

# KEY PURCHASING CONTACTS IN THE ALBERTA GOVERNMENT

## INTRODUCTION

Subject to established dollar value thresholds, purchasing of goods and information technology supplies for the Government of Alberta is centralized through Procurement Services. Each ministry, however, defines its own requirements for specific goods and information technology supplies. Ministries are also directly responsible for the acquisition of any services they require. Knowing who to talk to in each Ministry can be invaluable when doing business with the Government of Alberta.

The following pages provide:

- a brief description of the major entities in the Government of Alberta and information on their primary procurement; and
- the name, address and telephone number of contact persons who coordinate that Ministry's purchasing.

These pages are updated on a regular basis at the following website:

[http://www.servicealberta.gov.ab.ca/pdf/buy\\_sell/keycontacts.pdf](http://www.servicealberta.gov.ab.ca/pdf/buy_sell/keycontacts.pdf)

***For additional information about selling to the Government of Alberta, please contact:***

Corporate Purchasing  
Procurement Services  
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## ABORIGINAL RELATIONS

The Ministry of Aboriginal Relations works with Aboriginal communities and other partners to enhance social and economic opportunities for Aboriginal people in Alberta.

- Work with other government departments to support the development of programs and policies that affect Aboriginal people in Alberta.
- Advise and sometimes lead agreements between the provincial government and Aboriginal groups.
- Administer Métis Settlements legislation.
- Help resolve Aboriginal land-based issues.
- Coordinate First Nation land and resource development consultations.

***For more information about the goods and services needs of the Ministry of Aboriginal Relations, please contact:***

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# ADVANCED EDUCATION AND TECHNOLOGY

The Ministry of Advanced Education and Technology (AET) is responsible for the following key programs:

- Post-Secondary Education System
- Apprenticeship and Industry Training
- Adult Learner Funding
- Community Learning
- Advanced Technology Industries
- Research and Innovation

## **Primary Procurement:**

Information technology goods and services, supplies, and various consulting and professional services.

***For more information about the goods and services needs of the Ministry of Advanced Education and Technology, please contact:***

### **Information Technology Procurement**

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The following entities are responsible for their own procurement and are not included in departmental procurement. Please contact the following entities directly to obtain procurement information:

- [Post-Secondary Institutions](#)
- [Alberta Innovates](#)

Website: [www.advancededucation.gov.ab.ca](http://www.advancededucation.gov.ab.ca)

# ADVANCED EDUCATION AND TECHNOLOGY

## Alberta Innovates – Technology Futures (AITF)

We are in the business of innovation. Our customers and partners have access to leading edge expertise, equipment, and facilities that no one company could afford on its own.

Alberta Innovates - Technology Futures builds on the strengths and successes of the former Alberta Research Council, iCORE, and programs from Alberta Ingenuity and Alberta Advanced Education and Technology, including nanoAlberta and Alberta's Bringing Technology to Market action plan.

Alberta Innovates - Technology Futures helps technical industries find solutions, develop products and move technologies to market. It's building on Alberta's already established advantage in platform technologies - like nanotechnology, information communications technologies, and genomics - to enhance the technical capacity within Alberta's high-tech companies. It's facilitating access to the strengths of our key partners that help support commercialization and grow new ventures. It's investing in and attracting research and entrepreneurial talent who can support these priorities.

The sectors we serve include energy, life sciences, agriculture, environment, forestry, and manufacturing. Our key lines of business are: applied research, technology assessment, technology development and demonstration, technology commercialization, consulting, and testing and analysis.

Our scientific and technical experts provide a wide range of services in:

- Technology Development
- Technology Commercialization
- S&T Capacity Building
- iCORE focuses on attracting new research talent to Alberta
- Alberta Ingenuity Fund provides funding to stimulate research in strategic areas

***For more information about the goods and services needs, please contact:***

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# AGRICULTURE AND RURAL DEVELOPMENT

The Ministry of Agriculture and Rural Development promotes sustainable industry growth by working with industry to focus on consumer driven market opportunities that increase long-term profitability and industry competitiveness, promoting or directing implementation of food safety systems in the production of food through essential food safety legislation, regulations, policy and education, and through surveillance systems that support consumer confidence and market access. It promotes improved environmental stewardship by assisting the agriculture and food industry to maintain or improve management systems that reduce environmental risks and support competitiveness of the industry regarding Alberta's air, water and land for the well being of current and future generations through essential policy, legislation, information and services related to water quality, air quality, climate change and biodiversity. It strengthens rural communities through facilitating agri-business growth and development by providing support for networks and organizations to contribute to a vibrant rural Alberta. It also helps mitigate business risk by providing effective financial risk management programs and disaster support in the absence of private sector tools when natural and market events occur that are beyond agribusiness manager's control.

