



Instructions for Completing the NPP Contract Ratification

Definition of Contract Ratification

Contract ratification is a way to retroactively grant proper or sufficient authority. Ratification, as used in contracting, means the act of approving an unauthorized commitment by an individual who has the delegated authority to do so. Unauthorized commitment means an agreement that is not binding solely because the representative who made it lacked the authority to enter into that agreement on behalf of Her Majesty.

Importance of Contract Ratification

The process of ratification ensures adherence to NPP Contracting Policy and guarantees that goods and services are acquired in a manner that enhances access, competition and fairness and results in best value.

Additionally, in case of court proceedings, contracts signed without appropriate or sufficient delegated authority erode the strength and validity of CFMWS' legal position and increase likelihood of financial loss for the organization.

When Contract Ratification is Required

When it has been determined that a representative did not have proper or adequate delegated authority to enter into a contract on behalf of Her Majesty or to authorize a "directed contract" (also known as sole source), special procedures are required in order to correct and record the situation. Whether or not the contracted goods or

services have been delivered, the representative is required to submit a request for ratification, through the Chain of command, to the person holding the appropriate delegated authority.

Contract Ratification Process

Once it has been determined that contracting has been conducted without proper authority, a contract ratification must be completed. The Division NPP Contracting Representative will notify the contracting authority who is responsible for initiating the contract ratification process. The contracting authority has 30 days to complete the contract ratification.

As per the NPP Contracting Policy, para 44, each request for ratification requires detailed information in memorandum format about the contract, including:

- a) The statement of work;
- b) How the firm was selected;
- c) The quotation of proposal from the selected contractor;
- d) A record of payments; and
- e) The action taken to avoid a recurrence of the situation.

The ratification letter, with all the appropriate documentation, is to be submitted to the CFWMS Procurement and Contracting Officer.

Contract Ratification Authority Levels

Contract ratification signing authorities are based on the respective Contract Authority table(s) in CDS Delegation of Authorities for Financial Administration of NPP. See attached Annex B for detailed levels per Division.

Annex:

Annex A: Sample Contract Ratification Letter

Annex B: Local NPP Ratification Letter Signing Authority Flow Chart

Annex C: SISIP FS Ratification Letter Signing Authority Flow Chart

Annex D: CANEX Ratification Letter Signing Authority Flow Chart

Annex E: Support Our Troops Ratification Letter Signing Authority Flow Chart

Annex A - Sample Contract Ratification Letter

Your Address

Date

CFMWS Procurement and Contracts Officer

4210 Labelle Street

Ottawa, ON

K1A 0K2

CONTRACT RATIFICATION

Your location - Contract title

Example: CFMWS HQ – Allegra Printing Storefront Contract

Ref A: Notice of requirement for contract ratification

B. NPP Contracting Policy

C. Approval Authority for Directed Contracts (if applicable)

D. Proposal or a quote from contractor

E. Record of payment and applicable invoices

1. The compliance and assurance review was conducted at (the) **Location** at reference A. The purpose of the review was to determine compliance with the current NPP Contracting Policies and procedures found at reference B. The report revealed that **Describe your local situation**

2. The compliance review indicated that ratification of the contract is required as outlined in NPP Contracting Policy para 43-45 (Ref B):

