

**MINISTRY OF SOCIAL DEVELOPMENT
DECISION NOTE**

COPY

DATE: July 29, 2011

PREPARED FOR: Mark Sieben, Deputy Minister

ISSUE: Signatory on the new Employment Program of BC (EPBC) Contracts

BACKGROUND:

The EPBC is a new service delivery model that will begin on April 1, 2012 and will provide an integrated system of employment services and supports through a network of Employment Services Centres (ESCs) throughout the province.

The Ministry of Social Development (MSD) is currently in the evaluation stage for the Request for Proposal procurement process for the new EPBC (ELMS-004). There are 29 different evaluation teams, with over 80 staff involved as evaluators, chairs and record keepers. The process is being supported and monitored by two procurement advisors.

The initial stage (consensus scoring) of all proposals will be complete by the end of August 2011, with interviews scheduled between August and October 2011. It is anticipated that the lead proponents that MSD intends to sign contracts with will be announced in October 2011. The contract signing process will occur from October – December 2011. It is anticipated that MSD will sign and announce 73 contracts for the new program before the end of the calendar year.

DISCUSSION:

In the current environment, Employment and Labour Market Services Division's (ELMSD) existing contracts have a mixed approach to who has been the signatory on the existing agreements. Historically, the provincially funded contracts have been signed by the Deputy Minister (DM) or Assistant Deputy Minister (ADM); while, the federally funded agreements have been signed by the service delivery manager (SDM) or supervisor.

MINISTRY OF SOCIAL DEVELOPMENT DECISION NOTE

OPTIONS:

Option 1: The DM signs all 73 contracts

Pros:

- Allows the DM to represent MSD on the contract.

Cons:

- A workload issue for the DM as it will be timely to review all 73 contracts.

Option 2: The ADM signs all 73 contracts

Pros:

- Allows senior ministry executive to represent MSD on the contract.
- More flexibility with scheduling review and sign off.
- ADM is participating in a process to review all schedules and variables of the contracts, so no briefing required.

Cons:

- A workload issue for the ADM to sign all 73 contracts.

Option 3: An ELMSD Executive Director (ED) signs the 73 contracts

Pros:

- Allows ministry executive to represent MSD on the contract.
- Three EDs can split the 73 contracts - avoids a work load bottleneck that may occur with one signatory.
- More flexibility with scheduling review and sign off.
- EDs are participating in a process that reviews all schedules and variables of the contracts, so no briefing required.

Cons:

- Does not provide senior MSD executive representation on the ESC contracts.
- A workload issue for the EDs to sign 73 contracts.

MINISTRY OF SOCIAL DEVELOPMENT DECISION NOTE

Option 4: SDMs sign

Pros:

- Five SDMs can split the 73 contracts - avoids a work load bottleneck that may occur with one signatory.
- Provides more opportunity to the SDMs to be involved with the process.

Cons:

- Does not provide MSD executive representation on the ESC contracts.
- May impact operations with an increase in work load.
- SDMs are not participating in the final approval of variables so briefing must be prepared to highlight the variables of each contract.

RECOMMENDATION:

Option 2: The ADM signs all 73 contracts

Approved/Not Approved

Date:

*and please ensure that
signing authorities matrix
is updated as appropriate
in consultation
with FASB.*

11/08/08

for Sharon Mayson
Mark Sieben
Deputy Minister

Prepared by:

Tiffany Ma
Director, Finance and Business Planning
Program Management Branch
250-953-4514

Reviewed By:

Sergei Bouslov
Executive Director
Program Management Branch

Initial:

[Signature]

Date:

2011/08/02

Tami Currie
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[Signature]

2011/08/02

Carolyn Kamper
Executive Director
Engagement, Planning and GNPI
Branch

for [Signature] 2011/08/05

Allison Bond
Assistant Deputy Minister
Employment and Labour Market
Services Division

for [Signature]

2011/08/02

MINISTRY OF SOCIAL DEVELOPMENT

INFORMATION NOTE

DATE: October 13, 2011

PREPARED FOR: Honourable Stephanie Cadieux, Minister of Social Development

ISSUE: Announcing Successful Proponents - Request for Proposals (RFP)
for the Employment Program of British Columbia

BACKGROUND:

