



CONTRACT APPROVAL

ROUTE THIS FORM TO THE PERSON WITH AUTHORITY TO RECOMMEND OR TO APPROVE THE CONTRACT UNDER EXISTING POLICY.

CONTRACT NUMBER	CATEGORY CODE	CONTRACT MANAGER	TELEPHONE
ORIGINATING OFFICE			
NAME OF PAYEE/CONTRACTOR		CONTACT NAME	AREA CODE/TELEPHONE
CONTRACTOR'S BILLING ADDRESS		CITY/TOWN	POSTAL CODE

CONTRACT SELECTION PROCESS Confirm services not available through a Corporate Supply Arrangement (CSA)

<input type="checkbox"/> SELECTED FROM PRE-QUALIFICATIONS LIST: RFQ #: _____ RSA #: _____
<input type="checkbox"/> REQUEST FOR PROPOSAL: RFP #: _____ Confirm posted to BC Bid (required if contract value is \$75,000 or over) <input type="checkbox"/>
<input type="checkbox"/> INVITATION TO QUOTE: ITQ #: _____ Confirm posted to BC Bid (required if contract value is \$75,000 or over) <input type="checkbox"/>
<input type="checkbox"/> AT LEAST THREE (3) WRITTEN/VERBAL QUOTES OBTAINED (applies to contracts valued at less than \$75,000)
<input type="checkbox"/> DIRECT AWARD <input type="checkbox"/> UNDER \$25,000 <input type="checkbox"/> OVER \$25,000 - Confirm DM Pre-Approval completed <input type="checkbox"/> - Notice of Intent Posted - NOI # _____ <input type="checkbox"/> (Under \$50,000 Notice of Intent suggested; Over \$50,000 Notice of Intent required)

DIRECTLY AWARDED WITHOUT COMPETITIVE PROCESS WHERE ONE OF THE FOLLOWING EXCEPTIONAL CONDITIONS APPLIES AS DESCRIBED IN CORE POLICY MANUAL, CHAPTER 6.3.2. CHECK APPROPRIATE BOX AND PROVIDE AN EXPLANATION:

<input type="checkbox"/> PUBLIC SECTOR ORGANIZATION	<input type="checkbox"/> SOLE SOURCE	<input type="checkbox"/> UNFORESEEABLE EMERGENCY	<input type="checkbox"/> CONFIDENTIALITY	<input type="checkbox"/> SECURITY ISSUE
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EXPLANATION:

<input type="checkbox"/> MODIFICATION JUSTIFICATION
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TERMS OF CONTRACT/CONTRIBUTION **NEW** **MODIFICATION #:** _____

ORIGINAL CONTRACT START DATE	ORIGINAL CONTRACT END DATE	ORIGINAL CONTRACT AGGREGATE
DESCRIPTION OF SERVICES		
EXISTING CONTRACT END DATE (IF PREVIOUSLY MODIFIED, ENTER DETAILS OF LAST MOD.)	EXISTING CONTRACT AMOUNT (+/-)	EXISTING CONTRACT AGGREGATE
NEWLY MODIFIED END DATE	NEW MODIFICATION AMOUNT (+/-)	NEWLY MODIFIED AGGREGATE
DESCRIPTION OF CHANGE TO CONTRACT		

FISCAL BREAKDOWN

CURRENT CONTRACT AGGREGATE	=	FUTURE FISCAL(S) AMOUNT	+	PREVIOUS FISCAL(S) AMOUNT	+	TOTAL CURRENT FISCAL AMOUNT	\$0.00
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TOTAL CURRENT FISCAL AMOUNT EQUALS THE CURRENT FISCAL AMOUNT FROM LINES 1, 2 AND 3

LINE 1: FEES	RESP	SR LINE	STOB	FISCAL AMOUNT
	PROJ	REQUISITION NO.		+
LINE 2: EXPENSES	RESP	SR LINE	STOB	FISCAL AMOUNT
	PROJ	REQUISITION NO.		+
LINE 3	RESP	SR LINE	STOB	FISCAL AMOUNT
	PROJ	REQUISITION NO.		+

SEE FOLLOWING PAGE FOR LIST OF PGO PROCUREMENT PROCESS CODES, AIT EXCLUSION CODES AND PO CLASS AND DESCRIPTION. PLEASE ENSURE PC AND AIT CODES WILL REMAIN THE SAME AFTER ANY MODIFICATIONS.

