

Professional Services Approval

1. Purpose for completing form (select one):

Professional Services

- Pre-approval of RFP: \$250,000 or more
- Approval to renew or award (non-RFP) contract: \$250,000 or more
- * Approval to award RFP: 10% or more over pre-approved estimate
- Approval to award RFP that was not pre-approved: \$250,000 or more

Note: all figures exclusive of applicable taxes.

Advertising or Communication Services

- Pre-approval of RFP: \$100,000 or more
- Approval to renew or award (non-RFP) contract: \$100,000 or more
- * Approval to award RFP: 10% or more over pre-approved estimate
- Approval to award RFP that was not pre-approved: \$100,000 or more

Note: all figures exclusive of applicable taxes.

2. Project Name:

Ships Start Here *

3. Project Description

*

4. Is this project necessary to implement a core priority or platform commitment?

Better Health for You and Your Family

* Creating Good Jobs and Growing the Economy

Making Life More Affordable

Getting Back to Balance and Ensuring Government Lives Within Its Means

or * platform commitment

or * none of the above

* - S-13(1)
S-14(1)

5. Is this project co-funded?

* No

* Yes (indicate co-funders and percentages paid by each)

*

6. How has this project been approved?

* Current year budget process

* Submission to Executive Council

* TCA process

* Not explicitly approved

7a. What is the cumulative amount paid to this vendor over the past 12 months?

*

Describe any relationship of prior payments to this project.

*

8. Types of professional / advertising / communication services required:

*

(Provide details
as required:)

See attached

9. Procurement Method:

sole source/alternative procurement (attach documentation)

RFP

standing offer

* 3 bids

* other (describe)

*

10. Cost of professional / advertising / communication services:

*

* anticipated

* actual (provide name of successful bidder)

*

11. Anticipated effort:

Contract duration (in months)

*

(and person days)

*

12. Reason for contracting:

specialized expertise

insufficient internal resources

* other (describe)

*

13. Is there anyone in government who could provide this service?

* don't know

* no

* yes (indicate why that resource is not being used)

* - S.13(1)
S.14(1)

See attached

14. Could new FTE's perform these services?

* no

* yes (attach business case)

15. What would be the impact if this request is not approved?

See attached

16. Contact name and phone #:

Lisa Bugden...lbugden@nsbl.ca... phone: 424-0795

Approved:

Deputy Head/CEO

(signature)

For Stephen L...
+ Lisa Bugden

(date)

June 24/11

Director of Finance

(signature)

June 24/11

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☐ Reviewed by Treasury Board Office

☐ Approved by Treasury Board

☐ Not approved by Treasury Board