

**DETAILED EXPLANATION OF INFORMATION  
FOR STANDARD CONTRACT LISTS**

- (i) Account Number:  
Department number to which the contract payment is charged (minor level).
- (ii) Code:  
See definitions in Section 13.01 – Introduction
- | <u>Code</u> |   |  |
|-------------|---|--|
| 1           | - | Consultant Contracts, Professional Services Contracts, Fee for Service Contracts |
| 2           | - | Service Contracts  |
| 3           | - | Variable Price Contracts   |
| 4           | - | Standing Offer Contracts   |
| 5           | - | Conditional Grants, Contribution Grants, Operating Grants                        |
| 6           | - | Forgivable Performance Loans   |
| 7           | - | Federal/Provincial Agreements  |
| 8           | - | Employment Contracts   |
- (iii) Contractor:  
The individual or corporation that is contracting with the Government.
- (iv) Owners:  
Name(s) of Owners (if a closely-held corporation only).  
Not Applicable for Employment Contracts
- (v) From:  
Effective/beginning date of contract.
- (vi) To:  
Expiry date of contract.
- (vii) Total Value:
- (a) the entire contract value for the complete term of the contract;
  - (b) the estimated maximum cost of all fees, allowances, remuneration and reimbursable expenses associated with a contract and/or an assignment, including travel and other expenses;
  - (c) the actual or estimated maximum cost of all additional contracts issued to the same individual, group or organization for similar purposes within 12 months of the signing of the original contract;
  - (d) In cases where more than one ministry or department is involved, the sum of all provincial payments included in the contract. “Contract Splitting” by one or more departments to avoid the approval process is not consistent with this policy;

- (e) the total gross expenditure of department(s) on the contract and not the net cost after offsetting revenues from a third party; and
- (f) retainer fees specific to a project or proposal, are to be included as part of the total contract price.
- (viii) Contract on File:  
If a signed contract is on file YES (Y)  
If not NO (N)
- (ix) Tender:  
If by open competitive bidding process (e.g., tender/RFP) P  
If by limited competitive bidding process (e.g., quotes) Q  
If by selection without competition (e.g. sole source) S  
Not applicable for Employment Contracts
- See explanation in Section 13.04(4) - "Selection Methods" of the Manual.
- (x) Approved:  
Approved by Executive Council (e.g., EC2024-100)  
Approved by Treasury Board (e.g., TB#90/24)  
Approved by Department (Minister, Deputy Head or authorized employee)
- (xi) Purpose/Explanation:  
Brief note on purpose/explanation.

PROFESSIONAL SERVICES/EMPLOYMENT CONTRACT LIST

DEPARTMENT NAME: \_\_\_\_\_

**NOTE:**

**This document is NOT an INPUTTABLE form. The purpose is to identify the fields and information to be contained in each field. The contract list is best compiled using a spreadsheet format.**

Account Number	Code	Contractor	Term of Contract		Total \$ Value	On File	Tender	Approved	Purpose/ Explanation
			From	To					
<u>Example:</u> 251-3010	1	Jane Smith & Sons Inc.	1 Apr/24	31 Mar/25	50,000	Y	Q	TB#333/24	Brief Note

**NOTE:**

Codes (CO) are as follows:

- 1 - Consultant Contracts, Professional Services Contracts, Fee for Service Contracts
- 2 - Service Contracts
- 3 - Variable Price Contracts
- 4 - Standing Offer Contracts
- 5 - Conditional Grants, Contribution Grants, Operating Grants
- 6 - Forgivable Performance Loans
- 7 - Federal/Provincial Agreements
- 8 - Employment Contracts

T (Tender):

- P = by Public Invitation
- Q = by Invitation to Qualified Bidders
- S = Sole Source