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

[Signature]

Honourable Colin Hansen  
Chair, Treasury Board

[Signature]  
March 07, 2011  
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.