

Cox, Monica ABR:EX

From: Taylor, Vicky CSNR:EX
Sent: Thursday, August 13, 2015 8:12 AM
To: s.22
Subject: Vendor Complaint #NRS2015-02– Disqualified Proposal MARR RFP2: MACAW Council Secretariat FY16

Good morning, s.22 This is to advise that your complaint will be responded to by Neilane Mayhew, Associate Deputy Minister and Chief Operating Officer, Ministry of Aboriginal Relations & Reconciliation and not by Rachel Holmes, Executive Director as originally stated.

If you are dissatisfied with the response, you may raise your complainant to the Director, Procurement Governance Office of the Office of the Comptroller General.

s.22 I did receive your voice message when I came into the office this morning but will refrain from responding in order to insure the integrity of the VCRP process.

Thank you, s.22

Vicky Taylor, PCMP Cert., CRM Cert.
Senior Contract Procurement Specialist
Corporate Services for the Natural Resource Sector
Financial Services Branch, Corporate Procurement Policy & Compliance
Tel: 250-953-4633
Contract Inquiries: [mailto: CSNR Contract Support CSNR:EX](mailto:CSNR_Contract_Support@CSNR:EX)
Contract Management Manual: [Contract Management Manual](#)

From: Taylor, Vicky CSNR:EX
Sent: Wednesday, August 12, 2015 4:32 PM
To: s.22
Subject: Vendor Complaint #NRS2015-02– Disqualified Proposal MARR RFP2: MACAW Council Secretariat FY16

File: 155-05/NRS2015-02

This is to acknowledge receipt of your Vendor Complaint dated and received in this office on August 12, 2015 by electronic email.

This complaint will be responded to by Rachel Holmes, Executive Director, Ministry of Aboriginal Relations & Reconciliation, Partnership & Community Renewal Division. The complaint will be responded to within 30 days unless a notice to extend is confirmed.

If you are dissatisfied with that response, you may raise your complaint to Neilane Mayhew, Associate Deputy Minister and Chief Operating Officer, Ministry of Aboriginal Relations & Reconciliation. If you are dissatisfied with that response, you may then raise your complainant to the Director, Procurement Governance Office of the Office of the Comptroller General.

Please ensure all future correspondence references Vendor Complaint #NRS2015-02.

Yours truly,

Vicky Taylor, PCMP Cert., CRM Cert.
Senior Ministry Contract Procurement Specialist
Corporate Services Division for the Natural Resource Sector
Financial Services Branch, Contract Procurement Policy & Compliance
Tel: 250-953-4633

pc: _____

Vicky Taylor, PCMP Cert., CRM Cert.
~~Senior Contract Procurement Specialist~~
Corporate Services for the Natural Resource Sector
Financial Services Branch, Corporate Procurement Policy & Compliance
Tel: 250-953-4633
Contract Inquiries: [mailto: CSNR Contract Support CSNR:EX](mailto:CSNR_Contract_Support@CSNR.EX)
Contract Management Manual: [Contract Management Manual](#)

From: Larochelle, Connie ABR:EX
Sent: Wednesday, August 12, 2015 11:43 AM
To: Taylor, Vicky CSNR:EX
Subject: FW: MACAW Secretariat FY16 RFP - your proposal

Vicky Taylor
Senior Procurement Advisor
Corporate Services for the Natural Resource Sector
PO Box 9508 Stn Prov Govt
Victoria, BC V8W 9C1

From: s.22
Sent: Wednesday, August 12, 2015 11:19 AM
To: Larochelle, Connie ABR:EX
Subject: Re: MACAW Secretariat FY16 RFP - your proposal

Hi Connie,

Thank you for calling yesterday and explaining the situation. I've reviewed the cover page again and yes I see the error on my part. As mentioned it was not a simple oversight. I recognized the ambiguity, and felt I did fill out the proponent section (below) originally-signed, leaving the rest of this page otherwise unaltered. I presumed handwritten vs. text for hard-copy submission given the instructions that followed, as opposed to the Proponent's signature in relation to the statement and/or submission. My proposals however are signed. Second, I was under the assumption you were the Authorized Representative to accept the proposal, especially given the overall content of the page is about proposal delivery and submission.

There is greater clarity in the written version of "for electronic proposals" which states all parts of the Proponent Section (below) must be completed except the signature field. Again, I could have listed your name in this field with the BC Bid e-bidding submission being confirmation.

Also I failed to recognize that the statement was contractual, hence the signature was in reference to the statement. This is primarily due to the nature of the Proponent Section's instructions for submission via hard-copy or electronic which precede the bolded statement. The signature of Authorized Representative and Legal Name of Proponent are separated from the statement's text in other boxes. Only the Legal Name of the Proponent is bolded here. Of course, in answering an RFP, you are in general agreeing to the terms of the process. The use of Authorized Representative or Proponent are not identified in the statement in reference to "wc," if meant to be signing below.

I'm so sorry for the confusion. I'm hoping at the very least to be able to continue in the review process, not just because of an oversight of a technicality. Primarily because I know I am right
s.22 for this position, and have been working throughout my s.22
s.22 , etc. to do this kind of critical engagement work for our communities, especially our women and girls. I'm just heartbroken that I will not be considered yet again.

Thank you for your assistance in this urgent matter. I'm hoping this appeal will be reviewed in time for consideration in moving forward.

s.22

On Tue, Aug 11, 2015 at 12:38 PM, Larochelle, Connie ABR:EX
<Connie.Larochelle@gov.bc.ca> wrote:

s.22

Dear^{s.22}

Thank you for taking my call earlier today. As promised, I am attaching the cover page that required your signature as part of the mandatory requirements for the proposal you submitted to the Minister's Advisory Council on Aboriginal Women Secretariat FY16.

In order to move forward in the review process, a Proponent must meet the mandatory requirements. Your proposal did not meet the requirement 5.1 (c):

Two (2) hard copies of the proposal and 1 (one) complete copy on a flash drive must be submitted with one unaltered, completed Request for Proposals cover page including an originally-signed Proponent Section with the first copy.

The Province is committed to being fair and transparent to all Proponents, and as part of our process, the Province has a dispute resolution mechanism that is available to vendors.

If after reviewing the attached document and the reason for your Proposal not moving forward, you still wish to submit a vendor complaint, please visit the website below for next steps.

<http://www.gov.bc.ca/arr/vcrp/index.html>

Sincerely,

Connie Larochelle

Senior Operations Advisor

Intergovernmental and Community Relations Branch

Ministry of Aboriginal Relations and Reconciliation

Phone: (250) 356-0174 / Fax: (250) 356-9467

Cox, Monica ABR:EX

From: Larochelle, Connie ABR:EX
Sent: Thursday, August 13, 2015 5:00 AM
To: Holmes, Rachel ABR:EX
Cc: Cox, Monica ABR:EX; Taylor, Vicky CSNR:EX
Subject: Re: vendor complaint next step

Ah, yes, it would be prudent to do so. Vicky - I would recommend^{s.22}
s.22 s.13
s.13

May I call you today? Regards, Connie

Connie Larochelle
Senior Operations Advisor, ICR
Ministry of Aboriginal Relations and Reconciliation
Tel.: (250) 356-0174

From: Holmes, Rachel ABR:EX
Sent: August-12-15 10:34 PM
To: Larochelle, Connie ABR:EX
Cc: Cox, Monica ABR:EX; Taylor, Vicky CSNR:EX
Subject: Re: vendor complaint next step
I have a quick question. I have read the document and as it turns out --s.22
s.22

s.22 As a result, I want to flag this to see if I should 'recuse'
myself.

Advice please.

R

From: Larochelle, Connie ABR:EX
Sent: Wednesday, August 12, 2015 3:37 PM
To: Holmes, Rachel ABR:EX
Cc: Cox, Monica ABR:EX; Taylor, Vicky CSNR:EX
Subject: vendor complaint next step
Hi Rachel,

Just as an FYI, you have been identified as the next level for the Vendor Complaint s.22 is on the Review Committee.

Regards, Connie

Connie Larochelle
Senior Operations Advisor, ICR
Ministry of Aboriginal Relations and Reconciliation
Tel.: (250) 356-0174

Cox, Monica ABR:EX

From: Larochelle, Connie ABR:EX
Sent: Wednesday, August 12, 2015 12:42 PM
To: Holmes, Rachel ABR:EX; Cox, Monica ABR:EX; Virtue, Hannah ABR:EX; Bartlett, Julie ABR:EX
Cc: Berkhout, Juanita ABR:EX
Subject: Forma Vendor Complaint Received for MACAW Secretariat
Importance: High

Hello all,

A formal vendor complaint has been received regarding a Proposal submitted to MARR. Our provincial contact is Vicky Taylor who may or may not contact you regarding your role in the process.

Please feel free to speak with her directly and provide her with any information that she may request.

Note that Vendor Complaints are time sensitive.

Thank you, Connie

Connie Larochelle
Senior Operations Advisor
Intergovernmental and Community Relations Branch
Ministry of Aboriginal Relations and Reconciliation
Phone: (250) 356-0174 / Fax: (250) 356-9467

Cox, Monica ABR:EX

From: Holmes, Rachel ABR:EX
Sent: Wednesday, August 12, 2015 10:35 PM
To: Larochelle, Connie ABR:EX
Cc: Cox, Monica ABR:EX; Taylor, Vicky CSNR:EX
Subject: Re: vendor complaint next step

I have a quick question. I have read the document and as it turns out .^{s.22}
s.22

s.22
myself.

As a result, I want to flag this to see if I should 'recuse'

Advice please.

R

From: Larochelle, Connie ABR:EX
Sent: Wednesday, August 12, 2015 3:37 PM
To: Holmes, Rachel ABR:EX
Cc: Cox, Monica ABR:EX; Taylor, Vicky CSNR:EX
Subject: vendor complaint next step
Hi Rachel,

Just as an FYI, you have been identified as the next level for the Vendor Complaint s.22 is on the Review Committee.

Regards, Connie

Connie Larochelle
Senior Operations Advisor, ICR
Ministry of Aboriginal Relations and Reconciliation
Tel.: (250) 356-0174

Cox, Monica ABR:EX

From: Taylor, Vicky CSNR:EX
Sent: Thursday, August 13, 2015 7:40 AM
To: Larochelle, Connie ABR:EX; Holmes, Rachel ABR:EX
Cc: Cox, Monica ABR:EX
Subject: RE: vendor complaint next step

s.13

Thanks, Rachel. Good call.

Vicky Taylor, PCMP Cert., CRM Cert.
Senior Contract Procurement Specialist
Corporate Services for the Natural Resource Sector
Financial Services Branch, Corporate Procurement Policy & Compliance
Tel: 250-953-4633
Contract Inquiries: [mailto: CSNR Contract Support CSNR:EX](mailto:CSNR Contract Support CSNR:EX)
Contract Management Manual: [Contract Management Manual](#)

From: Larochelle, Connie ABR:EX
Sent: Thursday, August 13, 2015 5:00 AM
To: Holmes, Rachel ABR:EX
Cc: Cox, Monica ABR:EX; Taylor, Vicky CSNR:EX
Subject: Re: vendor complaint next step

Ah, yes, it would be prudent to do so. Vicky - I would recommend s.22
s.22 s.13
s.13

May I call you today? Regards, Connie

Connie Larochelle
Senior Operations Advisor, ICR
Ministry of Aboriginal Relations and Reconciliation
Tel.: (250) 356-0174

From: Holmes, Rachel ABR:EX
Sent: August-12-15 10:34 PM
To: Larochelle, Connie ABR:EX
Cc: Cox, Monica ABR:EX; Taylor, Vicky CSNR:EX
Subject: Re: vendor complaint next step

I have a quick question. I have read the document and as it turns out -s.22
s.22

s.22

. As a result, I want to flag this to see if

I should 'recuse' myself.

Advice please.

R

From: Larochelle, Connie ABR:EX
Sent: Wednesday, August 12, 2015 3:37 PM
To: Holmes, Rachel ABR:EX
Cc: Cox, Monica ABR:EX; Taylor, Vicky CSNR:EX
Subject: vendor complaint next step

Hi Rachel,

Just as an FYI, you have been identified as the next level for the Vendor Complaint ^{s.22} is on the Review Committee.

Regards, Connie

Connie Larochelle
Senior Operations Advisor, ICR
Ministry of Aboriginal Relations and Reconciliation
Tel.: (250) 356-0174

Cox, Monica ABR:EX

From: Larochelle, Connie ABR:EX
Sent: Wednesday, August 12, 2015 3:38 PM
To: Holmes, Rachel ABR:EX
Cc: Cox, Monica ABR:EX; Taylor, Vicky CSNR:EX
Subject: vendor complaint next step

Hi Rachel,

Just as an FYI, you have been identified as the next level for the Vendor Complaints^{s.22} is on the Review Committee.

Regards, Connie

Connie Larochelle
Senior Operations Advisor, ICR
Ministry of Aboriginal Relations and Reconciliation
Tel.: (250) 356-0174

Page 13 to/à Page 14

Withheld pursuant to/removed as

DUPLICATE

Cox, Monica ABR:EX

From: Cox, Monica ABR:EX
Sent: Wednesday, August 12, 2015 12:52 PM
To: Larochelle, Connie ABR:EX
Subject: RE: Forma Vendor Complaint Received for MACAW Secretariat

Thanks Connie

From: Larochelle, Connie ABR:EX
Sent: Wednesday, August 12, 2015 12:42 PM
To: Holmes, Rachel ABR:EX; Cox, Monica ABR:EX; Virtue, Hannah ABR:EX; Bartlett, Julie ABR:EX
Cc: Berkhout, Juanita ABR:EX
Subject: Forma Vendor Complaint Received for MACAW Secretariat
Importance: High

Hello all,

A formal vendor complaint has been received regarding a Proposal submitted to MARR. Our provincial contact is Vicky Taylor who may or may not contact you regarding your role in the process.

Please feel free to speak with her directly and provide her with any information that she may request.

Note that Vendor Complaints are time sensitive.

Thank you, Connie

Connie Larochelle
Senior Operations Advisor
Intergovernmental and Community Relations Branch
Ministry of Aboriginal Relations and Reconciliation
Phone: (250) 356-0174 / Fax: (250) 356-9467



Ref. 37532

AUG 28 2015

s.22

I am responding to your complaint that was submitted to the Ministry of Aboriginal Relations and Reconciliation (MARR) regarding Request for Proposal (RFP) 2: Council Secretariat FY16. This matter has been referred to me in my capacity as the Associate Deputy Minister and Chief Operating Officer responsible for the Intergovernmental and Community Relations Branch, which undertook the procurement on MARR's behalf.

Your complaint, as described in your Vendor Complaint Review Process (VCRP) submission, is that the RFP that was issued on MARR's behalf specified that the Proponent needed to sign the cover page to move forward in the competition. Your position is that this is unreasonable for two reasons:

- you had signed your introduction letter that was submitted with the proposal; and
- you assumed that the person who was authorized to sign on the Proponent's behalf was a MARR authority representative in accepting the delivery of proposals

MARR staff have advised me that they used the Province's standard RFP template with mandatory requirements for the Proponent. As stated in the RFP, the Proponent is defined as the vendor that is submitting the proposal and the Proponent is to sign the Proponent Section to bind the Proponent to the terms and conditions of the Proponent's submitted proposal. Your proposal did not meet the mandatory requirement that was stated in section 5.1 (c) of the RFP. The Province is committed to engage fairly and transparently with all Proponents and, as such, we diligently follow the mandatory requirements. I am satisfied that the branch's decision was reasonable given that the mandatory requirement was not met.

.../2

Ministry of Aboriginal Relations
and Reconciliation

Office of the
Associate Deputy Minister

Mailing Address:
Box 9100 Stn Prov Govt
Victoria BC V8W 9B1

Website: www.gov.bc.ca/mrr

The VCRP is generally intended to provide suppliers a mechanism to raise their concerns regarding government's procurement processes to identify improvements to those processes. Should you not be satisfied with this response, the VCRP includes a provision that you may apply to the Ministry of Finance's Procurement Governance Office (PGO). You can reach the PGO by the contact information below:

Chief Procurement Officer
Procurement Governance Office
Office of the Comptroller General
Ministry of Finance
PO Box 9413 Stn Prov Govt
Victoria BC V8W 9V1
Facsimile: 250-356-6164
Email: ProcurementGovernance@gov.bc.ca

You can find further information on the PGO review process online at:
www.fin.gov.bc.ca/ocg/pgo/VCRP.htm.

I trust that my letter clarifies MARR's position on this matter.

Sincerely,



Neilane Mayhew
Associate Deputy Minister

pc: Vicky Taylor
Senior Contract Procurement Specialist
Corporate Services for the Natural Resource Sector