

Lok, Wesley LDB:EX

From: Justice Social FOI SSBC:EX
Sent: Friday, August 24, 2012 11:03 AM
To: Calvo, Manami LDB:EX
Cc: Justice Social FOI SSBC:EX
Subject: New FOI request - EGM-2012-00175 Correspondence from Contractors regarding NRFP SATP-301
Attachments: Integrated Call For Records form.pdf

Hello Manami, (Please note the Ministry of Labour, Citizens' Services and Open Government also received this request)

Please find attached a new Call for Records form. It is electronic, fillable and saveable. The form has active links and pull-down menus. Please send your responses to the Justice/Social mailbox at justice.social.foi@gov.bc.ca. Thank-you.

Your Ministry has received a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). The request is for:

Any and all correspondence to or from personnel, contractors, agents and representatives for Dimex Group, GL Distribution, Schenker and Hillebrand Westlink regarding the Distribution of Liquor Project NRFP (SATP-301). Time frame is June 15, 2012 to Aug. 15, 2012.

Please contact the analyst assigned to this request if you have any questions – **Alan Hughes at (250) 356-9639**.

What Do You Need to Do?

Please complete the attached Call for Records form.

- ❖ If search and retrieval time is anticipated to exceed 3 hours and/or the total volume of records exceeds 200 pages, complete **only** Sections 1 & 2 of the Call for Records Form as we may be in a position to issue a fee estimate. Then, return the form to the Justice/Social FOI Mailbox at justice.social.foi@gov.bc.ca by **August 29, 2012**. Please await further instruction from IAO as the records will not be required until the fee estimate process has been completed. Once fees have been paid or waived, you will be contacted to continue the call for records process. You will also be advised you if the request is abandoned and/or closed.
- ❖ If no fees apply then proceed with the call for records process. Please complete the attached Call for Records Form and return it to the Justice/Social FOI Mailbox at justice.social.foi@gov.bc.ca by **September 5, 2012**.
- ❖ Send records via email in PDF format. One PDF document is preferable. If email is not possible, please send the records in electronic format (CD, memory stick) via house mail with a copy of this note.

Reminder

You should be aware that FOIPPA obligates us to assist the applicant and to respond without delay, openly, accurately, and completely. In the event that the ministry must defend the adequacy of its search to the Information and Privacy Commissioner at Inquiry, those involved in searching for records may be required to sign affidavits confirming they have conducted an adequate search for relevant records.

Questions and Concerns

Please do not hesitate to contact your analyst noted on the attached Call for Records form to discuss:

- whether the records may be routinely releasable;
- whether the information is being prepared for public release or is already publicly available;
- ways in which an applicant may want to narrow/focus their request to reduce potential fees; and/or
- any other questions or concerns relating to this request.

Thank you for your assistance.

Lok, Wesley LDB:EX

From: Calvo, Manami LDB:EX
Sent: Thursday, August 30, 2012 8:09 AM
To: Mohn, Donna LDB:EX; Wilson, Kelly LDB:EX; McDonnell, Ken LDB:EX
Subject: Call for Records - EGM 2012-00175

Dear Donna, Kelly and Ken,

The LDB has received a new consultation request (EGM-2012-00175) from the Ministry for the following:

Any and all correspondence to or from personnel, contractors, agents and representatives for Dimex Group, GL Distribution, Schenker and Hillebrand Westlink regarding the Distribution of Liquor Project NRFP (SATP-301). Time frame is June 15, 2012 to Aug. 15, 2012.

Roger has suggested that you may have records responsive to this request. Can you confirm whether or not you have any written correspondence directly to/from staff of Dimex Group, GL Distribution, Schenker and Hillebrand Westlink regarding the NFRP during this date range? If so, please forward me a copy of this correspondence. If not please confirm that you have no records responsive to this request.

Please let me know by **Tuesday, September 4** at the latest.

Do not hesitate to contact me if you have any questions.

