

Procurement Plan

September 3, 2024

Part 1 – Procurement Business Case

This procurement plan must be completed as the first step in the procurement process. This plan will form the basis for the procurement planning conversation between the procuring entity and the procurement business partner or specialist at the Ministry of SaskBuilds and Procurement. If you have any questions about completing this form, please email purchasing@gov.sk.ca or call 306-787-6871.

If this is related to the administration of a grant or transfer (Accounting Code 57xxxx), please note that the Ministry of SaskBuilds and Procurement does not have the authority to manage a procurement process for a grant or transfer. **Do not continue completing this form.** Instead, get in touch with your corporate services or finance branch within your ministry. Consider the following:

- A grant or transfer is funding provided to a client or third party where the beneficiary is not the granting entity (i.e. ministry).
- The granting or transferring entity will not receive any goods or services directly in return; it is expected to be repaid in the future, or it expects a direct financial return.
- If this is a grant or transfer, please ensure your ministry has the appropriate supporting legislation or authority which allows your ministry to provide grants to specific individuals or organizations on behalf of the Government of Saskatchewan.

We are available for advice and assistance. Please contact purchasing@gov.sk.ca for more details.

1. Business Unit

Identify the client and business unit responsible for the procurement plan.

2. Business Unit Project Lead

Identify the individual who is primarily responsible for the procurement plan.

3. Describe the procurement plan.

What is the rationale for entering into the procurement?

What is being purchased?

Are the requirements technical or solution-based?

4. Describe the expected benefits and/or savings expected.

Please describe the budget savings, cost avoidance, performance improvement, environmental, service improvement, economic or social benefits and any other benefits or savings expected.

5. Describe the expected outcome or goal of the procurement.

What is the ideal result? What will the product/service be used for?

Is this procurement high-profile, controversial or does it involve a complex selection process?

Yes. Please explain why.

No.

Is further market research necessary to appropriately define the required goods or services?

Yes. Please explain why.

No.

6. Background

Describe any relevant background information. What led to the need for the procurement? Is the procurement part of a larger project? What is the history of the project? What stage is the project at?

7. Anticipated Start or Delivery Date

When will the product(s) or service(s) be required?

8. Accessibility

Have you considered accessibility requirements for the procurement? This may include accessibility features such as ramps, accessible doors, closed captioning, audio descriptions, speech output and other adaptations. For more information on government's commitment to accessibility, visit Saskatchewan.ca's information on *The Accessible Saskatchewan Act*.

Yes

No

If yes, what accessibility features do you plan to include?

9. Market Research

Have you consulted industry?

Yes. If so, please describe.

No

Is there a need to consult industry?

Yes

No

Are there local vendors that can provide the good(s) or service(s)?

Yes

No

If yes, who?

Is further market research necessary to appropriately define the required goods or services?

Yes

No

If there is a previous incumbent, please indicate who that incumbent is:

10. New or Repetitive Procurement

Are the goods or services required on a frequent or regularly recurring basis?

Yes. If so, why?

No. If so, why?

Has the business unit confirmed that there is no existing Standing Offer or Pre-Qualified List for the required goods or services:

Yes

No

11. Procurement Term

State the estimated term (length or duration) of the procurement, including any optional terms.

12. Procurement Value

State the estimated value of the procurement. Indicate the duration that the value is calculated for – annual value, total value, initial term, or full term, etc.

13. Business Unit Approvals

Do you have all the necessary approvals to proceed with this procurement?

- Yes
- No

14. Major Project

Does the business unit consider this a major project? Consider whether the procurement is of a value, complexity, risk level or profile that requires a significant allocation of attention and time from the business unit and Procurement Management Division, as well as potential involvement of other business units or stakeholders.

- Yes
- No

15. Factors

What factors make this a major project?

- High value
- High risk
- Complex – multi-stage project or multiple stakeholders
- High level of public interest and/or scrutiny
- Not a major project

If yes, respond to the following:

Will external advisors be needed to assist with the development of specifications or business requirements? Consider whether sufficient internal resources are available.

- Yes
- No

If yes, please identify the type of external advisors needed:

Has the Procurement Management Division and legal services been advised that the business unit is planning a major project? They must be consulted early in the planning process to ensure procurement and legal issues and risks are identified and addressed.

- Yes
- No
- Not Applicable

Will a fairness advisor be retained to oversee the procurement? (required for procurements more than \$50 million)

- Yes
- No

PART 2 – Details

16. Procurement Process

Select the procurement process.

- Invitational Competition
- Open Competition
- Non-standard Procurement (i.e., emergency procurement)

PART 3 – Data Security

17. Statement of Sensitivity

Will an information system be a part of this procurement? This could be any application, database, or information processing system/solution which will be used as part of the solution or service.

- Yes
- No

If yes, the client must complete a Statement of Sensitivity to identify the ministry's confidentiality, integrity, and availability requirements for the solution/services. The Statement of Sensitivity form is located here: [Statement of Sensitivity](#).

Those involved in completing the Statement of Sensitivity will find useful information in "A Guide for Information Protection Classification," located here: [A Guide for Information Protection Classification](#).

Information Owners may find additional assistance from their Ministry Security Officer and/or Privacy Officer and can always reach out to the Information Security Branch of ITD for assistance as well.

Once the Statement of Sensitivity is complete and signed off, reply to this email, and attach it so it can be filed with the procurement documents. Copy the Information Security Branch (ITOInformationSecurityBranch@gov.sk.ca), and they will proactively prepare the proper information security requirements to include in the procurement document for the system/solution/services.

The statement of sensitivity is:

- Complete
- Pending
- Not Applicable

PART 4 – APPROVAL

18. Approval of Procurement Plan

All procurement plans must be approved by the business unit head or their designate in accordance with the procuring entity’s procurement approval and signing authority policies and procedures.

Approved by Business Unit Head or Designate:

Signature

Date

Title:

Name:
