

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 business requirements. 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

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

Corporate Purchasing
Procurement Services
Service Alberta
9th fl South Tower
10030 - 107 Street
Edmonton, AB
T5J 3E4
Phone: (780) 427-4111
E-mail: corporate.purchasing@gov.ab.ca

ADVANCED EDUCATION

The Ministry of Advanced Education is responsible for the following key programs:

- Post-Secondary Education System
- Apprenticeship and Industry Training
- Adult Learner Funding
- Community Learning

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 Advanced Education, please contact:

Information Technology Procurement

Information and Technology Management Branch
9th floor Commerce Place
Phone: (780) 422-5400
E-mail: contractsandinvoices@gov.ab.ca

Other Procurement

Corporate Services
500, Phipps-McKinnon Building
10020 - 101A Avenue
Edmonton, AB
T5J 3G2
Phone: (780) 422-5400
Email: eae.contracting@gov.ab.ca

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

- Post-Secondary Institutions

Website: www.iae.alberta.ca

AGRICULTURE AND FORESTRY

The Ministry contributes to three of the government's four key opportunities. Unleashing Innovation, Competing in a Global Marketplace and Making Alberta the Best Place to Live, Work and Visit. The primary focus of Alberta Agriculture and Forestry is on Government of Alberta Goal 1, Alberta will have a diversified and prosperous economy under the key opportunity of Unleashing Innovation. The Ministry achieves this by working with others to promote prosperity for Alberta through a strong, competitive, sustainable agriculture and food industry.

Ministry Core Businesses

- A market-driven, environmentally responsible industry
- Food safety, plant health, and animal health and welfare
- Rural development

The Ministry is divided into the Department of Agriculture and Forestry and a number of agencies, boards and commissions. The Department is responsible for the management of programs designed to facilitate the development of all components of the agriculture and food industry, to sustain the natural resource base of the industry and to encourage the development of rural communities.

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

Farid Sokolovic

Team Lead, Agreements
Financial Services Division
Agriculture and Forestry
204, J.G. O'Donoghue Building
7000 – 113 Street
Edmonton, Alberta T6H
5T6
Phone: (780) 638-2865
Fax: (780) 422-6529
E-mail: farid.sokolovic@gov.ab.ca

Information Technology Procurement

Colin Draffin

Procurement Analyst
Business Information Technology Division
Agriculture and Forestry
203, JG O'Donoghue Building
7000 – 113 Street
Edmonton, Alberta
T6H 5T6
Phone: (780) 422-6583
Fax: (780) 422-4004
E-mail: colin.draffin@gov.ab.ca

Website: www.agric.gov.ab.ca

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:

Mark Topping

Director, Procurement

Alberta Gaming and Liquor Commission

50 Corriveau Avenue

St. Albert, Alberta T8N 3T5

Phone: (780) 447-7446

Fax: (780) 447-8761 (Fax)

Email: mark.topping@aglc.ca

Website: www.aglc.ab.ca

CULTURE AND TOURISM

The Ministry of Culture and Tourism 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
- preservation and presentation of Alberta's historical resources

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 Tourism, please contact:

Information Technology Procurement

Don Stanley

Director, Applications and Web Services
Culture and Tourism
9th Flr, Standard Life Centre
10405 Jasper Avenue
Edmonton, AB
T5J 4R7
Phone: (780) 644-1680
Fax: (780) 644-1286
E-mail: don.stanley@gov.ab.ca

Other Procurement

Lucy Wang

A/Director, Financial Reporting and Operations
Culture and Tourism
7th fl Standard Life Centre
10405 Jasper Avenue
Edmonton, AB
T5J 4R7
Phone: (780) 427-2130
Fax: (780) 427-0255
E-mail: lucy.wang@gov.ab.ca

Website: www.culture.alberta.ca

ECONOMIC DEVELOPMENT AND TRADE

This ministry leads the government's economic development efforts, and provides single-door access to information and support for businesses and investors.

The ministry includes three operational divisions and one supporting division.

- Economic Development and Small and Medium-Sized Enterprises (SMEs) Division promotes strategies to develop sustainable growth, diversify the economy and increase economic resilience.
- Trade and Investment Attraction Division focuses on attracting investment to the province and helping Alberta companies access international markets.
- Science and Innovation Division works to position Alberta as a leader in research, innovation and bringing new technologies to market.
- Strategic Policy and Corporate Services Division provides strategic policy, planning, evaluation and support services to all of Economic Development and Trade.

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

Helen Stiles

Manager, Corporate Administration
Indigenous Relations
13th Floor, Commerce Place
10155 - 102 Street Edmonton, Alberta T5J 4G8
Phone: (780) 422-0980
Fax: (780) 644-8141
E-mail: helen.stiles@gov.ab.ca

Olena Urban

Director, Finance and Administration
Indigenous Relations
13th Floor, Commerce Place
10155 - 102 Street
Edmonton, Alberta T5J 4G8
Phone: (780) 422-9046
Fax: (780) 644-8141
E-mail: olena.urban@gov.ab.ca

Website: www.albertatechfutures.ca, www.albertainnovates.ca

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:

Peter Groot

Director
Strategic Business Services Sector
Education
19th fl, Commerce Place
10155 – 102 Street
Edmonton, Alberta T5J 4L5
Phone: (780) 422-3279
Fax: (780) 415-6546
E-mail: peter.groot@gov.ab.ca

Website: education.alberta.ca

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:

Contract Administrator

Alberta Energy
11th floor, 9942 - 108 Street
Edmonton, Alberta
T5K 2J5
Phone: (780) 427-9804
Fax: (780) 427-5696
E-mail: Energy.RFPQuery@gov.ab.ca

Katherine Chan

Branch Head, Finance and Administration
Energy
14th Flr, Petroleum Plaza NT
9945 – 108 Street
Edmonton AB T5K 2G6
Phone: (780) 422-2180
E-mail: Katherine.chan@gov.ab.ca

Website: www.energy.gov.ab.ca

ENVIRONMENT AND PARKS

The Ministry of Environment and Parks 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 and Parks 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 and Parks, please contact:

IT Purchasing Contact

Karen McDermott

Purchasing Coordinator
Environment and Parks
12th Floor, Oxbridge Place
9920 - 106 Street
Edmonton, Alberta T5K 2J6
Phone: 780-644-3208
E-mail: anne.mcinerney@gov.ab.ca

Other Procurement

Anne McInerney

Director, Expenditures Section
Environment and Parks
6th Floor, South Petroleum Plaza
9915 - 108 Street
Edmonton, Alberta T5K 2G8
Phone: 780-422-5943
Fax: 780-422-0151
E-mail: anne.mcinerney@gov.ab.ca

Website: esrd.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.

The Public Affairs Bureau provides consultation and purchasing services for:

- public relations/communications consultation
- web development
- graphic design
- video and multimedia production
- advertising
- research
- photography
- corporate identity

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

Chris Gusen

Director, Government Identity
Communications and Public Engagement
7th flr, 9820 - 107 Street
Edmonton, AB T5K 1E7
Phone: 780-427-2698
Email: chris.gusen@gov.ab.ca

Shelley Gangl

Director, Advertising
Executive Council – Public
Affairs Bureau
7th flr, 9820 - 107 Street
Edmonton, AB T5K 1E7
Phone: 780-427-9356
Email: shelley.gangl@gov.ab.ca

Website: www.alberta.ca/executive-council.cfm

HEALTH

The Ministry of Health 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

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

Stephen Arthur

Executive Director
Corporate Services
Health
10th Flr, ATB Place North Tower
10025 Jasper Avenue
Edmonton, Alberta T5J 1S6
Phone: (780) 415-0201
E-mail: stephen.arthur@gov.ab.ca

Julie Lundgren

Director
Procurement and Contracting Services
Health
10th Floor ATB Place North Tower 10025 Jasper
Avenue
Edmonton, Alberta T5J 2N3
Phone: (780) 643-0922
E-mail: julie.lundgren@gov.ab.ca

Health Website: www.health.gov.ab.ca

HUMAN SERVICES

The Ministry of Human 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 Human Services.

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

Information Technology Procurement

Maureen Konrad

Manager, Partnerships and Knowledge
Mobilization
Childrens Services
11th Floor, Baker Centre
10025 – 106th Street
Edmonton, Alberta
T5J 1G4
Phone: (780) 415-8316
Fax: (780) 422-0562
E-mail: Maureen.konrad@gov.ab.ca

Other Procurement

Norm Cressey

Contract Specialist
Community Outreach Assessment &
Support Team Community and Social
Services
2nd Flr, Westcor
12323 Stony Plain Road
Edmonton, Alberta T5N 4B4
Phone: (780) 644-1612
Fax: (780) 422-6411
E-mail: normand.cressey@gov.ab.ca

Website: humanservices.alberta.ca

INDIGENOUS RELATIONS

The Ministry of Indigenous Relations works with Aboriginal communities, the federal government, industry and other stakeholders to promote social and economic opportunities to enhance the quality of life of Aboriginal people in Alberta.

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

Helen Stiles

Manager, Corporate Administration
Indigenous Relations
13th Floor, Commerce Place
10155 - 102 Street
Edmonton, Alberta
T5J 4G8
Phone: (780) 422-0980
Fax: (780) 644-8141
E-mail: helen.stiles@gov.ab.ca

Olena Urban

Director, Finance and Administration
Indigenous Relations
13th Flr, Commerce Place
10155 – 102 Street
Edmonton, AB T5J 4G8
Phone: (780) 422-9046
Fax: (780) 644-8141
E-mail: olena.urban@gov.ab.ca

Website:

www.indigenous.alberta.ca

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:

Neil Kjelland, M.B.A., M.Sc.,

P. Eng

Acting Executive Director, Procurement

Health Facilities Branch, Infrastructure

J.G. O'Donaghue Building

2nd Flr, 7000 – 113 Street

Edmonton, Alberta T6H 5V7

Phone: (780) 415-1028

E-mail: neil.kjelland@gov.ab.ca

Website: www.infrastructure.alberta.ca

JUSTICE AND SOLICITOR GENERAL

The Ministry of Justice and Solicitor General 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.

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.
 - Alberta Review Board - The Alberta Review Board makes or reviews dispositions concerning any accused person for whom a verdict of "not criminally responsible because of mental disorder" or "unfit to stand trial" is rendered, according to the provisions of the [Criminal Code of Canada](#). The board also has the responsibility for determining whether a person should be subject to a detention order or conditional discharge or be granted an absolute discharge. The board's eleven members are appointed by the lieutenant governor in council.
 - Fatality Review Board - The Fatality Review Board is responsible for reviewing certain deaths investigated by the Office of the Chief Medical Examiner and recommending to the Minister of Justice and Solicitor General whether a public fatality inquiry should be held. The board is appointed by the lieutenant governor in council and is composed of a lawyer, a physician, and a layperson. Cases reviewed by the board generally include accidental deaths (where

JUSTICE AND SOLICITOR GENERAL

recommendations could be made at a public fatality inquiry for the prevention of similar deaths in the future), cases where the cause and manner of death remain undetermined after a complete investigation, and deaths of individuals who are in police custody, in prison, certified under the [Mental Health Act](#), or under the Director of Child Welfare's guardianship or in the director's custody.

- **Judicial Counsel** - The Judicial Council screens individuals to determine if they are qualified for appointment to the Provincial Court of Alberta. The council is granted jurisdiction to deal with complaints against masters, Provincial Court judges and justices of the peace. The Minister of Justice appoints two members of this council. The remaining four members are designated under the [Judicature Act](#).
- **Notaries Public Review Committee** - The Notaries Public Review Committee advises the Minister of Justice and Solicitor General on appointments of lay notaries public. The committee consists of a member of the Law Society of Alberta, a member of the business community and a member of the ministry, who is the secretary. All are appointed by ministerial order under the [Government Organization Act](#). The committee reviews applications for appointment and then provides recommendations to the Minister of Justice.
- **Provincial Court Nomination Committee** - The Provincial Court Nominating Committee provides recommendations to the Minister of Justice and Solicitor General on the appointment of new judges to the Provincial Court of Alberta. The committee has 11 members, eight of which are appointed by the Minister.
- **Rules of Court Committee** - The Rules of Court Committee makes recommendations to the Minister of Justice and Solicitor General on amendments to the Rules of Court made under the [Judicature Act](#), the [Court of Queen's Bench Act](#) or any other act. The committee consists of six members: the Chief Justice of Alberta or designate, the Chief Justice of the Court of Queen's Bench or designate, the Chief Judge of the Provincial Court of Alberta or designate, two members appointed by the Minister of Justice on recommendation of the Law Society of Alberta, and one member appointed by the Minister of Justice and Solicitor General.

