



**House of Assembly**

**Printing Policy for Members of the House of Assembly**

**and**

**Constituency Assistants**

**February 2010**

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## **1. Approval**

Under the authority of subparagraph 20(6)(b)(ii) of the *House of Assembly Accountability, Integrity and Administration Act*, the House of Assembly Management Commission establishes this policy respecting printing services for Members of the House of Assembly and Constituency Assistants.

## **2. Purpose**

To provide direction to Members of the House of Assembly and Constituency Assistants regarding printing services.

## **3. General**

The *Members' Resources and Allowances Rules* (the Rules) provide an annual amount of \$15,000 for office operations, supplies and communications. Eligible expenditures include the purchase or printing of greeting, Christmas, sympathy or other similar cards and other printing such as newsletters to be sent to constituents and others relating to the Member's constituency work.

Members of the House of Assembly and Constituency Assistants must ensure that the printing services provided are eligible for reimbursement under the *House of Assembly Accountability, Integrity and Administration Act*, the *Members' Resources and Allowances Rules*, and Directives of the Commission.

## **4. Process**

### **4.1. Applicability**

This policy applies to all printing services for Members of the House of Assembly and Constituency Assistants which are paid by the Legislature.

### **4.2. Restrictions**

This policy does not apply to any printing services provided by the Executive Branch of government.

### 4.3. Printing

- All printing must be purchased in compliance with Section 9 of the Public Tender Act.
- Paragraph 3.2.7 of the Government Purchasing Agency Customer Manual, which requires that requests for printing services shall be initially forwarded to the Queen's Printer, **does not** apply.
- The Member is required to obtain three quotations in accordance with the policies prescribed for the majority of other purchases of goods in the Government Purchasing Agency Customer Manual.
- The Member may obtain the 3 quotes from outside sources; however, the Queen's Printer may be one of the quotes.

### 4.4. Administrative Matters

Requests for printing services, or reimbursement of costs of printing services, shall comply with the *Members' Resources and Allowances Rules*.

## 5. References

*Members' Resources and Allowances Rules*

*House of Assembly Accountability, Integrity and Administration Act*