**Primary Procurement:** Farm machinery and equipment, fertilizers, chemicals, lab equipment.

***For more information about the goods and services needs of the Ministry of Agriculture and Rural Development, please contact:***

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## CHILDREN AND YOUTH SERVICES

The Ministry of Children and Youth Services offers a number of services and programs for children and families in the province, including:

- Child Protection (ensuring children in Alberta are safe and protected from abuse or neglect);
- Adoption Services;
- Child Care Programs (licensing of day care centers, financial assistance to low income parents accessing day care);
- Prevention of Family Violence and Bullying (funding of women's shelters, information on family violence and bullying issues);
- Services for Children with Disabilities (assistance for parents raising a child who has a disability);
- Early Intervention Programs.

Rather than Government directly delivering these programs, there are 10 Child and Family Services Authorities in Alberta that offer them to Albertans. Each of these Authorities has a board with members from within the community. They design programs in ways that best meet the needs of their region. The Authorities must meet specific standards in the way they operate. This allows for flexibility across the province while also making sure standards are reached.

The Child and Family Services Authorities are responsible for their own purchasing decisions, although the purchase of information technology equipment is primarily done in conjunction with or by the Ministry of Children and Youth Services.

***For more information about the goods and services needs of the Ministry of Children and Youth Services, please contact:***

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### **Other Procurement**

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## CULTURE AND COMMUNITY SPIRIT

The Ministry of Culture and Community Spirit provides a broad range of programs and services that support a high quality of life such as:

- support to Alberta's arts and cultural industries including the Jubilee Auditoria
- programs that provide financial assistance to communities, the non-profit/voluntary sector, the arts, film and heritage including the Community Spirit Donation Grant Program
- preservation and presentation of Alberta's historical resources
- promoting the understanding of Alberta's human rights legislation through awareness initiatives and educational resources and programs

The Ministry also undertakes capital projects to improve infrastructure for community public-use facilities, historic sites, museums and interpretive centres.

The Ministry works to generate activity and investment in the cultural industries, including film and television, sound recording and book and magazine publishing, through targeted financial support.

***For more information about the goods and services needs of the Ministry of Culture and Community Spirit, please contact:***

### **Information Technology Procurement**

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## EDUCATION

Alberta Education's fundamental purpose is to enable every student to reach full potential as a life-long learner and citizen. The department partners with students, families, educators, school trustees and communities to enable young Albertans to develop competencies for the future – the attitudes, skills, knowledge and values required to learn, think critically, think creatively, create opportunities, apply multiple literacies, and participate in and contribute to the communities.

Alberta Education:

- develops and supports the implementation of effective policies and programs and high standards;
- provides equitable funding and collaborates with school authorities;
- promotes continuous improvement in fostering of student learning, and
- conducts education workforce planning and teacher development and certification.

***For more information about the goods and services needs of the Ministry of Education, please contact:***

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Financial and Administrative Services

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## EMPLOYMENT AND IMMIGRATION

Employment and Immigration develops and delivers policies, programs and services to foster labour force development; ensure fair, safe and healthy workplaces; and help those in need. Employment and Immigration also provides leadership for immigration and interprovincial labour mobility policy for the Government of Alberta, and coordinates resources to support the settlement and integration of new Albertans. The Ministry also has responsibility for the Alberta Labour Relations Board, Appeals Commission for Workers' Compensation and the Francophone Secretariat. With over 1900 employees in 80 communities across the province, the Ministry is committed to helping all Albertans benefit from the programs and services of Employment and Immigration.

### Major Responsibilities:

- Work to ensure Alberta has a sufficient supply of workers to meet the needs of the economy now and in the future. This includes attracting and retaining other Canadians and immigrants to Alberta's workforce.
- Provide programs and services to help individual Albertans become connected to the labour force as well as provide health benefits, child support services and financial assistance to help Albertans with lower incomes be as independent as possible.
- Support fair, safe and healthy workplaces.

***For more information about the goods and services needs of the Ministry of Employment and Immigration, please contact:***

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# ENERGY

Energy is the engine of Alberta's economy. Albertans own the oil, natural gas and other mineral resources. The energy industry accounts for approximately one-third of all Alberta government revenue, ensuring the ongoing delivery of critical public programs, such as health, education and infrastructure. Energy also accounts for just over half of the value of the province's total exports and about one-quarter of the province's Gross Domestic Product. The energy sector employs – directly and indirectly – nearly one in every six workers in Alberta.

The Ministry of Energy consists of the Department of Energy, the Energy Resources Conservation Board (ERCB) and the Alberta Utilities Commission (AUC).

The Department oversees a diverse range of portfolios that includes natural gas, conventional oil, oil sands, petrochemicals, pipelines, electricity, coal and minerals. The department works within the province's framework of sustainable development to maintain or enhance resource exploration and development opportunities by:

- Ensuring Alberta's energy and mineral resources remain competitive, and attractive to investment and development;
- Informing Albertans about energy and mineral resource development and related policies, and the significance of these resources to the Alberta economy; and
- Providing Alberta consumers with a choice of reliable and competitively priced energy.

The ERCB regulates the safe, responsible, and efficient development of Alberta's energy resources: oil, natural gas, oil sands, coal, and electrical energy; and the pipelines and transmission lines to move the resources to market. The AUC regulate rates and terms of service of investor-owned natural gas, electric, and water utility services, as well as the major intra-Alberta gas transmission system, to ensure that customers receive safe and reliable service at just and reasonable rates

***For more information about the goods and services needs of the Ministry of Energy, please contact:***

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## ENERGY, CONT'D

### Alberta Utilities Commission

*For more information about the goods and services needs of the Alberta Utilities Commission, please contact:*

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Corporate Services

Alberta Utilities Commission

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Energy Resources Conservation Board Website: [www.ercb.ca](http://www.ercb.ca)

Alberta Utilities Commission Website: [www.auc.ab.ca](http://www.auc.ab.ca)

## ENVIRONMENT

The Ministry of Environment establishes policies, legislation, plans, guidelines and standards and uses a variety of flexible tools (approvals, dispositions, licenses, and enforcement) to ensure Alberta's environment is safe and sustainable. It ensures Albertans recognize the impact of their activities on the environment and are informed and enabled to work together to safeguard it. The Ministry of Environment is also responsible for managing spills, contamination and other pollution-related incidents. It also ensures water infrastructure and equipment are maintained and operated effectively to prevent, reduce and mitigate floods and droughts.

***For more information about the goods and services needs of the Alberta Environment, please contact:***

### **IT Purchasing Contact**

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### **Other Procurement**

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## FINANCE AND ENTERPRISE

Alberta Finance and Enterprise strives to further Alberta's reputation as an innovative and globally competitive province with a fiscally responsible and accountable government. The Ministry looks for new and better ways to plan, budget and invest for the province. It provides Albertans with quarterly fiscal updates, report on government's performance and provide economic forecasting. It also administers provincial tax and rebate programs, investments, pension plans and regulate insurance and financial institutions.

Alberta Finance and Enterprise provides a wide range of services to ensure Alberta maintains its strong financial position.

Major Responsibilities:

- Fiscal planning and financial management
- Investment, treasury and risk management
- Financial Sector and pensions

***For more information about the goods and services needs of the Ministry of Finance and Enterprise, please contact:***

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## HEALTH AND WELLNESS

The Ministry of Health and Wellness is responsible for protecting, maintaining and enhancing the health of Albertans by setting the strategic direction, policy, legislation and standards; setting priorities and allocating resources; ensuring services are accessible and appropriate, and developing and supporting the health system.