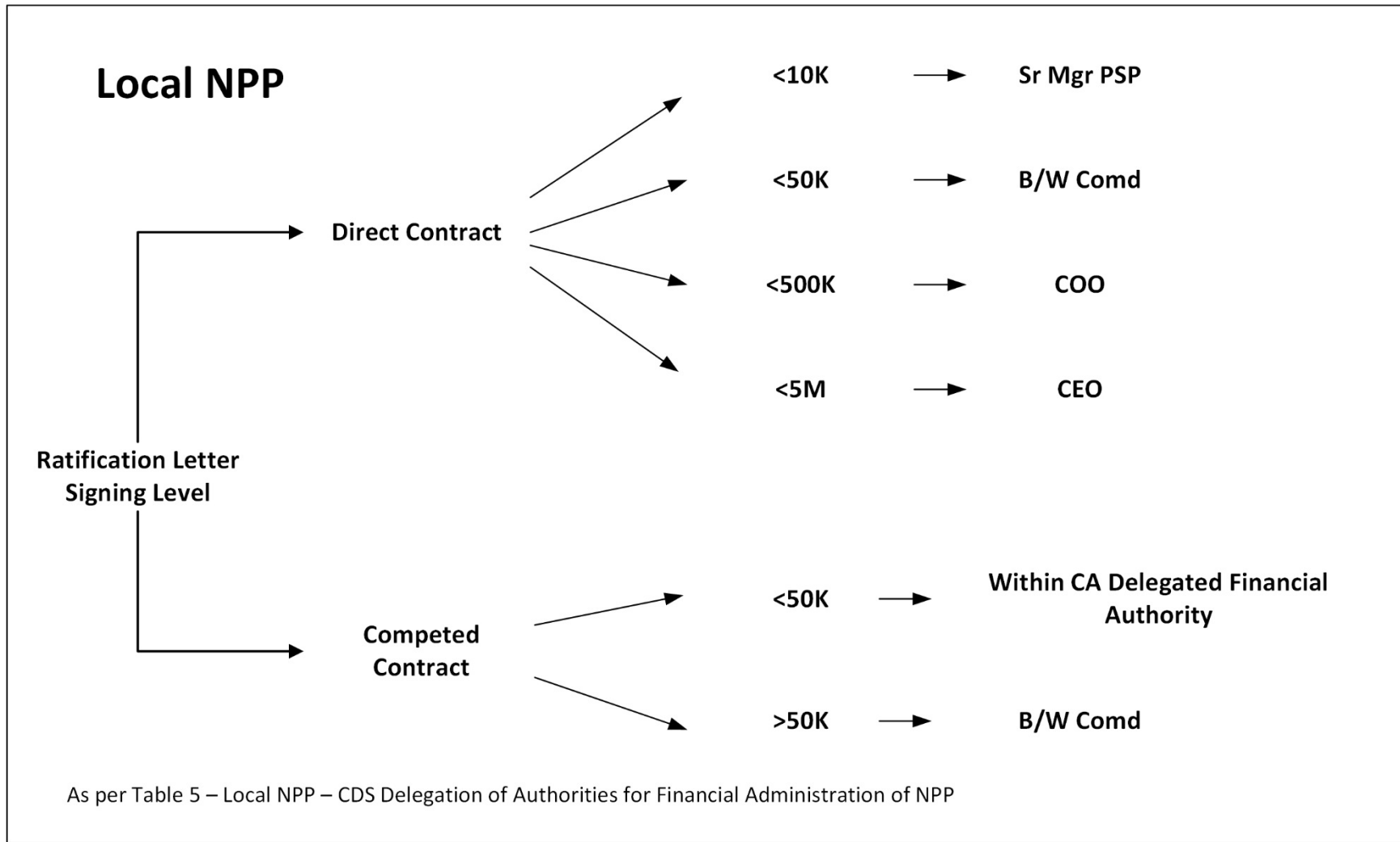
- a. Statement of Work – **Contractor Name**
 - i. **Case Specifics**
 - ii. **Case Specifics**
 - iii. **Case Specifics** (insert/delete as many as needed)
- b. Firm Selection

Annex A - Sample Contract Ratification Letter

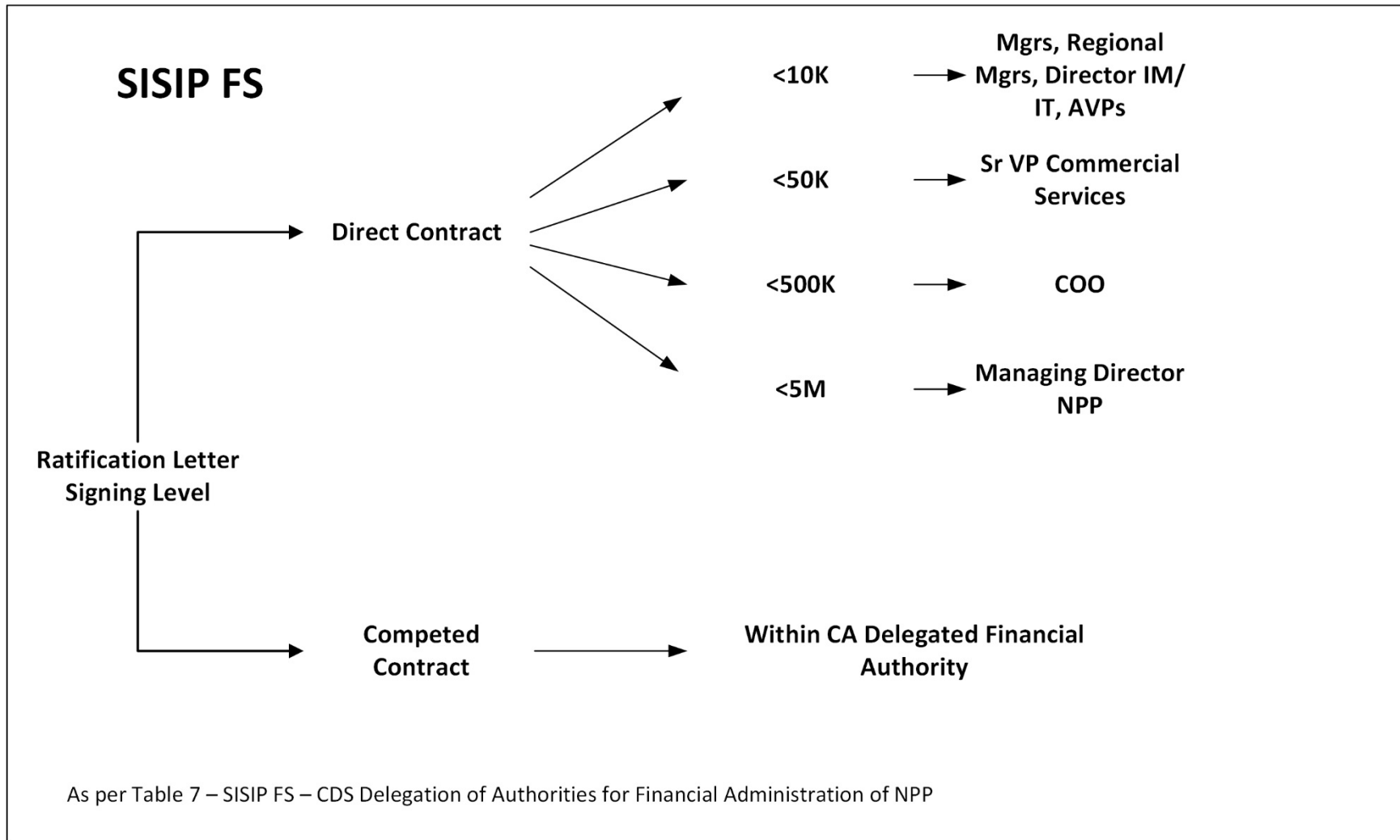
- i. Specifics
 - ii. Specifics
 - iii. Specifics (insert/delete as many as needed)
 - c. Quotation or Proposal
 - i. Include the specifics of your case
 - d. Invoices and Record of Payment: See Ref E
 - e. Action to avoid future recurrence: Description
3. Closing paragraph.

