



Issue Date: March 1991	Amended Date: March 24, 2022	Responsible Agency: Office of the Comptroller General/Department of Community and Government Services	Directive No: 808-4
Chapter: Control of Expenditures			
Directive Title: GOVERNMENT CONTRACTS – STANDING AGREEMENTS			

1. POLICY

The Government may use Standing Agreements (SAs) where appropriate for the efficient and economical procurement of commonly used and frequently required goods or services.

There are three general categories of SAs:

- Standing Offer Agreement (SOA);
- Standing Supply Arrangement (SSA); and
- Master Supply Service Agreement (MSSA).

There is no obligation on government departments and public agencies to use the services of vendors on pre-established SA vendor lists. Where a department or public agency elects not to enter into a contract under an existing SA, the requirements of the Government Contract Regulations and the Nunavummi Nangminiqaqtunik Ikajuuti Regulations (NNI Regulations) must be followed.

2. DIRECTIVE

Where appropriate, and subject to the requirement for a competitive Request for Tenders (RFT) or Request for Proposals (RFP) processes as set out in the Government Contract Regulations, the Department of Community and Government Services (CGS) may establish and maintain non-exclusive SAs specifically designed for commonly used and frequently required goods and services.

SAs entered into by other jurisdictions may be used by the Government when allowed by the agreement and when approved by the appropriate authorities in the other jurisdiction. CGS will administer the use of these interjurisdictional SAs.

SAs established by CGS may be used by public agencies when allowed by the agreement and when approved by the appropriate authorities within the public agency. Where the public agency requires CGS to enter into a contract on its behalf, the public agency shall provide expenditure authority and accounting authority approvals by way of requisition to CGS.

A Contract Authority may order goods or services, to the maximum threshold contract limits set out herein, at the set prices provided for in an SA established by CGS.

The Government must report all contracts valued over \$5,000 which were awarded under SAs to Nunavut Tunngavik Incorporated (NTI) on an annual basis. The list shall contain, at a minimum, a brief description of the nature of the contract, the name of the selected vendor, and the value of the contract. Upon written request the Government shall, within thirty (30) days of the request, provide written justification and reasonable supporting information regarding a specific contract. Where the Government is unable to disclose details of certain contracts due to concerns based on confidentiality or privilege, the Government shall disclose the existence of the contracts and provide a general description of the contracting activities.

The definitions of terms used in Financial Administration Manual (FAM) Directives 808 Government Contracts series can be found in [Appendix E](#) of FAM Directive 808 Government Contracts – General.

This directive applies to all government departments and public agencies.

3. PROVISIONS

- 3.1. Where a clearly defined need to consolidate the procurement of frequently required, common use goods or services has been identified, CGS may initiate an RFT or RFP process for the purpose of establishing an SA. If the request for an SA originated from departmental/public agency program managers, CGS will consult with them to establish the scope of the requirements to be included in the RFT or RFP.
- 3.2. The RFT or RFP will be publicly advertised, and the request documents will clearly indicate that the resulting SA will be non-exclusive. SSAs for goods may be exclusive where the evaluation will be based exclusively on lowest price.

- 3.3. CGS, on behalf of the Government, shall establish non-exclusive SAs with the responsive and responsible bidders or proponents potentially providing the best value to the Government. CGS, on behalf of the Government and with the approval of the Executive Council, may enter into agreements with the Government of Canada to gain benefit of federal SAs for specific goods and services.
- 3.4. An MSSA shall be established through a competitive public procurement process. The supplier must honor the price categories established in the proposal for the duration of the MSSA. An MSSA contract must be reviewed and approved by the Department of Justice. MSSAs are specified in Appendix A.
- 3.5. An SA shall, at a minimum, contain a price structure for the goods or services specified in the RFT or RFP.
- 3.6. A Contract Authority may order goods or services under an established SA at the set price provided for in the SA by requisitioning them through CGS.
- 3.7. A Contract Authority is not bound to order goods or services under an established SA. Where deemed more appropriate, a Contract Authority may elect to enter into a contract through a separate competitive RFT/RFP process. In this case, the provisions of FAM Directives 808 Government Contracts - General and 808-1 Government Contracts – Tenders and Proposals shall apply.
- 3.8. Where an SOA exists with more than one approved, qualified vendor:
 - a) Contracts below \$150,000 one vendor may be contacted.
 - b) Contracts over \$150,000 but less than \$250,000, are subject to the Invited Request for Proposal (IRFP) competitive process where CGS will invite up to three vendors to submit a quote for the work. NNI Regulations will apply.
 - c) Contracts over \$250,000 are subject to the Public Request for Proposal (PRP) competitive process and must be advertised through the Nunavut Tenders public website. NNI Regulations will apply.
- 3.9. CGS may assist the Contract Authority to determine which vendor will potentially provide the best value and will provide access to any relevant information or records, subject to protection of the confidentiality of proposal pursuant to the RFT/RFP process, for further review and evaluation to make this determination.

