

TREASURY BOARD DIRECTIVE

TO ALL: MINISTERS
DEPUTY MINISTERS
ASSOCIATE DEPUTY MINISTERS
ASSISTANT DEPUTY MINISTERS, CORPORATE SERVICES
CHIEF FINANCIAL OFFICERS

DIRECTIVE: 4/11

SUBJECT: Vendor reference check review policy

AUTHORITY: This directive is issued pursuant to Sections 4 and 27 of the *Financial Administration Act*.

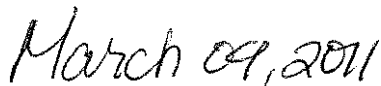
APPLICATION: This directive applies to all ministries, offices and appropriations as defined in the *Financial Administration Act*

POLICY: See Appendix A

EFFECTIVE DATE: March 9, 2011



Honourable Colin Hansen
Chair, Treasury Board



Date

POLICY

1. For a procurement of services under a contract with an estimated value of \$10 million or greater, ministries must include a pre-qualification process with an internal performance reference check component. The internal performance reference check must review a vendor's performance on all contracts with a value of \$1 million or greater that the vendor currently has or has had with the Province in the three years prior to the closing date of the pre-qualification process.
2. It is the responsibility of the Executive Financial Officer (EFO) (or delegate) for each ministry to:
 - (a) oversee the performance management process for the ministry, for all contracts with a value of \$1 million or greater,
 - (b) oversee the design and use of a standardized internal performance reference check template to be used in ministry pre-qualification processes and a post-contract evaluation template to be used to provide a record of performance by ministry contractors as part of the ministry performance management process, and
 - (c) ensure sufficient document retention to support internal performance reference checks by other ministries engaged in pre-qualification processes.
3. The Qualifications Review Committee that assesses vendors under the pre-qualification process may disqualify a vendor from proceeding to the next stage in the procurement process for failing the internal performance reference check; vendors disqualified for failing the internal performance reference check may request in writing to the Qualifications Review Committee a review by the Office of the Comptroller General of their disqualification.