

DIRECTLY-AWARDED CONTRACTS

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

DIRECTIVE: 03-2016

SUBJECT: **Disclosure of Summaries of Directly-Awarded 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 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:

Monthly summaries of directly-awarded contracts, excepting the following:

- **Cost sharing/transfer agreements entered into by the Ministry of Children and Family Development, including those with Foster Homes and Group Homes.**

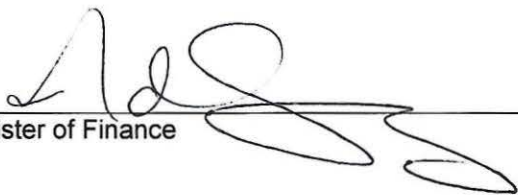
Under section 71.1 (4) and (5) of FOIPPA, the summaries must contain the following information and must be disclosed in the manner and by the timelines set out below:

- (1) Subject to (3) and (4), below, monthly summaries must include, at a minimum, the following information about each contract awarded that month:
 - a) Start date (date contracted services are set to begin);
 - b) Contract reference number;
 - c) Office, division or branch procuring the service;
 - d) Name of the contractor;
 - e) Contract value (maximum value of the contract);
 - f) Description of work;
 - g) Delivery date (end date of contract); and
 - h) Direct award criteria.
- (2) Subject to (3) and (4) below, the monthly summaries must also include information specified in (1), above, about any contract awarded in the previous month which was not captured by the previous month's summary due to a reporting delay.
- (3) The monthly summaries must exclude any information that must be excepted from disclosure if the summaries were requested under FOIPPA.
- (4) The monthly summaries may also exclude information that may be excepted from disclosure if the summaries were requested under FOIPPA.

- (5) Monthly summaries must be posted to the Open Information website not later than 60 calendar days after the end of the month to which they relate.
- (6) In order to meet the timelines specified in (5), ministries must provide the monthly summaries to Information Access Operations in the Corporate Information and Records Management Office not later than 15 calendar days after the end of the month to which they relate.

This directive amends and replaces the directive issued April 29, 2016. This directive is effective as of November 21, 2016.

Dec. 6, 2016
Date


Minister of Finance