or 2 alpha plus 2 numeric values
 - Construction = "51" plus 1 or 2 numeric values
- Country of Origin (organization must use the ISO Alpha-2 code)
- Solicitation Procedure
 - AC – (ACAN)
 - OB – (Open Bidding)
 - TC – (Traditional Competitive)
 - TN – (Traditional Non-Competitive)
- 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 or sources fixed by government regulations
- 90 – Protection of human, animal, or plant life or health
- 87 – Government objectives representing best interest/value
- 85 – Low dollar value
- 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 Departments of transport, communications, and fisheries and oceans respecting FSC 70, 74, 36
 - 09 – Under exceptional circumstances, exclude a procurement from the application of AIT, Chapter 5, for regional and economic development purposes
- Contract Value in Canadian Dollars (including all applicable taxes)
- Procurement Strategy for Aboriginal Business Incidental Indicator
- Intellectual Property (IP) Indicator
 - A1: Crown owned – exception 1
 - A2: Crown owned – exception 2
 - A3: Crown owned – exception 3
 - A41: Crown owned – exception 4.1
 - A42: Crown owned – exception 4.2

- A43: Crown owned – exception 4.3
- A5: Crown owned – exception 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
- Potential for Commercial Exploitation
- Contract Number/ Call-Up Number
- Standing Offer Number
- Document Type (for example, 942: Standing Offer Call-Up, Contract, Amendment)
- Vendor Name

Date modified:

2017-07-05