### Major Responsibilities:

- Sets direction, policy, and standards for the health care system
- Sets priorities based on health needs
- Determines the scope of the financial, capital, and human resources required
- Measures and reports on the health system's performance
- Promotes wellness and works to prevent disease and injury
- Enables Albertans to make informed decisions about their health
- Engages in cross-ministry initiatives to address challenges to the population's health and wellness

***For more information about the goods and services needs of the Ministry of Health and Wellness, please contact:***

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## HOUSING AND URBAN AFFAIRS

Housing and Urban Affairs works with over 200 community-based organizations, including municipalities, housing providers, private non-profit and private for-profit organizations to ensure that Albertans have access to affordable housing that meets their needs. This includes options for families, seniors and Albertans with special needs. It administers a number of grant programs established to increase the Province's supply of affordable housing, in addition to ensuring that provincially-owned or supported housing is effectively managed. It also oversees the program and grant initiatives delivered through the Alberta Social Housing Corporation and administers rent supplement programs.

The Ministry helps ensure homeless Albertans have access to emergency shelter and supports needed to transition into permanent housing and toward self-sufficiency, by implementing *A Plan for Alberta: Ending Homelessness in 10 Years*. It also facilitates ongoing access to and the timely release of suitable land for the development of affordable housing in high-growth communities.

The Ministry also works with a variety of internal and external stakeholders to ensure that urban-specific issues are considered in government policy and program development, to increase awareness of issues and initiatives related to housing, homelessness, and urban affairs.

***For more information about the goods and services needs of the Ministry of Housing and Urban Affairs, please contact:***

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# INFRASTRUCTURE

The Ministry of Infrastructure is responsible for the coordination and implementation of policies and programs of the Government of Alberta in matters pertaining to the provision of general and special purpose accommodation (whether by construction, purchase or lease); for project management of capital construction projects (buildings), for operation and maintenance of government space; and, for land acquisition and disposal. The Ministry of Infrastructure procures primarily construction services, architectural, engineering and other consulting services, property management services and leased space.

***For more information about the goods and services needs of the Ministry of Infrastructure, please contact:***

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## INTERNATIONAL AND INTERGOVERNMENTAL RELATIONS

The Ministry provides leadership in the management of Alberta's international and intergovernmental relationships. Its primary role is to ensure a consistent approach is taken in relations with all other governments. The Ministry fulfills this role by focusing on four goals:

- Promoting the interest of, and securing benefits for, Alberta as an equal partner in a strengthened, united Canada.
- Promoting the interests of, and securing benefits for, Alberta from strengthened international relations.
- Promoting the interests of, and securing benefits for, Alberta from greater trade and investment liberalization, internationally and domestically.
- Increase exports of Alberta's goods and services.

***For more information about the goods and services needs of the Ministry of International and Intergovernmental Relations, please contact:***

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## JUSTICE AND ATTORNEY GENERAL

The Ministry of Justice and Attorney General ensures equality and fairness in the administration of justice in Alberta. The key responsibilities include enforcement of laws within the province and the provision of legal services to the government and the various government ministries.

***For more information about the goods and services needs of the Ministries of Justice and Attorney General, please contact:***

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## LEGISLATIVE ASSEMBLY OFFICE

The Legislative Assembly Office supports Members of the Legislative Assembly in carrying out their roles as elected representatives of the people of Alberta; supports the Speaker of the Legislative Assembly in carrying out the duties of office; records the proceedings and maintains the records of the Assembly; informs and educates the public on behalf of members and the institution of Parliament; supports the Assembly in protecting its institutions and privileges; supports the exchange of ideas/information among Legislatures throughout the world; and provides services to external clients as required.

***For more information about the goods and services needs of the Legislative Assembly Office, please contact:***

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E-mail: [dan.dunlop@assembly.ab.ca](mailto:dan.dunlop@assembly.ab.ca)

**Primary Procurement:** Communications equipment, telephones, furniture, office equipment, office stationery and supplies.

**Key Contacts:**

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Planning & Development  
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**Jillian Tilley**

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IT Operations  
902 Legislature Annex  
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Fax: (780) 415-1714  
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**Primary Procurement:** Information Technology purchases such as computer equipment.

