

LCLB Contract Management

<u>Supplier</u>	<u>PO Number</u>	<u>Purpose</u>	<u>Start Date</u>	<u>End Date</u>	<u>PO Class</u>	Procurement Process	Total Amount	Tax	PO Amount	Invoice to Date	Balance
s15 Computronix (Canada) Ltd.	SG14LCLB1577405	Minor Agents Program	06-May-13	31-Mar-14	Contract	Direct Award - Confidentiality	\$ 4,000.00	0	\$ 4,000.00	\$ 133.00	\$ 3,867.00
	SG14LCLB1577406	Minor Agents Program	06-May-13	31-Mar-14	Contract	Direct Award - Confidentiality	\$ 4,000.00	0	\$ 4,000.00	\$ 106.00	\$ 3,894.00
	SG14LCLB1577407	Minor Agents Program	06-May-13	31-Mar-14	Contract	Direct Award - Confidentiality	\$ 4,000.00	0	\$ 4,000.00	\$ 133.00	\$ 3,867.00
	SG14LCLB1577408	Minor Agents Program	06-May-13	31-Mar-14	Contract	Direct Award - Confidentiality	\$ 4,000.00	0	\$ 4,000.00	\$ -	\$ 4,000.00
	SG14LCLB1577409	Minor Agents Program	06-May-13	31-Mar-14	Contract	Direct Award - Confidentiality	\$ 4,000.00	0	\$ 4,000.00	\$ -	\$ 4,000.00
Computronix (Canada) Ltd.	SG14LCLB1577401	I/T	01-Apr-13	31-Mar-14	Contract	Direct Award - Sole Source NOI Posted	\$ 300,000.00	GST	\$ 300,000.00	\$ 3,543.00	\$ 296,458.00



13/14

Ministry Contract Award Review and Approval Process

Branch: Liquor Control & Licensing Branch

CLIFF: 491953

Contractor: TBD – 20 contracts

Total Value: \$80,000.00

STOB: 60

X New Contract

Amendment

Review Comments:

- 204 – Direct Award – Confidentiality
- Branch is requesting approval to enter into 20 contracts with minors under the age of 19 to enter licensed premises under the direct care and control of LCLB staff in the attempt to purchase alcohol,
- The contract term is for FY 14 and each contract will not exceed \$4,000.00.

Approval:

X Yes

☐ No

Reviewed By:

Dana Daynard

DATE April 9, 2013

Colin Bulmer, Manager, Procurement

Date

David Hoadley, Executive Director & CFO

Date

**Ministry of Public Safety and Solicitor General
Direct Award – All STOBs**

491953


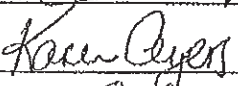

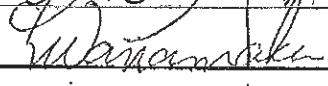
Contract Approval Request FY2014

Branch	Liquor Control and Licensing Branch (LCLB)			
Branch Number	SG14LCLB1577405 SG14LCLB1577416 SG14LCLB1577406 SG14LCLB1577417 SG14LCLB1577407 SG14LCLB1577418 SG14LCLB1577408 SG14LCLB1577419 SG14LCLB1577409 SG14LCLB1577420 SG14LCLB1577410 SG14LCLB1577421 SG14LCLB1577411 SG14LCLB1577422 SG14LCLB1577412 SG14LCLB1577423 SG14LCLB1577413 SG14LCLB1577424 SG14LCLB1577414 SG14LCLB1577415			
STOB	6001	6002	Branch STOBs 60/61 Budget 2014	
Total Value of Contract(s)	Fees	\$60,000.00	Amendment? Y/N	No
	Expenses	\$20,000.00	These amounts include twenty individual contracts, contract numbers listed above, for Minors as Agents. Each contract will consist of \$3,000.00 for fees and \$1,000.00 for expenses. The total of each contract is not to exceed \$4,000.00.	
	Total	\$80,000 maximum		
	Hourly rate	\$9.00 per hour for training/travel time. \$17.55 per hour. Expense is Group 3:		
Time Period	Fiscal Year 2014			
Description of Services Required: Minor as Agent. Persons under the age of 19 will be contracted to enter licensed premises; under the direct care and control of LCLB staff, to attempt to purchase alcohol.				

If required to fulfill legal or formal provincial commitment please indicate:	Yes. Ministerial Direction to implement the project. <i>Liquor Control and Licensing Act</i> has been amended and all stakeholders notified.
Procurement Method to be used and explanation if not policy compliant.	See Attached Direct Award Justification.

Why could staff resources or other ministries in government not fill this need? Staff members are greater than 19 years old.
Implications if not approved: Minors as Agents project will not proceed.

Approvals

	Name	Signature	Date
Expense Authority	Bruce Edmundson		April 8/13
Branch ADM (or equivalent)	Karen Ayers		April 8/13
BFO/ Management Services	David Hoadley		Apr 11/13
Deputy Minister	Kori Wanamaker		4/16/13

DIRECT AWARD JUSTIFICATION

Contracts may be negotiated and directly awarded without a competitive process only where an exceptional condition applies (see *CCPM 6.3.3.a*).

The contract manager is responsible for documenting, in the contract file, the rationale, or the circumstances, that supports the use of one of the below exceptions.

This document must be included in the contract file and be available when requested.

CONTRACTOR NAME	Minors as Agents Project (Various)	TOTAL ORIGINAL CONTRACT VALUE	\$ 80,000
AMENDMENT?	YES NO X	TOTAL AMENDED VALUE	\$
SERVICES PROVIDED	Minor as Agent of government	ORIGINAL TERM	FY 2014
		AMENDED TERM	

<input checked="" type="checkbox"/>	CHOOSE ONE PROCUREMENT PROCESS CODE THAT BEST APPLIES TO THIS DIRECT AWARD EXCEPTION
<input type="checkbox"/>	200 -- PUBLIC SECTOR ORGANIZATION The contract is with another government body
<input type="checkbox"/>	201 -- SOLE SOURCE The ministry can strictly prove that only one contractor is qualified to provide the good or service
<input type="checkbox"/>	202 -- EMERGENCY Unforeseeable emergency exists and the goods services or construction could not be obtained in time through a competitive process
<input type="checkbox"/>	203 -- SECURITY, ORDER, ETC A competitive process would interfere with a ministry's ability to maintain security or order or to protect human, animal or plant life or health
<input checked="" type="checkbox"/>	204 -- CONFIDENTIALITY The acquisition is of a confidential or privileged nature and disclosure through an open bidding process could reasonably be expected to compromise government confidentiality, cause economic disruption or be contrary to public interest
<input type="checkbox"/>	205 -- NOTICE OF INTENT Posted on BC Bid when a contract for goods more than \$25k or services/construction more than \$50k is to be directly awarded on the basis that there is only one vendor that can provide the service required, but cannot be strictly proven by the Ministry (CCPM 6.3.2.c.7)
<input type="checkbox"/>	206 -- No Justification An urgent requirement that does not meet any of the Direct Award criteria
<input type="checkbox"/>	207 -- UNDER \$25,000 Award has been made for less than \$25k, and does not fall under 200 or 204 *NOTE: Although an allowable Procurement Process Code, Contract Managers are responsible to justify why it is not reasonable to compete.
STOB 80 contract or agreement that is directly awarded in accordance with CCPM 4.3.14.9	
<input type="checkbox"/>	208 -- TRANSFER PAYMENTS (FINANCIAL ASSISTANCE) To provide financial assistance to a specified targeted group or population
<input type="checkbox"/>	209 -- TRANSFER PAYMENTS (SHARED COSTS OR PUBLIC PRIVATE PARTNERSHIP) Where it involves a shared-cost agreement or a public private partnership, for which a competitive process is not appropriate

JUSTIFICATION – Please provide background, rationale and a detailed description or documentation of how the contract qualifies for the above selected exception. (Attach additional page as needed)

Bill 20 enabled the ability of the Liquor Control and Licensing Branch (LCLB) to hire minors for the purposes of checking for compliance with age (must be 19) restrictions on the purchase of liquor pursuant to the *Liquor Control and Licensing Act* (LCLA).

Minors are hired on a short term basis after interviews and evaluation by LCLB staff. Minors demonstrating attributes of maturity and self-confidence are then trained on operational protocols, situational awareness and personal safety.

Operationally, policy and procedures are in place to provide the training and ensure minors are at all times under the direct care and control of LCLB staff. Over time minors have been and continue to be hired in various communities to minimize travel.

The Minors Agents are paid for training and travel at one rate (\$9.00 per hour) and for operational work time at \$17.55 an hour. Meals will be reimbursed at Group 3 rates. All travel will be in government vehicles. For operations that require overnight travel/accommodation by the Minor Agent, the Agent must be accompanied by a parent/guardian.

Parent/ Guardian signature approval is required on the contract between the Minor Agent and the Province. Sources for minors are school programs that include a law enforcement component and police officers with school liaison responsibilities.


It is essential for the safety of the minors that their identities be kept confidential. Protocols are in place to at all times protect the identity of the minors.

Selected minors will be used for short term (2-3) day operations. Selected minors may be used on more than one operation.