- The RFP for the Employment Program of BC was posted via the BC Bid website on March 30, 2011.
- From April 19 to May 4, 2011, the Ministry held six proponent meetings in Prince George, Kelowna, Nanaimo, Surrey, Vancouver, and via webcast.
- The RFP was closed at 2:00 pm on Thursday, May 26, 2011.
- A total of 149 proposals were received in response to the RFP.
- One or more proposals were submitted for each of the 73 catchment areas with the exception of Haida Gwaii, for which no proposal was submitted.
- From May 30 to October 7, the Ministry evaluated all submitted proposals and selected successful proponents for 65 catchment areas.
- At the conclusion of the evaluation period, the following catchment areas had no successful proponent: Haida Gwaii, Fort St. John, Fort Nelson, Salmon Arm, Oliver, Merritt, Lillooet and Sechelt.
- The Ministry had previously identified options in the event that any catchment area had no successful proponent. Once the Ministry has met the requirements for public procurement through an extensive RFP process, other procurement methods may be applied to secure service provision. This can include direct award, limited competition, or reissuing the RFP.
- To ensure service availability as of April 2, 2012, the Ministry chose to initiate concurrent limited competitions for the above catchment areas through direct invitation to compete or through expression of interest via BC Bid. The decision as to which method to follow was made based on clear principles delineated through a decision note (attached).
- By October 14, the Ministry will have completed all limited competitions with the exception of the Sechelt catchment area. The limited competition for Sechelt was issued on October 5 with a closing date of October 21. Its evaluation, interview and reference check processes are being expedited to select a successful proponent by October 28.
- The announcement of successful proponents for 72 catchment areas is scheduled for October 19, 2011, while the announcement of the successful proponent for Sechelt will be after October 28, 2011.

MINISTRY OF SOCIAL DEVELOPMENT INFORMATION NOTE

DISCUSSION:

- The project timelines ensure program implementation on April 2, 2012. This date coincides with the termination of the existing ten legacy employment programs, the commencement of the new service delivery model per the RFP and the implementation of the Integrated Case Management (ICM) system. Maintaining the April 2, 2012 date is a critical success factor for implementation of the program.
- A delay in announcing proponents will delay issuance of draft contracts and endanger the project timelines. The following are the activities that will take place immediately after the announcement of the successful proponents:
 - The Ministry will distribute draft contracts to successful proponents for review.
 - Successful proponents will have approximately 3 weeks to review, obtain legal advice if necessary, sign and return the contracts to the Ministry. The Ministry would like to give the successful proponents sufficient time to review and understand the contracts before signing and returning them to the Ministry.
 - The ADM responsible will review and counter sign all 73 contracts on behalf of the Ministry by November 28.
 - The Ministry will distribute orientation packages for contractors on November 30, giving proponents the month of December to understand the requirements in the package (e.g. training, marketing) and test internet connectivity required for the program's business applications and training.
- Announcing successful proponents for all catchment areas at the same time is optimal. The Sechelt evaluation took place consistent with the other evaluation processes, however, a determination that there was no successful proponent was arrived at quite late in the evaluation process. As a result, there is no possibility that the Sechelt catchment will have a successful proponent by announcement day (October 19). Waiting until the Sechelt catchment evaluation is completed will delay the overall project timelines by two weeks, which will place the successful implementation of the project at risk.
- A Notice to Vendors on the BC Bid website announced a limited competition process for the Sechelt catchment, and it is therefore common knowledge that its successful proponent is yet to be determined.
- On balance, the risks to the project timeline by delaying the overall proponent announcement to some date after October 28 outweigh any risks to excluding Sechelt from the initial announcement on October 19.
- The timelines and approach for the announcement day are attached.

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CONCLUSION:

The Ministry should announce the lead proponents as planned on October 19, 2011 without the result of the Sechelt catchment.

Attachments:

- Decision Note on approach to securing contractors in catchment areas where there is no winning bid



1268706[1].pdf

Prepared by:

Huan Ngo
Manager, Procurement
Employment and Labour Market Services
Division
250-356-2235

Reviewed By:

Linda Bradford
Executive Project Director
Employment and Labour Market
Services Division

Initial:

Date:

Allison Bond
Assistant Deputy Minister
Employment and Labour Market
Services Division

Mark Sieben
Deputy Minister
Ministry of Social Development

MINISTRY OF SOCIAL DEVELOPMENT

DECISION NOTE

DATE: July 20, 2011

PREPARED FOR: ELMSD ExecutivesBTP Steering Committee

ISSUE: Approach to Securing Contractors in Catchment Areas Where There is No Winning Bid

BACKGROUND:

On May 26, 2011, the Request for Proposals (RFP) (RFP # ELMS-004) for the Employment Program of British Columbia (the Program) was closed. One hundred and forty nine proposals were received for 72 of 73 Catchment Areas. No proposals were received for Haida Gwaii, a number of Catchment Areas received one proposal and the remaining Catchment Areas received more than one proposal. As the evaluation process unfolds, some Catchment Areas may not have a successful proposal and an alternative method of securing employment services for these Catchment Areas and Haida Gwaii is needed.

DISCUSSION:

The ministry has fulfilled its procurement obligations by publicly advertising the RFP on BC Bid for eight weeks. Upon conclusion of the RFP process, the ministry will be able to use other methods to secure employment services including:

- direct negotiation and award of contracts,
- revision of the RFP and invitation to proponents for a limited competition, or
- revision and reissuance of the RFP for open competition.

OPTIONS:

Option 1: Revise and reissue the RFP for open competition.

Pros:

- Fair, open and transparent process.

Cons:

- RFP process is costly, time consuming and resources draining.
- The same proponents/proposals and or the same results/outcomes may reoccur.
- Need to extend current contracts for a longer period of time beyond April 2, 2011 resulting in concurrent operations of Legacy Programs and Employment Program of British Columbia (which cannot be managed with the information infrastructure).

MINISTRY OF SOCIAL DEVELOPMENT DECISION NOTE

Option 2: Proceed according to Attachment 1 - Securing Contractors in Catchment Areas Where There is No Winning Bid.

Pros:

- Limits the costs, time and efforts required to secure contracts.
- Minimizes the need to revise service requirements as laid out in the RFP.
- Invited proponents must be capable of and willing to substantially meet the service requirements as laid out in the original RFP.
- The best proposal submitted may form the basis for closing the gap between the RFP and the proposal without extensive negotiations.
- Honours the efforts of the organizations who invested in the competitive process.

Cons:

- Proponents may not be willing or able to meet the RFP requirements.
- May results in some variations from RFP requirements.

Option 3: Do nothing.

Pros:

- No additional work required.

Cons:

- No employment services available in several catchment areas.
- Shutting down of current service providers with no replacement.
- Does not meet program or Ministry objectives.

MINISTRY OF SOCIAL DEVELOPMENT DECISION NOTE

RECOMMENDATION:

Option 2: Proceed according to Attachment 1 - Securing Contractors in Catchment Areas Where There is No Winning Bid.

Enclosures/Attachments

Attachment 1 – Securing Contractors in Catchment Areas Where There is No Winning Bid

Approved/Not Approved

Date:


Allison Bond
Assistant Deputy Minister

July 21/11

Prepared by:

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Phone # 250-356-2235

Reviewed By:

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Initial:

not
available

Date:

July 21/11 sy

Tami Currie
Executive Director
Service Delivery

Electronic
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Sergei Bouslov
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Securing Contractors in Catchment Areas Where There is No Winning Bid

Introduction

RFP #ELMS-004 was issued on March 30, 2011 and closed May 26, 2011. One Catchment Area did not receive any proposals (Haida Gwaii). Not all Catchment Areas have completed proposal evaluation and some Catchment Areas may be found to have no winning bids. The Province must implement a process to secure services in those catchment areas in order to ensure that the Program is fully implemented throughout the Province as of April 2, 2012. The following outlines the principles and approach to securing contracts. This information will be made available to Proponents to ensure transparency in the process.

Principles

- Timeliness: secure services as quickly as possible to meet program objectives
- Efficiency: find low cost methods of securing contracts and take advantage of RFP work by proponents and the province to date
- Effectiveness: secure the best services available in an efficient and timely manner
- Fairness: fair and equitable treatment of eligible proponents
- Transparency: inform stakeholders of eligibility, processes, and timelines

Approach

Eligibility

The following service providers will be considered eligible for either direct negotiation or limited competition:

- Those who have completed a statement of willingness and ability to meet contract requirements and program requirements given the contract value and service pricing as described in the original RFP, with some flexibility to address service delivery issues in the Catchment which may be addressed through innovative means, as long as the solutions support the nature and intent of the service delivery model and meet client requirements.
- Be one of the following:
 - A proponent from the original RFP who has demonstrated an ability to manage the Contract;
 - A proponent from the original RFP who submitted a proposal for the identified catchment area; or,
 - A current service provider for the identified catchment area or a neighbouring area.

General Approach

- In all Catchment Areas where there is no winning bid through RFP #ELMS-004, the RFP will be cancelled.
- Contract requirements, program requirements, service pricing, and contract value remains the same as the original RFP (ELMS-004). However, the Ministry may be open to innovative solutions from Proponents to ensure that the full suite of services is provided to the Catchment Area.
- Evaluation criteria, weighting, and process are revised and/or streamlined from original RFP.
- Contract A / Contract B concepts and principles apply to this process.
- There will be fair and equitable treatment of invited proponents.
- There will be full disclosure of all pertinent information to invited proponents.
- In cases where the Province and a proponent agree to proceed on the basis of direct negotiation, the following will apply:
 - Focus on mutual interests of providing the best services to Clients
 - Seek win-win solutions for Clients, Province, proponent, and stakeholders
 - Negotiate in good faith with full intention of entering a contract
 - Treat Proponents fairly and respectfully
 - Protect the exchanged information in strict confidence
 - Protect the Province's interests
 - Obtain the best value available for public funds

Scenarios and Applicable Process and Timelines

Scenario 1: Catchment areas where no proposals were received (Haida Gwaii):

1. Post a Notice to Vendors on BC Bid cancelling the RFP for Haida Gwaii catchment area. Outline the eligibility criteria for participating in a limited competition or direct negotiation. Solicit expression of interest from eligible proponents in response. May notify eligible proponents of the posting directly.	Fourth week of August – posted for two weeks
2. Receive and evaluate expressions of interest from eligible service providers, select proponents for limited competition or direct negotiation.	First week of September
3. Determine whether a revised RFP is required or direct negotiations can proceed.	Second week of September
4. If no service provider has expressed interest in Haida Gwaii, invite a service provider to directly negotiate a contract.	Second week of September
5. If a revised RFP is required, issue the condensed RFP to those who expressed an interest, and receive and evaluate proposals from limited competition.	Second week of September through October
6. Announce successful proponents from limited competition.	First week of November
7. Contract finalization with successful proponents from limited competition.	December
8. Training, transition and implementation.	Starting January 2012

Scenario 2: Catchment areas where proposals were received but deficient in some areas resulting in not achieving a minimum score, and where at least one of the proposals otherwise met the intent of the Program and have a sufficient basis upon which to build the Program:

1. Evaluation team to confirm the proposals for each Catchment area and their deficiencies.	July
2. Evaluation Chair (with assistance from Huan Ngo or Bedrija Hromic) to directly contact the unsuccessful Proponent(s) identified as having an adequate basis for the Program. Clarify that RFP #ELMS-004 will be cancelled for that catchment area, and that no proposals met the minimum score. Further clarify that the Proponent's proposal was deficient and clarify the specific areas of deficiency. Inquire whether the Proponent is interested in addressing the areas of deficiency in order to meet the requirements of the Program.	First week of August
3. If a single Proponent expresses an interest in pursuing the Contract, request that the Proponent address the deficiencies. Proponents will be required to sign a confidentiality agreement with the province confirming that they will not share any information about this process until after the Province has announced the results of the Catchment Area's RFP.	Due end of August
4. Where more than one Proponent expresses an interest in pursuing the Contract, request that the Proponents address the deficiencies. The Proponents will be asked to re-submit their proposals with the deficiencies addressed and their revised proposals evaluated against the original criteria and compared against one another to determine the winning proposal.	Revised bids due third week of August. Evaluation in last week of August
5. Once the deficiency is addressed, proceed with direct contract negotiations.	September
6. Issue Notice of Intent once the Contract negotiations are completed.	October
7. Training, transition and implementation.	Starting January 2012

Scenario 3: Catchment areas where proposals were received but deficient in some areas resulting in not achieving a minimum score, and where none of the proposals offer a sufficient basis upon which to build the Program:

1. Post a Notice to Vendors on BC Bid identifying catchment areas with no successful proponent. Outline the eligibility criteria for participating in a limited competition or direct negotiation. May notify eligible proponents of the posting directly by email.	August/September – posted for two weeks
2. Receive and evaluate expressions of interest from eligible service providers, select proponents for limited competition or direct negotiation.	Mid-September
3. Where more than one viable expression of interest is received for a Catchment, issue a revised and condensed RFP to selected proponents for limited competition.	First week of October for two weeks
4. Where only one viable expression of interest is received for a Catchment, proceed with direct negotiation.	First week of October – contract completion in December
5. Where no service providers have expressed interest in a Catchment Area, invite a service provider to directly negotiate a contract.	First week of October – contract completion in December
6. Receive and evaluate proposals from limited competition.	Mid-October
7. Announce successful proponents from limited competition.	First week of November
8. Contract finalization with successful proponents from limited competition.	December
9. Training, transition and implementation.	Starting January 2012

**MINISTRY OF SOCIAL DEVELOPMENT
INFORMATION NOTE**

COPY

DATE: May 30, 2011

PREPARED FOR: Honourable Harry Bloy, Minister of Social Development

ISSUE: Request for Proposals (RFP) for the Employment Program of BC

BACKGROUND:

In February 2009, administration and management of more than \$300 million in federal employment programs under Employment Insurance Part II were transferred to BC. These programs are delivered through a combination of a service provider community network and in-house delivery. Few changes were made to contracts and service delivery mechanisms in order to ensure a seamless transfer.

Provincial employment programs amount to \$55 million annually and are delivered through a network of service providers.

Since the summer of 2009, the Ministry of Social Development (the Ministry) has undertaken a review and analysis of its programs and services and developed a new program and service delivery model. This model has been vetted by staff and stakeholders through a series of engagement sessions throughout 2009 and 2010. The Ministry solicited feedback and input including the posting of a draft RFP on the BC Bid website in the fall 2010. All questions and feedback have been considered in the development of the Employment Program for BC (the Program).

The RFP for the new Program was posted via the BC Bid website on March 30, 2011.

The following outlines the business transformation timeline:

- Summer 2009 – April 1, 2010: Program and service delivery model design
- May – June 2010: Stakeholder information sessions
- July – November 2010: Program refinement
- November 2010 – January 2011: Request for Information with draft RFP and financial information sessions
- January – February 2011: Program refinement
- March– November 2011: RFP process
- November 2011 – March 2012: Transition period for contracts
- April 2, 2012: New Program launch

Cliff#: 171568

Version #:

Updated:

Page 1

MINISTRY OF SOCIAL DEVELOPMENT INFORMATION NOTE

DISCUSSION:

From April 19 to May 4, 2011, the Ministry held Proponent meetings in Prince George, Kelowna, Nanaimo, Surrey, Vancouver and via Webcast to address questions from Proponents regarding the RFP. Over 300 Proponent representatives attended the meetings. The Proponent meetings were positive, constructive and business focused. A variety of questions were asked at the Proponent meetings, ranging from how to submit proposals to Program policies and business processes.

In addition, the Ministry answered over 500 questions submitted from Proponents using the Question and Answer process on BC Bid.

The RFP closed at 2:00 pm on Thursday, May 26, 2011. A total of 149 proposals were received in response to the RFP. A total of 58 Proponents submitted proposals. All received proposals met the mandatory criteria and are eligible for further consideration by the Ministry.

The Ministry received one or more proposals for each of the 73 Catchment Areas with the exception of Haida Gwaii, for which no proposal was submitted. Through the RFP Proponent meetings, there were indications that proposals may not be submitted for Haida Gwaii due to the low number of existing service providers within the Catchment Area. The Ministry will review a number of options (e.g. reissuance of the RFP, direct negotiation, or limited competition) with regards to the provision of employment services for Haida Gwaii.

The Ministry will be evaluating proposals over the summer and anticipates contract awards in December 2011.

MINISTRY OF SOCIAL DEVELOPMENT INFORMATION NOTE

CONCLUSION:

Extensive consultations with service providers and community organizations have led to the development of the Employment Program of BC. The procurement process supported stakeholder input through a Request for Information, Proponents' meetings and extensive Question and Answer processes. The proposals received reflect Proponents' support for the new Program and the success of the procurement process to date.

Prepared by:

Huan Ngo
Manager, Procurement
250-356-2235

Reviewed By:

Linda Bradford
Executive Director
Project Management

Initial:


approved
electronically

Date:

may 30, 2011

sy

Allison Bond
Assistant Deputy Minister
ELMSD



MAY 30/11

Mark Sieben
Deputy Minister
MSD



May 31/11

**MINISTRY OF SOCIAL DEVELOPMENT
INFORMATION NOTE**

COPY

DATE: March 29, 2011

PREPARED FOR: Honourable Harry Bloy, Minister

ISSUE: Extension of the Customized Employment Demonstration Project
Contracts to Align with Business Transformation

BACKGROUND:

On February 2, 2009 the Ministry of Social Development (MSD) assumed management of contribution agreements from Canada under the Canada-BC Labour Market Development Agreement (LMDA). The Employment and Labour Market Services Division is engaged in a Business Transformation Project to integrate Labour Market Development Agreements and Provincial Employment Programs into one program with a menu of services. On December 15, 2010, a decision was made to modify the provincially funded contracts to align with the April 2, 2012 launch of the new Employment Program of BC. To align with the launch of the new Program, the ministry is amending contract duration terms for the provincially funded employment programs. This includes the Customized Employment Demonstration Project, jointly funded by the ministry and Community Living of BC (CLBC) which is currently scheduled to end on June 30, 2011. Service providers are aware of the coming amendments as the changes have been referenced in stakeholder meetings during the Request for Information process in 2010, in addition to recent governance meetings. On March 24, 2011 the Notice to Vendors was posted on BC Bid to formally notify them of the coming amendments. (Attachment 1)

DISCUSSION:

In addition to completing an evaluation of the Customized Employment Demonstration Project, a primary concern is the transition of existing clients to continuing services. To assist with ensuring the best service continuity for individuals, CLBC Executive has supported the extensions and the cost sharing of these contracts to May 31, 2012 or to a successful proponent in the new employment program, if shortened to March 31, 2012. There are eight Customized Employment Demonstration service providers, with contracts value totaling \$977,987 - cost shared equally between the ministry and Community Living BC. By using a direct award, the ministry can ensure continuity of services for the nine month period from June 30, 2011 to March 31, 2012 with possibly two further months to overlap new services to May 31, 2012. There is some urgency in completing contract amendments as various Employment Programs for Persons with Disabilities contracts end March 31, 2011. Due to the time concerns, a procurement process is not recommended.

MINISTRY OF SOCIAL DEVELOPMENT INFORMATION NOTE

CONCLUSION:

The signing off this information note will provide Financial Services Branch, Employment and Labour Market Services Divisions and Public Affairs Branch the necessary foundation to support the Notice to Vendors in the most efficient way possible. The ministry is committed to ensuring continuity of service for clients leading to the implementation of the new Program. The goal of the transition will be a seamless approach that ensures there is no pay disruption or hardship for clients. In addition to provide transparency for Stakeholders, this maintains existing client relationships and provides continuity of client services in anticipation of service transformation, avoiding service duplication or service gaps.

ENCLOSURES / ATTACHMENTS

Attachment 1 - Notice to Vendors

Prepared by:

Donna Longley
Program Coordinator
EPPD Branch
Phone # (250) 387-1104

Reviewed By:

Mark Creighton
Director
EPPD - ELMSD

Sergei Bouslov
Executive Director
Program Management - ELMSD

Allison Bond
Assistant Deputy Minister
ELMSD

David Haslam (for)
Communication Manager - PAB

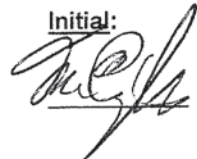
Rena Kendall-Craden
Director - PAB

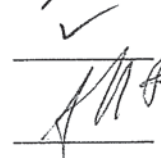
Karen MacMillan
Executive Coordinator


Mark Sieben
Deputy Minister


Initial:

Date:

 2011/03/29

✓
 Mar 30/11

 MAR 30/11

 Apr 4

 Apr. 4/11

TJ  Apr 5/11

 April 5/11

**MINISTRY OF SOCIAL DEVELOPMENT
NOTIFICATION OF POSTING
TO BC BID**

ORIGINATING OFFICE: Employment Programs For Persons with Disabilities	CLIFF NUMBER:
EXPENSE AUTHORITY NAME: Mark Creighton	AREA CODE/PHONE NUMBER: (250) 387-3651

PROPOSED NOTICE OR SOLICITATION TO BE POSTED ON BC BID:

☐ NOTICE TO VENDORS

SUMMARY OF REQUIREMENTS:

NOTICE TO VENDORS

On February 2, 2009, the Ministry of Social Development (MSD) assumed management of contribution agreements from Canada under the Canada-BC Labour Market Development Agreement (LMDA). This transfer provided the Ministry with the opportunity to realize its goal to create a system of services that best meets the needs of British Columbians – an integrated system that is responsive, accessible and client-centred.

This notice is to advise current service providers that MSD, as part of its BTP Project Planning, intends to extend the terms of existing contracts up to May 31, 2012 to support a stable labour market service delivery network through to Business Transformation. Within this scope the Ministry intends to extend contracts under the Customized Employment Demonstration Project to provide employment services to persons with developmental disabilities.