- 3.10. All contracts entered into under an established SA require expenditure and accounting certifications prior to awarding the contract as per FAM Directive 808 Government Contracts – General.
- 3.11. Where several clearly defined common use goods or services have been requisitioned by one or more departments or public agencies, CGS may recommend consolidating the requisitions and awarding a single project contract or multi-item purchase order, as appropriate, under an existing SA to achieve efficient and economical procurement of such goods and services. Where such a consolidation is desirable, CGS will consult with requisition originators or program managers to establish the scope of the requirements to be included in the contract within the applicable contract limits.
- 3.12. On an annual basis, CGS may establish SSAs for the procurement of vehicles (including light vehicles, snowmobiles and all-terrain vehicles), and other mobile/heavy equipment which departments may purchase from through an authorized requisition. All vehicles will be purchased according to specifications. As vehicles fall under the definition of “goods” in the Government Contract Regulations, no department other than CGS may source vehicles directly from SOA suppliers. This section does not apply to public agencies.
- 3.13. The limits applying to individual contract awards under established SOA/SSA are listed in Appendix A.
- 3.14. Requisitions estimated to be in excess of the limits listed in Appendix A are subject to the RFT and RFP processes of the Government Contract Regulations.
- 3.15. Contract authorities shall not split requirements that exceed these limits and where services would normally be provided as one project in order to use the SOA arrangements.
- 3.16. The Government may enter into other SAs that make good business sense so long as the price is fixed and/or tied to a clear pricing formula. For example, a supply arrangement for fire trucks has been established for a period of three (3) years where the original price of the truck may be altered each year by inflation and or increase in steel cost or other factors that will be based on a clear pricing formula. These types of arrangements allow the Government to provide consistency in equipment parts and training on equipment use.

APPENDIX A

Standing Offer Agreements

Activity	Description	Individual Contract Limits
Services	Consulting Services (including Architectural/Engineering Services)	
	Direct contract to selected approved vendor	up to \$150,000
	Invitation Request for Proposals (invite up to 3 proponents)	over \$150,000
	Public Request for Proposals (advertise through Nunavut Tenders)	over \$250,000

Standing Supply Arrangements

Activity	Description	Individual Item Limits
Vehicles	Vehicles:	
	Light vehicles	up to \$75,000
	Passenger vans	up to \$75,000
	Wheel-chair accessible vehicles	up to \$150,000
	All-terrain vehicles (ATVs)	up to \$25,000
	Snowmobiles	up to \$25,000
	Manufacturer specified parts and accessories for mobile/heavy equipment	up to \$100,000
Other	Office equipment and supplies	up to \$25,000
	Furniture and fixtures	up to \$25,000
	Printed products	up to \$150,000

Master Service Support Agreements

Activity	Description	Individual Contract Limits
Nursing & Midwifery Services	Services only.	no \$ limits
Maintenance & Repair of Health-related Equipment	Goods & Services include parts and labour, and decision to repair is based on a maximum repair cost (MRC) and new item replacement cost.	no \$ limits
IM IT Professional Services Expertise	Services only include the following: <ul style="list-style-type: none">• network expertise;• systems expertise;• application & cloud expertise; and• project management & solutions delivery expertise.	no \$ limits
Video Conferencing	Goods & Services includes VC infrastructure consisting of CISCO & Tandberg Equipment + on-going technical support & maintenance, including the provision of new services. The primary applications supported by these services are Tele-health, Tele-justice & the Connect North Program.	no \$ limits
Telephony/Voice Support Services	Goods & Services include specialized services for the provision of MITEL PBX Telephony equipment, system upgrades and related specialized support services.	no \$ limits
Microsoft Enterprise Agreement	Goods & Services.	no \$ limits