



Agenda

PROCUREMENT STEERING COMMITTEE

Facilities Management Contract

Wednesday, July 8, 2015

3:00PM – 4:30PM

s.15

Attendees:

AHMED, Sarf – MTICS – (Chair)
BLASCHUK, Michael – MTICS
MARSH, Pat – MTICS
POUTNEY, Richard – MTICS
BAWA, Reg – MCFD

CLARK, Eleanor – JAG
DOHAN, Trish – CSNRS

Regrets:

MERCHANT, Brent – JAG (alt. E. Clark), FAGANELLO, Tara - JAG

Guest:

LIVERSEDGE, Karen – MTICS

TIME	#	ITEM	LEAD	PURPOSE
3:00	1	Welcome, Introductions & Opening Comments	Sarf	-
3:10	2	Overview of Current Contract, Project Timeline & High Level Work Plan	Karen/Pat	Information
3:25	3	Governance Structure	Pat	Information
3:35	4	Project Principles	Sarf	Discussion
3:55	5	Role of the Executive Steering Committee	Sarf	Information
4:10	6	Conduct of Committee Business	Sarf	Information
4:15	7	Decision to Proceed	Karen/Pat	Discussion



Minutes

PROCUREMENT EXECUTIVE STEERING COMMITTEE (ESC)

Facilities Management Contract

Wednesday, July 8, 2015

3:00PM – 4:30PM

s.15

Attendees: AHMED, Sarf – MTICS – (Chair) DOHAN, Trish – CSNRS
BAWA, Reg – MCFD MARSH, Pat – MTICS
BLASCHUK, Michael – MTICS POUTNEY, Richard – MTICS
CLARK, Elenore – JAG (via phone) WILLIAMS, Leslie – MTICS – (Scribe)

Regrets: MERCHANT, Brent – JAG (alt. E. Clark), FAGANELLO, Tara - JAG

Guest: LIVERSEDGE, Karen – MTICS

1. Welcome, Introductions & Opening Comments – Sarf Ahmed

- Introductions were made.
- The ESC was created with a balance of subject matter experts, and major stakeholders. Almost two thirds of the portfolio is made up of Correctional facilities and Court houses and as such two representatives from Ministry of Justice are on the steering committee. ADMs of Corporate Services will represent interests of ADMCST.
- The ESC will report back to ADMCST periodically around key milestones.

2. Overview of Current Contract, Project Timeline & High Level Work Plan – Karen Liversedge & Pat Marsh

- Karen outlined the presentation and the timeline.
- Change management will be a focus of this procurement.
- ESC members are welcome to contact Pat or Karen for more information on the contract or process.

3. Governance Structure – Pat Marsh

- This governance structure demonstrates engagement of all stakeholders.
 - The Core Project Team will be led by Karen and will develop the requirements of the procurement.
 - Project portfolio teams will be client-chaired and will include representatives from Facilities Management Services and Real Property Division.
 - The Office Portfolio Team will represent both urban and rural clients.
- The Project Advisory Committee will assist the project team to develop the change management strategy.
- Emergency Health Services BC do not currently use our property management services. s.13,s.17 s.13,s.17
- BPS representatives will be consulted to build a contract that will support future onboarding.

4. Project Principles – Sarf Ahmed

- The following principles were agreed by the ESC:

- Transparency
- Engagement
- Flexibility
- Creativity
- Learning

Additional principles, to be incorporated in the draft principles document narrative:

- Evidence Based approach Value for money)
- Client Focused (decisions made with clients at the centre)

5. Role of the Executive Steering Committee – Sarf Ahmed

- The following is considered the role of the ESC:
 - Act as project champions
 - Review and approve key decisions
 - Provide advice and direction
 - Monitor progress of the project
 - Communicate with ministries and external stakeholders as required.
 - Seek ministerial and Treasury Board approvals as needed.
 - Terms of Reference were reviewed and feedback was provided:
 1. Background
 - Phases –
 - Definition – defining the scope and what should be in the contract (service levels).
 - Strategies – for procurement of services
 - Acquisitions - the procurement
 - Optimization – is the life of the contact
 2. Establishment of the ESC
 3. Committee Mandate
 4. Committee Accountability
 - Treasury Board approval is required
 - Consult with those needed, i.e. ministries, ADMCST, your executive, etc.
 - Stakeholder Engagement
 5. Committee Roles and Responsibilities
 - It is the Ministry of Technology, Innovation and Citizens' Services' (MTICS) mandate to do this procurement.
 - Approval Processes – List of things that we anticipate will need to come to ESC for approval.
 - Monitoring –
 - Oversee the effectiveness and implementation.
 - ESC provides feedback/direction and any course correction needed.
 - ESC ensures the project is delivered on time and on budget.
 - Communications – Combine the first two sentences into one.
 6. Committee Membership
 - Add - The membership will be reviewed periodically (i.e. role change).
 - Add - Why we decided on the makeup of the membership (see Item 1).