The Ministry will amend eight existing contracts, extending the term beyond the original expiration date of June 30, 2011 to May 31, 2012. The total value of the extensions is \$977,987, and is cost shared equally between MSD and Community Living BC. Agencies presently delivering these services are:

CBI Consultants Ltd
 Delta Community Living Society
 Ladysmith & Area Community Link
 Langley Association for Community Living
 Polaris Employment Services Society
 Powell River Association for Community Living
 Semiahmoo House Society
 Vancouver Island Vocational & Rehabilitation Services (VIVRS)

ESTIMATED VALUE OF SERVICES: \$977,987.00	HOW PRICE WILL BE EVALUATED: N/A
EXPECTED ISSUE DATE: March 23, 2011	EXPECTED DURATION (TERM) OF SERVICES: April 1, 2011 – March 31, 2012

EXPENSE AUTHORITY

I HEREBY CERTIFY THAT THIS REQUEST MEETS ALL APPLICABLE MINISTRY AND GOVERNMENT POLICIES.		
Expense Authority Name Mark Creighton, Director	Signature 	Date Signed (YYYY MMM DD)

Notification of Posting to BC Bid Instructions:

This process ensures that the Deputy Minister's Office is informed of upcoming procurement activities so that any questions arising about the ministry's activities can be anticipated.

A staff member from Assurance Monitoring and Compliance or Karen MacMillan will contact the expense authority indicated on the Notification to Post to BC Bid form (via email), if there are any questions or concerns regarding the proposed posting.

NOTIFICATION OF POSTING TO BC BID PROCESS	
Approvals and CLIFF process	<ol style="list-style-type: none"> 1. Program area is to complete and sign the appropriate form. 2. Program area creates a new CLIFF log and folder (yellow folder with white cover sheet) and affixes a sign-off sheet, which includes a sign-off line in the following order: <ol style="list-style-type: none"> 1. Program Area Executive 2. Program Area ADM 3. Executive Director, FASB 4. Management Services Division - ADM 5. DMO 3. The file is delivered to the Exec. Admin. Assistant for the appropriate ADMO. 4. Once signed by the ADM, the file is then directed to Financial Support, FASB, attention Procurement Services (PS), via inter-office mail: <p style="margin-left: 40px;">FASB 3rd Floor, 614 Humboldt Street Victoria BC V8W 9R3</p> 5. After PS signs the form, the file is referred to the Sr. Admin. Assistant, FASB and then to Exec. Director, FASB for signature. 6. Exec. Director, FASB, Administrative Assistant records receipt of the file folder in CLIFF. 7. The file is then directed to the ADMO for Management Services Division for review prior to the DMO for review. 8. DMO staff update CLIFF and return original signed form(s) and CLIFF file, back through the same channel in which it was received (i.e. via the ADMO and Exec. Director, FASB). 9. Procurement Services keeps soft copies of the file contents and returns remaining original Direct Award material to originating program area. 10. Program area closes the CLIFF log, dismantles the CLIFF file, and delivers the original documents back to the contract manager.

Background Info
Approved.

MINISTRY OF SOCIAL DEVELOPMENT DECISION NOTE

DATE: February 25, 2011

PREPARED FOR: Allison Bond, Assistant Deputy Minister

ISSUE: Extension of the Community Living BC (CLBC) Customized Employment Demonstration Project contracts to align with Business Transformation.

BACKGROUND:

On December 15, 2010, a decision was made to modify the provincially funded contracts to align with the April 1, 2012 launch of the new Employment Program of BC (Attachment #1 Cliff 169672). For some contracts, this will mean an extension to the end date in the agreement and for most of those contracts, there is a provision for extensions in the agreements.

For one group of contracts, however, there is no provision for extensions in the agreements. The Customized Employment Demonstration Project, jointly funded by the ministry and Community Living of BC (CLBC) is currently scheduled to end on June 30, 2011 (Attachment #2 List of contracts and contract values). In addition to completing an evaluation of the Customized Employment Demonstration Project, a primary concern is the transition of existing clients to continuing services. To assist with ensuring the best service continuity for individuals, CLBC Executive has supported the extensions and the cost sharing of these contracts to May 31, 2012 or if a successful proponent in the new employment program, then shortened to March 31, 2012.

In order to keep with the principle of service continuity for clients up until the start of the new program, another means of awarding the contract extensions must be examined.