Ratification Letter Signing Authority

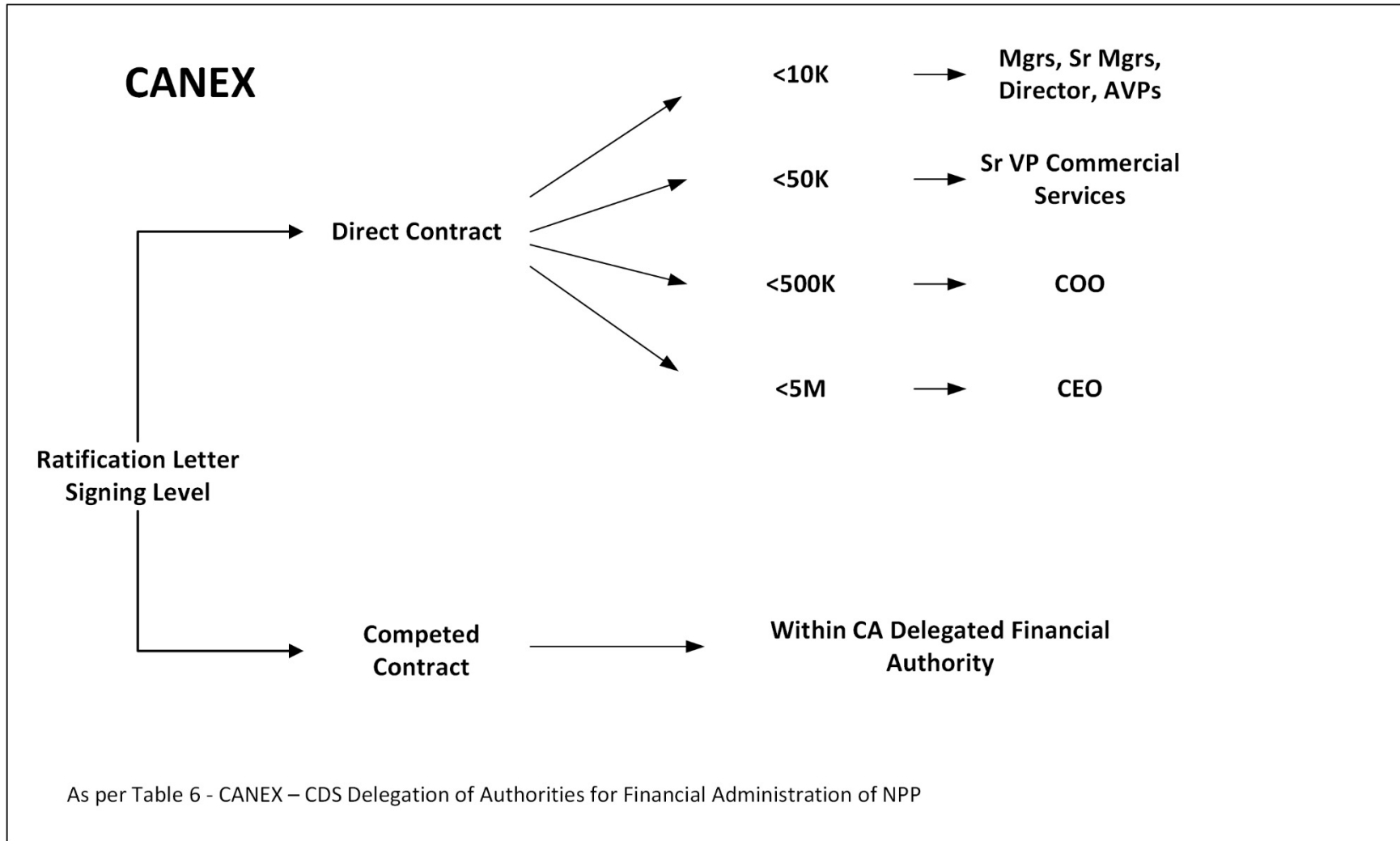
Annex B – Local NPP Ratification Letter Signing Authority Flow Chart



Annex C – SISIP FS Ratification Letter Signing Authority Flow Chart



Annex D - CANEX Ratification Letter Signing Authority Flow Chart



Annex E - Support Our Troops Ratification Letter Signing Authority Flow Chart

