

Agenda

PROCUREMENT STEERING COMMITTEE

Facilities Management Contract

Wednesday, June 1, 2016

1:30 PM – 3:00 PM

s.15

Conference Phone: s.15,s.17

/ Participant: s.15,s.17 / Moderator: Karen Liversedge

Attendees:

AHMED, Sarf – MTICS – (Chair)
BAWA, Reg – MCFD
BROUWER, Shauna – JAG
CLARK, Elenore - JAG
DOHAN, Trish – CSNRS

FELLOWS, Brian - MTICS
LIVERSEGE, Karen – MTICS
MARSH, Pat – MTICS
MERCHANT Brent – JAG
MOREL, David MTICS

Regrets:

TIME	#	ITEM	LEAD	Materials/verbal
1:30 pm	1	Session Introduction – 5 mins <ul style="list-style-type: none"> Welcome and opening comments Review previous minutes and action items Review the objectives and agenda 	Sarf	Verbal
1:35 pm	2	Project Update – 5 mins <ul style="list-style-type: none"> Project status update 	Karen	Document on SharePoint
1:40 pm	3	s.13		
2:55 pm	4	Session Closing and next-steps – 5 mins <ul style="list-style-type: none"> Discuss and confirm next-steps Future meeting topics 	Sarf	Verbal
3:00pm		SESSION CLOSE		



Summary

PROCUREMENT EXECUTIVE STEERING COMMITTEE

Facilities Management Contract

Wednesday, June 1, 2016

1:30PM-3:00PM

s.15

Conference Phone: s.15,s.17 / Participant: s.15,s.17 / Moderator: Karen Liversedge

Attendees:

AHMED, Sarf – MTICS – (Chair)
BAWA, Reg – MCFD
BROUWER, Shauna – JAG – absent
CLARK, Elenore - JAG
DOHAN, Trish – CSNRS

FELLOWS, Brian - MTICS
LIVERSEEDGE, Karen – MTICS
MARSH, Pat – MTICS
MERCHANT Brent – JAG - absent
MOREL, David – MTICS
HARVEY, CAYLLA (scribe)

1. Session Introduction – Sarf Ahmed

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- A new Deputy's Committee on Public Service Innovation has been established
 - David Morel will meet with the Citizens' Experience Board to discuss all ASD procurements, including this one

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2. Project Update – Karen Liversedge

- Reviewed status report
- Functional review working groups have started. Final set of working groups will begin on June 6th with a 2 day session led by our Industry Advisor
 - Groups are reviewing roles and responsibilities
- Discussed the process for adding new staff to the project
 - New Project Manager will begin June 6
- Procurement strategy will be available at the next ESC
- s.17

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4. End of Term of Assessment – Karen

- End of Term Assessment is a requirement of SPO
- Review of the current vendor and contract performance
- Currently, the Province has leaner service levels than comparable organizations
- Discussed further reviewing our current state to eliminate opportunities where we're duplicating efforts (process inefficiencies)

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- s.12
- SPO's end of term assessment is almost complete and in sign off. Conclusion so far is that the contract was well managed and the re-procurement process is well planned.

5. Session Closing and Next-Steps – Sarf

- ESC will reconvene June 15

Action	Task	By whom	By when
1	Revise Project Plan if required to add in time to write/discuss a Treasury Board submission with Treasury Board	Karen/Pat	By July
2	s.13		

Agenda

PROCUREMENT STEERING COMMITTEE

Facilities Management Contract

Wednesday, June 15, 2016

2:30 PM – 4:00 PM

s.15

Conference Phone: s.15,s.17

/ Participant: s.15,s.17

/ Moderator: Karen Liversedge

Attendees:

AHMED, Sarf – MTICS – (Chair)
BAWA, Reg – MCFD
BROUWER, Shauna – JAG
DOHAN, Trish – CSNRS

FELLOWS, Brian - MTICS
LIVERSEGE, Karen – MTICS
MARSH, Pat – MTICS
MERCHANT Brent – JAG
MOREL, David MTICS

Regrets:

TIME	#	ITEM	LEAD	Materials/verbal
2:30 pm	1	Session Introduction – 5 mins <ul style="list-style-type: none"> Welcome and opening comments Review previous minutes and action items Review the objectives and agenda 	Sarf	Verbal
2:35 pm	2	Project Update – 5 mins <ul style="list-style-type: none"> Project status update 	Karen	Verbal
2:40 pm	3	Review Procurement Strategy – 75 mins <ul style="list-style-type: none"> Present and discuss Procurement Strategy Document 	Pat & Karen	Document on SharePoint & Discussion
3:55 pm	4	Session Closing and next-steps – 5 mins <ul style="list-style-type: none"> Discuss and confirm next-steps Future meeting topics 	Sarf	Verbal
4:00pm		SESSION CLOSE		



