

Ministry of Finance
Office of the Comptroller General

Procurement Governance Office

2008/09 – 2010/11

Service Plan



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Ministry of Finance Overview

The Ministry of Finance plays a key role in establishing, implementing and reviewing government's economic, fiscal and taxation policies. The Ministry continues to focus on the priorities of fiscal sustainability and a competitive economy that will ensure the Province's success in meeting its strategic goals. The Ministry conducts business in a manner that upholds government's values as identified in the Province of British Columbia's Strategic Plan.

Services provided by the Ministry include: economic planning and reporting, fiscal planning and budgeting; management of taxation policy; oversight of financial, procurement and administrative governance including strategic direction in establishing policies and maintaining controls, practices and corporate capacity; banking, accounting, risk and debt management services for government; policy development to regulate the financial and real estate sectors; implementation and administration of a framework for government's management of its Crown corporations; administration of public sector employer/employee relations; and regulation and registration of corporate entities, the financial and real estate sectors, personal property and manufactured homes.

Office of the Comptroller General Overview

The Office of the Comptroller General provides strategic leadership to the financial community of government. The Office provides an independent governance function that is responsible for establishing and maintaining a governance structure which guides ministries in achieving efficient and effective delivery of their programs. There is a functional reporting relationship between each ministry's Senior Financial Officer and the Comptroller General.

The OCG is also responsible for the overall quality and integrity of the Province of BC's financial management, procurement systems, and general administrative policies. The Comptroller General is responsible for the preparation of the province's Public Accounts and financial statements, performs independent internal audit and compliance reviews and champions improvement in common accounting approaches across the broad BC public sector.

Procurement Governance Office Strategic Context and Purpose

Procurement is a critical business process for government, directly affecting the quality and cost-effectiveness of services provided to the public. Direct government programs and services within the Government of BC annually conduct in excess of four billion dollars worth of procurement processes. An additional twelve billion dollars in annual procurement activity is undertaken by the broader public sector in BC. More than 6,300 significant public sector procurement processes are posted annually on the government's BC Bid website.

The Procurement Governance Office is an integral part of the government's procurement activities, contributing to the service plans of the Ministry of Finance and Office of the Comptroller General, in the core area of procurement governance. The core procurement governance objectives of the Office are to:

- Raise the profile of procurement so that it is recognized as a strategic function within every public sector organization in BC
- Be a leader in public procurement policy through introduction of improvements and best practices in procurement policy and processes
- Strengthen the control environment in relation to procurement
- Support fair, open competitive procurement that provides value to taxpayers.

The activities associated with effective procurement governance require working closely on a continuous basis with: other branches within the Office of the Comptroller General; the vendor community; Common Business Services within the Ministry of Labour and Citizens' Services, which is responsible for corporate procurement services; ministry staff across government involved in procurement processes; the Procurement Council; the Assistant Deputy Ministers of Corporate Services Council; the Senior Financial Officers' Council; Legal Services Branch; Risk Management Branch; the broader public sector; and other jurisdictions.

Goals, Objectives, Strategies and Performance Measures

The Procurement Governance Office works within the Office of the Comptroller General in the Ministry of Finance, which focuses on the priorities of fiscal sustainability and a competitive economy that will ensure the Province's success in meeting its strategic goals. The Ministry plays a key role in establishing, implementing and reviewing government's economic, fiscal and taxation policies. The Ministry goal to which the Procurement Governance Office contributes is **the provision of governance frameworks that support government in effectively achieving its objectives and providing the public with value for money.**

Procurement Governance Office Core Objectives	Key Performance Measures	Base	Target		
		2007/08	2008/09	2009/10	2010/11
Development, communication and interpretation of new and revised government procurement policy initiatives	Number of revisions to Core Policy and Procedures Manual Chapter 6 (Procurement)	2	2	2	2
Provision of support and advice to ministries and the public sector on procurement governance, including policy	Percentage of identified policy issues investigated and resolved	100%	100%	100%	100%
	Number of Procurement and Contract Management Program graduates	35	40	40	40
Establishment and management of a framework for procurement compliance monitoring and reporting	Compliance to procurement policy	TBD	80%	80%	80%
Management of a government vendor complaint review process	Percentage of Procurement Governance Office complaints under the Vendor Complaint Review Process resolved within timelines	100%	100%	100%	100%