Website: [www.assembly.ab.ca](http://www.assembly.ab.ca)

## MUNICIPAL AFFAIRS

The Ministry of Municipal Affairs:

- Assists municipalities in providing well-managed, collaborative, and accountable local government to Albertans.
- Administers a safety system that strives to ensure appropriate safety standards for the construction and maintenance of buildings and equipment.
- Manages the network of municipal and library system boards to provide province-wide access to high-quality public library services for Albertans.
- The **Alberta Emergency Management Agency** reports directly to the Minister and is responsible for coordinating a comprehensive, cross-government, all-hazards approach to managing emergencies in the province.
- The **Municipal Government Board** is an independent, quasi-judicial board that conducts hearings and renders decisions on such matters as property assessment, and provides recommendations to Cabinet on matters defined under the *Municipal Government Act*, such as contested annexations.
- The **Safety Codes Council** is a corporation established under the *Safety Codes Act* that reviews safety codes and standards and supports the Ministry's administration of the act.
- The **Special Areas Board** manages 2.8 million acres of public land in the province's three Special Areas and provides municipal services, such as construction and maintenance of local roads and parks, and emergency and protective services, to the dryland region in eastern Alberta.
- The six **Improvement Districts**, located primarily in the National Parks, provide limited administrative services, such as budget preparation, and in the case of Improvement District No. 9 fire protection and ambulance services.

The Ministry works with partners in Alberta municipalities, other government departments and local organizations to achieve these goals.

***For more information about the goods and services needs of the Ministry of Municipal Affairs, please contact:***

**Sharon Lewis**

Coordinator, Facilities and General Administration  
Information Management, Legislative &  
Administrative Services  
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**Brent Fuhr**

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Financial Services  
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Website: [www.municipalaffairs.alberta.ca](http://www.municipalaffairs.alberta.ca)

## PUBLIC AFFAIRS BUREAU

The Public Affairs Bureau helps government communicate with Albertans; develops communications for government's long-term strategic plans and priority initiatives; supports internal government communications; coordinates advertising and the corporate identity program; provides Albertans with two-way access to government through central communications and information resources; and ensures effective communications with Albertans during public emergencies.

### **Public Affairs Bureau provides consultation and purchasing services for:**

- public relations/communications consultation
- web development
- graphic design
- advertising

***For more information about the goods and services needs of the Public Affairs Bureau, please contact:***

#### **Karen Lindgren**

Manager

Finance and Administration

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Website: [www.publicaffairs.gov.ab.ca](http://www.publicaffairs.gov.ab.ca)

## SENIORS AND COMMUNITY SUPPORTS

The purpose of the Ministry of Seniors and Community Supports is to provide supports, services, programs and information and strategic planning that contribute to the inclusion, well-being and independence of seniors, persons with disabilities, and seniors in need of housing supports.

This is done by:

- Providing targeted financial and health-related benefits, and
- Providing and coordinating a range of supports for living in the community.

***For more information on the goods and services needs of the Ministry of Seniors and Community Supports, please contact:***

**Kevin Molcak**

Executive Director

Strategic Corporate Services

8<sup>th</sup> Floor, Standard Life Center

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T5J 4R7

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Website: [www.seniors.gov.ab.ca](http://www.seniors.gov.ab.ca)

## SERVICE ALBERTA

The Ministry is committed to achieving efficiency, effectiveness and timeliness throughout the Government of Alberta.

Service Alberta's responsibilities include:

- Serve as the central purchasing arm of the GoA for the procurement of goods.
- The promotion of consumer and business education.
- Support, regulate, and enforce high standards of consumer protection and business practices in the Alberta marketplace.
- Provision of licensing and registry services for consumer, business, and property transactions.
- Develop and provide procurement tools, resources and systems to promote competitive procurement within Alberta, and achieve value-added outcomes on behalf of the GoA and the MASH sector. Some of these tools and resources include the Alberta Purchasing Connection (APC), Procurement Card program, standing offers, and ICT corporate agreements.
- Provides the disposition of assets and supplies that have become surplus or that are no longer required by ministries.
- Provide internal courier services to government offices throughout the province.
- Provide information management and privacy support to public bodies in administering Freedom of Information and Protection of Privacy legislation.
- Provide a voice for Alberta's electricity and natural gas consumers ensuring Alberta homeowners, tenants, farmers and small businesses are represented fairly in their dealings with electricity and natural gas companies and regulatory agencies. (Office of the Utilities Consumer Advocate)
- Support the infrastructure and promote the use of Alberta SuperNet.
- Integrate information and communications technology and knowledge management standards, practices and frameworks for government.