Kind regards,

Manami Calvo
Manager of Information Programs
BC Liquor Distribution Branch
Recorded Information Management Services
Phone: 604.252.3011
Fax: 604.252.3012
E-Mail: Manami.Calvo@bcldb.com

Lok, Wesley LDB:EX

From: McDonnell, Ken LDB:EX
Sent: Tuesday, September 04, 2012 7:55 AM
To: Mohn, Donna LDB:EX; Calvo, Manami LDB:EX; Wilson, Kelly LDB:EX
Subject: RE: Call for Records - EGM 2012-00175

Manami—Same for me—No correspondence on hand

Ken

From: Mohn, Donna LDB:EX
Sent: Thursday, August 30, 2012 12:27 PM
To: Calvo, Manami LDB:EX; Wilson, Kelly LDB:EX
Cc: McDonnell, Ken LDB:EX
Subject: RE: Call for Records - EGM 2012-00175

Hi Manami, I am in the same situation as Kelly, no correspondence on hand.....

From: Calvo, Manami LDB:EX
Sent: Thursday, August 30, 2012 8:33 AM
To: Wilson, Kelly LDB:EX
Cc: Mohn, Donna LDB:EX; McDonnell, Ken LDB:EX
Subject: RE: Call for Records - EGM 2012-00175

Thank you Kelly. I will mention to the IAO group in Victoria that the six proposals from the proponents will have been caught. As CITZ is the primary record holder for these proposals, they will be responsible for submitting these records to the IAO. In other words the LDB does not have to produce these records and hence there is no need to forward me the proposals.

Yes, in light that the NFRP process is still ongoing exceptions to disclosure will likely apply to these proposals, including the proposal which was withdrawn.

Kind regards,

Manami

From: Wilson, Kelly LDB:EX
Sent: Thursday, August 30, 2012 8:18 AM
To: Calvo, Manami LDB:EX; Mohn, Donna LDB:EX; McDonnell, Ken LDB:EX
Subject: Re: Call for Records - EGM 2012-00175

Hi Manami - I only have the original 6 proposal copies - there was no other correspondence to my knowledge? As one of those has withdrawn I am unclear re whether their proposal is in the public domain, the others remain on the program to the end I thought? I am not sure what Ken and Donna may have but I suspect the same? Kelly

From: Calvo, Manami LDB:EX
Sent: Thursday, August 30, 2012 08:08 AM
To: Mohn, Donna LDB:EX; Wilson, Kelly LDB:EX; McDonnell, Ken LDB:EX
Subject: Call for Records - EGM 2012-00175

Dear Donna, Kelly and Ken,

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Kind regards,

Manami Calvo
Manager of Information Programs
BC Liquor Distribution Branch
Recorded Information Management Services
Phone: 604.252.3011
Fax: 604.252.3012
E-Mail: Manami.Calvo@bcldb.com

Lok, Wesley LDB:EX

From: Calvo, Manami LDB:EX
Sent: Friday, September 07, 2012 4:50 PM
To: Justice Social FOI SSBC:EX
Subject: RE: New FOI request - EGM-2012-00175 Correspondence from Contractors regarding NRFP SATP-301
Attachments: Signed Call for Records-2012-09-04.pdf

Hi Kelly,

Please find my completed Call for Records form. As the form indicates, the LDB does not have any responsive records. As such Roger Bissoondatt, our A/General Manager has signed off on our no records response.

Kind regards,
Manami Calvo

From: Justice Social FOI SSBC:EX
Sent: Friday, August 24, 2012 11:03 AM
To: Calvo, Manami LDB:EX
Cc: Justice Social FOI SSBC:EX
Subject: New FOI request - EGM-2012-00175 Correspondence from Contractors regarding NRFP SATP-301

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- any other questions or concerns relating to this request.

Thank you for your assistance.

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Media	August 21/12	Alan Hughes	August 29/12	September 5/12

REQUEST DETAILS:

Any and all correspondence to or from personnel, contractors, agents and representatives for Dimex Group, GL Distribution, Schenker and Hillebrand Westlink regarding the Distribution of Liquor Project NRFP (SATP-301). Time frame is June 15, 2012 to Aug. 15, 2012.


