

Procurement Council Action Items – January 27th Meeting

Members Attending

Duncan McLelland
Donna Porter
Dorothy Wong
Andrea Kettle
Derek Cockburn
Brenda Stevens
Thomas Lacey
Kim Boudreau

David Pilling
Nina Hucal
Diane Brodie
Lisa Miller
Melissa McCabe
Janet McGuire
Vicky Taylor
Vicki Willow

Kelly Fitzsimonds
Bruce Smith
Brent Morrison
Diana Lucas
Darcie Underwood
Robert Katzer
Lisa Tan
Leah Glick-Stal

Members Absent

Joanne Rees
David Liversedge
Terry Gelinis
Michael Quinn

Al Shariff
Tamara McLeod
Cindy Seymour
Pelle Agerup

Dee Mason
Val Dickson
Heather Brost

** Please see the PC list for member details*

Previous Action Item Follow-up

1. An update on RFP amendments will be discussed at the next meeting. Deferred : ***Liz Lowe has now returned from her secondment and will resume work on this.***
2. ECMS working group member, Jenny Hutchison, will do some quantitative analysis research, regarding an increase of the \$25K threshold (6.3.2.c(5) and (6)) to \$50K. ***On the agenda.***
3. Work will be undertaken on the expansion in the GSA Template, of the Q&A's for Vendors' benefit. ***Carried over to the next meeting.***
4. Steve will attend the next Procurement Council meeting (January 26, 2012) with the defined ECMS "Quick Wins, procurement related "Quick Wins". Procurement Council will review and select those action items it identifies as a priority, to facilitate implementation. ***Deferred to the next meeting.***
5. Meeting, Diana Lucas will lead a discussion on procurement policies. ***On the agenda.***

Current Notes and Action Items

Threshold Research and Analysis Update – Jenny Hutchison

1. The ECMS Quick Wins Working Group is conducting research and analysis around a suggested increase of the \$25K threshold (6.3.2.c (5) and (6)) to \$50K.

One business area has been examined (using staff wages and time) and cost for all various contract amounts was approx. \$3500.

Next steps: Jenny and working group to continue – including further jurisdictional research regarding recent or planned threshold reviews (as well as a review of the justification for a recent threshold increase to \$50K at UBC); and more in-depth analysis with a broadened scope.

CPPM 6 Procurement Policies – Discussion – Diana Lucas

2. Diana Lucas led a “Top Ten” discussion on the principles of procurement relating to service contracts – Diana’s “Top 10 List” will be posted to the SharePoint site with action items.

Aboriginal Procurement Guidelines Update – Dave Pilling

3. PGO is working on an Aboriginal Procurement Guidelines document (anticipated to be finalized and distributed by late Spring).

The Guidelines are not new policy and have been developed consistent with government direction, following previous efforts to better support this area of procurement. They are meant to better support ministry specialists in the practical application of policy in procurements for service/program delivery in Aboriginal communities; to promote innovative procurement solutions supported by procurement policy; and create greater opportunity for the delivery of culturally –appropriate programs and services which meet the needs of communities as well as the program needs of Ministries.

Dave will email the draft guidelines to Procurement Council members for review and comment. Members are also asked to forward the draft guidelines on to other staff that represent the intended end user group. *Update: Dave emailed the guidelines to members. Feedback is requested by February 28th.*

PGO Update

4. **Issue: Forestry certification practices:** Forestry Innovation Investment Ltd. has raised concerns of some ministries and Crowns adopting procurement policies which favour one type of forestry certification (FSC – representing only 10% of BC wood), over others. Several jurisdictions treat forest certifications that are substantially the same, equally. If they are substantially the same, preferential treatment would be inconsistent with core policy and possibly trade agreement obligations.

Dave requested feedback from members on whether they are in agreement that the certifications are substantially the same. It was suggested that FLNRO, or Forestry Innovation Investment, provide PC with a presentation on the breakdown of each of the certifications. Dave will look into this. *Update: FII will present at the March 16 meeting.*

5. GSA – FMB is considering GSA amendment review next fiscal year (bi-annual review), although this has not yet been finalized in the 12/13 plan.

Duncan suggested a round table in the near future, on policy and procedure priorities for next fiscal year – determining the scope of each project and the degree of involvement. *Update: An email was sent to members requesting feedback on priorities they would like FMB to consider in planning for next FY. A strategy session will be held February 28, 2012 to discuss priorities.*

6. VCRP reporting not required from ministries this year. However, ministries are asked to ensure they are maintaining their monitoring and records. A review of the VCRP reporting process is being considered for FY 12/13.

7. FMB will be creating a Procurement Governance Handbook. It is intended to be a brief, high level, "go-to" reference consisting of overviews of governance and the key procurement components, FAQs, etc. The document is intended for current procurement community members (as an additional tool for the toolbox), as well as for new and non-procurement staff.

PSB Updates

8. Procurement and Supply Services has been divided into 2 areas and competitions are being held for ED positions. Following the competitions, Duncan will advise further of the direction of these business areas.
9. A strategic three-year corporate procurement plan has been requested by executive and will be in development over the next 4-6 weeks. Some items included in these discussions are: BC Bid – system review/upgrade, CSA review, and commodities purchasing.
10. Review of BC Bid already under way and discussions have started, with Stephanie Bacon as the project lead.

Roundtable

PCMP Material Accessibility and Community of Practice Site

11. Suggestion made that PCMP portal materials be available on the PC SharePoint, as well as, a CoP to discuss any changes being made to the PC SharePoint. OCG and Procurement Services will investigate access to PCMP resources.

Issue: Determining Legal Entity Status

12. Issues noted at Transportation: Determining valid joint ventures and legal entity status: How do we determine legal entity status? Vicki suggests that PC have BC Online do a presentation at a future session to help everyone's understanding of this concept.

Next meeting

13. Originally scheduled for March 23, 2012. Due to issues around FYE and March break, the meeting has been moved to the week before, March 16th.

**AGENDA
PROCUREMENT COUNCIL**

27 May 2011

9:00 a.m. – 11:00 a.m.
Orca Room, 548 Michigan Street
Victoria BC



09:00 – 09:10	Introductions Review agenda Review 25 March 2011 action items	Duncan McLelland
09:10 – 09:40	PCMP Update	David Liversedge
09:40 – 10:10	New Supplier Set-up Issues	Jackie Mignault
10:10 – 10:20	PSB Operations Updates	Duncan McLelland
10:20 – 11:00	Roundtable	All

Next meeting: **22 July 2011**
 9:00 a.m. – 11:00 a.m.
 Orca Room, 548 Michigan

**AGENDA
PROCUREMENT COUNCIL**

28 January, 2011
9:00 a.m. – 11:00 a.m.
Orca Room, 548 Michigan Street
Victoria BC



09:00 – 09:10	Introductions Review agenda Review 26 November 2010 action items	Duncan McLelland/ Tamara McLeod
09:10 -- 09:20	PCMP Update	David Liversedge
09:20 – 09:30	FOI Routine Release Table	Liz Lowe
09:30 – 09:45	RFP Revision Update	Duncan McLelland/Liz Lowe
09:45 – 10:00	Job Profiles	Barb Shaw
10:00 – 10:15	Schedule D Changes	Melissa McCabe
10:15 – 10:30	3CMB Report	Paula Switzer
10:30 – 10:35	Trade agreement requirements	Tamara McLeod
10:35 – 10:40	PSB Operations Updates	Duncan McLelland
10:40 – 10:45	PGO Updates	Tamara McLeod
10:45 – 11:00	Roundtable	All

Next meeting: **25 March, 2011**
 9:00 a.m. – 11:00 a.m.
 Orca Room, 548 Michigan

**AGENDA
PROCUREMENT COUNCIL**

25 March, 2011
9:00 a.m. – 11:00 a.m.
Orca Room, 548 Michigan Street
Victoria BC



09:00 – 09:10	Introductions Review agenda Review 28 January 2011 action items	Duncan McLelland/ Tamara McLeod
09:10 – 09:20	Job Profiles	Duncan McLelland
09:20 – 09:50	Security Screening - Pilot RCSA	Cheryl Akey/ Ralph Keenan
09:50 – 10:00	Local preferences/ Reciprocal Non-Discrimination	David Trudel
10:00 – 10:15	Vendor Past Performance Reference Check	David Trudel
10:15 – 10:20	PSB Operations Updates	Duncan McLelland
10:20 – 10:25	PGO Updates	Tamara McLeod
10:25 – 11:00	Roundtable	All

Next meeting: **27 May, 2011**
 9:00 a.m. – 11:00 a.m.
 Orca Room, 548 Michigan

Procurement Council Action Items – January 28th Meeting

Members Attending

Tamara McLeod	Duncan McLelland	David Trudel
Diana Lucas	Nina Hucal	David Liversedge
Jacoba Corrigan	Brenda Stevens	Michael Quinn
Pelle Agerup	Sandra Hall	Derek Cockburn
Chris Fleming	Anna Rochfort	Jennifer Ingram-Kum
Lisa Miller	Kelly Fitzsimonds	Melissa McCabe
Thomas Lacey	Julie Hutchins	Renee Tanche
Kim Boudreau	Vicki Willow	Diane Marson
Liz Lowe	Cindy Seymour	Leah Glick-Stal
Paula Switzer	Neil Rich	

Members Absent

Joanne Rees	Al Shariff	Dee Mason
Robert Vaive	Diane Ross	Terry Gelinas
Mia Clement	Donna Porter	Heather Brost
Jack Schewchuk		

** Please see the PC list for member details*

Previous Action Item Follow-up

1. Tamara McLeod will provide an update at the next meeting regarding the development of policy updates to support emerging trade agreement obligations.
2. Vicky Taylor will deliver a presentation on camp standards at a future meeting.
3. Tamara will provide an update at the next meeting regarding the possibility of releasing summaries of completed IAAS reports.