# SERVICE ALBERTA – PROCUREMENT SERVICES

## Corporate Purchasing Section

Procurement Services Corporate Purchasing Section acquires goods over \$10,000 required by government departments, establishes Standing Offers for common requirements, complements existing ministry operations by facilitating and expediting the purchasing process for goods under \$10,000 in value, and assists departments in managing their assets. Under certain circumstances, the individual Ministries may be able to acquire goods over \$10,000 subject to compliance with specific administrative, training and TILMA/AIT requirements. For details, please contact Michael G. Fleming.

*For more information about the goods and services needs of Service Alberta, please contact:*

### **Michael G. Fleming**

Director

Corporate Purchasing

Procurement Services

9<sup>th</sup> floor, South Tower, Capital Health Centre

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### **Office & Business Unit**

#### **Rosie Amlani**

Manager

Corporate Purchasing

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#### **Ana Lopez**

Acquisition Services Group

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### **Institutional & Industrial Unit**

#### **Stephanie Galba**

Manager

Corporate Purchasing

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#### **Grace Field**

Surplus/Asset Services

Procurement Services

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## SERVICE ALBERTA – PROCUREMENT SERVICES (cont'd)

### Contracted Services Section

Systems Development and IT Outsourcing – Responsible for managing the procurement of fixed price and IT outsourcing application development, \$100,000 or greater, and packaged software solutions with or without customization, \$10,000 or greater. Under certain circumstances, the individual Ministries may be able to undertake IT outsourcing application development over \$100,000 and packaged software solutions over \$10,000 subject to compliance with specific administrative, training and TILMA/AIT requirements. For details, please contact Bill Moulton.

#### **Bill Moulton**

Director

Contracted Services

Procurement Services

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## SERVICE ALBERTA – PROCUREMENT SERVICES (cont'd)

### Trade & Vendor Development Section

The Trade and Vendor Development section is responsible for:

- Providing advice and strategic direction to government-wide clients on the purchase of goods, services and construction, consistent with Alberta's obligations under trade agreements. These agreements are the Pan Canadian [Agreement on Internal Trade](#) (AIT), the *BC-Alberta Trade, Investment and Labour Mobility Agreement* (TILMA) and the World Trade Organization (WTO) [Agreement on Government Procurement](#) (GPA).
- Managing the operation of Alberta's [electronic tendering system](#) ([Alberta Purchasing Connection](#)) that serves to give a broad exposure to procurement opportunities in the Government of Alberta (GoA) and the Alberta MASH sector. The MASH sector includes municipalities, academic institutions, schools and health care facilities.

**Mary Ann Roque**

Manager

Center of Expertise

Procurement Services

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E-mail: [maryann.roque@gov.ab.ca](mailto:maryann.roque@gov.ab.ca)

**Alberta Purchasing Connection System (APC)****APC Help Desk**

Phone: (780) 644-5726

E-mail: [apc.help@gov.ab.ca](mailto:apc.help@gov.ab.ca)

## SERVICE ALBERTA – PROCUREMENT SERVICES (cont'd)

### Surplus Sales and Warehousing Services Section

Surplus Sales outlets in Calgary and Edmonton are responsible for the disposal of assets that are surplus to the needs of all Alberta government departments and agencies. The objective of Surplus Sales is to market surplus assets to the public and earn the best financial return possible for the government.

Warehousing Services provides support to GOA ministries in the areas of storage, distribution and inventory control. A key goal is to provide necessary support to customers who do not have sufficient storage space, human resources or expertise in warehousing.

***For more information, please contact:***

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Surplus Sales (Edmonton)

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**Dale Warunki**

Team Lead

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# SOLICITOR GENERAL AND PUBLIC SECURITY

The Ministry of Solicitor General and Public Security works in partnership with Albertans to provide safe and secure communities through effective crime prevention, policing, provincial security, correctional services and support to victims of crime. The Ministry works with stakeholders to ensure that gaming and liquor activities are conducted effectively and with integrity, and in a socially responsible manner.

