

Appendix 6

Record of Assessment - Aboriginal Procurement

This form is used to record the decisions made during the assessment of an individual requirement and includes the Aboriginal procurement criteria, tender strategy, contract awards, business authorizations, financial signing authority and reporting data. A Record of Assessment must be retained on the individual procurement file and provided to Corporate Service Providers who may procure the goods or services on behalf of the department.

Requirement	Notes
1. Requirement Description	
2. Requirement Type	Check category: <input type="checkbox"/> Goods only <input type="checkbox"/> Good with related service <input type="checkbox"/> Service contract <input type="checkbox"/> Consulting / Professional services <input type="checkbox"/> Capital project / Construction
3. Requisition # (if known)	
4. Total Estimated Cost	\$
5. Department Contact	Name, position, phone:
Assessment of Criteria	
6. Culturally specific to Aboriginal people	Yes / No (if yes, explain):
7. Primarily designated for Aboriginal people	Yes / No (if yes, explain):
Assessment of Business	
8. Aboriginal Business Competition	List the name of Aboriginal vendors that may be able to supply: 1. 2. 3. 4.
9. Aboriginal Business Capacity	Of the vendors listed in section 8, who can do <u>100%</u> of the work:
10. Subcontractors	Of the vendors listed in section 8, who <u>may</u> be a subcontractor:

Option Recommended	
11. Aboriginal procurement option (check one)	<input type="checkbox"/> Set-Aside <input type="checkbox"/> Mandatory Aboriginal Business Participation <input type="checkbox"/> Aboriginal Business Participation <input type="checkbox"/> Aboriginal Business Standard
Approvals	
12. Business Authorization	Name, position
13. Financial Signing Authority	Approval received for estimated \$ value and Aboriginal procurement option: Yes / No
Contract Award	
14. Vendor awarded a contract	Vendor name and coordinates:
15. Aboriginal subcontractors	List any Aboriginal subcontractors:
16. Total \$ value of contract	\$
17. Aboriginal Participation required	\$ Value and % of Aboriginal participation <u>to be</u> delivered in the contract:
Reporting	
18. Actual Aboriginal Participation	\$ Value and % of <u>actual</u> Aboriginal participation reported on the contract: