Page 1 redacted for the following reason:
S17

#### Kindylides, Thespina LCTZ:EX

From: Martin, Leigh LCTZ:EX

Sent: Wednesday, September 26, 2012 3:21 PM

To: Martin, Leigh LCTZ:EX
Subject: RE: DLP Evaluation Workbook

-----Original Appointment-----From: Martin, Leigh LCTZ:EX

Sent: Thursday, May 24, 2012 11:30 AM

To: Chambers, Jay LDB:EX; Bissoondatt, Roger LDB:EX; Wilson, Kelly LDB:EX; McDonnell, Ken LDB:EX; Poutney, Richard

G LCTZ:EX; Kishimoto, Mike J LCTZ:EX; Agerup, Pelle LCTZ:EX; Macauley, George JAG:EX

**Subject:** DLP Evaluation Workbook

When: Tuesday, June 5, 2012 9:30 AM-12:00 PM (GMT-08:00) Pacific Time (US & Canada).

Where: S 15

Hi Everyone,

This meeting is to go over the evaluation workbook that will be used during the July 9 - 13 evaluation meetings.

Prior to this meeting we will send out a draft copy of the workbook.

Thanks, Leigh

#### Kindylides, Thespina LCTZ:EX

From: Martin, Leigh LCTZ:EX

Sent: Wednesday, September 26, 2012 3:28 PM

To: Martin, Leigh LCTZ:EX

Subject: RE: DLP Evaluation Workbook - Meeting 2

-----Original Appointment-----From: Martin, Leigh LCTZ:EX

Sent: Thursday, May 24, 2012 3:28 PM

**To:** Poutney, Richard G LCTZ:EX; Wilson, Kelly LDB:EX; McDonnell, Ken LDB:EX; Chambers, Jay LDB:EX; Bissoondatt, Roger LDB:EX; Hughes, Bette-Jo LCTZ:EX; Kishimoto, Mike J LCTZ:EX; Agerup, Pelle LCTZ:EX; Macauley, George JAG:EX;

'Frank Catala'; Brenner, Dawson LCTZ:EX

Subject: DLP Evaluation Workbook - Meeting 2

When: Monday, June 25, 2012 1:30 PM-4:00 PM (GMT-08:00) Pacific Time (US & Canada).

Where: S 15

Hi Everyone,

We had to adjust the date to work with a few schedules.

(Ken, I know S 22 so we will chat with you prior to the meeting).

This meeting is to work on the final copy of the evaluation workbook for the July 9 - 13th evaluation meetings.

Thanks, Leigh



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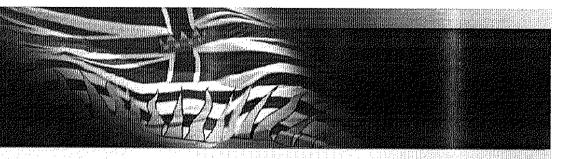


# Distribution of Liquor Project NRFP Process

# **Evaluators Meeting #2**

June 25, 2012





## **Proponents**

- Centric Retail Logistics Inc. (Metro Supply Chain Group)
- ContainerWorld Forwarding Services Inc.
- Dimex Distribution Corp.
- Exel Canada Ltd.
- Hillebrand Westlink Inc.
- Kuehne+Nagel Ltd.
- Schenker of Canada (DB Logistics)





- Scores
- Financial model Frank
- Approve process

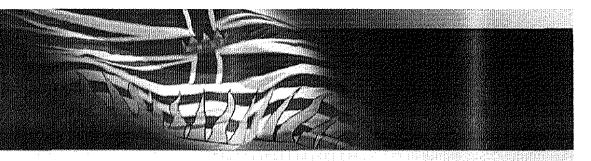




#### Conduct

- Keep Proposals and handbook secure
- Encrypted memory sticks / computer
- Murphy's law... 250-516-5340





## Scheduling

- Any commitments to work around?
- Approximately one proposal per day
- Many Proposals = evening work
- Stage 3 Oct 9-12



# Distribution of Liquor Project NRFP Process

# **Evaluators Meeting**

June 5, 2012



#### Introductions

- Jay Chambers General Manager, LDB
- Roger Bissoondatt Chief Financial Officer, LDB
- Kelly Wilson Executive Director, Retail services, LDB
- Ken McDonnell Director, Warehouse Operations, LDB
- Bette-Jo Hughes Assistant Deputy Minister, Service BC, LCTZ
- Richard Poutney Executive Lead, SPO, LCTZ
- George Macauley Fairness Monitor, Contractor
- Leigh Martin Project Director, SPO, LCTZ
- Mike Kishimoto Director, SPO, LCTZ
- Pelle Agerup Senior Director, Strategic Acquisitions, LCTZ



# Agenda

- Roles
- Code of conduct
- Government reference check
- Feedback session
- Customer reference check
- Stage 3 evaluation
- Closing day logistics
- Evaluation handbook

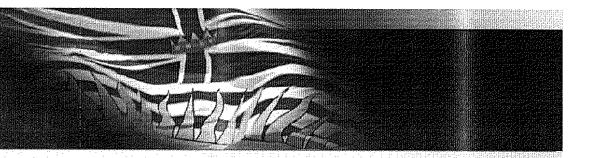


### Roles during evaluation

- Jay Chambers General Manager, LDB
- Roger Bissoondatt Chief Financial Officer, LDB
- Kelly Wilson Executive Director, Retail services, LDB
- Ken McDonnell Director, Warehouse Operations, LDB
- Bette-Jo Hughes Assistant Deputy Minister, Service BC, LCTZ
- Richard Poutney Executive Lead, SPO, LCTZ
- George Macauley Fairness Monitor, Contractor
- Leigh Martin Project Director, SPO, LCTZ
- Mike Kishimoto Director, SPO, LCTZ
- Pelle Agerup Senior Director, Strategic Acquisitions, LCTZ
- SMEs e.g. Frank Catala

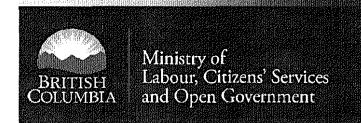


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### Code of conduct

- Declare any conflict of interest
  - Real or perceived
- No communications with Proponents regarding the NRFP





Activity	Dates
Evaluation process review and handbook review	June 5
Closing date	June 29
Government reference check (Stage 1)	June 29 - until completed
Rectification process (if needed)	June 29 - until completed
Evaluators individual reading and preliminary evaluation	July 3 - July 8
Consensus Evaluations	July 9 - July 13



#### Government reference check

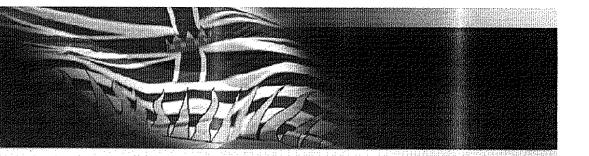
- Conducted in parallel with evaluators reading proposals
- Any contract with Gov't over \$1M over the last 3 years – pass/fail
- Cross reference with CAS after closing
- Qualifications Review Committee



# Rectification process

- If needed we can ask Proponents to correct errors:
  - Signatures missing
  - Filled in financial model wrong
  - Missing information
  - -- Etc.
- By project team in parallel with reading





#### Customer reference check

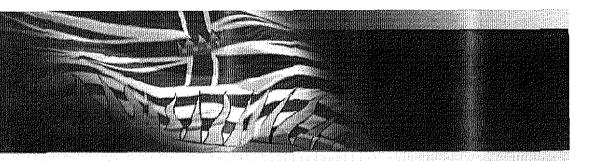
- Before announcing the up to top three
- Broad terms in NRFP
- Establish benchmark and threshold



#### Feedback session

- Last week of July
- Half day sessions with each of the shortlisted proponents
- Debrief of evaluation room for improvement
- Starts the proposal refinement process





# Closing day logistics

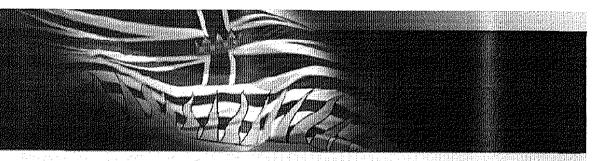
- Electronic and/or paper
- Who is available after 4PM on June 29
- Where?



#### Handbook

- General Rules and Conduct
- Preparations and Evaluation
  - Preparation
  - Evaluations scoring table
  - Reaching Consensus
  - Feedback considerations
  - Fairness monitor



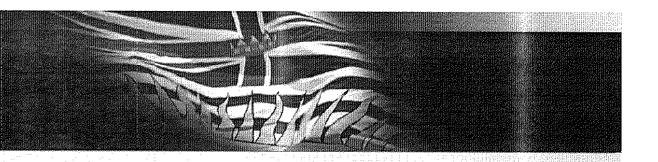


#### Handbook

- Response guidelines (from NRFP)
- Room for evaluators notes
  - Strengths
  - Weaknesses
  - Feedback considerations
  - Preliminary score



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# To do today

- Sub scores
- Response guidelines