## Areas of Responsibility & Key Programs

The Department's key responsibilities include:

- Law Enforcement and Crime Prevention - Ensuring safe communities in Alberta by coordinating and ensuring adequate and effective policing, targeting organized crime, supporting police through the Sheriff program, producing enhanced information services with policing partners, and developing and promoting crime prevention programs.
- Custody, Supervision and Rehabilitative Opportunities for Offenders - Ensuring effective and efficient security and supervision of offenders that enhances public safety while offering offenders opportunities to become law-abiding citizens.
- Protection Services for Officials, Facilities and Infrastructure – Ensuring officials and infrastructure in Alberta are safe and secure by providing security for government officials, property and operations, and by working in coordination with all levels of government and other stakeholders on counter-terrorism, intelligence and crisis management planning.
- Victims Programs and Services - Ensuring victims are treated with dignity and respect and that they receive information about programs and services, assistance during the criminal justice process, and that eligible victims promptly receive financial benefits.

## The Ministry consists of the department and the following entities:

- Law Enforcement Review Board - an independent quasi-judicial body established under the Police Act. It hears appeals from citizens who have filed a complaint regarding the actions of a police officer, and are not satisfied with the disposition of their complaint.
- Victims of Crime Program Committee - appointed by the Minister to make recommendations on grant applications and to provide information with respect to programs and services that assist victims.
- Criminal Injuries Review Board - considers requests for reviews concerning decisions on applications for financial benefits under the Victims of Crime Act.
- The Alberta Gaming and Liquor Commission (AGLC) is an agent of the Government of Alberta and consists of a Board and a Corporation. The AGLC is responsible for regulating Alberta's charitable gaming activities and for conducting and managing provincial gaming activities. It also controls the manufacture, importation, sale, purchase, possession, storage, transportation, use and consumption of liquor in Alberta.

## SOLICITOR GENERAL AND PUBLIC SECURITY CONT'D

*For more information on the goods and services needs of the Ministry of Solicitor General and Public Security, please contact:*

**Bob Camarta**

Procurement Manager, Financial and Business Services Branch

Corporate Services Division

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## ALBERTA GAMING AND LIQUOR COMMISSION

The Alberta Gaming and Liquor Commission (AGLC) operates under the authority of the Gaming and Liquor Act. Its structure includes a seven-member board that is appointed by the government and reports directly to the Solicitor General and Minister of Public Security. The Board approves gaming and liquor policy to ensure Alberta's gaming and liquor industries are well regulated and managed on behalf of the people of the province. Board members also conduct hearings and make decisions respecting licenses and registrations, and are responsible for any other functions assigned to it.

The AGLC's structure also includes management that directs the ongoing operations of the organization. The Chief Executive Officer of the Commission's management reports to the Board.

The core businesses of the AGLC are to:

- license and regulate liquor activities,
- license and regulate charitable gaming activities, and
- conduct and manage provincial gaming activities.

The AGLC's role – through its Board and management – is to administer the Gaming and Liquor Act and related legislation.

**Primary Procurement:** electronic components; janitorial supplies; computer equipment and related supplies; furniture; office machines; packaging supplies; tools; communications equipment and supplies; coin handling equipment and supplies; video lottery terminal and gaming terminal parts; courier services; armored car services; janitorial services; and, office supplies. Unique item purchases would include: video lottery terminals and slot machines.

***For more information about the goods and services needs of the Alberta Gaming and Liquor Commission, please contact:***

**Paul D. MacDonald**

Director, Procurement

Alberta Gaming and Liquor Commission

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St. Albert, Alberta T8N 3T5

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## SUSTAINABLE RESOURCE DEVELOPMENT

The Ministry of Sustainable Resource Development consists of the Department of Sustainable Resource Development; the Natural Resources Conservation Board; the Surface Rights Board; and the Land Compensation Board. The Ministry provides leadership on integrated resource policy, resource allocation, and resource stewardship and assurance. The Ministry strives to achieve balance among differing uses and advance a consensus-based approach to meet the current needs without compromising resource use by future generations. As the primary manager of public lands, the Ministry works with industry sectors, communities, and other stakeholders to provide opportunities that support prosperity. As stewards, the Ministry promotes respectful use of the province's natural resources through partnerships with resource users.