DISCUSSION:

Without a provision for extending the contracts in the current agreements, the nine month period from June 30, 2011 to March 31, 2012, and possibly two further months to overlap new services to May 31, 2012, may reasonably be dealt with using a direct award. The ministry is not in a position to retender these services; however we do have a stake in ensuring a seamless transition to new services for this particularly vulnerable group of individuals. In the context of a direct award, please consider the following options.

MINISTRY OF SOCIAL DEVELOPMENT DECISION NOTE

OPTIONS:

Option 1: Status Quo – Do nothing and allow contracts to expire on June 30, 2011.

Pros:

- No risk around direct award

Cons:

- Not consistent with principle of service continuity for clients through transition to new services
- Not consistent with approach to other provincially funded contracts
- Negative impact on vulnerable clients
- Negative impact on relationship with stakeholders and CLBC
- Risk of negative media attention

Option 2: Post "Notice of Intent" to direct award to BC Bid.

Pros:

- Transparency for Stakeholders

Cons:

- Forces the ministry to a Request For Proposal (RFP) for these specific services if successfully challenged by other potential service providers
- Risk that the disruption that would result from an RFP for these services would result in some or all of the "cons" identified in Option 1

Option 3: Post "Notice to Vendors" (Attachment #3 Draft Notice to Vendors) on BC Bid stating intention to direct award, and respond to any enquiries from other potential service providers by directing them to the upcoming RFP for the new Employment Program of BC.

Pros:

- Transparency for Stakeholders
- Does not force the ministry for RFP for these specific services
- Consistent with principle of service continuity for clients through transition to new services

Cons:

- Outside of core policy and may result in a questions if audited by the Ministry of Finance

MINISTRY OF SOCIAL DEVELOPMENT DECISION NOTE

RECOMMENDATION:


Option 3: Post "Notice to Vendors" (Attachment #3 Draft Notice to Vendors) on BC Bid stating intention to direct award to BC Bid, and direct enquiries from other potential service providers to the upcoming RFP for the new Employment Program of BC.

Enclosures/Attachments

Attachment#1: Cliff 169672
Attachment#2: List of Contracts
Attachment#3: Draft Notice to Vendors

Approved/Not Approved

Date:


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March 10/11

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2011/03/02



March 02/2011



Ministry of Social Development

NOTICE TO VENDORS #3803

On February 2, 2009, the Ministry of Social Development (MSD) assumed management of contribution agreements from Canada under the Canada-BC Labour Market Development Agreement (LMDA). This transfer provided the Ministry with the opportunity to realize its goal to create a system of services that best meets the needs of British Columbians – an integrated system that is responsive, accessible and client-centred.

The Ministry of Social Development has initiated the Business Transformation Project (BTP) to identify opportunities and implement solutions for program integration and enhanced service delivery. The new integrated services will be implemented in March, 2012. For the new program, potential interested parties are encouraged to consult the Request for Proposal (RFP) through BCBid at www.bcbid.gov.bc.ca.

This notice is to advise current service providers that MSD, as part of its BTP Project Planning, intends to extend the terms of existing contracts up to May 31, 2012 to support a stable labour market service delivery network through to Business Transformation. Within this scope the Ministry intends to extend contracts under the Customized Employment Demonstration Project to provide employment services to persons with developmental disabilities.

The Ministry will amend eight existing contracts, extending the term beyond the original expiration date of June 30, 2011 to May 31, 2012. The total value of the extensions is \$977,987, and is cost shared equally between MSD and Community Living BC. Agencies presently delivering these services are:

CBI Consultants Ltd
Delta Community Living Society
Ladysmith & Area Community Link
Langley Association for Community Living
Polaris Employment Services Society
Powell River Association for Community Living
Semiahmoo House Society
Vancouver Island Vocational & Rehabilitation Services (VIVRS)

The Ministry has chosen not to call for proposals as it believes that extension of these existing contracts:

- Maintains existing client relationships and provides continuity of client services in anticipation of service transformation, avoiding service duplication or service gaps;
- Provides an opportunity for a smooth and seamless transition to new services;
- Acknowledges the effort required to propose and implement short term services; and
- Allows fuller evaluation and publication of the best practice findings of the Customized Employment Demonstration Project.

Anyone wishing clarification of this decision should submit questions or concerns electronically by March 31, 2011 at 4:30 pm via the Employment and Labour Market Services website at <http://www.labourmarketservices.gov.bc.ca/> or email at ELMS.stakeholder@gov.bc.ca.

MSD will respond to all submissions received by this date.