Summary

PROCUREMENT EXECUTIVE STEERING COMMITTEE

Facilities Management Contract

Wednesday, June 15, 2016

2:30PM-4:00PM

s.15

Conference Phone: s.15,s.17

/ Participant: s.15,s.17 / Moderator: Karen Liversedge

Attendees:

AHMED, Sarf – MTICS – (Chair)
BAWA, Reg – MCFD
BROUWER, Shauna – JAG
DOHAN, Trish – CSNRS – absent
ROBINSON, Wendy – CSNRS

FELLOWS, Brian - MTICS
LIVERSEEDGE, Karen – MTICS
MARSH, Pat – MTICS
MERCHANT, Brent – JAG
MOREL, David – MTICS - absent
HARVEY, CAYLLA (scribe)

1. Session Introduction – Sarf Ahmed

- Discussed action items – discussion with procurement services regarding one of the key directions from last session is underway

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2. Project Update – Karen Liversedge

- SPO Project Manager has joined the project team – Clint Flood

3. Review Procurement Strategy – Pat & Karen

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- Discussed the Procurement Strategy
 - Will be asking for approval to prepare procurement documents based on this plan

Executive Steering Committee Has Requested the Following Changes to the Procurement Strategy Document:

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- At the next ESC the draft Business Case, Procurement Strategy, Contract Approach etc. will require the Steering Committee's approval

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- At the end of contract negotiations, TB will have to give approval to contract

4. Session Closing and Next-Steps – Sarf

- ESC will reconvene July 12

Action	Task	By whom	By when
1	Speak to David Morel re: Procurement Timeline	Karen/Sarf	Before July 12
2	Speak to Louise about standard security clearance practices during FM procurements	Karen	Before July 12
3	Speak to s. regarding Procurement Strategy and gaining approval to procure	Karen	Before July 12

Agenda

PROCUREMENT STEERING COMMITTEE

Facilities Management Contract

Tuesday, July 12, 2016

3:00 PM – 4:30 PM

s.15

Conference Phone: s.15,s.17

/ Participant: s.15,s.17 / Moderator: Karen Liversedge

Attendees:

FELLOWS, Brian – MTICS – (Chair)
AGERUP, Pelle – MTICS
BAWA, Reg – MCFD
BROUWER, Shauna – JAG
GILLIS, Robb - MTICS

LIVERSEDGE, Karen – MTICS
MARSH, Pat – TRAN
MERCHANT Brent – JAG

Regrets:

AHMED, Sarf – MTICS
DOHAN, Trish – CSNRS
MOREL, David MTICS

TIME	#	ITEM	LEAD	Materials/verbal
3:00 pm	1	Session Introduction – 5 mins <ul style="list-style-type: none"> Welcome and opening comments Review previous minutes and action items Review the objectives and agenda 	Brian	Verbal
3:05 pm	2	Project Update – 5 mins <ul style="list-style-type: none"> Project status update 	Karen	Verbal
3:10 pm	3	Contract Procurement Framework – 75 mins <ul style="list-style-type: none"> Review and discuss Contract Approach Review updated Procurement Strategy Discuss Business Case process and status Approval to proceed with development of MSA and Procurement documentation 	Karen	Documents on SharePoint & Discussion
4:25 pm	4	Session Closing and next-steps – 5 mins <ul style="list-style-type: none"> Discuss and confirm next-steps Future meeting topics 	Brian	Verbal
4:30pm		SESSION CLOSE		



Summary

PROCUREMENT EXECUTIVE STEERING COMMITTEE

Facilities Management Contract

Tuesday, July 12, 2016

3:00PM-4:30PM

s.15

Conference Phone: s.15.s.17 / Participant: s.15.s.17 / Moderator: Karen Liversedge

Attendees:

FELLOWS, Brian – MTICS – Chair
AGERUP, Pelle – MTICS
BAWA, Reg – MCFD
BROUWER, Shauna – JAG

LIVERSEDGE, Karen – MTICS
MARSH, Pat – MTICS
MERCHANT, Brent – JAG
HARVEY, Caylla (scribe)

Regrets:

AHMED, Sarf – MTICS
DOHAN, Trish – CSNRS
MOREL, David – MTICS

1. Session Introduction – Brian Fellows

- ESC convened at 3:11PM July 12
- Discussed the minutes from the previous meeting

2. Project Update – Karen Liversedge

- Discussed the Project status report
 - Karen and Sarf working directly on completing the finalized Key Directions
 - Working on some communications material, meeting with working groups to develop MSA Schedules, and Business Case framework has been finalized
 - Functional area reviews will be completed by the end of July. The Project Team will review and finalize the information by mid-August.
- Business Case is being revised with input from Sarf
- Transition Lead positions should be chosen in several weeks

