

DIRECT AWARD JUSTIFICATION

FORM USAGE AND ROUTING:

This form must be completed by the contract manager to clearly document the justification for direct awarding a service contract and ensures compliance with government contract policy. The original completed and signed form must be retained in the program contract file.

CONTRACT INFORMATION

Ministry: Ministry of Finance

Program: Media Monitoring Services (Today's News Online)

Contract Manager Name and Phone Robb Gibbs

778 584-1242

Legal Contractor Name: Leeson, Evan

Contract Value: \$24,000 Term: Sep 18, 2017 - Jan 31, 201

STOB: 6001

Contract Type ☒ New ☐ Multi-year ☐ Renewal

Commonly Used Contract STOBs:

6001/02 - Operational - Fees/expenses for contracts that provide for a direct provision of goods or services in the delivery of government programs (e.g., project mgmt).

6003/04 - Regulatory - Fees/expenses for contracts that provide for a direct provision of goods or services required by statute or regulation.

6020/21 - Education and Training - Fees/expenses for contracts that deliver training to government employees.

6101/02 - Advisory - Fees/expenses for contracts with the provision of advisory services to the ministry (e.g., management consulting).

6302 - Data Operations Non-WTS - Fees/expenses for contracts that provide for a direct provision of IT related goods/services in the delivery of government programs (e.g., data processing, operating lease rentals).

6309/10 - Data Consulting Non-WTS - Fees/expenses for consulting contracts related to information systems.

RATIONALE FOR ALL DIRECT AWARD CONTRACTS

1. Describe the services required and provide an explanation of why you need to acquire these services.
Review and Assess Current Operations of TNO

2. Under which Core Policy and Procedures Manual exception is this direct award request being made (see section 6.3.3)?

☐ Public Sector Organization

☒ Sole Source

☐ Sole Source - Notice of Intent

☐ Security, Order, etc.

☐ Emergency

☐ Confidentiality

☐ No Exceptions Apply - \$25,000 to \$75,000 posted on BC Bid or three quotes obtained

☐ No Exceptions Apply - Less than \$25,000 neither cost effective nor reasonable

3. Explain the reason why this contract meets the criteria of the above selection (i.e. how would a competitive process compromise government confidentiality, cause economic disaster or be contrary to the public interest)?
Supplier is uniquely qualified

4. Will this purchase obligate government to this vendor for future purchases (e.g., maintenance, licensing or continuing need)? If yes, provide details.
No

5. Were alternative vendors evaluated? If yes, who were they and why were they unacceptable? If no, why were alternatives not evaluated?
No. Refer to #3 above

ADDITIONAL RATIONALE FOR SOLE SOURCE CONTRACTS ONLY

1. Why is the requested vendor the only one that can meet your requirements? Provide specific, quantifiable factors and/or qualifications and explain why they are necessary.
Supplier is uniquely qualified

2. What other suppliers did you consider before arriving at the conclusion that the sole source direct award criteria was met and the requested vendor was the only one that met your needs.

3 Refer to #1 above

APPROVALS

CONTRACT MANAGER

Robb Gibbs

Name (Please Print)

Signature & Date

EXPENSE AUTHORITY

Name (Please Print)

Signature & Date

Government Communications and Public Engagement

NEW CONTRACT ☒
 CONTRACT AMENDMENT ☐
 REQUEST FORM

Capital Project: ☐ Yes ☒ No New Capital Asset: ☐ Yes ☒ No (if no, asset # and description required):

PMO Project # (if applicable):

Contract Manager/Qualified Receiver:

Name:

Phone:

REQUEST DETAILS

Contractor (legal entity) Name:

see BC BID RESOURCES LEGAL ENTITIES

CATALYST INTERNET Inc.

Contact Name:

EVAN LEESON

Contractor's Address:

3154 Bail Gref St. U9A 1W9

Telephone:

250 216 0043

e-Mail:

EVAN@CATALYSTINTERNET.COM

Contractor Device Access Agreement Required:

(will contractor be connecting to gov't networks using own devices)

☒ Yes ☐ No

Brief Description of Services: (and attach Schedule A)

BUSINESS NEEDS / ENTERPRISE ANALYSIS
TODAY'S NEWS ONLINE

Copyright Material Produced:

☒ Yes

(ie, software, video, photograph, reports)

Term of Agreement:

From: SEPT 18 To: JAN 31 2018

Fees: (if amendment, additional \$ required only)

\$ 24,000.00 \$ 150 per hr.

Expenses: (if amendment, additional \$ required only)

\$

Cost Recoverable:

☒ No ☐ Yes - Recovery Source (e.g. name of Federal department, private organization, etc. / program or initiative name):
Amount of Recovery \$
Recovery Percentage: %

Why Can't Existing Staff Fill the Need?

1. EXTERNAL REVIEW / ANALYSIS WILL SUPPORT MOST OBJECTIVE ASSESSMENT
2. CONTRACTOR IS UNIQUELY QUALIFIED

Describe the Impact on Program Delivery if Not Approved:

GCPE MAY NOT ACHIEVE SERVICE INNOVATIONS TO THE GREATEST EXTENT POSSIBLE. FULL / NEW COST RECOVERIES OR SAVINGS MAY NOT BE REALIZED

Procurement process code (refer to page 3):

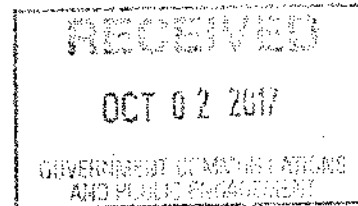
If Direct Award:

Justification - circumstances, and rationale for selecting the contractor (must be awarded in accordance with Procurement Process and Trade Agreement Exclusions on page 3 below):

201

GCPE

Evan Leeson
3154 Earl Grey Street
Victoria, BC V9A 1W9
Tel 2502160043



Receipt # 108903

INVOICE C18GCPE-0101

NOV 1 2017

BILL TO

Contract: C18GCPE

Ministry of Finance, Government Communications and
Public Engagement
4th Floor 617 Government Street
PO Box 9409 STN PROV GOVT
Victoria, British Columbia V8W 9V1
Fax: 250-387-0718

DATE	QUANTITY	DESCRIPTION	RATE	TOTAL
Sept. 19	1	Evan Leeson- TNO Unit business analysis.	150.00	\$150.00
Sept. 20	3	Evan Leeson- TNO Unit business analysis.	150.00	\$450.00
Sept. 22	2	Evan Leeson- TNO Unit business analysis.	150.00	\$300.00
Sept. 23	7	Evan Leeson- TNO Unit business analysis.	150.00	\$1050.00
Sept. 24	3	Evan Leeson- TNO Unit business analysis.	150.00	\$450.00
Sept. 25	2	Evan Leeson- TNO Unit business analysis.	150.00	\$300.00
Sept. 28	2	Evan Leeson- TNO Unit business analysis.	150.00	\$300.00
Sept. 29	2	Evan Leeson- TNO Unit business analysis.	150.00	\$300.00
Sept. 30	7	Evan Leeson- TNO Unit business analysis.	150.00	\$1050.00

SUBTOTAL \$4350.00

SALES TAX 0

TOTAL DUE BY 11.1.2017 \$4350.00 ✓

Thank you for your business!

QUALIFIED RECEIVER
DATE: Nov 1 / 2017
SIGNATURE:
NAME: Robb Gibbs