
SECTION 13

**CONTRACT SERVICES,
CONDITIONAL GRANTS
AND FUNDING AGREEMENTS**

13.10 CONTRACT MANAGEMENT AND REPORTING

AUTHORITY: DEPARTMENT OF FINANCE
TREASURY BOARD SECRETARIAT

ADMINISTRATION: DEPARTMENT OF FINANCE
TREASURY BOARD SECRETARIAT

EFFECTIVE DATE: JUNE 2024

13.10 CONTRACT MANAGEMENT AND REPORTING

(1) APPLICATION

The application of this policy is referenced to the schedules of the *Financial Administration Act* (FAA) and applies as follows:

- Schedule “A” - Departments except the Legislative Assembly
- Schedule “B” - Crown corporations
- Schedule “C” - Education Authorities
- Schedule “D” - Commissions

except to the extent that their enabling legislation may incorporate alternate requirements such as Ministerial or Board Authority.

While this policy **does not apply** to the Legislative Assembly or to Reporting Entities subject to alternate legislation, the **spirit and intent** of the policy should serve as a **guideline** for these entities in developing their own policies. Reporting Entities that develop policies differing from Treasury Board policy require approval of Treasury Board.

(2) POLICY

It is the responsibility of departments to establish administrative procedures to ensure efficient and effective contract management and the maintenance of meaningful reporting on contract activities. This responsibility includes the assignment of contract management to specific staff.

(i) Contract Management:

Contract management is not limited to, but should include, responsibility for:

- (a) debriefing of unsuccessful competitors;
- (b) drafting and finalizing contract details;
- (c) monitoring of the contract to ensure contractor compliance with the terms and conditions of the contract;
- (d) authorizing payments according to the terms of the contract;
- (e) completing an evaluation report for the file, noting the successes or failures that may be useful for consideration for future contracts;
- (f) monitoring contracts of an ongoing nature to ensure that the necessary approvals to renew are obtained in advance of the expiration of the current term; and
- (g) maintaining a master list of contracts awarded.

(ii) Reporting:

It is the responsibility of departments to maintain summary information with respect to contracts, conditional grants and funding agreements. Departments should maintain information on all contracts entered into and must maintain a listing of contracts in the amount of \$50,000 and over (Contract List) which is to be provided to Treasury Board Secretariat upon request.

The Contract List should contain information to the level of detail set out in Attachment 13.10-I.

(3) INTERPRETATION

In cases where an interpretation is required, such should be referred to the Secretary to Treasury Board, or their delegated officer, who will make the interpretation or refer the matter to Treasury Board, if a Board decision is deemed necessary.