Office of the Comptroller General
Procurement Governance Office

Procurement Governance Office Core Objectives	Key Performance Measures	Base	Target		
		2007/08	2008/09	2009/10	2010/11
Negotiation and implementation activities associated with provincial participation in the Procurement Chapter of the national Agreement on Internal Trade and the BC/Alberta Trade, Investment and Labour Mobility Agreement	Percentage of identified issues investigated and resolved under the Agreement on Internal Trade and BC/Alberta Trade, Investment and Labour Mobility Agreement	100%	100%	100%	100%

Strategies by Core Objectives

Development, communication and interpretation of new and revised government procurement policy initiatives

- Amend and update Chapter 6 (Procurement) of the Core Policy and Procedures Manual for new policy initiatives and other required changes
- Develop, amend and update standardized documents and processes in support of procurement activities in government and the broader public sector
- Develop and issue procurement information bulletins and other communications, and make presentations on procurement governance issues across government and to a broad range of professional procurement organizations
- Lead and participate in procurement governance and best practice discussions with other jurisdictions, and with the broader public and private sector procurement community
- Amend and update the Standards of Conduct for Public Service Employees Engaged in Government Procurement Processes

Provision of support and advice to ministries and the public sector on procurement governance, including policy

- Provide advice to clients - including a broad range of government and broader public sector clients and the vendor community - on Chapter 6 (Procurement) of the Core Policy and Procedures Manual and other procurement governance issues
- Manage and co-chair the activities of the government's Procurement Council to provide consultation on best practices/information sharing, and procurement governance and service issues
- Provide sponsorship and assistance for the delivery of the government's award-winning Procurement and Contract Management Program
- Provide leadership support for the Procurement Management Learning Advisory Committee
- Provide expert advice for ongoing Procurement and Contract Management Program curriculum development and contract management
- Provide executive sponsorship for the Community of Practice and career developmental opportunities for the growing number of Procurement and Contract Management Program graduates

- Provide leadership support for eProcurement initiatives, including development and implementation of the corporate contract management system and government procurement reporting capacity
- Provide leadership to improve recruitment and retention of procurement expertise, and to recognize the importance of the procurement function and professional stream in the BC government through the establishment of job descriptions and classifications for procurement positions, and standardized descriptions of procurement responsibilities for program positions with some procurement role
- Participate in the Government Naming Policy Committee and Government Sponsorship Policy Committee

Establishment and management of a framework for procurement compliance monitoring and reporting

- Provide leadership and coordination to support the Office of the Comptroller General internal audit and corporate compliance and controls monitoring activities related to monitoring and reporting on compliance with procurement policy across government

Management of a government vendor complaint review process

- Manage issues related to the government Vendor Complaint Review Process
- Produce annual reports on government activities under the Vendor Complaint Review Process
- Receive and review in a timely manner complaints under the Vendor Complaint Review Process

Negotiation and implementation activities associated with provincial participation in the Procurement Chapter of the national Agreement on Internal Trade and the BC/Alberta Trade, Investment and Labour Mobility Agreement

- Provide advice to clients on the procurement aspects of the national Agreement on Internal Trade and the BC/Alberta Trade, Investment and Labour Mobility Agreement
- Represent BC at the national Agreement on Internal Trade procurement negotiating table through leadership and participation in amendments and improvements to the Procurement Chapter
- Lead implementation and negotiations related to the application of the Procurement Chapter of the BC/Alberta Trade, Investment and Labour Mobility Agreement to direct government and the broader public sector in BC

Resource Table Summary

The three-year budget of the Procurement Governance Office is as follows:

	2007/08 Budget	2008/09 Estimates	2009/10 Plan	2010/11 Plan
FTEs	3.0	3.3	3.0	3.0
Operating Expenses	\$346,000	\$370,000	\$370,000	\$370,000

Contact Information

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Links to Additional Information

For more information on the Ministry of Finance, please visit our website at:

www.gov.bc.ca/fin

For more information on the Office of the Comptroller General, please visit our website at:

<http://gww.fin.gov.bc.ca/OCG/ocg.stm>

For more information on the Procurement and Contract Management training Program, please visit the website at:

www.procurementlearning.gov.bc.ca

For more information on the Procurement Council, please visit the website at:

<http://gww.procurement.council.gov.bc.ca>

For information on public sector Procurement Shared Services in the Ministry of Labour and Citizens' Services, please visit their website at:

www.shareservicesbc.gov.bc.ca/pss

For information on BC Bid, please visit their website at:

www.bcbid.gov.bc.ca