



Treasury Board of Canada
Secrétariat

Secrétariat du Conseil du Trésor
du Canada

Canada

TB Submissions and You

Annual National Workshop

Canadian Institute for Procurement and Materiel Management

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Purpose and Overview of the Presentation

Purpose: to provide departments with tips and tricks on drafting TB submissions and improve collaboration between departments and the Treasury Board Secretariat

- 1 What is a TB submission?
- 2 What is GOS Looking For in a Submission
- 3 What is OCG Looking For in a Submission
- 4 Policy Suite Reset – Phase 1
- 5 Interactive Discussion on TB Submissions

What is a TB submission?



An official document seeking specific authorities or approvals from the Treasury Board to help implement a new program or a project in the Government of Canada. Submissions are brought forward by a minister to undertake an initiative that his or her organization would not otherwise be able to undertake or that is outside its delegated authorities.

Most common contracting approvals sought:



Approval to enter into or amend a contract or contractual arrangement (the most common type)



Exemption from a policy requirement (ex: advance contract approval)



Exceptional contracting limit



Investment plans and project management submissions

What is GOS Looking For in a Submission

A clear and complete storyline



- Approvals required from Treasury Board
- Contract period or duration, value and requirements
- Procurement strategy and history
- Cost-benefit analysis
- Basis of payment and other terms and conditions
- Expected results and outcomes of the procurement
- Governance and how the procurement is managed
- Procurement risks and risk-management strategies

What is OCG Looking For in a Submission

It's all about the basics!

- Deliverables of the contract
- Duration and total value of the contract
- Justification for non-competitive
- Summary of the procurement process
- Basis of payment
- Application of trade agreements and Comprehensive Land Claim Agreements
- Socio-economic benefits



Plain Language



Policy Suite Reset – Phase 1

Contracting Policy Amendments



Increased all basic contracting limits for inflation (25%)



Streamlined basic limits table; remove traditional and amendment amounts; simplified language



Updated some exceptional limits



Added a requirement for departments to consider accessibility when setting procurement requirements and strategies, and provide justification on file if it is not feasible to do so



Changed approval requirements of contracts with former public servants in receipt of a pension

**Approved by Treasury
Board in April 2019**

Information



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For further information on the Policy Suite Reset: ppd-psr@tbs-sct.gc.ca



[Government Contracts Regulations](#)
Treasury Board [Contracting Policy](#)
Procurement Policy Division [GCpedia page](#)



[Writing a Treasury Board Submission](#)
[Commonly Sought Authorities](#)

Thank you

**Time for an interactive discussion
on TB submissions!**

Annex A: Policy Suite Reset – Phase 1



New Increased TB Basic Contracting Limits (as of April 2019)

Commodities	CDN (K = thousand, M = million)	
	Competitive	Non-competitive
Schedule 1 – Construction		
Public Services and Procurement Canada	75 M	1.25 M
All other Departments and Agencies	750 K	100 K
Schedule 2 – Goods		
Public Services and Procurement Canada	75 M	3.75 M
Shared Services Canada	60 M	3 M
Department of National Defence	7.5 M	375 K
All other Departments and Agencies	750 K	100 K
Schedule 3 – Services		
Public Services and Procurement Canada	37.5 M	5.75 M
Shared Services Canada	30 M	4.5 M
Department of National Defence	7.5 M	375 K
Department of Transport	7.5 M	250 K
Department of Fisheries and Oceans	7.5 M	200 K
All other Departments and Agencies	3.75 M	200 K