Section 1: Initial Records Assessment

Do you hold any responsive records?	YES <input type="radio"/>	NO <input checked="" type="radio"/>
Are you aware of other records that may be responsive to this request within your Ministry?	YES <input type="radio"/>	NO <input checked="" type="radio"/>
Are you aware of other records that may be responsive to this request held by another public body?	YES <input checked="" type="radio"/>	NO <input type="radio"/>

If yes, specify: Pelle Agerup, Director, Procurement, NFRP Evaluation Team, Labour and Citizens' Services

NO RECORDS RESPONSE APPROVAL:

Please forward to Ministry FOI Contact (if applicable) for Delegated Head's final public body approval if no records have been located.

Final Public Body Approval (Full name, Title)	Signature:	Date:
Roger Bissoondatt, Acting General Manager, BCLDB		Sept 28, 2012

Section 2: Fee Estimate Please ensure that all reasonable efforts are made to generate as accurate an estimate as possible

Search
Locating/Retrieving

Tasks may include:

- Searching for hard & electronic files
- Reviewing box content lists
- Retrieving records from off site
- Retrieving email records (Outlook)

Estimated Hours

Actual Hours

Producing records

tasks may include:

- Identifying relevant sources of data/information
- Manual time spent creating and producing records

Estimated Hours

Actual Hours

Volume
Electronic files (in pages):

*Other refers to PDF, Word, Excel, photos and any other electronic file responsive to the request

Email without attachments:

Estimated Pages

Actual Pages

Email with attachments:

Estimated Pages

Actual Pages

*Other documents

Estimated Pages

Actual Pages

Hardcopy files (in pages):

- Average file folder = 1" and holds approximately 200 pages (single sided)
- 1 Standard Records Centre Services Box:
 - If in legal sized folders - 1,800 pages
 - If in letter sized folders - 2,200 pages

Estimated Pages

Actual Pages

Preparation

Tasks may include :

- Photocopying/scanning records into electronic format (PDF)
- Ensuring completeness of responsive records
- Copying other types of media; if so please specify:

Estimated Hours

Actual Hours

Section 3: Search Summary and Program Area Recommendations

Please describe the search for records including what records were searched, (eg. files, email, databases, TRIM files, off site records, etc.), duration of search time, and who concluded the search for records.

A Call for Records was sent to Roger Bissoondatt, Acting General Manager and NFRP Evaluation team member, Ken McDonnell, Director of Warehouse Operations and NFRP Evaluation team member and Donna Mohn, Director of Wholesale Operations and NFRP Evaluation team member. All confirmed that they did not have any records responsive to this request.

Could release of any/all of the of the responsive records potentially cause harm?

YES ☐

NO ☐

***Harm – Disclosure of the records would significantly harm the ministry's position, or a third party's interests on a given topic. The [harms assessment](#) allows FOI staff to better understand the context of the records and make informed severing recommendations based on potential harms. (Issues associated with possible disclosure through the FOI process that are unrelated to the harms assessment should be communicated to your ministry executive and/or Government Communications and Public Engagement office.)**

If yes which information, if released, may cause harm?

(Please reference the information of concern, the harms, and associated page numbers below)

Unless specific [exemption criteria](#) apply, records provided to the applicant in response to this request will be published on the Government's [Open Information Website](#). If you have any concerns about the publication of the responsive records please indicate here or discuss with your FOI Analyst.

Section 4: Contact Information

Who completed this form? (Full Name, Title):

Phone Number:

Date:

Manami Calvo, Manager, Information Programs

604-252-3011

September 4, 2012

Harms assessment completed by (Full Name, Title)

Program Area:

Harms assessment approved by (Full Name, Title)

IAO Use Only

Estimated-

Hours:

Pages:

Actual-

Hours:

Pages:

Comments: