

CONTRACTS WITH VALUES OVER \$10,000

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

DIRECTIVE: 07-2016

SUBJECT: **Disclosure of Summaries of Contracts with Values over
\$10,000 CAD**

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

APPLICATION: This directive applies to all ministries.

EFFECTIVE DATE: November 21, 2016

Minister of Finance
Directive to all Ministries
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:

Quarterly summaries of contracts awarded under STOBs 60, 61, 63, and 80, where

- (a) the contract value is \$10,000 or more,**
- (b) an amendment modifies the initial value of a contract to an amended contract value that is \$10,000 or more, or**
- (c) an amendment valued at \$10,000 or more is made to a contract.**

excepting the following:

- **Shared Cost Arrangements entered into by the Ministry of Children and Family Development, including those with Foster Homes and Group Homes.**

For clarity, this directive does not limit the application of Directive 03-2016, or Directive 08-2016.

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 quarterly summary report of contracts awarded or amended in the first quarter of the 2017 fiscal year must be posted to the Open Information website by August 29, 2017.
- (2) Thereafter, quarterly summaries must be posted to the Open Information website not later than 60 calendar days after the end of the quarter to which they relate.
- (3) In order to meet the timelines specified in (2), ministries must provide the quarterly summaries to Information Access Operations in the Corporate Information and Records Management Office not later than 30 calendar days after the end of the quarter to which they relate.

(4) Subject to (6) and (7), below, quarterly summaries must include, at a minimum, the following information about each contract awarded or amended that quarter:

- a) Reporting period;
- b) Start date of contract (date contracted services are set to begin);
- c) Contract reference number;
- d) Ministry and office, division or branch procuring the service;
- e) Legal name of the contractor;
- f) Description of work (STOB code);
- g) End date of contract;
- h) Initial contract value;
- i) Current amendment value (where applicable);
- j) Amended contract value (where applicable);
- k) Detailed description of services; and
- l) Procurement process (using CAS labelling conventions).

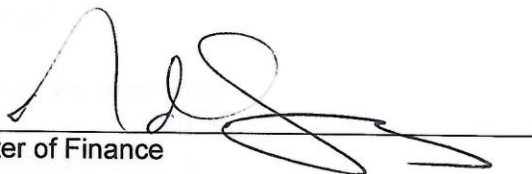
(5) Subject to (6) and (7), below, the quarterly summaries must also include information specified in (4), above, about any contract awarded or amended in the previous quarter which was not captured by a previous quarter's summary due to a reporting delay.

(6) The quarterly summaries must exclude any information that must be excepted from disclosure if the summaries were requested under FOIPPA.

(7) The quarterly summaries 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: STOB and Data Definitions (07-2016)

STOB Code	Definition
STOB 60	Professional Services: Operational & Regulatory
STOB 61	Professional Services: Advisory
STOB 63	Information Systems : Operating
STOB 80	Shared Cost Arrangements

Data Element	Definition
Reporting period	Fiscal Year and Quarter
Start date of contract	Date contract commences
Contract reference number	Contract number
Ministry and office, division or branch procuring the service	The name of the Ministry, and the office, division or branch as appropriate.
Name of the contractor	Legal name as stated in the contract
Description of work	STOB Category - 2 Digit
End date of contract	Date contract is scheduled to conclude
Initial contract value	Maximum contract value (CAD exclusive of taxes)
Current amendment	Value of the amendment to the contract value in the relevant quarter
Amended contract value	Current maximum contract value inclusive of amendments (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)
Comments (Optional, as required)	Comments provide additional information about the contract, including: <ul style="list-style-type: none"> • Additional information about goods or services provided, if required; • Whether contract information has been restated or corrected due to a factual error. • Where an amendment has been made: <ul style="list-style-type: none"> ○ Note the effective date of the amendment; ○ Note any other data fields affected by the amendment (e.g. Delivery Date).