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

Van Repchinsky

Director
Procurement Services
Justice and Solicitor General
Mezzanine Floor, Bowker Building
9833 - 109 Street
Edmonton, Alberta T5K 2E8
Phone: (780) 422-3132
Cell: (780) 901-2802
Fax: (780) 427-9630
E-mail: van.repchinsky@gov.ab.ca

Kelley Matheson

Procurement Manager
Procurement Services
Justice and Solicitor General
Mezzanine Floor, Bowker Building
9833 - 109 Street
Edmonton, Alberta T5K 2E8
Phone: (780) 427-6570
Cell: (780) 700-7098
Fax: (780) 427-9630
E-mail: kelley.matheson@gov.ab.ca

Website: <https://justice.alberta.ca>

LABOUR

Each day in Alberta, more than two million people go to work. They are the front lines of economic growth, international competitiveness, responsible development, and building Alberta. This department ensures those two million people are well equipped to do their jobs.

The mandate of our Ministry is to work in close collaboration with training and labour stakeholders and other orders of government to help ensure the Alberta workforce has the right skills and resiliency to fully participate in our dynamic economy.

Our priorities include:

- working with key stakeholders to develop plan and programs for a skilled and adaptable workforce that supports a sustainable and prosperous economy;
- ensures workers, employers and communities benefit from productive, safe, fair and healthy workplaces;
- working with stakeholders to ensure Alberta is able to attract and retain workers from Canada and abroad; and
- working together with the Premier and other representatives of the Government of Alberta in negotiations with the Government of Canada and relating to temporary foreign workers' and related challenges of securing workers able to succeed in Alberta's growing economy.

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

Toni Billo

Procurement Coordinator
Governance, Strategy and Planning
Labour
1st Flr, Labour Building
10808 – 99 Avenue
Edmonton, AB T5K 0G5
Phone: (780) 644-8137
E-mail: toni.billo@gov.ab.ca

Stacey Wong

Financial Coordinator
Governance, Strategy and Planning
Labour
9th Flr Labour Building
Edmonton AB T5K 0G5
Phone: (780) 644-8132
E-mail: stacey.wong@gov.ab.ca

Website: work.alberta.ca

LEGISLATIVE ASSEMBLY

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:

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

Key Contacts:

Val Rutherford, Manager

Planning & Development

Legislative Branch

4th Flr, Federal Building

9820 – 107 Street

Edmonton, Alberta T5K 1E7

Phone: (780) 427-1586

E-mail: val.rutherford@assembly.ab.ca

Jillian Tilley

Manager, IT Operations

Legislative Branch

4th Flr, Federal Building

9820 – 107 Street

Edmonton, Alberta T5K 1E7

Phone: (780) 415-2898

Fax: (780) 415-2894

E-mail:

jillian.tilley@assembly.ab.ca

Primary Procurement: Information Technology purchases such as computer equipment.

Website: 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:

Toni Sloan

Senior Procurement Analyst
Municipal Affairs
14th Floor, Commerce Place
10155 - 102 Street
Edmonton, Alberta T5J 4L4
Phone: (780) 415-0903
Fax: (780) 422-5840
E-mail: toni.sloan@gov.ab.ca

Jasmine Nuthall

Director, Financial Operations and Accountability
Financial Services
14th floor, Commerce Place
10155 – 102 Street
Edmonton, Alberta T5J 4L4
Phone: (780) 422-1547
Fax: (780) 422-5840
E-mail: jasmine.l'heureux@gov.ab.ca

Website: www.municipalaffairs.alberta.ca

SENIORS AND HOUSING

The Ministry of Seniors consists of Department of Seniors and the Alberta Social Housing Corporation.

The Ministry:

- Develops and maintains affordable housing options for Albertans in need, including social housing and affordable housing;
- Helps Alberta's aging population lead healthy and independent lives in their homes and communities;
- Partners with third party housing delivery providers to operate housing programs across the province; and
- Provides supports to eligible Albertans 65 and over through the Alberta Seniors Benefits program.