Action	Task	By whom	By when
1	Add Principles and Objectives to the Roles and Responsibilities (replacing Project Policies and Procedures).	Karen	Sept 15/15
2	Combine the first two sentences under Communications.	Karen	Sept 15/15
3	Add the membership will be reviewed periodically to Committee Membership.	Karen	Sept 15/15
4	Add membership concept to Committee Membership.	Karen	Sept 15/15
5	Put the quarterly dates in ESC's calendar for the next 9 months (end of FY). Additional will be added as required.	Leslie	July 22/15
6	Add reference to communications plan under approve key decisions.	Karen	Sept 15/15
7	Brief MTICS DM and Minister on Procurement and determine whether other DM or Minister level briefings are required.	Sarf	Sept 15/15

6. Conduct of Committee Business – Sarf Ahmed

- ESC meetings will be held quarterly. Additional frequency in early stages of the project may be required.
- Next meeting should be the end of August / beginning of September.
- Expectation is to have members attend in a dedicated manner.
- At key decision points, if a certain person cannot attend a meeting, then the member will be contacted offline to solicit their feedback. Add to the Terms of Reference.

Action	Task	By whom	By when
1	Add section on outreach to members on key decisions.	Karen	Sept 15/15
2	Add section on delegates	Karen	Sept 15/15

7. Decision to Proceed – Karen Liversedge and Pat Marsh

- The ESC is in agreement to proceed with this procurement project.

8. Records Management – Sarf Ahmed

- A new SharePoint site will be created to house the documents to be shared among the ESC, such as agendas, materials, reference/resource information.
- The drafts will be replaced with final documents. The official record documents will be housed on the LAN.
- Records management processes will map things out for the next meeting.

Action	Task	By whom	By when
1	Map out records management process and bring back to next ESC.	Karen	Sept 15/15

Agenda

PROCUREMENT STEERING COMMITTEE

Facilities Management Contract

Thursday, September 17, 2015

9:00 AM – 10:30 AM

s.15

Conference Phone: s.17

Participant: s.17

/ Moderator: Karen Liversedge

Attendees:

AHMED, Sarf – MTICS – (Chair)

BAWA, Reg – MCFD

BROUWER, Shauna - JAG

DOHAN, Trish – CSNRS (via phone)

FELLOWS, Brian - MTICS

LIVERSEDGE, Karen – MTICS

MARSH, Pat – MTICS

POUTNEY, Richard – MTICS

WILLIAMS, Leslie – MTICS (scribe)

Regrets:

MERCHANT, Brent – JAG

TIME	#	ITEM	LEAD	Materials/verbal?
9:00 am	1	Session Introduction – 5 min <ul style="list-style-type: none"> Welcome to new members and opening comments Review the previous minutes, objectives and agenda 	Sarf	SharePoint
9:05 am	2	Project Update – 10 mins <ul style="list-style-type: none"> Project status update 	Karen	verbal
9:15 am	3	Executive Steering Committee Terms of Reference – 20 min <ul style="list-style-type: none"> Review and confirm updates to the Terms of Reference 	Karen	SharePoint
9:35 am	4	Project Principles – 10 min <ul style="list-style-type: none"> Review and confirm project guiding principles 	Karen	SharePoint
9:45 am	5	Project Objectives – 30 min <ul style="list-style-type: none"> Review and confirm the Draft Project Objectives 	Karen	SharePoint
10:15 am	6	Session Closing and next-steps – 15 min <ul style="list-style-type: none"> Discuss and confirm next steps Future meeting topics 	Karen	
10:30 am		SESSION CLOSE		

Minutes

EXECUTIVE STEERING COMMITTEE (ESC) Facility Management Procurement Contract (FMP)

Thursday, September 17, 2015

9:00 AM – 10:30 AM

s.15

Conference Phone: s.17 / Participant: s.17 / Moderator: Karen Liversedge

Attendees: AHMED, Sarf – MTICS – (Chair) LIVERSEEDGE, Karen – MTICS
BAWA, Reg – MCFD MARSH, Pat – MTICS
BROUWER, Shauna - JAG POUTNEY, Richard – MTICS
DOHAN, Trish – CSNRS (via phone) WILLIAMS, Leslie – MTICS (scribe)
FELLOWS, Brian - MTICS

Regrets: MERCHANT, Brent – JAG;

1. Session Introductions – Sarf Ahmed

- Sarf welcomed the new members and provided opening comments.
- The action items from previous minutes were reviewed:
 - edits to the documents have been completed
 - Sarf to brief MTICS DM and Minister on the Procurement and determine whether other DM or Minister level briefings are required.
 - The Records Management Process is on the SP.
- Karen to provide ESC members access to the Senior Advisory and Project Advisory Committees' SharePoint sites.
- Dave Knox, Project Manager, has been hired and part of his responsibilities will be for developing the records management process for the Procurement.