Current Action Items

PCMP Next Steps

4. If available, members are asked to please forward background and/or other supporting information regarding procurement training and the PCMP program. Please forward information to David Liversedge to assist in the development of a needs assessment/ business case for the PCMP program.

FOI Routinely Releasable Table– Liz Lowe

5. Next steps:

- Liz will discuss the final draft with the FOI group
- Chris Fleming will forward the table to Mark Tatchell for discussion of how this may feed into the “Proactive and Routine Release of Information” project.
Follow-up: Chris has discussed the table with Mark and an update will be provided at the next meeting.
- Members are asked to review the table and advise Liz of any concerns as soon as possible as they would like to move forward with approval and making the table available.

RFP Amendment

6. Concerns were raised regarding the Canada Post’s Xpress Post and Priority Post courier services. While they are considered courier services, they are still treated as somewhat like mail (i.e., sent and sorted the same), resulting issues with bid receipt. Duncan and Liz will speak with BC Mail to discuss options going forward, and they will report back at a future meeting.
7. The amended RFP template will go forward to Legal Services for approval before distribution.

Job Profiles

8. While the discussion of classification levels will need to be taken offline, the group endorsed the Administrative Officer 18 and 24, and the Business Leadership procurement job profiles.
9. The draft profiles will be resent to members and posted to the Sharepoint site. Members are asked to review the profiles, specifically the Contract Administrator profile, and provide comments, suggestions and concerns to David Trudel by February 11th. David will consolidate the information and a more comprehensive discussion will be scheduled for the next meeting.

3CMB Report

10. Kelly will post the 3CMB report and Paula’s presentation on the Sharepoint site for members.
Follow-up: Profiles posted for review and note sent to members.
11. Members are asked to forward any ideas/suggestions to Paula regarding monitoring that they feel could assist with procurement compliance.

**AGENDA
PROCUREMENT COUNCIL**

23 September 2011
9:00 a.m. – 11:00 a.m.
Orca Room, 548 Michigan Street
Victoria BC



09:00 – 09:10	Introductions	Duncan McLelland/ Tamara McLeod
	Review agenda	
	Review 27 May 2011 action items:	
	<ol style="list-style-type: none">1. Tamara McLeod will provide an update at a future meeting regarding the development of policy updates to support emerging trade agreement obligations. <i>(To be discussed with the Competitive Bid Practices and Our Provincial Trade Agreements topic)</i>2. Tamara will provide an update at a future meeting regarding the possibility of releasing summaries of completed IAAS reports. <i>(To be discussed with PGO updates)</i>3. FOI Routinely Releasable Table next steps – Sent to “Proactive and Routine Release of Information” project group. Duncan hoping to speed up process by clarifying that we are not requesting inclusion in the project. <i>(Update to be provided during PSB Updates)</i>4. An update on RFP amendments will be discussed at the next meeting (September 23rd). <i>(Update to be provided during PSB Updates)</i>	
09:10 – 09:30	Competitive Bid Practices and Our Provincial Trade Agreements	Tamara
09:30 – 10:00	ECMS Follow-Up	Duncan/ Tamara
10:00 – 10:10	PGO Update	Tamara
10:10 – 10:20	Procurement and Supply Update	Duncan
10:20 – 11:00	Roundtable	All

Next meeting: **25 November 2011**
 9:00 a.m. – 11:00 a.m.
 Orca Room, 548 Michigan

AGENDA PROCUREMENT COUNCIL

25 November 2011
9:00 a.m. – 11:00 a.m.
Orca Room, 548 Michigan Street
Victoria BC



09:00 – 09:10 **Introductions**

**Duncan McLelland/
Tamara McLeod**

Review agenda

Review 23 September 2011 action items:

1. An update on RFP amendments will be discussed at the next meeting. *To be carried over to a future meeting.*
2. Develop notes on the benefits of the new GSA, to assist in communication with vendors.
3. Development of a corporate library proposed to allow access to templates from across government to be shared and accessed. The caveat being that these could only be used as samples and any new agreement format would require sign-off by ministry legal services representatives.
4. Investigate need for a template agreement which can be used to rent space.
5. Steve to attend PC in November to discuss the quick win action plan. *Update at this meeting.*
6. PC to discuss quick wins list. Looking to evaluate the time, benefits, cost and risks associated with each potential opportunity. *Priorities discussion during roundtable.*

09:10 – 09:20 **Canadian Public Procurement Council Forum sessions
(Quebec City) - Summary**

Diana Lucas

09:20 – 10:00 **3CMB 2010/11 Cross Government Report - Summary**

Paula Switzer, 3CMB

10:00 – 10:15 **ECMS –Action Plan Update**

Steve Rossander, FMB

10:15 – 10:20 **PGO Update**

Tamara

10:20 – 10:25 **Procurement and Supply Update**

Duncan

10:25 – 11:00 **Roundtable –**

- 25 Quick Wins – PC Priorities Discussion
- Other Business

**Duncan/ All
All**

Next meeting: **27 January 2012**
9:00 a.m. – 11:00 a.m.
Orca Room, 548 Michigan

AGENDA PROCUREMENT COUNCIL

25 May 2012

9:00 a.m. – 11:00 a.m.

Orca Room, 548 Michigan Street
Victoria BC



09:00 – 09:10	Introductions	Duncan McLelland
	July Meeting	
	Review agenda	
	Action items from Previous Meetings:	
	1. ECMS working group member, Jenny Hutchison, will do some quantitative analysis research, regarding an increase of the \$25K threshold (6.3.2.c(5) and (6)) to \$50K. <i>Ongoing – report out at a future meeting.</i>	
09:10-9:30	Blanket Insurance Project	Melissa McCabe, Risk Management Branch
9:30 – 9:50	RFP Project Update	Liz Lowe, Purchasing
9:50 – 10:05	ECMS “to be” Processes	Robert Katzer, Financial Policy, Reporting and Operations Robert Devitte, CAS- Products and Integration
10:05 – 10:10	Procurement Governance	Dave Pilling
10:10 – 10:15	Procurement Services	Duncan McLelland
10:15 – 11:00	Roundtable	All
Next meeting:	27 July 2012 9:00 a.m. – 11:00 a.m. Orca Room, 548 Michigan	

**AGENDA
PROCUREMENT COUNCIL**

16 March 2012
9:00 a.m. – 11:00 a.m.
Orca Room, 548 Michigan Street
Victoria BC



09:00 – 09:10	Introductions	Duncan McLelland/ Tamara McLeod
	Review agenda	
	Review action items:	
	1. An update on RFP amendments will be discussed at the next meeting. <i>Deferred to a future meeting.</i>	
	2. ECMS working group member, Jenny Hutchison, will do some quantitative analysis research, regarding an increase of the \$25K threshold (6.3.2.c(5) and (6)) to \$50K. <i>Ongoing – report out at a future meeting.</i>	
	3. Work will be undertaken on the expansion in the GSA Template, of the Q&A's for Vendors' benefit. <i>To be discussed with PGO updates.</i>	
09:10-9:40	Forestry Certification – Treatment in Public Procurement	Dave Patterson, Forestry Innovation Investment
09:40 – 09:55	Procurement Governance	Dave Pilling
09:55 – 10:10	Procurement Services	Duncan McLelland
10:10 – 11:00	Roundtable	All
Next meeting:	25 May 2012 9:00 a.m. – 11:00 a.m. Orca Room, 548 Michigan	

AGENDA PROCUREMENT COUNCIL

27 January 2012
9:00 a.m. – 11:00 a.m.
Orca Room, 548 Michigan Street
Victoria BC



09:00 – 09:10 Introductions

Duncan McLelland/
Tamara McLeod

Review agenda

Review action items:

1. An update on RFP amendments will be discussed at the next meeting. *Deferred to a future meeting.*
2. ECMS working group member, Jenny Hutchison, will do some quantitative analysis research, regarding an increase of the \$25K threshold (6.3.2.c(5) and (6)) to \$50K. Update *on the agenda.*
3. Work will be undertaken on the expansion in the GSA Template, of the Q&A's for Vendors' benefit. *Carried over to a future meeting.*
4. Steve will attend the next Procurement Council meeting (January 26, 2012) with the defined ECMS "Quick Wins", procurement related "Quick Wins". Procurement Council will review and select those action items it identifies as a priority, to facilitate implementation. *Deferred to a future meeting.*
5. Meeting, Diana Lucas will lead a discussion on procurement policies. *On the agenda.*

09:10-9:15 Threshold Research & Analysis Update

Jenny Hutchison

09:15 – 09:30 CPPM 6 Procurement Policies – Discussion

Diana Lucas

10:00 – 10:10 Aboriginal Procurement Guidelines Update

Dave Pilling

10:10 – 10:20 PGO Update

Dave Pilling

10:20 – 10:30 Procurement and Supply Update

Duncan McLelland

10:30 – 11:00 Roundtable

Next meeting: 23 March 2012
9:00 a.m. – 11:00 a.m.
Orca Room, 548 Michigan

**AGENDA
PROCUREMENT COUNCIL**

22 June 2012
9:00 a.m. – 11:00 a.m.
Orca Room, 548 Michigan Street
Victoria BC



09:00 – 09:05	Introductions	Duncan McLelland
09:05 – 09:20	Procurement Governance Update	Dave Pilling
09:20 – 09:35	Procurement Services Update	Duncan McLelland
09:35 – 10:30	Roundtable	All

Next meeting: **28 September 2012**
 9:00 a.m. – 11:00 a.m.
 Orca Room, 548 Michigan

**AGENDA
PROCUREMENT COUNCIL**

23 November 2012
9:00 a.m. – 11:00 a.m.
Orca Room, 548 Michigan Street
Victoria BC



09:00 – 09:10	Introductions	Duncan McLelland/ David Pilling
	Review agenda	
09:10-9:40	GSA Security Schedule G - Update	Rob Todd/ Clive Brown, OCIO
9:40 – 9:55	FOI Requests and Direct Award Information	Duncan McLelland/ Kathleen Ward
9:55 – 10:05	PST/GST Update	Joe Duff, OCG
10:05 – 10:15	Procurement Governance Update	David Pilling
10:15 – 10:25	Procurement Services Update	Duncan McLelland
10:25 – 11:00	Roundtable	All
Next meeting:	25 January 2013 9:00 a.m. – 11:00 a.m. Orca Room, 548 Michigan	

**AGENDA
PROCUREMENT COUNCIL**

25 January 2013
9:00 a.m. – 11:00 a.m.
Orca Room, 548 Michigan Street
Victoria BC



09:00 – 09:10	Introductions	Duncan McLelland/ David Pilling
	Review agenda	
	Action items from Previous Meetings	
09:10-9:20	CPPC Conference Overview	Diana Lucas
9:20 – 9:50	3CMB Cross-Government Report	Paula Switzer
9:50 – 10:00	Transfer Payment Policy Update	Dave Pilling
10:00 – 10:10	Procurement Governance	Dave Pilling
10:10 – 10:20	Procurement Services	Duncan McLelland
10:20 – 11:00	Roundtable	All

Next meeting: 22 March 2013
 9:00 a.m. – 11:00 a.m.
 Orca Room, 548 Michigan

AGENDA
PROCUREMENT COUNCIL

22 March 2013

9:00 a.m. – 11:00 a.m.

Orca Room, 548 Michigan Street

Victoria BC



09:00 - 09:10	Introductions	Duncan McLelland/ David Pilling
	Review agenda	
	Action items from Previous Meetings	
09:10 - 9:30	Western States Cooperative (Purchasing) Alliance	Adam McKinnon
9:30 - 10:00	Green Purchasing	Reeve Soledad
10:00 - 10:10	RFP Update	Liz Lowe
10:10 - 10:20	Procurement Governance	Dave Pilling
10:20 - 10:30	Procurement Services	Duncan McLelland
10:30 - 11:00	Roundtable	All

Next meeting: 24 May 2013
 9:00 a.m. – 11:00 a.m.
 Orca Room, 548 Michigan

**AGENDA
PROCUREMENT COUNCIL**

24 May 2013
9:00 a.m. – 11:00 a.m.
Orca Room, 548 Michigan Street
Victoria BC



09:00 - 09:10	Introductions Review agenda Review outstanding Action items	Duncan McLelland/ David Pilling
09:10 - 9:15	Update: IAO re: direct award FOI requests	Duncan McLelland
9:15 – 9:25	AIT Procurement Negotiating Table Update	David Pilling
9:25 – 9:55	CAS' AIT Procurement Reporting Document - Check-in and Walkthrough	Elizabeth Wong/ Stefan Niemann
9:55 – 10:40	3-Year Procurement Services Plan	Duncan McLelland
10:40 – 10:45	Procurement Governance	David Pilling
10:45– 10:50	Procurement Services	Duncan McLelland
9:45 – 11:00	Issues and Updates - Roundtable Discussion	All

Next meeting: 26 July 2013
 9:00 a.m. – 11:00 a.m.
 Orca Room, 548 Michigan

**AGENDA
PROCUREMENT COUNCIL**

26 July 2013

9:00 a.m. – 11:00 a.m.

Orca Room, 548 Michigan Street

Victoria BC



09:00 - 09:10	Introductions Review agenda Review outstanding Action items	Duncan McLelland/ David Pilling
09:10 - 09:40	PGO Process Codes Discussion	David Pilling/ All
09:40 - 09:50	Procurement Governance Update	David Pilling
09:50 - 10:00	Procurement Services Update	Duncan McLelland
10:00 - 10:30	Roundtable	All

Next meeting:

16 August 2013

9:00 a.m. – 11:00 a.m.

Orca Room, 548 Michigan

Procurement Council Action Items – November 25th Meeting

Members Attending

Tamara McLeod
Derek Cockburn
Jacoba Corrigan
Paula Switzer
Bianca Lenz
Jennifer Ingram-Kum
Thomas Lacey

David Pilling
Diana Lucas
Melissa McCabe
Vicki Willow
Bruce Smith
Darcie Underwood
Steve Rossander

Sherran McBrien
Brent Morrison
Janet McGuire
Laurie Arscott
Rebecca Lomas
Kim Boudreau
Renee Tanche

Members Absent

Joanne Rees
Robert Vaive
Kelly Fitzsimonds
Terry Gelinas
Chris Fleming
Dee Mason
Al Shariff

Duncan McLelland
Nina Hucal
Cindy Seymour
Diane Brodie
Pelle Agerup
Dorothy Wong

Sandra Hall
Vicky Taylor
Heather Brost
Stephen Kearsey
Valerie Dickson
Leah Glick-Stal

** Please see the PC list for member details*

Previous Action Item Follow-up

1. Work will be undertaken on the expansion in the GSA Template, of the Q&A's for Vendors' benefit. Further update at the next meeting.
2. Steve to attend PC in November to discuss the ECMS quick win action plan. PC to discuss quick wins list. Looking to evaluate the time, benefits, cost and risks associated with each potential opportunity. Discussion held – see below.
3. The RFP template amendments have been delayed. Carried over.
4. Tamara will provide an update at a future meeting regarding the possibility of releasing summaries of completed IAAS reports. Carried over.

Current Action Items and Notes

Canadian Public Procurement Council Forum sessions (Quebec City) - Summary

5. The next Canada Public Procurement Forum is November 3-7, 2012, in Vancouver. Diana Lucas encourages everyone to attend.

3CMB 2010/11 Cross Government Report – Summary – Paula Switzer

6. Presentation regarding the 3CMB cross-government report delivered by Paula Switzer. The presentation will be posted to the SharePoint site with the action items.

Enterprise Contract Management Solution (ECMS) –Action Plan Update

7. Steve and the ECMS Working Group are currently working on defining all the “Quick Wins”. Steve will attend the next Procurement Council meeting (January 26, 2012) with the defined, procurement related Quick Wins. Procurement Council will review and select those action items it identifies as a priority, to facilitate implementation. The intention here is to link the ECMS Working Group and Procurement Council to drive change to policy
8. Quick Win #1 – Consider raising the \$25K threshold in 6.3.2.c(5) and (6) to \$50K, to allow for a simpler selection process. Tamara McLeod advised that any increase in the thresholds would require a rational and defensible justification. The ECMS Working Group (Janet McGuire and Jenny Hutchison) will do some quantitative analysis research to support the increase, including on the administration costs connected with preparing and soliciting RFPs.

Roundtable

9. At the January 27, 2012 Meeting, Diana Lucas will lead a “Top Ten” session on principles of procurement.
10. Kim Boudreau suggested the establishment of a community of practice-style Procurement Sharepoint site to discuss various issues and provide a list of Q&A, ask the expert series etc. Tamara McLeod supported the idea but said that this would have to be a grass roots venture, as funding is not available.
11. Melissa McCabe (RMB) advised that, according to Legal Services Branch, failure to follow policy is the #1 reason for legal action against the government!

Procurement Council Action Items – November 23rd Meeting

Attending

Duncan McLelland
Steve Beaulieu
Vicky Taylor
Melissa McCabe
Bianca Lenz
Laurie Arscott

David Pilling
Janet McGuire
Sherran McBrien
Joe Duff
Sandra Smith
Clive Brown

Derek Cockburn
Diane Brodie
Jacoba Corrigan
Thomas Lacey
Colin Bulmer
Rob Todd

Mike Quinn
Kimberley Boudreau
Bruce Smith
Diana Lucas
Leah Glick-Stal

** Please see the PC list for member details*

Previous Action Items

1. ECMS working group member, Jenny Hutchinson, will do some quantitative analysis research, regarding an increase of the \$25K threshold (6.3.2.c (5) and (6)) to \$50K. *Ongoing – report out at a future meeting.*

Current Action Items and Notes

OCG Update

1. In light of the upcoming revisions to CPPM Chapter 6, please submit any suggestions for revisions, updates, clarifications or inconsistencies regarding CPPM 6, to David Pilling, Director, Procurement and Financial Management Governance, OCG (David.Pilling@gov.bc.ca).

PSS Update

2. A submission has been made by Procurement Services to the corporate Transformation planning process requesting endorsement to proceed with a new BC Bid system that would considerably expand the functionality made available to ministries and the broader public sector. Transformation approvals will be announced between November and February.

FOI Requests

3. Duncan McLelland, E/D Procurement Services, SSBC will approach Kathleen Ward, E/D Information Access Operations, SSBC, to present at the September 28, 2012 meeting, to assist ministries in adopting a standardized approach to FOI requests for information related to direct awards.

AIT Reporting

4. OCG will convene a meeting in July with interested members, to provide support and advice on satisfying AIT reporting requirements with a view to standardizing and streamlining reporting requirements. Attempts will be made to involve CAS and examine the current system. If interested

in attending the meeting, contact David Pilling, Director, Procurement and Financial Management Governance, OCG (David.Pilling@gov.bc.ca).

Procurement Community of Practice

5. The first meeting of the Community of Practice Meeting Working Group was held on June 26. Liz Lowe to present an update at the September meeting. If you wish to join the group, contact Liz (Elizabeth.Lowe@gov.bc.ca)

Additional Meetings

6. There was general consensus that there is value in periodically holding additional PC meetings, reserved exclusively for Roundtable discussions and information sharing. Look for these later in 2012.

Procurement Training/Conference Summaries

7. Members are encouraged to share summaries of any seminars or conferences that they attend during the year, for the benefit of all PC members. Janet McGuire (together with Jacoba Corrigan and David Pilling) will provide a summary of highlights of the recent Insight Conference on Procurement, held in Vancouver, June 14 – 15.

Next Meeting

28 September 2012
9:00 am – 11:00 am
Orca Room, 548 Michigan Street

AGENDA
PROCUREMENT COUNCIL

25 May 2012

9:00 a.m. – 11:00 a.m.

Orca Room, 548 Michigan Street

Victoria BC



09:00 – 09:10

Introductions

Duncan McLelland/
David Pilling

Review agenda

Action items from Previous Meetings:

1. ECMS working group member, Jenny Hutchison, will do some quantitative analysis research, regarding an increase of the \$25K threshold (6.3.2.c(5) and (6)) to \$50K. Ongoing – report out at a future meeting.

2. Duncan McLelland, E/D Procurement Services, SSBC will approach Kathleen Ward, E/D Information Access Operations, SSBC, to present at the September 28, 2012 meeting, to assist ministries in adopting a standardized approach to FOI requests for information related to direct awards. Carried Over

3. OCG will convene a meeting in July with interested members, to provide support and advice on satisfying AIT reporting requirements with a view to standardizing and streamlining reporting requirements. Completed

4. The first meeting of the Community of Practice Meeting Working Group was held on June 26. Liz Lowe to present an update at the September meeting. Completed

5. Janet McGuire (together with Jacoba Corrigan and David Pilling) will provide a summary of highlights of

09:00 – 09:10

Introductions

Duncan McLelland/

David Pilling

Review agenda

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2. Duncan McLelland, E/D Procurement Services, SSBC, will approach Kathleen Ward, E/D Information Access Operations, SSBC, to present at the September 28, 2012 meeting to assist ministries in adopting a

Next meeting: 23 November
9:00 a.m. – 11:00 a.m.
Orca Room, 548 Michigan

Procurement Council Action Items – September 23rd Meeting

Members Attending

Duncan McLelland
Brenda Rafter
Jacoba Corrigan
Pelle Agerup
Bianca Lenz
Jennifer Ingram-Kum
Thomas Lacey
Sherran McBrien
Steve Rossander

Tamara McLeod
Diana Lucas
Melissa McCabe
Vicki Willow
Diane Brodie
Kelly Fitzsimonds
Vicky Taylor
Leah Glick-Stal

David Pilling
Brent Morrison
Janet McGuire
Laurie Arscott
Dorothy Wong
Kim Boudreau
Renee Tanche
Carol Stone

Members Absent

Joanne Rees
Robert Vaive
Michael Quinn
Terry Gelinas
Donna Porter
Chris Fleming

Al Shariff
Nina Hucal
Cindy Seymour
Julie Hutchins
Darcie Underwood

Dee Mason
Barb Searle
Heather Brost
David Liversedge
Sandra Hall

** Please see the PC list for member details*

Previous Action Item Follow-up

1. Tamara McLeod will provide an update at a future meeting regarding the development of policy updates to support emerging trade agreement obligations. Carried over.
2. Tamara will provide an update at a future meeting regarding the possibility of releasing summaries of completed IAAS reports. Carried over.
3. FOI Routinely Releasable Table next steps – Sent to “Proactive and Routine Release of Information” project group. Duncan hoping to speed up process by clarifying that we are not requesting inclusion in the project.
Follow-up: This document is currently on hold. Duncan will be looking into it again. Once the document is complete and approved, it will be posted online.
4. An update on RFP amendments will be discussed at the next meeting (November 25th).

Current Action Items and Notes

PC Meeting Notices

5. Apologies for the confusion caused by multiple meeting notices for PC. The receipt of multiple notices is due to ongoing issues with Outlook. The issue has been ongoing for a few years and we have attempted to correct it many times, and have created new meeting notices numerous times in an effort to correct the issue.

When requests are processed to add or delete an attendee from the meeting notice, Outlook should (usually) provide an option to only send the update to those being added or removed. However, when this action is performed with the PC notice, a glitch occurs and the update is sent to all members. In order to ensure that the meeting remains in your calendar, please ensure that you accept each new update (in can take a few moments for this option to appear after opening the invitation).

Trade Agreements and Competitive Bid Practices

6. Discussion was led by Tamara McLeod regarding trade agreements and their implications to procurement in BC.

Main Points:

- European Union (EU) agreement is anticipated to be signed next year. However, Disclosure points remain unclear and timeframes are not confirmed. EU discussions are ongoing and not much new in the latest review.
- Major point of the EU is the increase in the disclosure of procurement information (e.g., information from the planning phase and evaluation criteria and marking)
- Main concern is that the process is fair to BC vendors (i.e., currently, we have lower thresholds, but thresholds vary across Europe and may prevent BC vendors from bidding equally on contracts). A further concern is the administrative burden these disclosures may have on the Province.

FOI Requests

7. The recent FOI request for all direct awards was mentioned. It was advised that it is now posted online on the Open Data site, as are many other FOI requests.

The Open Data site where FOI requests are now being published, can be accessed at:

http://www.openinfo.gov.bc.ca/ibc/search/browse_results.page?sort=date_d&ms=url%3Aopeninfo.gov.bc.ca&ms=%2Bdoctype%3Ahtml&keyword=&date=30&ms=high_level_subject%3A%22FOI

8. A request for data sets has been made by the Open Data group. All candidate data sets are being sent to ministry executive for decision on what will go forward. Procurement and Supply is putting forward all data from BC Bid purchase orders as well as purchase card data. The information will be posted to the open data site.

Enterprise Contract Management Solution (ECMS)

9. Steve will forward to members, a complete list of the 25 quick wins which were developed through lean sessions held of the summer months.
10. A truncated version of the GSA is not a corporate option as ministry users' needs vary and may not be adequately covered with a shorter form. Ministries can work with their own legal services contact to develop a truncated version of the GSA. However, the agreement cannot be referred to as the GSA as it is ministry and sometimes situation-specific, and cannot be rolled out at the corporate level. Further, ministries need to consider that it is important to maintain consistency across government, and to look at a tailored agreement on a case by case basis.
11. Develop notes on the benefits of the new GSA, to assist in communication with vendors.
12. Development of a corporate library proposed to allow access to templates from across government to be shared and accessed. The caveat being that these could only be used as samples and any new agreement format would require sign-off by ministry legal services representatives.
13. Investigate need for a template agreement which can be used to rent space.
14. Steve to attend PC in November to discuss the quick win action plan. PC to discuss quick wins list. Looking to evaluate the time, benefits, cost and risks associated with each potential opportunity.

Roundtable

IT Procurement Succession Planning

15. Job profile and descriptions are currently being updated. However, members are asked to advise if they know of anyone with good communication skills and IT background, who may be interested in the field of procurement.

Profile and JD to be posted to PC SharePoint once updated.

What's Hot, What's Not – Top 10 List

16. Diana will share her Top 10 list for sharing with PC members. The list has been very well-received by vendors and members of the BC Construction Association. The list has been added, for your information, to the September 23rd meeting materials on the PC SharePoint site.

Procurement Council Action Items – January 25th Meeting

Attending

Duncan McLelland
Steve Beaulieu
Dorothy Wong
Lisa Tan
Colin Bulmer

David Pilling
Janet McGuire
Laurie Arscott
Sherran McBrien
Daniel Stann

Derek Cockburn
Thomas Lacey
Paula Switzer
Bedrija Hromic
Sandra Smith

Andrea Kettle
Kimberley Boudreau
Veena Sundher
Diana Lucas
Leah Glick-Stal

** Please see the PC list for member details*

Action Items from Previous Meetings

See attachment

Current Action Items and Notes

Canadian Public Procurement Council (CPPC) – 2012 Conference Overview – Diana Lucas,
Manager, Contract & Advisory Services, Education

1. Diana provided a PowerPoint review and highlights from some of the Vancouver conference presentations. Diana's presentation will be posted to the PC SharePoint following the meeting.
2. Diana suggested that Dave Pilling and Liz Lowe present their conference presentations - "A Principled Approach to Procurement: The BC Perspective", and "Social Services Procurement: But I Don't Want an RFP!" - to PC at future meetings.
3. Adam McKinnon, A/Director, eProcurement and Sourcing Solutions, will provide a presentation at the March PC meeting on the Western States Contracting Alliance (WSCA) cooperative purchasing (how it is structured, funded, etc.).
4. Members interested in becoming CPPC members (to receive CPPC news, reduced conference rates, etc.), please contact Liz Lowe (Elizabeth.Lowe@gov.bc.ca).

Corporate Controls and Compliance Monitoring Branch (3CMB) - 2012 Cross-Government Report
– Paula Switzer, Director of Operations, 3CMB

5. Paula provided a PowerPoint overview of the 2012 cross-government report, highlighting procurement and contract management compliance. Paula's presentation will be posted to the PC SharePoint following the meeting. The full report is available on the 3CMB site (http://gwww.fin.gov.bc.ca/gws/ocg/Reports/files/XGOVT/x-gov_FY1112.pdf). Ministry-specific reports have been provided to ministry CFOs and can be found on their site at: <http://gwww.apps.fin.gov.bc.ca/prsreports/> (restricted access).

Transfer Payment Policy Update – David Pilling

6. Dave advised that following upon further review, and with feedback provided at the December PC meeting, the following decisions have been made with respect to the policy update on government transfers:
 - The new CPPM chapter 21 is proceeding, as required to comply with Public Sector Accounting changes (PS 3410). This chapter will provide more support and controls around shared cost arrangements (formerly, transfers under agreement), but the chapter is primarily focussed on changes to the accounting practices for government transfers (grants, entitlements, shared cost arrangements).

- CPPM chapter 6 language around continuing agreements and awards will remain as is and will be reviewed at a later date. The title of CPPM 6 will also be reviewed as part of the CPPM 6 policy review project; as outlined in 6.2, CPPM chapter 6 has a much broader application than is implied by the title "Procurement".
- It is recognized that CPPM 21 and CPPM 6 are interrelated, and that more support is required. Procurement Governance would like to engage with the procurement community and form a working group to look at developing guidance around government transfers. Dave is looking for 6-8 members from the procurement community for this working group and will be sending out an email request (with a draft list of guidance considerations) for volunteers shortly, with the first meeting anticipated next month.

Procurement Governance Update

7. GST/PST Update: No significant updates to report. Information is available on the GST/PST SharePoint, and questions can also be directed to ministry leads, or Joe Duff (Joe.Duff@gov.bc.ca).
8. CPPM 6 Review: Review is in progress and anticipate a first draft for PC member review and feedback by fiscal year end.
9. Aboriginal Procurement Guidelines: The guidelines are scheduled for a Live Meeting rollout at the end of February.
10. GSA: Under review and minor updates (re: GST/PST transition and clarification around outcomes versus outputs) to be published by end-February/ beginning March to coordinate with the contract renewal period, especially for those contracts renewing on or after April 1, 2013. Further updates will be considered under a separate review.
11. Corporate Templates: Consulting and investigating potential for corporate Shared Cost Arrangement and short form (i.e., minor works) GSA templates. These projects have not been confirmed or approved.

Procurement Services Update

12. Bedrija Hromic has taken over from Diane Brodie and is leading Strategic Acquisitions and Technology Procurement.
13. 3-year procurement plan: Hope to present the approved plan by end-March.

Roundtable

14. Procurement Council – Meeting agendas: Members are asked to please forward any ideas or suggestions for future agendas to procurementgovernance@gov.bc.ca, or directly to David Pilling or Duncan McLelland.

Next Meeting

22 March 2013
9:00 am – 11:00 am
Orca Room, 548 Michigan Street

Procurement Council Action Items – July 26th Meeting

Attending

Duncan McLelland
Kimberley Boudreau
Bruce Smith
Colin Bulmer
Juliana White
Liz Lowe

David Pilling
Janet McGuire
Dorothy Wong
Lisa Tan
Steve Beaulieu

Derek Cockburn
Duncan McAndrew
Melissa McCabe
Sherran McBrien
Leah Glick-Stal

Bedrija Hromic
Daniel Stann
Vicky Taylor
Diana Lucas
Sandra Smith

** Please see the PC list for member details*

Action Items and Notes

Procurement Governance Office

1. **PGO Process Codes:** PGO Process Codes are for reporting purposes only and should not be used to inform policy decisions. Procurement Council members are encouraged to clarify the purpose with their ministry staff. *Action:* Following today's discussion on the draft, revised PGO Process Codes aimed at more accurately reflecting policy requirements, PGO will circulate a revised PGO Process Codes. Ministries will be encouraged to amend their service contract checklists to reflect the revised language in the PGO Process Codes.
2. **Transfers Guidance Working Group:** Most ministry reps on the working group have provided their feedback to support whether a change is required to CPPM 6.3.3(2), "a competitive selection is not appropriate" (see also CPPM 21.3.6). The group will also look at potential guidance that might assist decision makers with when to use a competitive selection process for the purpose of service delivery under a shared cost arrangement.
3. **OAG Procurement Audit:** Update: OAG recently met with CFOs and their delegates to further discuss the scope of the OAG's planned value for money audit of professional services contracts (Stob 60, 61). It is expected that the audit will commence in September. Further updates will be provided. Also, feel free to contact PGO to get more information.

Procurement Services Updates

4. **3-Year Procurement Services Plan:** The 3Yr plan presentation will be presented to CIAC, the ADM Committee established to advise SSBC to get feedback on priorities for procurement initiatives.
5. **2-Page RFP:** Upcoming meeting to confirm project & election mandate roles & responsibilities (Standard RFP template on hold pending completion of 2-page). *Action: Will report back on progress at a future meeting.*
6. **Transformation Planning:** PSB is currently engaged in Transformation planning to obtain funding approval from DMCT for BC Bid 2.0. PSB has identified three connected initiatives that will impact this approval process: Services To Business (BC Registries); BC Bid (SSBC) and the Financial Management Information Systems Vision (OCG). These organizations will continue to work together to ensure there is no duplication or inconsistencies in their Transformation planning submissions.

7. **Light Vehicle Joint Procurement:** Joint BC/Sask/Alta procurement to be posted on BC Bid in the next two weeks.
8. **Purchasing Handbook Update:** Liz Lowe has completed a draft Handbook Update which is currently under review. In the meantime, use caution when relying on the current version as there are errors.

PC Sub-Committee Re: Direct Award FOI Requests

9. A small group of PC members met to discuss and review potential streamlining opportunities. Interested members should contact Derek Cockburn to discuss a standardized response to the ongoing, monthly direct award requests. In the meantime, ministries are encouraged to seek clarification from the FOI requestor, on the types of contracts and any other information necessary, that they would like information on. *Action: Group to report back on opportunity to standardize.*

Sharing Pre-Qual Lists

10. Derek Cockburn encouraged ministries to share their prequalification lists. *Action:* Further discussion is necessary around the risks, before this can be done. Ministry of Finance (IAAS) has a prequal list for specific accounting consulting services which can be used by any ministry.

Future Meetings

11. The additional August meeting has been cancelled. Members are encouraged to submit meeting topic ideas for the coming year. Email to Duncan McLelland or David Pilling

Next Meeting

27 September 2013
9:00 am – 11:00 am
Orca Room, 548 Michigan Street

Procurement Council Action Items – June 21st Roundtable Meeting

Attending

Duncan McLelland
Kimberley Boudreau
Barbara Burrage
Colin Bulmer
Juliana White

David Pilling
Janet McGuire
Dorothy Wong
Laurie Arscott
Steve Beaulieu

Derek Cockburn
Thomas Lacey
Audra Gordon
Vicki Willow
Leah Glick-Stal

Andrea Kettle
Liz Lowe
Vicky Taylor
Diana Lucas

** Please see the PC list for member details*

Action Items and Notes

Procurement Governance Office Updates

1. **AIT 2012/13 Reporting:** Call for reports to be sent out to ministries today. Follow up: Email sent out to ministry CFOs with attached memo, Excel report template and AIT/CAS Reference document.
2. **AIT Procurement Negotiating Table Update:** Based on the feedback received from ministry procurement representatives - regarding annual AIT reporting of below threshold estimated values – BC provided the position that formal reporting is of little or no value. However, below threshold data will continue to be captured internally as an AIT exclusion code/PGO code.
3. **Transfers Guidance Working Group:** Working group has met and issue has been highlighted around policy language re: direct awards (“not otherwise appropriate”). Next steps: Ministry reps to gather additional information within their ministries to support policy change (reviewing when and why this policy point is used/ is problematic). Further updates will be provided as they develop.
4. **OAG Procurement Audit:** Update: PGO has been working with the OAG to provide input regarding the scoping of the audit, especially with respect to a review which may seek to evaluate ‘value for money’. A presentation has been provided to ADMCS and CFOC and the OAG should be contacting ministries to be included in the audit via the ministry EFO or CFO.

Procurement Services Updates

5. **3-Year Procurement Services Plan:** The PowerPoint was sent to PC members following the May meeting. Currently working on the development of “call to action” items in the plan.
6. **2-Page RFP:** Upcoming meeting to confirm project & election mandate roles & responsibilities (Standard RFP template on hold pending completion of 2-page). *Action: Will report back on progress at a future meeting.*
7. **IT/IM Pre-Qualification Lists:** Under review (40+ lists) to determine list usage – looking to remove those that are not frequently used. Please contact Liz Lowe (Elizabeth.Lowe@gov.bc.ca) if you have any questions or concerns.

PC Sub-Committee Re: Direct Award FOI Requests

8. A small group of PC members met to discuss and review potential streamlining opportunities. Determined that processes are inconsistent across ministries – will require more discussion around

processes - including details such as what STOBs to report out on - and consistency in the level of detail provided. *Action: To be discussed at a future meeting.*

Procurement Community of Practice

9. Planning for continued annual PCOP sessions (same format as the kick-off) – the next one is planned for November 12th. More details to follow but mark your calendars.

Digital Signatures

10. Need more research and clarity around digital signatures. *Action: For further investigation and discussion at a future meeting.*

iProcurement Issues

11. iProcurement users who experience technical issues are asked to contact Daniel Stann (cc: Juliana White) with specific feedback. Require feedback in order to build business case for any future changes.

Case Law Update

12. Dorothy suggested that there is a substantial amount of new case law impacting public procurement which may be of interest to PC. *Action: Dorothy will provide an update at an upcoming meeting.*

PGO Codes Discussion

13. Carried over to the next meeting.

Meetings

14. Additional meeting proposed for August with many participants supportive of the idea. Follow up: Given the level of recent procurement activity and interest, additional meetings have been scheduled for August and November.

Next Meeting

26 July 2013
9:00 am – 11:00 am
Orca Room, 548 Michigan Street

Procurement Council Action Items – November 23rd Meeting

Attending

Duncan McLelland
Steve Beaulieu
Vicky Taylor
Melissa McCabe
Bianca Lenz
Laurie Arscott

David Pilling
Janet McGuire
Sherran McBrien
Joe Duff
Sandra Smith
Clive Brown

Derek Cockburn
Diane Brodie
Jacoba Corrigan
Thomas Lacey
Colin Bulmer
Rob Todd

Mike Quinn
Kimberley Boudreau
Bruce Smith
Diana Lucas
Leah Glick-Stal

** Please see the PC list for member details*

Action Items from Previous Meeting

1. ECMS working group member, Jenny Hutchison, will do some quantitative analysis research, regarding an increase of the \$25K threshold (6.3.2.c(5) and (6)) to \$50K. *Hold.*
2. Liz Lowe to present RFP template to procurement council once legal services review and Procurement Governance review are complete, and prior to finalizing and posting online. Completion is anticipated for September/ October. *(Carried over from May meeting)*

Current Action Items and Notes

GSA Security Schedule G and CDAA - Updates (Clive Brown and Rob Todd, OCIO)

1. Updates to Schedule G have been completed for all three GSA versions. Handout of the updated GSA Schedule G for Information Technology & Technology Management was provided to the group for review and discussion. Members were asked to review and provide any comments or suggestions to Clive Brown by November 30th.
2. Once finalized, copies of the updated schedules will be forwarded to PC members and will be posted to the Procurement Services site (http://pss.gov.bc.ca/psb/gsa/gsa_index.html).
3. A copy of an updated Contractor Device Access Agreement (CDAA), which has now been vetted by Legal Services, but which has not yet received final approval, was provided to the group. Members were asked to review the CDAA along with the updated Schedules and provide feedback regarding significant concerns to Clive Brown by November 30th.

Note: Following the meeting David Pilling sent an email to members with the updated Schedule G and CDAA documents for review and comment.

FOI Requests and Direct Award Information

4. The update scheduled for this meeting is postponed to a future meeting.
5. With respect to FOI requests regarding the release of proposals, it was noted that requests for this information are increasing.

Return to PST and GST Update

6. Will be maintaining a pay and rebate system, with few changes to the rebate list established through the RTA. Any changes, however, will not be released prior to the signing of the new RTA.
7. A SharePoint has been set up to facilitate the transition. The website address is: <https://financeocg.gov.bc.ca/PSTGST/default.aspx>, and contains information including ministry leads, as identified by each ministry CFO.

8. The GSA is under review with Legal Services and Procurement Governance with updates to be provided by March 2013. PC members will be notified of any significant changes.
9. Members are advised to review the draft of the revised CPPM policy which is posted to the SharePoint. Additional questions may also be directed to the Tax Policy Branch or CRA. Further information may also be found at: <http://www.pstinbc.ca/>.

OCG Update

10. AIT Reporting: Dave commented on a discussion at a recent AIT-PNG meeting regarding reporting out on estimated values for below threshold contracts. Specifically, the question was raised as to the necessity and value of this reporting versus the reliability and difficulty collecting the information. Dave will be forwarding an email shortly, seeking feedback on this issue.
11. Transfer Payment Policy: A new CPPM chapter (21) is being drafted to address transfer payments, information currently found under CPPM 4.3.14. The policy is meant to provide clarity around transfers, procurement, and competitive processes. An additional meeting will be scheduled with PC in December to present on and discuss the proposed policy changes. *Follow up: A meeting was held Tuesday, December 11th. The draft policy was shared and discussed. Discussion outcomes are being reviewed by the OCG and will follow up with a request for further feedback on guidance around selection of competitive processes in transfer context*

PSB Update

12. Diane Brodie will be retiring December 14th. Bedrija Hromic will backfill her role during the hiring freeze.
13. There have been further discussions with the Provinces regarding the NWP Procurement Agreement and various options are being investigated. An update on this will be provided at a future meeting.

Roundtable

14. CPPM Ch.14 Update: Melissa McCabe advised the group of the recent CPPM Ch.14 update, now live. She advises that while the phrase "must purchase insurance" has been removed, it is still required. Further review of the removal of this requirement needs to be discussed with the drafters responsible for this policy update.
15. CPPC Conference: Diana Lucas and a few other Province of BC representatives attended the recent CPPC forum in Vancouver. Diana will provide a copy of her notes for posting to the PC site and will provide a brief presentation at the January meeting. *Follow up: Diana's notes were posted to the PC site (under the Nov.23^d meeting materials) following the meeting. Diana will provide an overview of the conference at the January meeting.*
16. Mike Quinn announced he will be retiring from government as of January 18th.

Next Meeting

25 January 2013
9:00 am – 11:00 am
Orca Room, 548 Michigan Street

Procurement Council Action Items – May 27th Meeting

Members Attending

Duncan McLelland
Donna Porter
Jacoba Corrigan
Pelle Agerup
Bianca Lenz
Neil Rich
Thomas Lacey
Kim Boudreau

David Liversedge
Nina Hucal
Terry Gelinas
Sandra Hall
Phil Bates
Kelly Fitzsimonds
Vicky Taylor
Vicki Willow

Jackie Mignault
Lauren Knoblauch
Michael Quinn
Laurie Arscott
Adam Taylor
Helen Oomen
Renee Tanche
Carol Stone

Members Absent

Joanne Rees
Robert Vaive
Laurie Holland
Leah Glick-Stal
Jennifer Ingram-Kum

Al Shariff
Tamara McLeod
Cindy Seymour
Julie Hutchins

Dee Mason
Barb Searle
Heather Brost
Diana Lucas

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Previous Action Item Follow-up

1. Tamara McLeod will provide an update at a future meeting regarding the development of policy updates to support emerging trade agreement obligations. Carried over.
2. Tamara will provide an update at a future meeting regarding the possibility of releasing summaries of completed IAAS reports. Carried over.
3. FOI Routinely Releasable Table next steps – Sent to “Proactive and Routine Release of Information” project group. Duncan hoping to speed up process by clarifying that we are not requesting inclusion in the project.
4. An update on RFP amendments will be discussed at the next meeting (September 23rd).

Current Notes and Action Items

PCMP Next Steps

5. Presentation regarding PCMP course delivery and portal delivered by David Liversedge. The presentation will be posted to the SharePoint site with the action items.

Discussion:

- If PCMP is to move ahead and potentially resume as a certificate program, it will require management from government. Unfortunately, this requires resources which OCG is currently unable to provide.
 - Suggestion that refresher courses may be helpful for the procurement community perhaps vignettes regarding various procurement issues.
 - Require a legal expert to assist with the negotiations section of the program. LSB advised they have a negotiations expert. Further discussion to occur offline.
6. Liz Lowe is assisting with the review of the PCMP curriculum. Please send any further curriculum suggestions to Liz (Elizabeth.Lowe@gov.bc.ca).

New Supplier Set-Up Issues – Jackie Mignault

7. Payment errors occurring due to incorrect set-up and changing supplier information not reflected in the system. Members asked to communicate this issue to staff and suppliers and promote double-checking and proactive information updates before issuing payments.
- Noted that there appears to be lack continuity and corporate knowledge transfer which is impacting the management of contract information.
 - Need to increase communication across the procurement and the financial community to ensure good communication and accuracy at all points of the process.
 - Jackie will continue to attend PC to assist in communicating on issues which impact both the procurement and the financial community. She has asked that a PC member also attend FOAC to ensure that we benefit from each other.
8. Overview of work underway in the financial community including Financial Management Certificate Program (FMCP) revision project. Database has been developed to track student progress so that advance information can be sent to specific regarding upcoming opportunities in their areas.

PSB Updates

9. Strategic Acquisitions and Purchasing Services are merging. No news on who the ADM will be, but Laurie Barker is currently functioning as the ADM in Procurement and Supply Services.
10. BC Bid Revision: Looking to update the decade old legacy system. Working towards a T&T submission for approval to move forward on a new site in the next 2 years. Only in developmental stages, gathering information from ministries.

Roundtable

Issue: Funding Capital Projects

11. An issue with capital project funding has been identified at Education. When project funds are depleted, some have turned to the use of operational funding which violates policy. No other members have noticed this issue arising in their ministries.

Custom Contracts

12. Some vendors refusing to use the GSA and instead sending their own custom contracts for signing. Requests for the use of custom contracts have been increasing (Mainly in IT, but also in areas such as venue rentals). Custom contracts should not be accepted without legal consideration. Need to be

aware and to advise vendors that using a custom contract is a decision to be made on a case-by-case basis, not carte blanche.

IT Licensing (bringing into government)

- 13.** Noted that there are no current procedures to follow regarding IT licensing into government. Intellectual Property only covers when government is licensing out. Suggestion made to discuss licensing language at a future meeting. If available, Allison Gracie and/or Jacklyn Jolicœur were suggested as good candidates to lead this discussion. Duncan and Tamara to follow up during agenda planning.

- Noted that the GSA is not to be used for licensing into government unless it for a minor component.

Vending Machines

- 14.** Neil sorting out a generic contract for private suppliers for services such as vending machines, massage therapy, etc.

Procurement Council Action Items – March 16th Meeting

Members Attending

Duncan McLelland	David Pilling	Brenda Stevens	Nina Hucal
Vicky Taylor	Diana Lucas	Brent Morrison	Robert Katzer
Jacoba Corrigan	Melissa McCabe	Kim Boudreau	Sol Reeve
Michael Quinn	Diane Marson	Kelly Fitzsimonds	Gordon McLean
Bianca Lenz	Darcie Underwood	Thomas Lacey	Robert Musgrave
Stephen Kearsey	Vern Gelette	Dave Patterson	

Members Absent

Tamara McLeod	Donna Porter	Lisa Tan	Bruce Smith
Robert Vaive	Dorothy Wong	Robert Watts	Al Shariff
Brenda Rafter	Cindy Seymour	Heather Brost	Dee Mason
Kathy Bannister	Vicki Willow	Laurie Arscott	Pelle Agerup
Terry Gelinas	Diane Brodie	Leah Glick-Stal	Derek Cockburn
Joanne Rees	Valerie Dickson		

* Please see the PC list for member details

Previous Action Item Follow-up

1. An update on RFP amendments will be discussed at the next meeting. *Discussed during Procurement Services update.*
2. ECMS working group member, Jenny Hutchinson, will do some quantitative analysis research, regarding an increase of the \$25K threshold (6.3.2.c(5) and (6) to \$50K. *Ongoing – report out at a future meeting.*

Current Action Items and Notes

Forest Certification – Treatment in Public Procurement – Dave Patterson

1. Dave Patterson (Forestry Innovation Investment (FII), the Crown for international market development of BC Wood) presented on the management of BC forests and Forest Certifications in procurement. Mr. Patterson explained the importance of treating forest certifications (FSC, SFI & CSA) equally, in the procurement of wood products; to prefer one certification over another may be contrary to our trade agreement obligations and is likely contrary to core policy and procurement principle of fairness. FII is working with PGO and JTI with the intention of messaging to government the need to treat certifications equally in the procurement of wood products. The purpose of the presentation to Procurement Council was to educate and to obtain feedback on the issue, which will inform any corporate messaging. FII will be consulting with other groups in government with a similar purpose. PGO will report back on developments. The PowerPoint presentation is available on the PC SharePoint site.

Procurement Governance – David Pilling

2. Strategy Session – Thank you to PC for feedback and attendance at the planning session. Received a lot of great feedback with a good deal of overlap/agreement on priority issues. The main priority identified

was a full review/update of CPPM 6 and its components. FMB is still in the business planning process and will finalize project plans pending organizational decisions. An update will be provided at a future meeting.

3. **Aboriginal Procurement Guidelines** – Update provided on project progress and next steps.

Highlights included: a discussion around the intent of the guidelines; acknowledgement that many ministries are already leveraging policy flexibility and planning for better program and service outcomes (as proposed within the guidelines); the implementation plan will contemplate a discussion forum to share lessons learned and provide ongoing feedback for guideline enhancements; pilot projects are now complete and next steps include incorporation of feedback into the final draft, final legal review, and communication out to ministries.

It was clarified that the guidelines are not new policy and are not-mandatory. All of the content and suggestions contained in the guidelines are aligned with the current policy framework (CPPM) and trade agreement obligations. They are meant to promote the flexibility already available within policy; and to support ministry specialists in the conception and development of innovative solutions as it relates to the practical application of policy in procurements for service/program delivery in Aboriginal communities.

Procurement Services – Duncan McLelland

4. **BC Bid** – has been unavailable to some users since noon yesterday; issue has been randomly affecting users and is being investigated. An update will be provided by the end of the day. Affected ministries with procurements closing have been notified in order to adjust their timelines where appropriate.
Note: Following the meeting, Duncan emailed members to notify them once the issue was resolved.
5. **RFP updates** – working with LSB on moving this forward and there have been preliminary conversations around a rectification period in the RFP process related to mandatory criteria.
6. **Risk register** – RMB is working on the development and implementation of a registry to track insurance certification for vendors, specifically those who have multiple contracts across government. The solution and resources are still being investigated, and an RFEI is being contemplated to gauge vendor interest and inform the project business case.
7. **Procurement CoP** – ~~Liz Lowe~~ is beginning to investigate options for a corporate procurement CoP which will contemplate both web-based and in-person engagement. Liz will be developing a business plan and we will be connecting with Procurement Council for input

Roundtable

8. **Procurement Enquiries (Melissa McCabe)** – RMB has been receiving numerous procurement-related questions. Members are asked to ensure that ministry staff are aware of their ministry procurement contacts.
9. **School Districts (Diana Lucas)** – Education has engaged Deloitte Inc., to assist with a feasibility assessment of shared services opportunities across school districts. Areas being assessed include procurement, and capital management.
10. **School Bus Standing Offer (Diana Lucas)** – Education and the Association of School Transportation Services of BC created a renewed standing offer process for school buses, negotiating fixed prices on at least 100 buses for school districts, independent schools and First Nation schools. By pooling requirements, the Province was able to negotiate a savings of about 15%, and many districts are reporting additional savings by not having to run their own procurements.

11. **Bill 22 (Diana Lucas)** - the *Education Improvement Act* – passed yesterday. Appears to be confusion with the appointment process.
Procurement Specialists need to advise requesters: you don't need a contract – a ministerial letter will do. Often the terms of reference and/or remuneration go into the Ministerial Order, if not they can be contained in the letter. The particular legislation or act is the authority for an appointment, not procurement policy. Legal Services Branch (LSB) and/or the ministry's legislation-related branch usually prepare these orders and letters. The General Service Agreement contains many terms inconsistent with a statutory appointment. Appointments are not a commercially-driven, service contract situation. Only in rare instances does an agreement cover an appointment, and it is determined and custom-built by LSB.
12. **Procurement Training (Stephen Kearsey)** – Upcoming PCMP course offerings between April and June – Stephen will send an advance notice of courses to PC members to ensure availability for the procurement community. The course calendar for the upcoming year will be confirmed following budget confirmation, and a curriculum review is anticipated to begin in May/June.
13. **Mandatory PCMP Course Completion** – BC Timber Sales has mandated the requirement for completion of PCMP 110, 201, 202, and 203 courses for all contract staff.

Next Meeting

25 May 2012
9:00 am – 11:00 am
Orca Room, 548 Michigan Street

Procurement Council Action Items – September 28, 2012 Meeting

Members Attending

Duncan McLelland
Steve Beaulieu
Brigitte Mikkelsen
Melissa McCabe
Donna Veregin
Laurie Arscott

David Pilling
Janet McGuire
Sherran McBrien
Donna Porter
Marci Riehl

Nina Hucal
Renee Tanche
Jacoba Corrigan
Thomas Lacey
Diane Marson

Dorothy Wong
Kimberley Boudreau
Bruce Smith
Diana Lucas
Leah Glick-Stal

* Please see the PC list for member details

Previous Action Items

1. FOI Requests: Duncan McLelland will approach Kathleen Ward to present to assist ministries in adopting a standardized approach to FOI requests for information related to direct awards.

Follow up:

- FOI presentation to be developed for November meeting
 - Initial FOI guidelines provided by Liz Lowe
 - BCBid® results – need to view specific opportunities. PSB will be adding to open government site
2. AIT Reporting: OCG will convene a meeting in July with interested members, to provide support and advice on satisfying AIT reporting requirements with a view to standardizing and streamlining reporting requirements. Attempts will be made to involve CAS and examine the current system.

Follow up:

- AIT Reporting – David met with CAS and other PC members
- Added CAS data entry guidelines

3. Procurement CoP Update

Follow up:

- On target for October 25th launch (Note: the launch has been rescheduled for November 30th)
- CoP goal is to connect with all provincial wide representatives in all jurisdictions
- October 4 meeting is scheduled as a working session in preparation for the October 25th launch

Current Action Items and Notes

Aboriginal Procurement Guidelines

4. The guidelines have now been presented to ADMCS and CFOC, and rollout is planned for late October-Early November. The presentation will be posted to the PC SharePoint.

PST/HST/GST Update

5. Known - The Province will be collecting PST/GST on revenue side and paying PST on goods.

Unknown - GST exemption or pay and recovery system - the streamlined process is pay and recovery that was put forward (Under consideration).

Once the outcome is known, formulate CAS business requirements - targeting for October 15 for items to be known.

Start date is April 1, 2013 and the office is currently working at PST registration starting January 1, 2013.

PGO update

6. Security schedule G to GSA: this is being worked on by Information Security Branch, OCIO and will be available soon for Procurement Council feedback. Addressing vendor Contractor Device Access Agreement for vendor employees to sign where connecting to government system.

CPPM 6 Review: Anticipated consultation of updated draft policy is January/February 2013.

7. PSB Update

BC Bid®: Submission for BCBid® version 2.0 moving forward - business case submitted and being reviewed for requirements and capital. 2 year funding model for resources - business requirements and possibly leverage current business areas. Looking for approval which may take 3 to 6 months

ECMS: set aside for now.

PSB 3 year strategic planning: client meetings in progress and to result in a series of recommendations. Cost recovery will still be part of the overall picture.

8. Round Table

Education: Direct award for \$1,500 will be reviewed and requires ADM approval.

Created a web-based model to assist program areas in contracting - a decision tree.

Services from LSB require ADM approval yet CPPM indicates that LSB services must be used in certain instances.

Transportation: asked a question regarding threshold increase for the purchase of goods over \$5K. Asked about the GSA back to the two column approach - this is being looked at by LSB. All direct awards require ADM approval.

Health: Do Transfers Under Agreement need to be competed? The information is not clear between CPPM 4 and 6. To be considered during the CPPM 6 review.

Legal Services Branch: working on the RFP template. Concerns regarding the GSA Schedule A and program areas not clearly understanding inputs, outputs and outcomes. Some ministries are placing deliverables in the outcomes area which is not correct.

Corporate Services: promoting minor works and services contract (2 pages) for services under \$5K

PSA: there are quite a number of PCMP training available for participants to register for. Please promote within your respective ministries.

Next Meeting

25 January 25 2013
9:00 am – 11:00 am
Orca Room, 548 Michigan Street

Procurement Council Action Items – May 25th Meeting

Members Attending

Duncan McLelland
Nicole Dmytar
Robert Devitte
Steve Rossander
Brigitte Mikkelsen
Dan Laine

David Pilling
Vicki Willow
Melissa McCabe
Kimberley Boudreau
Lisa Tan
Jackie Mignault

Liz Lowe
Thomas Lacey
Jacoba Corrigan
Kelly Fitzsimonds
Derek Cockburn
Dorothy Wong

Cindy Seymour
Robert Katzer
Bianca Lenz
Lisa Miller
Andrea Kettle
Darcie Underwood

** Please see the PC list for member details*

Previous Action Item Follow-up

1. ECMS working group member, Jenny Hutchinson, will do some quantitative analysis research, regarding an increase of the \$25K threshold (6.3.2.c (5) and (6)) to \$50K. *Ongoing – report out at a future meeting.*

Current Action Items and Notes

Blanket Insurance Project – Melissa McCabe

1. Melissa presented on the blanket insurance project currently in progress in Risk Management Branch, and supported by Logistics and Business Services, SSBC. The presentation provided an overview of the project history and context, and the current and future processes for the development and implementation of a registry to track insurance certification for vendors, specifically those who have multiple contracts across government. The registry is being developed for the primary benefit of ministries with a total cost estimate of \$30K corporately. Attendees were asked for feedback on level of interest in proceeding, and ideas on how best to reach/approach ministries for discussions around funding.

The PowerPoint presentation is available on the PC SharePoint site.

RFP Project Update – Liz Lowe

2. Liz provided an update on the RFP template project which is currently under legal review (not available for distribution). The group was walked through the updated document noting significant changes to the document, and suggestions/feedback were provided by PC members.

Next steps include the completion of the legal services review, Procurement Governance review, and another presentation to Procurement Council prior to finalizing and posting online. Completion is anticipated for September/ October.

ECMS “to be” Processes – Robert Katzer and Robert Devitte

3. Robert and Robert provided an update on the ECMS project and an overview of the LEAN methodology used in determining business requirements and defining the desired future state.

The PowerPoint presentation is available on the [PC SharePoint site](#).

Other Items

4. Procurement CoP – Liz Lowe is continuing work towards a corporate procurement CoP which will contemplate both web-based and in-person engagement. This project is expected to begin in the Fall, with a working group kick-off meeting to take place in June. Anyone interested in participating on this project working group, please contact Liz by email (Elizabeth.Lowe@gov.bc.ca).

Procurement Council Action Items – March 22nd Meeting

Attending

Duncan McLelland
Steve Beaulieu
Vicky Taylor
Colin Bulmer
Adam McKinnon

David Pilling
Janet McGuire
Soledad Reeve
Daniel Stann
Andrea Kettle

Derek Cockburn
Thomas Lacey
Melissa McCabe
Leah Glick Stahl

Liz Lowe
Lisa Miller
Diana Lucas
Sandra Smith

** Please see the PC list for member details*

Action Items and Notes

Western States Cooperative (Purchasing) Alliance – Adam McKinnon, A/Director, eProcurement and Sourcing Solutions

1. Adam presented on the Western States Cooperative (Purchasing) Alliance and the lessons learned from a conference he recently attended. He also reported that, as part of the New West Partnership Procurement Agreement initiative to leverage cost savings through joint procurements, a joint BC/Saskatchewan (and possibly Alberta) procurement for light vehicles will be rolled on in July, 2013 for 2014 model years.

Green Purchasing – Soledad Reeve, Procurement Specialist, SSBC - Procurement and IT Procurement

2. Soledad presented an update on Green Purchasing, and reviewed the latest changes to the green guidelines pages on the PSB website at <http://www.pss.gov.bc.ca/psb/green-procurement/green-purchasing.html>. Members are encouraged to review these amendments, including the procurement checklist for environmental guidelines.

RFP Template Update – Liz Lowe, Director, Advisory Services

3. Elizabeth Lowe reviewed proposed changes to the RFP template that she and Dorothy Wong (Legal Services Branch) have been working on.

Sales Tax Transition

4. Ministry of Forests, Lands and Natural Resources queried tax related wording in solicitation templates and suggested that PST be included in base prices, and GST shown separately. Noted that Forests and MOT took this approach pre-HST; but standard RFP template and goods ITQs require that sales taxes be shown separately. FLNR, MOT, PGO and Procurement Services to meet to suggest future approach to ensure consistency where appropriate.

Roundtable

5. Derek Cockburn asked that the next Procurement Council meeting include a discussion to obtain further clarity on the PGO code changes.

Follow up: A follow up discussion will be included at the May 2013 meeting.

<p><u>Next Meeting</u></p> <p>24 May 2013 9:00 am – 11:00 am Orca Room, 548 Michigan Street</p>

Procurement Council Action Items – May 24th Meeting

Attending

Duncan McLelland
Stephen Kearsey
Duncan McAndrew
Sandra Smith
Colin Bulmer
Stefan Nieman

David Pilling
Janet McGuire
Maggie Parker
Sherran McBrien
Laurie Arscott

Derek Cockburn
Thomas Lacey
Joe Duff
Cindy Seymour
Leah Glick-Stal

Andrea Kettle
Liz Lowe
Veena Sundher
Diana Lucas
Elizabeth Wong

** Please see the PC list for member details*

Action Items and Notes

June Procurement Council

1. An additional Procurement Council will be scheduled for June 21st. The meeting will provide the opportunity for a fulsome roundtable discussion, addressing topics such as corporate and ministry updates (missed at this meeting), PGO codes, feedback/suggestions for Procurement Council going forward, and other items or questions. Follow up: Meeting has been scheduled.

FOI Requests Re: Direct Award

2. Duncan provided an update after meeting with IAO regarding the development of a standard response for FOI requests for direct award information. A PC subcommittee was proposed to look at related reporting. Duncan asked for volunteers from the group to participate on the subcommittee.

AIT Procurement Negotiating Table Update

3. Issues being discussed at this forum , include:
 - Sustainable procurement;
 - pre-qualified/source list confusion -
 - the proposal to amend AIT language to require reposting every one year, but allow to extend where justified; and,
 - annual AIT reporting of below threshold estimated values -
 - Question of whether reporting below threshold estimates is necessary or adds value?

CAS' AIT Procurement Reporting Document - Check-in and Walkthrough – Elizabeth Wong, Product Business Analyst, CAS, SSBC -Technology Solutions Division

4. An overview of the background of the guidance document was provided along with walkthrough/review of current reports available to assist with AIT reporting.
5. CAS AIT Reporting Guidance and links to CAS WFR information will be posted to the PC site.
6. Data entry errors and PGO code confusion recognized as a significant issue with reporting, creating the continued need for manual review of the data. This also creates an issue with ability to respond to FOI requests. Procurement staff currently try to run reports throughout year to allow for follow up with departments regarding corrections. Supplier and contract information errors will require

further work and may be addressed through corporate projects such as the Business Number project.

3-Year Procurement Services Plan – Brooke Hayes, Director of Business Development, Logistics and Business Services

1. Provided a presentation on the 3-year plan developed by Procurement Services regarding government procurement. The presentation provided an overview of the objectives, current state issues, proposed solutions and the future vision, and next steps.
2. The PowerPoint presentation will be sent out to the immediate PC community following the meeting. Members are asked not to share the presentation broadly as it is still in draft and has yet to receive formal approval.
3. Questions, concerns, suggestions may be directed to Brooke Hayes (Brooke.Hayes@gov.bc.ca).

Next Meeting

21 June 2013
9:00 am – 11:00 am
Orca Room, 548 Michigan Street

Procurement Council Action Items – March 25th Meeting

Members Attending

Ralph Keenan	Duncan McLelland	David Trudel
Diana Lucas	Nina Hucal	David Liversedge
Jacoba Corrigan	Brenda Stevens	Michael Quinn
Bedrija Hromic	Sandra Hall	Cheryl Akey
Chris Fleming	Anna Rochfort	Jennifer Ingram-Kum
Vicky Taylor	Jennifer Polichuk	Melissa McCabe
Thomas Lacey	Julie Hutchins	Chelsea Baker
Kim Boudreau	Joanne Rees	Diane Marson
Liz Lowe	Cindy Seymour	Leah Glick-Stal
Joyce Hughes	Lisa Tan	Laurie Arscott

Members Absent

Kelly Fitzsimonds	Al Shariff	Dee Mason
Robert Vaive	Diane Ross	Terry Gelinas
Mia Clement	Donna Porter	Heather Brost
Neil Rich	Tamara McLeod	Vicki Willow
Pelle Agerup	Derek Cockburn	

* Please see the PC list for member details

Previous Action Item Follow-up

1. Tamara McLeod will provide an update at a future meeting regarding the development of policy updates to support emerging trade agreement obligations.
2. Tamara will provide an update at a future meeting regarding the possibility of releasing summaries of completed IAAS reports.

Comment [K1]: Tamara away on project until June – Possible update at next meeting in July.

3. FOI Routinely Releasable Table next steps:

- Liz will discuss the final draft with the FOI group
- Chris Fleming will forward the table to Mark Tatchell for discussion of how this may feed into the "Proactive and Routine Release of Information" project.
Follow-up: Chris has discussed the table with Mark and an update will be provided at a future meeting.
- Members are asked to review the table and advise Liz of any concerns as soon as possible as they would like to move forward with approval and making the table available.

4. In relation to the RFP template proposed changes, concerns were raised regarding the Canada Post's Xpress Post and Priority Post courier services. While they are considered courier services, they are still treated as somewhat like mail (i.e., sent and sorted the same), resulting issues with bid receipt. Duncan and Liz will speak with BC Mail to discuss options going forward, and they will report back at a future meeting.

Current Action Items

PCMP Next Steps

5. The revised PCMP 110 is nearly complete. The new versions of PCMP 201 and 202 are being piloted by BC Timber Sales. PCMP 203 has been revised and the new version will be piloted later in April. Members are asked to identify key staff who could benefit from this course and ensure that they get registered. A note will be issued to Council prior to the registration opening up.

Job Profiles

6. The Administrative Officer 18 and 24, and the Business Leadership procurement job profiles are going forward for approval.
7. The draft Clerk 11 Administrator profile is on hold pending additional consultation and input.

Security Screening Pilot

8. The security screening pilot for the temporary help CSA went smoothly and did not cause any negative feedback from the vendor. Some members suggested that other types of contracts will be more challenging, and may result in delays in implementing projects. Duncan advised that further review and consultation will occur prior to finalizing the security screening process.

Local Preferences

9. David Trudel delivered a presentation cautioning members to avoid local preferences in procurement documents. The presentation will be posted to the Sharepoint site.

Vendor Past Performance Reference Checks

10. David delivered a presentation on the new vendor past performance reference check policy. The presentation will be posted to the Sharepoint site.