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

Peiling Chan

Manager, Financial Assurance and Administration
Seniors and Housing
6th Floor, Commerce Place
10155 – 102 Street
Edmonton, Alberta
T5J 4G8
Phone: (780) 427-3922
Fax: (780) 644-5586
E-mail: peiling.chan@gov.ab.ca

Alberta Social Housing Corporation

Linda Winter
Director, Housing Operations and Reporting
3rd Floor, 44 Capital Blvd
10044 – 108 Street
Edmonton, Alberta
T5J 5E6
Phone: (780) 638-2968
Fax: (780) 644-5586
E-mail: linda.g.winter@gov.ab.ca

Website: www.seniors.gov.ab.ca

SERVICE ALBERTA – PROCUREMENT SERVICES

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 (cont'd)

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 trade agreement requirements.

In addition, Corporate Purchasing is 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 trade agreement requirements. For details, please contact Danis Lee.

For more information about Service Alberta Corporate Purchasing, please contact:

Danis Lee

Director
Contracted Services
Procurement Services
9th floor, South Tower, Seventh Street Plaza
10030 – 107 Street
Edmonton, Alberta T5J
3E4 Phone: (780) 643-
1800
Fax: (780) 422-9672
E-mail: danis.lee@gov.ab.ca

Marcy Soehn

Manager
Corporate Purchasing Procurement Services
9th floor, South Tower, Seventh Street Plaza
10030 – 107 Street Edmonton, Alberta T5J 3E4 Phone: (780) 427-3270
Fax: (780) 422-9672
E-mail: marcy.soehn@gov.ab.ca

SERVICE ALBERTA – PROCUREMENT SERVICES (cont'd)

Procurement Transformation

Procurement Transformation section takes the lead and works collaboratively at strategic and operational levels with all ministries and departments of the Government of Alberta (GoA), subject matter experts internal and external to the GoA, the vendor community, public sector organizations in Alberta, and procurement officials in the government of Canada, Canadian Provinces and Territories to:

1. Establishing the strategic direction of purchasing in the GoA.
2. Consulting with department and vendor executive and staff, providing expert advice and assistance in arbitrating contract disputes affecting GoA ministries, departments, agencies, boards and commissions.
3. Providing procurement business support to GoA and external customers / stakeholders.
4. Representing Service Alberta's interests and perspectives on cross government initiatives, projects and committees.
5. Protecting the government's interests by ensuring purchasing processes are compliant with Canadian law and trade agreements signed by Alberta.
6. Increasing general citizen awareness of government activities.

Vendor & Trade Development Transformation

The Vendor and Trade Development Transformation 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), the New West Partnership Trade Agreement (NWPTA) and the World Trade Organization (WTO) Agreement on Government Procurement (GPA).
- Fostering vendor awareness with respect to guidelines and processes for a better understanding of how to sell to the Alberta government and, in an effort to promote rural growth, reaching out to vendors in smaller Alberta communities to bring awareness about opportunities in Alberta's public sector. These sessions explain the laws and policies behind public procurement.

Activities include:

- Delivering "webinar" information sessions to vendors at The Business Link throughout the year
- Partnering with the city of Edmonton, government of Canada, and other public sector agencies to deliver trade agreement seminars
- Collaborating with the government of Canada to offer "selling to the government" vendor education sessions across Alberta

Procurement Technology Transformation

Procurement Technology Transformation section is responsible for:

- Managing the operation of Alberta's electronic tendering system ([Alberta Purchasing Connection](#)) that

SERVICE ALBERTA – PROCUREMENT SERVICES (cont'd)

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.

- Providing Training and Procurement/Purchasing Support for Procurement Business Tools such as the Alberta Purchasing Connection (APC) and the IMAGIS Standing Offer Catalogue.
- Providing APC Help desk services to purchasers and vendors.
- Acquisition Services provides support to government Departments including purchasing a broad range of commodities, providing consultation and advice relating to all aspects of procurement, and administers pieces of the processes associated with Request for Quotations (RFQ), including preparation of requisitions to initiate the tendering process.

