



Treasury Board of Canada  
Secrétariat

Secrétariat du Conseil du Trésor  
du Canada

Canada

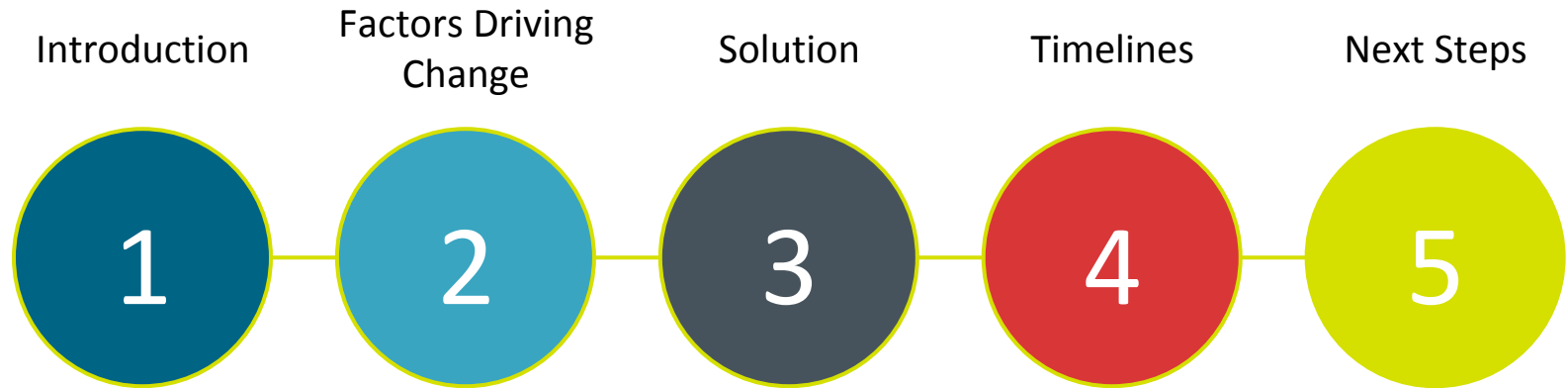
# Disclosure of Contracts on Open.Canada.ca

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Treasury Board Secretariat

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# Agenda



# Introduction

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As of the end of April 30, 2017, the Government of Canada has publicly disclosed contracts and positive and negative amendments onto [Open.Canada.ca](http://Open.Canada.ca).

The public now has access to procurement data that is:

- Centralized
- Standardized
- Machine-readable
- In an open data format
- Under an Open Government Licence
- And includes more information than ever before.

# Factors Driving Change

## Open Government Initiative

In 2011, the Government of Canada committed to an Open Government initiative and launched [data.gc.ca](http://data.gc.ca).

## Canada's second Action Plan on Open Government

- Release data on all contracts over \$10,000 via a centralized, machine-readable database available to the public.
- Increase the level of detail disclosed on government contracts over \$10,000.

## Treasury Board *Directive on Open Government*

Maximizing the release of open data/open information via websites and services designated by the Treasury Board Secretariat.

## Web Renewal Initiative

Departmental websites to be consolidated under the [Canada.ca](http://Canada.ca) domain.

## President of the Treasury Board of Canada Mandate Letter

Accelerate and expand open data initiatives and make government data available digitally, so that Canadians can easily access and use it.

# The Solution... in a Nutshell

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Updating the *Guidelines on the Proactive Disclosure of Contracts* to:

- Require the public disclosure of contracting data onto Open.Canada.ca in a machine-readable, open data format
- Require the public disclosure of contracting data previously captured in the Purchasing Activity Report; and
- Updating and standardizing the gathering and public disclosure of contracting data.

## OLD REPORTING PROCESS

### 1 Proactive Disclosure of Contracts

WHAT	HOW
Contracts and amendments over \$10K	Departments publish data on their own website
WHEN	
Quarterly	

### 2 Purchasing Activity Report

WHAT	HOW
All contracts and amendments	Departments send data to PSPC. TBS publishes data.
WHEN	
Annually	

## NEW REPORTING PROCESS

### 1 Quarterly Report

WHAT	HOW
Contracts and amendments over \$10K	Departments upload <b>Quarterly Template</b> on <b>Open Government Portal</b>
WHEN	
Quarterly	

### 2 Annual Report (Aggregate)

WHAT	HOW
Contracts and amendments \$10K and under	Departments upload <b>Annual Template</b> on <b>Open Government Portal</b>
WHEN	
Annually	

### 3 Annual Report (Details)

WHAT	HOW
Contracts and amendments \$10K and under	Departments send details on contracts \$10K and under using the <b>Quarterly Template</b> to <b>PSPC by e-mail</b>
WHEN	
Annually	

January 1, 2017



# Data Submission

## Report

## Template

## Timelines

1

**Quarterly Report**

**Quarterly Template**

- Due within one month after the end of each quarter

2

**Annual Aggregate Report**

**Annual Template**

- Due by April 30<sup>th</sup> of the following calendar year

3


**Annual Detailed Report**

**Quarterly Template**

- Due by April 30<sup>th</sup> of the following calendar year

# Downloading Templates from the Open Data Registry

[←](#) [→](#) [↻](#) [🏠](#)

 Government of Canada / Gouvernement du Canada

Canada

Open Government Registry

[Open.Canada.ca](#) [Search](#) [Organizations](#) [FAQ](#) [Log in](#)

[Home](#) → [Login](#)

## Login

### Welcome to the Open Government Registry

Use the Registry to publish government resources on the Open Government Portal.  
For more information on using the Registry or to report errors, contact [open-ouvert@tbs-sct.gc.ca](mailto:open-ouvert@tbs-sct.gc.ca).

**Username**

**Password**

☐ Keep me logged in

NOTE: Username and password are case sensitive.

#### Need an Account?

Then sign right up, it only takes a minute.

#### Forgotten your password?

No problem, use our password recovery form to reset it.

#### About Open Government Registry

[Terms and Conditions](#)

[Accessibility](#)

#### News

[FAQ](#)

[Privacy](#)



# Quarterly Contracts Template

Quarterly Contracts Template (over \$10K and less than \$10K)\_2016-01-29 [Compatibility Mode] - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View

A2 fx Reference Number / Numéro de référence

	A	B	C	
1			aandc-aadnc	
2	Reference Number / Numéro de référence	Vendor Name / Nom du fournisseur	Contract Date / Date du contrat	Ec
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Quarterly Contracts Template Nil Quarterly Template

Ready 250%

# Annual Contracts Template

## Annual Contracts Template

1	A	B	C	
2	99999		tbs-sct	Treasury
3	Number of Goods Contracts entered into or amended from -\$10K to \$10K	Goods Contracts \$10K and under - Original Value (\$ 000)	Goods Contracts Amendments from -\$10K to \$10K - Net Amendment Value (\$ 000)	Goods C
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# Contracts Awarded on Behalf of Client Departments

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PSPC and SSC will assist client organizations by providing any information they have on such contracts through the [Procurement Policy Division's Contracting Data for Proactive Disclosure GCpedia site](#) within five business days after the end of the quarter.

# Search Government Contracts

http://open.canada.ca/en/search/contracts

**Government of Canada**  
**Gouvernement du Canada**

Search Canada.ca

Jobs ▾Immigration ▾Travel ▾Business ▾Benefits ▾Health ▾Taxes ▾More services ▾

Home → [Open Government](#) → [Open Information](#) → [Proactive Disclosure](#) → Search Government Contracts

**Transitional Period**

Federal departments are moving their web content to [Canada.ca](#). As a part of that process, proactive disclosure reports will become available through the [Open Government portal](#). During this transition, if a proactive disclosure report from a specific department is not yet available on the Open Government portal please refer to [Proactive disclosure by department or agency](#) where a copy can be found. For any questions on this issue, please contact us at [open-ouvert@tbs-sct.gc.ca](mailto:open-ouvert@tbs-sct.gc.ca).

## Search Government Contracts

A policy on the mandatory publication of contracts over \$10,000 was announced by the Government of Canada in 2004 and updated in 2008 to include disclosure of contract amendments valued over \$10,000. For further information on the disclosure of contracts please see the [Guidelines on the Proactive Disclosure of Contracts](#).

Information on contracts issued/amended by or on behalf of federal institutions can be searched here using keyword, institution, quarter, and year. Effective November 2014, contracts awarded by the federal government in will be available for review and updated every three months.

The Treasury Board [Contracting Policy](#) outlines the rules and principles governing government contracting. The objective is to procure contracting of goods and services in a manner that enhances access, competition and fairness and results in best value to Canada. For further information on federal government procurement, please visit [Buyandsell.gc.ca](#).

This site adheres to [Access to Information Act](#) and [Privacy Act](#) requirements.

Search

### Search Results

Displaying 1 - 10 of 75604

Description of Work: POSTAGE AND PARCEL POST

**Organization**

- ☐ Administrative Tribunals Support Service of Canada 23
- ☐ Atlantic Canada Opportunities Agency 9
- ☐ Canada Border Services Agency 724
- ☐ Canada Revenue Agency 27992
- ☐ Canadian Environmental Assessment Agency 12
- ☐ Canadian Human Rights Commission 24
- ☐ Canadian Institutes of Health Research 120
- ☐ Canadian Transportation Agency 50
- ☐ Civilian Review and Complaints Commission for the RCMP 17
- ☐ Correctional Service of Canada 11161

[Show more](#)  
[View all Departments](#)

**Year**

- ☐ 2002 15
- ☐ 2003 19

# Search Government Contracts (continued)

The screenshot displays the Open Canada website interface. At the top, there is a navigation bar with the Canadian flag, the text "Government of Canada" and "Gouvernement du Canada", and a search bar labeled "Search Canada.ca". Below this is a horizontal menu with various service categories: Jobs, Immigration, Travel, Business, Benefits, Health, Taxes, and More services. The main content area shows a breadcrumb trail: Home → Open Government → Open Information → Proactive Disclosure → Search Government Contract. Below the breadcrumb, the reference number "Reference #dccb36a5a93700b1a0ab9bf6653ef850" is displayed. The section is titled "Government Contract:" and lists the following details:

- Reference Number:** C-2016-2017-Q3-00009
- Procurement Identification Number:** 4001035
- Vendor Name:** PITNEY BOWES OF CANADA LTD
- Contract Date:** 2016-12-30
- Economic Object Code:** 212
- Description of Work:** POSTAGE AND PARCEL POST
- Contract Period End Date or Delivery Date:** 2017-12-29
- Total Contract Value:** \$10,440.31
- Original Contract Value:** \$10,440.31
- Comments:** This contract was competitively sourced.
- Additional Comments:** Purchase of postage meters
- Commodity Type:** Good
- Commodity Code:** N7490T
- Country of Origin:** Canada
- Solicitation Procedure:** Traditional Competitive
- Limited Tendering Reason:** None
- Derogation:** None
- Procurement Strategy for Aboriginal Business Incidental Indicator:** N
- Intellectual Property Indicator:** No IP Terms in Contract

# Quarterly Contracts Template Data Elements

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Data elements in the Quarterly Contracts Template can be categorized into three groups:

Unchanged Data  
Elements

No changes required in financial systems.

New Data Elements

Data elements that need to be created in financial systems.

Modified Data  
Elements

Data elements that exist in financial systems and require modification of input options or formatting.

