

ALTERNATIVE SERVICE DELIVERY CONTRACTS

DIRECTIVE RESPECTING RECORDS AVAILABLE TO THE PUBLIC WITHOUT A REQUEST
UNDER THE *FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT*

DIRECTIVE: 08-2016

SUBJECT: **Disclosure of Summaries of Alternative Service Delivery Contracts**

AUTHORITY: This directive is issued under section 71.1 of the *Freedom of Information and Protection of Privacy Act*.

APPLICATION: This directive applies to the Ministry of Technology, Innovation and Citizens' Services.

EFFECTIVE DATE: November 21, 2016

Minister of Finance

Directive to the Ministry of Technology, Innovation and Citizens' Services issued under section 71.1 of the *Freedom of Information and Protection of Privacy Act*

Under section 71.1 (1) of the *Freedom of Information and Protection of Privacy Act*, R.S.B.C. 1996, c. 165 (FOIPPA), I, Michael de Jong, Q.C., Minister of Finance, establish the following as a category of records that is available to the public without a request under that Act:

Summaries of Alternative Service Delivery Contracts administered by the Strategic Partnerships Office.

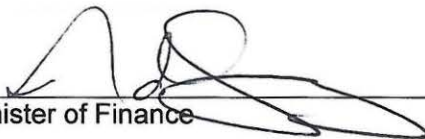
Under section 71.1 (4) and (5) of FOIPPA, the summaries must contain the following information and must be disclosed in the manner and by the timelines set out below:

- (1) A Fiscal Year-to-Date Summary Report of Alternative Service Delivery contracts must be posted to the Open Information website by August 29, 2017
- (2) Thereafter, on an annual basis, an updated Annual Summary Report of Alternative Service Delivery contracts must be posted to the Open Information website.
- (3) Annual Summary Reports must be posted to the Open Information website not later than 60 calendar days after the end of the fiscal year to which they relate.
- (4) In order to meet the timelines specified in (3), above, Strategic Partnerships Office in the Ministry of Technology, Innovation and Citizens' Services must provide the Annual Summary Reports summaries to Information Access Operations in the Corporate Information and Records Management Office not later than 30 calendar days after the end of the fiscal year to which they relate.
- (5) Subject to (6) and (7), below, the Fiscal Year-to-Date Summary Report and Annual Summary Reports must include, at a minimum, the following information about each Alternative Service Delivery contract:
 - a) Reporting period;
 - b) Start date of contract (date contracted services are set to begin);
 - c) Ministry and office, division or branch procuring the service;
 - d) Legal name of the contractor;
 - e) End date of contract;

- f) Contract value (maximum value of the contract);
 - g) Detailed description of services; and
 - h) Procurement process (using CAS labelling conventions).
- (6) The Fiscal Year-to-Date Summary Report and Annual Summary Reports must exclude any information that must be excepted from disclosure if the summaries were requested under FOIPPA.
- (7) The Fiscal Year-to-Date Summary Report and Annual Summary Reports may also exclude information that may be excepted from disclosure if the summaries were requested under FOIPPA.

This directive is effective as of November 21, 2016.

Dec. 6, 2016
Date


Minister of Finance

Appendix: Data Definitions (08-2016)

Data Element	Definition
Reporting period	Fiscal Year
Start date of contract	Date contract commences
Ministry and office, division or branch procuring the service	The name of the Ministry, and the office, division or branch as appropriate.
Legal name of the contractor	Legal name as stated in the contract
End date of contract	Date contract is scheduled to conclude
Contract value	Maximum contract value (CAD exclusive of taxes)
Detailed description of services	Title of project or a brief, 10-20 word description of the service procured.
Procurement process	Procurement process label (using CAS labelling conventions)