For more information regarding Service Alberta Procurement Transformation, please contact:

Michael Fleming

Director
Procurement Transformation
Procurement Services
9th floor, South Tower, Seventh Street Plaza
10030 – 107 Street Edmonton, Alberta T5J 3E4
Phone: (780) 415-9738
Fax: (780) 422-9672
email: michael.g.fleming@gov.ab.ca

Tanya MacAulay

Manager
Procurement Technology Transformation
Procurement Services
9th floor, South Tower, Seventh Street Plaza
10030 – 107 Street Edmonton, Alberta T5J 3E4
Phone: (780) 427-3265
Fax: (780) 422-9672
Email: tanya.macaulay@gov.ab.ca

Chelle Busch

Manager
Vendor & Trade Development Transformation
Procurement Services
9th floor, South Tower, Seventh Street Plaza
10030 – 107 Street Edmonton, Alberta T5J 3E4
Phone: (780) 644-7430
Fax: (780) 422-9672
email: chelle.busch@gov.ab.ca

Alberta Purchasing Connection System (APC)

Help Desk
Phone: (780) 644-5726
E-mail: apc.help@gov.ab.ca

Acquisition Services

Cassandra Luong
Team Lead Acquisition
Procurement Services
9th floor, South Tower, Seventh Street Plaza
10030 – 107 Street Edmonton, Alberta T5J 3E4
Phone: (780) 422-1367
Fax: (780) 422-9672
Email: Cassandra.luong@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:

Jason Voytechek

Director
Surplus Sales and Warehousing
38 Highfield Circle SE
Calgary, Alberta T2G 5N5
Phone: (403) 297-3794
Fax: (403) 297-4576
Email: jason.voytechek@gov.ab.ca

Les Gawlik

Northern Region Coordinator
Surplus Sales (Edmonton)
12115 Fort Road
Edmonton, Alberta T5B 4H2 Phone: (780)
643 1845
Fax: (780) 427-9819
Email: zainul.rajan@gov.ab.ca

Jason Dunne

Southern Region Coordinator
Surplus Sales (Calgary)
38 Highfield Circle S.E.
Calgary, Alberta, T2G 5N5
Phone: (403) 297 9000
Fax: (403) 297-4576
Email: jason.dunne@gov.ab.ca

Dale Warunki

Team Lead Warehousing Services
16674 114 Avenue
Edmonton, Alberta T5M 3R8
Phone: (780) 422-9094
Fax: (780) 422-2033
E-mail: dale.warunki@gov.ab.ca

Website: www.servicealberta.gov.ab.ca
<http://surplus.gov.ab.ca/>

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:

Robert Quinton

Executive Director, Professional Services
Transportation
2nd Floor, Twin Atria Building
4999 - 98 Avenue Edmonton, Alberta
T6B 2X3 Phone: (780) 427-1581
E-mail: robert.quinton@gov.ab.ca

Jim Harvey

Director, Tender Administration Program
Management Branch, TCE
2nd Flr, Twin Atria Building
4999 – 98 Avenue
Edmonton, Alberta T6B
2X3 Phone: (780) 415-
1069
E-mail: jim.harvey@gov.ab.ca
Email: edson.roopnarine@gov.ab.ca

IT – RELATED PURCHASES

Edson Roopnarine

Vendor Management Specialist
Governance and Support Transportation
3rd floor, Twin Atria Building
4999-98 Avenue
Edmonton, Alberta T6B 2X3 Phone: (780) 422-
0445

Jim Hau

Director, Governance and Support Transportation
3rd Flr, Twin Atria Building
4999 – 98 Avenue Edmonton, Alberta T6B 2X3
Phone: (780) 644-2654
E-mail: jim.hau@gov.ab.ca

Website: www.transportation.alberta.ca

TREASURY BOARD AND FINANCE

Treasury Board and Finance 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:

Patrick Marshall

Chief Information Officer
Corporate Business Technology Services
Treasury Board and Finance
8th Flr, Sir Frederick W Haultain Building
9811 – 109 Street
Edmonton, Alberta T5K 2L5
Phone: (780) 644-4289
Fax: (780) 4644-5016
E-mail: patrick.marshall@gov.ab.ca

Rhonda Wood-Viscarra

Procurement/Contract Coordinator
Financial Operations
Treasury Board and Finance
455 Terrace Building
9515 - 107 Street
Edmonton, Alberta T5K 2C3
Phone: (780) 644-8054
Rhonda.wood-viscarrra@gov.ab.ca

Wendy Joyner

Director, Financial Operations
Financial Operations
Treasury Board and Finance
455 Terrace Building
9515 - 107 Street
Edmonton, Alberta T5K 2C3
Phone: (780) 415-9141
wendy.joyner@gov.ab.ca

Website: www.finance.alberta.ca