# Unchanged Data Elements (Quarterly Contracts Template)

## No changes in financial systems are required for the following data elements

Procurement ID Number	Additional Comments English & French
Vendor Name	Commodity Type
Contract Date	Solicitation Procedure
Economic Object Code	Limited Tendering Reason
Description of Work English & French	Procurement Strategy for Aboriginal Business Incidental Indicator
Contract Period Start Date	Intellectual Property Indicator
Contract Period End Date or Delivery Date	Potential for Commercial Exploitation
Total Contract Value	Standing Offer or Supply Arrangement Number
Comments English & French	

# New Data Elements (Quarterly Contracts Template)

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New data elements that need to be created in financial systems:

Call-up or Contract Against a Standing Offer or Supply  
Arrangement Agreement

Reporting Period

Reference Number



# Modified Data Elements (Quarterly Contracts Template)

Data elements that exist in financial systems and require modification of input options or formatting:



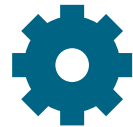
Agreement Type



Instrument Type



Commodity Code



Original Contract Value



Country of Origin



Contract Amendment  
Value



Former Public Servant in  
Receipt of a Public  
Service Superannuation  
Act pension



Derogation

# Annual Contracts Template

Contracts Entered into or Amended from -\$10K to \$10K (including Net Amendments)				
Contract Type	Number	Original Value (\$ 000)	Net Amendment Value (\$ 000)	Total Contract Value (\$ 000)
Goods				
Services				
Construction				
Total				

# Annual Contracts Template Data Elements

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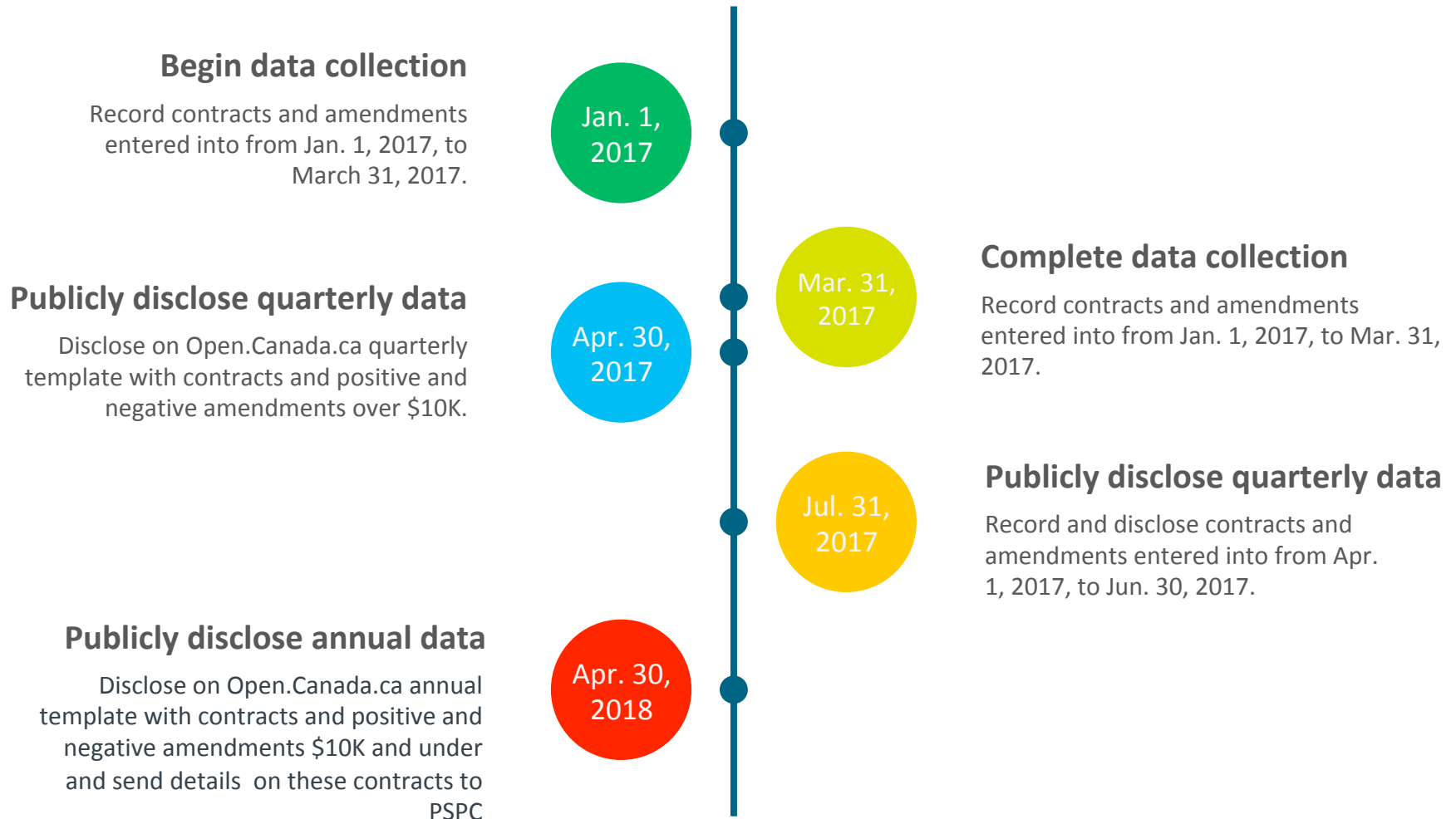
- The number of contracts should only include contracts entered into or amended up to \$10K.
- The dollar value for contract entry should only include those entered into up to \$10K and the dollar value of amendments should only include positive and negative amendments up to \$10K.

# Annual Contracts Template Data Elements

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- The Annual Contracts Template also requires information on:
  - The Number of Acquisition Card Transactions
  - The Total Value of all Acquisition Card Transactions (\$ 000)
- Note: Unlike the previous data elements, the number and total value should include all acquisition card transactions for all dollar values. The \$10K threshold does not apply for acquisition card transactions.
- The remaining data element is for 'Calendar Year Reporting Period' and must be populated with the following format: YYYY

# Timelines



# Next Steps

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- Apply lessons learned from the implementation of this reporting initiative towards the future development and implementation of the reporting process, such as improving the gathering of procurement data related to comprehensive land claim agreements.
- Apply lessons learned towards the development and implementation of new financial and e-procurement systems.

# Links



[Guidelines on the Proactive Disclosure of Contracts](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=14676)

<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=14676>



[Search Government Contracts site](http://open.canada.ca/search/contracts)

<http://open.canada.ca/search/contracts>



[Proactive Disclosure – Contracts over \\$10,000 \(dataset\) site](http://open.canada.ca/data/en/dataset/d8f85d91-7dec-4fd1-8055-483b77225d8b)

<http://open.canada.ca/data/en/dataset/d8f85d91-7dec-4fd1-8055-483b77225d8b>



[Procurement Policy Division, TBS – Open Data GCpedia site](http://www.gcpcdia.gc.ca/wiki/Procurement_Policy_Division,_Treasury_Board_of_Canada_Secretariat/Open_Data)

[http://www.gcpcdia.gc.ca/wiki/Procurement\\_Policy\\_Division,\\_Treasury\\_Board\\_of\\_Canada\\_Secretariat/  
Open\\_Data](http://www.gcpcdia.gc.ca/wiki/Procurement_Policy_Division,_Treasury_Board_of_Canada_Secretariat/Open_Data)



[Procurement Policy Division, TBS – Contracting Data GCpedia site](http://www.gcpcdia.gc.ca/wiki/Procurement_Policy_Division,_Treasury_Board_of_Canada_Secretariat/Contracting_Data)

[http://www.gcpcdia.gc.ca/wiki/Procurement\\_Policy\\_Division,\\_Treasury\\_Board\\_of\\_Canada\\_Secretariat/Contracting\\_Data](http://www.gcpcdia.gc.ca/wiki/Procurement_Policy_Division,_Treasury_Board_of_Canada_Secretariat/Contracting_Data)



[Proactive Disclosure on Open.Canada.ca GCpedia site](http://www.gcpcdia.gc.ca/wiki/Proactive_Disclosure_on_Open.Canada.ca)

[http://www.gcpcdia.gc.ca/wiki/Proactive\\_Disclosure\\_on\\_Open.Canada.ca](http://www.gcpcdia.gc.ca/wiki/Proactive_Disclosure_on_Open.Canada.ca)

# Contact



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