It is anticipated maximum fees for minors will be approximately 100 hours per minor combined training, travel and operational work.

The program is directly linked to a concurrent program, in place, that provides LCLB the ability to take enforcement action on Government Liquor Stores non-compliant with LCLA public safety provisions, i.e. sale of liquor to a minor.

The program is part of Business Plan targets that impact Deputy Minister hold backs.


Contract Manager Signature

Bruce Edmundson
Print Name


ADM Approval Signature

Karen Ayers
Print Name

KAREN AYERS



13/14

Ministry Contract Award Review and Approval Process

Branch: Liquor Control and Licensing Branch

CLIFF: 488700

Contractor: Computronix

Total Value: \$300,000.00

STOB: 63/60

X New Contract

Amendment

Review Comments:

- 201 – Sole Source (Verified with Mike Briggs that an NOI will be posted)
- Contract is for the workflow management software POSSE used by LCLB as the main line of business application and support to migrate production web and database servers to the Kamloops data center as part of the Virtualization and Migration Project (VAMP),
- Contractor is still the sole provider as determined by Procurement and Supply Services,
- Contract request has been approved by ISB.

Approval:

X Yes

☐ No

Reviewed By:

Dana Daynard

DATE February 14, 2013

Colin Bulmer, Manager, Procurement

Date

David Hoadley, Executive Director & CFO

Date

Ministry of Justice
All STOBs (60/61, 63, 80) – Solicited
Contract Approval Request 2013-2014

488 700

Branch	Liquor Control and Licensing Branch		
Branch Number	SG14LCLB1577401		
STOB	6001 / 63	Prior year actual (\$) for this service:	\$230,000.00
Total Value of Contract	Fees	\$295,000.00	Amendment? Y/N
	Expenses	\$5000.00	N
	Total	\$300,000.00	
	Hourly rate	\$130.00	
Time Period	From 2013-04-01 To 2014-03-31		
Computronix			
Description of Services Required:			
<ul style="list-style-type: none"> • Support to migrate Production web and database servers to the Kamloops data center as part of the Virtualization and Migration Project (VAMP) production phase of the project • Upgrade to POSSE 7 which includes an upgrade to the Oracle 11g database environment • Development of Auction Permits • Development of licensing for Rural Agency and Duty Free stores • Enhancements for the Investigative Tracking System • Enhancements for MobilePOSSE • On-going regular maintenance of the POSSE software • Other change requests or projects on demand 			
If required to fulfill legal or formal provincial commitment please indicate:			
Procurement Method to be used and explanation if not policy compliant		Notice of Intent (Sole Source Provider)	
Why could staff resources or other ministries in government not fill this need?			
LCLB staff does fill some of this need but not all due to resourcing and specific expertise required.			
Implications if not approved:			
<p>All large projects and enhancements that require Computronix support would not be implemented including Auctioning of Liquor, Special Occasion Oversight, and VAMP which aligns with the Sector IM/IT Strategy.</p> <p>Not having support for any major POSSE or database issue would effectively disrupt the licensing and C&E functions of the branch. This would effect the revenue stream the branch relies on for day to day operations.</p>			

Approvals:

	Name	Signature	Date
Expense Authority	See Attached	email	
Branch ADM (or equivalent)	KAREN AYERS	Karen Ayers	Jan 29/13
CFO (for EFO)	David Hoadley	D. Hoadley	Feb 21/13
Deputy Minister	Lori Wanamaker	L. Wanamaker	2/22/13

Chief Information
officer

Bobbi Sedler

1

[Signature]

Feb 14/13

DIRECT AWARD JUSTIFICATION

Contracts may be negotiated and directly awarded without a competitive process only where an exceptional condition applies (see CCPM 6.3.3.a).

The contract manager is responsible for documenting, in the contract file, the rationale, or the circumstances, that supports the use of one of the below exceptions.

This document must be included in the contract file and be available when requested.

CONTRACTOR NAME	Computronix (Canada) Ltd.	ORIGINAL CONTRACT VALUE	\$300,000.00
AMENDMENT?	YES NO X	TOTAL AMENDED VALUE	\$
		ORIGINAL TERM	1 year
SERVICES PROVIDED	Software Development	AMENDED TERM	