Action	Task	By whom	By when
1	Sarf to brief MTICS DM and Minister on the Procurement and determine whether other DM or Minister level briefings are required.	Sarf	October 9
2	Karen to provide ESC members access to the Senior Advisory and Project Advisory Committees' SharePoint sites.	Karen	Complete

2. Project Update – Karen Liversedge

- Karen provided a project update of the following:

Governance

- Kickoff meetings have been held for the ESC, Senior RPD Advisory, and Project Advisory committees

Resources

- Confirmed staff members for Core Project Team – hiring for three Facilities Management Services branch vacancies in admin and finance.
- Engaged a change/engagement consultant who has been active four weeks
- Strategic Partnerships Office is proceeding to hire a staff project manager who is to be assigned to FMP project
- Temporary project management consultant was hired and started this week. Dave Knox will focus first on the work plan, project charter, etc.
- Procuring Facilities Management Industry Advisor mid-October

Tasks

- Terms of Reference were reviewed by all committees. Revisions are underway.
- Project principles drafted by ESC have been reviewed with comments from other two committees
- Project objectives' drafted by Senior RPD Advisory committee, have been review with comments from the Project Advisory Committee and are ready for ESC review

s.13,s.17

Next Steps

- PAC and Project Team are working on the Change Management and Engagement Strategy and Communications Plan (which includes Stakeholder matrix)
- Aim to start engagement sessions in October
- Setting up Portfolio Teams – Corrections and Courts now; others after Change Management and Engagement Strategy and Communications Plan are more developed
- Developing market engagement strategy
- Preparing RFI
- Project Charter (including risk management plan), detailed work plan
- Procure Fairness Advisor
- Project status report format (dashboard) is being developed.

3. ESC Terms of Reference – Karen Liversedge

- Karen outlined the changes made per the inaugural meeting.
- Further recommended changed:
 - Take “new” out of service provider
 - Refer to new contract rather than new service provider
 - Add “depending on the contract, the transition period may change.”
- Karen to advise Shauna and Brent to ensure they are ok with the TORs. Once advised the TORs are considered approved.
- Brian indicated that there may be scope changes s.13,s.17

s.13.s.17

Action	Task	By whom	By when
1	Karen to make changes to the TOR per above recommendations.	Karen	Complete
2	Karen to obtain Shauna and Brent's approval of the TOR.	Karen	Complete

4. Project Principles – Karen Liversedge

- Karen outlined the changes made to the Project Principles.
- Principles have now been accepted.
- Once Shauna and Brent are advised the Project Principles are considered approved.

Action	Task	By whom	By when
1	Karen to obtain Shauna and Brent's approval of the Project Principles.	Karen	Complete

5. Project Objectives – Karen Liversedge

- The ESC, Project Advisory and Senior Advisory committees have reviewed the project objectives.
- Shauna has a definition of 'value for money' from Office of the Auditor General (OAG). Karen to track it down.
- Karen to incorporate the phrase 'stewardship' in the Objectives.

s.13,s.17

- Sarf will discuss with Brent Merchant.
- Karen will obtain Brent's feedback and re-distribute.

Action	Task	By whom	By when
1	Karen to obtain the definition of 'value for money' from the OAG.	Karen	Complete
2	Karen to incorporate the phrase 'stewardship' in the Objectives.	Karen	Complete
3	Sarf to discuss the Objectives with Brent to receive his feedback.	Sarf	Sept 30
4	Karen to obtain Brent's feedback and re-distribute the Objectives	Karen	TBD

6. Session Closing and Next Steps – Karen Liversedge

- The project manager is helping to develop a detailed work plan. A decision framework needs to be developed to bring many things down to the contract and determine what the approach will be.
- Next ESC in November (*update: December 8*) to discuss. Also completed Change Management and Engagement Strategy to be review. Will continue with engagement sessions. Will want to bring Market Engagement Strategy.
- Schedule of engagement sessions to be distributed to ESC once complete.
- Project charter will be vetted through the ESC via email or an additional meeting. If decision or feedback is required by ESC in the interim; documents could be shared through emails to Karen. Info on the SharePoint. If discussion is warranted a conference call could be developed.