PGO PROCUREMENT PROCESS CODE #	
PGO AIT EXCLUSION CODE #	PGO PO CLASS/DESCRIPTION

EXPENSE AUTHORITY

I HEREBY CERTIFY THAT THIS REQUEST MEETS ALL APPLICABLE MINISTRY AND GOVERNMENT POLICIES.		
EXPENSE AUTHORITY NAME	SIGNATURE	DATE SIGNED
OCG SUPPLIER AND SITE NUMBER	CONTRACT ADMINISTRATOR NAME	



CONTRACT APPROVAL

The following schedules are schedules to this Agreement, if checked

- | | |
|--|---|
| <input type="checkbox"/> Schedule C - Approved Subcontractor(s) | <input type="checkbox"/> Schedule E - Privacy Protection |
| <input type="checkbox"/> Schedule G - Security | <input type="checkbox"/> Schedule D - Insurance |
| <input type="checkbox"/> MIP | <input type="checkbox"/> Schedule F - Additional Terms |

Frequently Used Procurement Process Code Descriptions (PGO - Procurement Process)

- | | |
|--|---|
| 100 – Open competitive process | 208 – Direct Award – Shared Cost Arrangement (Financial Assistance) |
| 200 – Direct Award – Public sector organization | 209 – Direct Award – Shared Cost Arrangement |
| 201 – Direct Award – Sole source | 300 – Competitive process among selected vendors (Construction and Services under \$75,000) |
| 202 – Direct Award – Emergency | 400 – Selected vendor from pre-qualification list |
| 203 – Direct Award – Security, order etc. | 401 – Competition among vendors on a pre-qualification list |
| 204 – Direct Award – Confidentiality | 500 – Purchase from a Corporate Supply Arrangement |
| 205 – Direct Award – Notice of Intent (No substantiated objections) | 600 – Other purchase process |
| 206 – Direct Award – Permitted under another corporate policy or legislation | 601 – Continuing Service Agreements |
| 207 – Direct Award – Services and Construction Under \$25,000 | 602 – Other - Grants and Entitlements |

Frequently Used PGO AIT Exclusion List Code Descriptions

- | | |
|---|---|
| 100 – Purchase subject to Agreement on Internal Trade (AIT) | 600 – Excluded – Product compatibility/exclusive rights |
| 200 – Purchase below applicable AIT threshold | 700 – Excluded – Procurement of prototype |
| 300 – Purchase of an exempted commodity/service | 800 – Excluded – Regional/Economic development |
| 400 – Excluded – Emergency | 900 – Excluded – RISP program (MOT) |
| 500 – Excluded – Security, order, etc. | |

In most instances AIT codes 100, 200 and 300 will be used, as follows:

- If the contract value is \$75,000 or more, purchase is subject to AIT/TILMA - use code 100.
- If the contract value is under \$75,000, purchase is below applicable AIT/TILMA threshold - use code 200.
- Regardless of the contract value, if the contract provides social services such as Employment Programs and Third Party Administration to third parties (ministry clients), the services are exempt from AIT/TILMA coverage - use code 300.

Frequently Used PGO PO Class/Descriptions

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|--|--|
| A Transfers Under Agreement | LPO Library Purchase Order |
| BE Business Expense Approval | O Other Commitment Document |
| C Contracts and Letters of Agreement | PC Purchase Card |
| CA Continuing Agreement | POSO Purchase Order on a Standing Offer |
| CSA Corporate Supply Arrangement | PU Purchase Order (Purchasing Services Branch) |
| E Entitlements | QP Queen's Printer Requisition |
| EPO Emergency Purchase Order | R Requisition (Purchasing Services Branch) |
| F Forecast – Creates a soft commitment | SO Standing Offer (Ministry) |
| G Transfers – Grants | |

Use "C" when services are provided directly to government.

Use "A" when the services are provided to a third party (Ministry clients) rather than directly to government (Employment Programs, Third Party Administration).