<input checked="" type="checkbox"/>	CHOOSE ONE PROCUREMENT PROCESS CODE THAT BEST APPLIES TO THIS DIRECT AWARD EXCEPTION
<input type="checkbox"/>	200 – PUBLIC SECTOR ORGANIZATION The contract is with another government body
<input checked="" type="checkbox"/>	201 – SOLE SOURCE The ministry can strictly prove that only one contractor is qualified to provide the good or service
<input type="checkbox"/>	202 – EMERGENCY Unforeseeable emergency exists and the goods services or construction could not be obtained in time through a competitive process
<input type="checkbox"/>	203 – SECURITY, ORDER, ETC A competitive process would interfere with a ministry's ability to maintain security or order or to protect human, animal or plant life or health
<input type="checkbox"/>	204 – CONFIDENTIALITY The acquisition is of a confidential or privileged nature and disclosure through an open bidding process could reasonably be expected to compromise government confidentiality, cause economic disruption or be contrary to public interest
<input type="checkbox"/>	205 – NOTICE OF INTENT Posted on BC Bid when a contract for goods more than \$25k or services/construction more than \$50k is to be directly awarded on the basis that there is only one vendor that can provide the service required, but cannot be strictly proven by the Ministry (CCPM 6.3.2.c.7)
<input type="checkbox"/>	206 – URGENT REQUIREMENT An urgent requirement that does not meet any of the Direct Award criteria
<input type="checkbox"/>	207 – UNDER \$25,000 Award has been made for less than \$25k, and does not fall under 200 or 204 *NOTE: Although an allowable Procurement Process Code, Contract Managers are responsible to justify why it is not reasonable to compete.
STOB 80 contract or agreement that is directly awarded in accordance with CCPM 4.3.14.9	
<input type="checkbox"/>	208 – TRANSFER PAYMENTS (FINANCIAL ASSISTANCE) To provide financial assistance to a specified targeted group or population
<input type="checkbox"/>	209 – TRANSFER PAYMENTS (SHARED COSTS OR PUBLIC PRIVATE PARTNERSHIP) Where it involves a shared-cost agreement or a public private partnership, for which a competitive process is not appropriate

JUSTIFICATION FOR PROCUREMENT PROCESS CODES 200, 201, 202, 203, 204, 206, 208, 209 – Please provide background, rationale and a detailed description or documentation of how the contract qualifies for the above selected exception. Please explain why this is the case for this contract. **PLEASE NOTE: THE EXPLANATION THAT YOU PROVIDE BELOW WILL BE USED FOR FOI RELEASES AND MINISTER'S REQUESTS.** (Attach additional page as needed)

Computronix is the vendor for the workflow management software POSSE used by LCLB as the main line of business application. They are also the sole source provider for support as determined by Procurement and Supply Services who ran procurement for another ministry that determined that Computronix is the sole provider. The 2011 email from Procurement and Supply Services is included as nothing involving the vendor support has changed since then.

JUSTIFICATION FOR PROCUREMENT PROCESS CODE 207 –Any service or construction opportunity, or supply arrangement for the supply of service or construction, with an estimated value of less than \$25,000 should be competed to the extent reasonable and cost effective) i.e. solicit three quotes from possible vendors, RFP or ITQ. (CPPM 6.3.2)

If this contract has not been competed to the extent reasonable and cost effective Contract Managers are responsible to justify why it is not reasonable to compete. Please explain why this is the case for this contract. Provide background, rationale and a detailed description or documentation of how the contract qualifies for the above selected exception. PLEASE NOTE: THE EXPLANATION THAT YOU PROVIDE BELOW WILL BE USED FOR FOI RELEASES AND MINISTER'S REQUESTS. (Attach additional page as needed)

Michael Briggs
Contract Manager Signature

Michael Briggs
Print Name

Karen Ayers
ADM Approval Signature

KAREN AYERS
Print Name

Division	Name of the contractor	Dollar amount	Short description of services provided	Ministry's rationale for direct awarding
Responsible Gambling	Pencilneck Software Inc.	\$8,250	Webhosting Services and Software maintenance for Gam_iQ software program	For the small amount if \$8,250 annually, it makes logistical and financial sense to contract directly with Pencilneck for these services as it is much more efficient and effective than retaining a different contractor and paying the new contractor to learn the software codes.
Registration	OMNI Seminars, LLC	\$7,100	3-Day Investigative Seminar (April 15-18th, 2013) Training on background investigative techniques, with content tailored around the gaming industry and companies.	Omni is the only credible trainer in this field as per the contract manager, Leonard J Meilleur. The provided training is highly specialized. Without this training, Investigators will not be as effective in performing their work.
Horseracing	Animal Health Centre, Abbotsford	\$4,500	Autopsy performed on deceased racehorses	Only lab in BC to perform the service
Horseracing	Dr. Christine Smetchta	\$57,000	Official Race Veterinarian	ITQ was issued, but not qualified vendors were found through the process. Dr. Smetchka contaced GPEB with regards to the ITQ, and GPEB determined Dr. Smetchka to be qualified and the soule source capable of providing the services at this time.