### Core Businesses:

- **Lands** – integrates leading planning and management practices to develop common goals for the use of Alberta's public lands that cross multiple stakeholders and demands.
- **Forests** – ensures the multiple benefits received from the province's forests are realized by utilizing a combination of leading forest management, forest wildfire protection and forest industry practices to provide leadership and oversight in the management of Alberta's forests.
- **Fish and wildlife** – manages fish and wildlife species based on the best available science and integrated decision-making processes that generate new information for informed, future decision-making.
- **Land, Access and Compensation Boards** – the Natural Resource Conservation Board conducts independent public reviews of projects that may affect the natural resources of Alberta and also regulates news or expanding confined feeding operations. The Surface Rights Board conducts hearings when an operator and a landowner or and occupant fail to reach an agreement regarding entry or compensation related to resource activity a privately owned or occupied public lands. The Land Compensation Board is responsible for policies and procedures for situations where a landowner's property is expropriated by a public authority.

**Primary Procurement:** wild land fire fighting equipment, aviation fuels and lubricants, meteorological and communication equipment, all terrain vehicles, snowmobiles, mechanical and industrial parts and supplies and general office supplies. Specific commodities purchased include fire pumps, fire hose, fire fighting nozzles, fittings and adapters, water tanks, bags, and bladders, dry cell batteries, camping and kitchen supplies, fuel cans, hoses and fittings, cardboard cartons, hard hats, coveralls, gloves, face and hearing protection equipment, first aid supplies, food rations, chainsaws, axes, shovels and related parts and supplies, tents, tarps and related parts and repair services, staff uniform clothing components, law enforcement equipment, and general warehousing/shipping supplies and equipment.

## SUSTAINABLE RESOURCE DEVELOPMENT CONT'D

*For more information on the goods and services needs of the Ministry of Sustainable Resource Development, please contact:*

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Finance and Administration Branch

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## TOURISM, PARKS AND RECREATION

Tourism, Parks and Recreation provides programs and services that make Alberta a world-class tourism destination, preserve Alberta's natural heritage and promote active, healthy lifestyles for Albertans. They include:

- promoting Alberta as an attractive tourism destination and increasing tourist visitation and expenditures
- facilitating the development of tourism products and the tourism industry for Alberta's fourth largest economic sector
- managing, preserving and promoting a network of provincial parks and protected areas that represents the diversity of the province's natural heritage
- supporting participation in sport, recreation and physical activity
- leveraging opportunities prior to, during and after the 2010 Olympic and Paralympic Games in British Columbia

The Ministry also seeks to improve infrastructure for provincial parks and recreation areas to expand capacity through capital projects.

***For more information about the goods and services needs of the Ministry of Tourism, Parks, and Recreation, please contact:***

### **Information Technology Procurement**

#### **Howard Grossman**

Director, Client Support Services  
5<sup>th</sup> floor HSBC Building  
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### **Other Procurement**

#### **Cameron Steenveld**

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## TRANSPORTATION

The Ministry of Transportation is responsible for the development, construction and maintenance of an integrated transportation system in Alberta to facilitate the safe and efficient movement of people and products and the economic development of the province and assists in the provision of certain essential utilities which affect the daily lives of Albertans. This includes managing the planning, design, construction, rehabilitation, operation and maintenance of provincial highways

The Ministry is also responsible for the development and rehabilitation of surface water management infrastructure and management of the environmental requirements of the Ministry's water management and transportation projects.

***For more information on the goods and services needs of the Ministry of Transportation, please contact:***

**John Engleder**

Executive Director, Program Management Branch  
Transportation & Civil Engineering Division (TCE)  
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**Jim Harvey**

Director of Tender Administration  
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**IT – RELATED PURCHASES**

**Ken Baine**

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## TREASURY BOARD

Treasury Board is responsible for providing a coordinated and disciplined approach to the management of government spending. It is also responsible for leading government's capital planning process, providing advice and analysis on planning, construction costs and capital spending. The Ministry identifies and analyzes alternative options for financing capital projects. Additional responsibilities include ensuring accounting standards and financial reporting, financial management and control policies and performance planning and reporting.

***For more information about the goods and services needs of the Ministry of Treasury Board, please contact:***

**Lori Cresey**

Senior Financial Officer

Corporate Services

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