

Service Standards for Client Request Estimates

Issued: August 2020
Reviewed: August 2020
Next review: August 2021

Ministry of Central Services

Maintained by: Corporate and Commercial Services Division

This document outlines the service standards customers can expect from the ministry.

Service Standards for Client Request Estimates

Service description:

Preliminary accommodation project cost estimating, for clients and during the intake/service request phase.

How you can request this service:

Contact your ministry tenant representative who will submit a request, through email or paper, to a CS Planner to begin the process. The CS Planner will gather client requirements and forward to CS Technical Services for an estimate.

Work hours:

Requests can be made 24/7/365. Normal hours of operations are 8:00 AM to 5:00 PM, Monday to Friday excluding statutory holidays.

Contact details:

Contact the CS Planner directly or the appropriate regional office:

South Region

1920 Rose Street

Regina Saskatchewan

S4P 0A9

Email: reginaadmincs@gov.sk.ca

North Region

838-122 3rd Avenue N

Saskatoon Saskatchewan

S7K 2H6

Email: saskatooncsaccountspayable@gov.sk.ca

Service	Customer action required	Service Standard	Target	How to measure
Client Estimates	Tenant rep submits a client request form to CS Planner. CS Planner submits costing request and client Planning Requirements forms to Technical Services.	Estimate will be provided within 10 working days including option details.	90%	Estimates Database