3. Project Procurement Framework – Karen Liversedge

- Discussed the Contract Approach (document #2 on SharePoint)
- Outcome-based contract model in place with the current MSA, and considered a best practice in outsourcing.
- Industry advisor sent the Project Team a template for the Contract Structure

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- In August the team will review output from the Project Management workstream and make recommendations on the approach for higher value project delivery
- A draft version of the contract and schedules will be prepared over the summer and early fall. Further decision points that will require input will be sent to ESC as they arise
- Discussed service levels and fees for the new contract
- **The Executive Steering Committee Endorses the Project Team going forward with the Contract Approach with the exception that the following edits are completed:**

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- Discussed the Project Procurement Strategy Plan (document #3 on SharePoint site)
 - Section 4 has been updated (specifically, the Procurement Plan Overview Diagram)
 - Noted that some of the Correction Centres will not be complete during the facility tours. Will edit information to say (to include client consultation)
 - Consultation sessions with clients will take place during Phase 1 before tours commence. This allows potential Service Providers to ask questions regarding the Province's various facilities.
- **The Executive Steering Committee Endorses the Project Team going forward with the Procurement Strategy with the exception that the following edits are completed:**
 - Additional information to be added regarding consultation sessions

4. Session Closing and Next-Steps – Brian Fellows

- ESC will reconvene September 9th

Action	Task	By whom	By when
1	Karen and Brian to discuss the Business Case prior to July 25	Karen/Brian	July 25
2	Edits/Changes Required to the Contract Approach Document	Karen	End of July
3	Send Brian meeting invites to Schedule Review meetings	Caylla	ASAP
4	Edits/Changes Required to the Procurement Strategy Document	Karen	End of July



Agenda

PROCUREMENT STEERING COMMITTEE

Facilities Management Contract

September 9, 2016

1:00 pm – 2:00 pm

s.15

Conference Phone: s.15,s.17

/ Participant: s.15,s.17

/ Moderator: Karen Liversedge

Attendees:

AHMED, Sarf – MTICS – (Chair)
FELLOWS, Brian - MTICS
POUTNEY, Richard – MTICS
BAWA, Reg – MCFD

DOHAN, Trish – CSNRS
LIVERSEGE, Karen – MTICS
BROUWER, Shauna – JAG
MERCHANT Brent - JAG

Regrets:

TIME	#	ITEM	LEAD	Materials/verbal
1:00 pm	1	Session Introduction – 5 mins <ul style="list-style-type: none">Welcome and opening commentsReview the objectives and agenda	Sarf	Verbal
1:05 pm	2	Project Status Update – 10 mins <ul style="list-style-type: none">Review status report	Karen	Document on SharePoint
1:15 pm	3	Business Case – 30 mins <ul style="list-style-type: none">Review process for business case developmentReview approach to Treasury Board submission	Karen	Verbal (Business Case on SharePoint)
1:45 pm	4	Procurement – 10 mins <ul style="list-style-type: none">Overview of next steps in procurement	Karen	Verbal
1:55 pm	5	Session Closing and next-steps – 5 mins <ul style="list-style-type: none">Discuss and confirm next-stepsFuture meeting topics	Karen	Verbal
2:00 pm		SESSION CLOSE		

Summary

PROCUREMENT EXECUTIVE STEERING COMMITTEE

Facilities Management Contract

Friday, September 9, 2016

1:00PM-2:30PM

s.15

Attendees:

AHMED, Sarf – MTICS
AGERUP, Pelle – MTICS
BAWA, Reg – MCFD
BROUWER, Shauna – JAG
DOHAN, Trish – CSNRS

LIVERSEDGE, Karen – MTICS
MERCHANT, Brent – JAG
HARVEY, Caylla (scribe)

Regrets:

FELLOWS, Brian – MTICS
MARSH, Pat – MTICS
MOREL, David – MTICS

1. Session Introduction – Sarf Ahmed

- ESC commenced at 1:30PM

2. Project Update – Karen Liversedge

- Discussed the Project status report (for July and August)
- Draft MSA and Schedules are well underway
- Functional area review working groups are now complete
 - Information from the working groups helped to draft Schedules A, E, F, M, N and Q (service related schedules)
 - Clients' needs gathered during the Portfolio Team sessions were also incorporated in the schedules
- Communication plan is being developed to inform staff and clients this fall
- Transition leads have begun working on the project – Emily Eng and Jennifer Walker

3. Business Case – Karen Liversedge

- Discussed the meeting that Karen and MTICS staff had with Treasury Board staff
 - This was a preliminary meeting so that TB staff is familiar with what we will be bringing forward this fall
- Project team will need to include in the final Business Case the ask and final numbers

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4. Procurement – Karen Liversedge

- Schedule A will be posted on BC Bid to ensure complete fairness, as it will be widely circulated within government
- Any feedback received will be reviewed.

5. Session Closing and Next Steps – Karen Liversedge

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- ESC will reconvene October 12th