



Agenda

PROCUREMENT STEERING COMMITTEE

Facilities Management Contract

October 19, 2016

8:30 am – 10:00 am

s.15

Conference Phone/Lync Meeting: <https://unite.gov.bc.ca/gov/meet/caylla.harvey/0YKC9PSB>,

or join by phone: s.17

ID: s.17

Attendees:

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

LIVERSEDGE, Karen – MTICS
MARSH, Pat – TRAN
MERCHANT, Brent - JAG
HARVEY, Caylla - Scribe

Regrets:

FELLOWS, Brian - MTICS

TIME	#	ITEM	LEAD	Materials/verbal
8:30 am	1	Session Introduction – 5 mins <ul style="list-style-type: none"> Welcome and opening comments Review the objectives and agenda 	Sarf	Verbal
8:35 am	2	Project Update – 15 mins <ul style="list-style-type: none"> Review September Status Report 	Karen	Document on SharePoint
8:50 am	2	Business Case – 65 mins <ul style="list-style-type: none"> Discuss and review business case 	Karen	Document on SharePoint
9:55 am	3	Session Closing and next-steps – 5 mins <ul style="list-style-type: none"> Discuss and confirm next-steps Future meeting topics 	Karen	Verbal
10:00 am		SESSION CLOSE		



Summary

PROCUREMENT EXECUTIVE STEERING COMMITTEE

Facilities Management Contract

Wednesday, October 19, 2016

8:30AM-10:00AM

s.15

Attendees:

AHMED, Sarf – MTICS
BAWA, Reg – MCFD
DOHAN, Trish – CSNRS
LIVERSEDGE, Karen – MTICS

MARSH, Pat – MTICS
MOREL, David – MTICS
MERCHANT, Brent – JAG
HARVEY, Caylla (scribe)

Regrets:

BROUWER, Shauna – JAG
FELLOWS, Brian – MTICS

1. Session Introduction – Sarf Ahmed

- ESC commenced at 8:44AM

2. Project Update – Karen Liversedge

- Reviewed the September Status Report
- s.13
- Discussed the procurement (NRFP) documents that are being drafted

3. Business Case – Karen Liversedge

- Reviewed the draft Business Case document
- Discussed changes that can be made internally prior to the implementation of the new service contract
- ESC members agreed that a high-level presentation of the Business Case would be beneficial – generally supportive of the document
- Project team to consider simplification in presentation of financial information (e.g. restate historic figures in terms of new financial model for ease of comparison)
- Discussed presentation of options – to be further refined with advice from TBS

4. Session Closing and Next Steps – Karen Liversedge

- An additional ESC meeting will be booked in the coming weeks to discuss the Treasury Board submission
- Regular ESC meeting is scheduled for November 15



Reporting Period	September 1 – 30, 2016
ESC Chair	Sarf Ahmed, Assoc. DM, Citizens' Services
Project Lead	Karen Liversedge, Director, Facilities Management Services
Project Manager	Geoff Haines

Project Description

This project will develop and implement a new and improved contract(s) for Facility Management Services (FMS), select a preferred vendor, and facilitate the continuity of FMS at the end of the current FM contract. This goal will be achieved through engagement and contribution in the definition of FMS requirements by stakeholders. Consideration will be included of aspects of the current contract that worked well and industry standards for new, improved or changed delivery of FMS.

Target Completion Date	April 1, 2020	Project % Completion To Date (Duration)	37%	Status	Green
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Overview: Project Lifecycle Status

Project Management Status	Prior Period ¹	Current Trend ¹	Rationale/Comment
Overall Project	Green	Green	
Scope	Green	Green	
Budget	Green	Green	
Time / Schedule	Green	Green	• Revised timelines, deliverables and milestones
Resources	Green	Green	
Quality	Green	Green	
Risk	Green	Green	• Identified risks constantly monitored
Procurement	Green	Green	• Refers to project related procurement, not the FM procurement
Change Management	Green	Green	
Communications & Engagement	Green	Green	

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¹ **Overall Summary:** ■ There are no significant challenges. ■ There are moderate challenges, which are being monitored and addressed.
■ There are major challenges, which may require executive level intervention to support or address.

% Completion is based on Duration

ACTIVITIES COMPLETED (September 1 to 30, 2016)

1. Approval Documents

- s.12
-
-
- Initiated review with key stakeholders

2. Procurement Preparation

- s.14
-

3. Engagement

- Completed Functional Area Review, secured approval from RPD SMT
- Initiated discussion on change management within RPD
- Preparing for broad roll out of contract scope

4. Resourcing/Staffing

- Completed Notice of Intent to increase value of Industry Advisor contract (no concerns raised)
- Published RFP for financial modeller support for procurement

ACTIVITIES PLANNED (October 1 to 31, 2016)

1. Approval Documents

- s.12
-
-

2. Procurement Preparation

- s.14
-
- Prepare detailed procurement task assignments based on approved procurement framework
- s.14
-

3. Engagement

- Visioning session with SAC
- Functional Area Review Report Out
- Continue discussion on change management with key stakeholders including clients

4. Resourcing/Staffing

- Complete financial modeller RFP evaluations and award contract
- Post project Administrator backfill opportunity

ISSUES/CONCERNS/COMMENTS

- s.13
- Project team will be providing assistance to RPD to manage organizational change – aligning changes over the next few years to future vision

APPENDICES

1. High-Level Schedule
2. High-Level Budget
3. FMP Project Schedule Graphic

Appendix 1: High-Level Schedule (effective September 30, 2016)

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Appendix 2: High-Level Budget

2016/2017 Budget Summary as at: 30-Sep-16

Project Costs	Approved Budget	YTD Actual	Est to Complete	Total	% Comp
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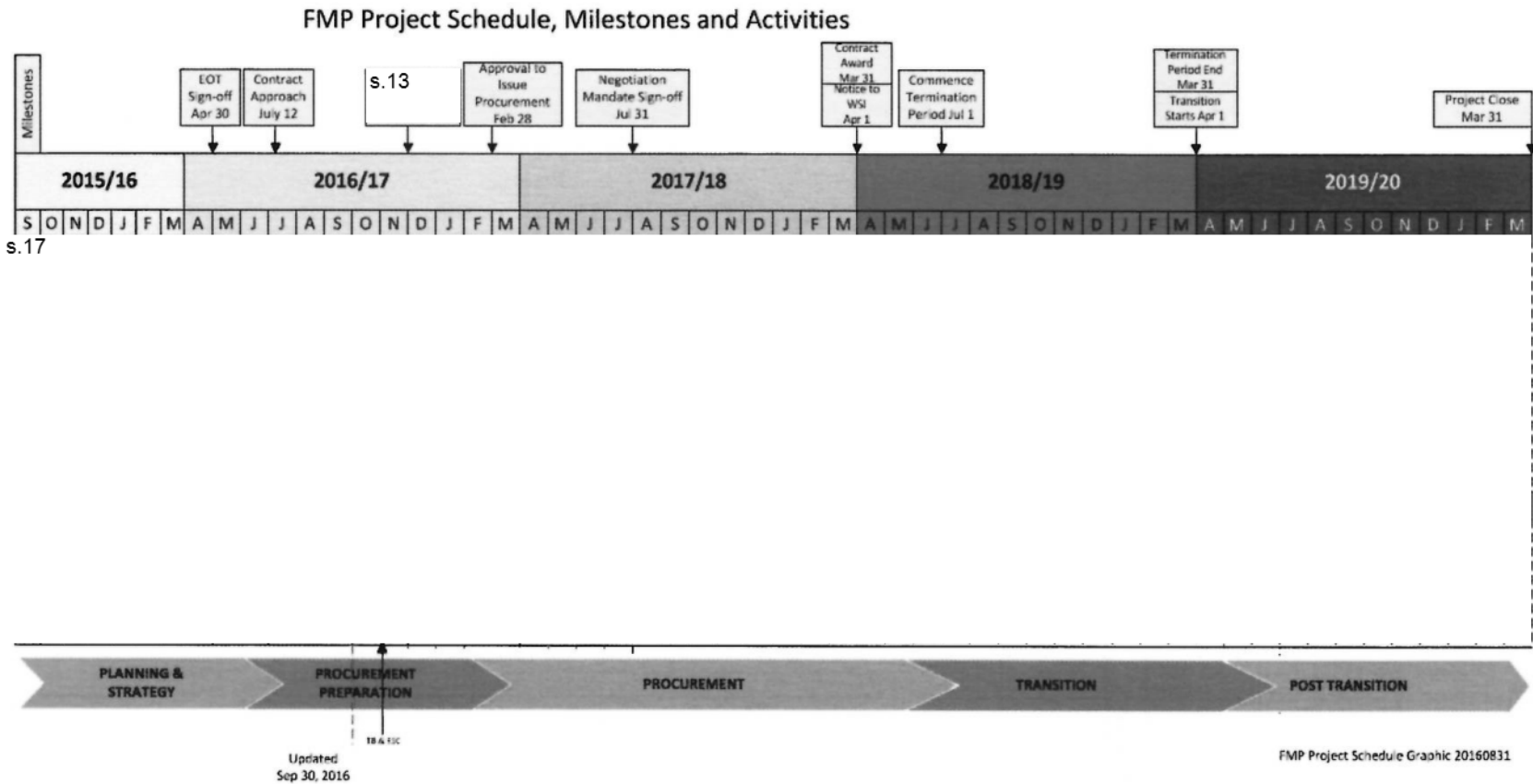
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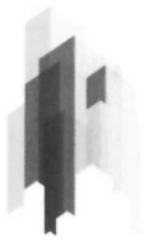
Multi-Fiscal Year Project Budget

	Approved Budget	Actual	Est to Complete	Total	% Comp
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Appendix 3: FMP Project Schedule Graphic (revised Sept 30, 2016)





**FACILITY
MANAGEMENT
PROCUREMENT
PROJECT**

Reporting Period	October 1 – 31, 2016
ESC Chair	Sarf Ahmed, Assoc. DM, Citizens' Services
Project Lead	Karen Liversedge, Director, Facilities Management Services
Project Manager	Geoff Haines

Project Description

This project will develop and implement a new and improved contract(s) for Facility Management Services (FMS), select a preferred vendor, and facilitate the continuity of FMS at the end of the current FM contract. This goal will be achieved through engagement and contribution in the definition of FMS requirements by stakeholders. Consideration will be included of aspects of the current contract that worked well and industry standards for new, improved or changed delivery of FMS.

Target Completion Date	April 1, 2020	Project % Completion To Date (Duration)	39%	Status	Green
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Overview: Project Lifecycle Status

Project Management Status	Prior Period ¹	Current Trend ¹	Rationale/Comment
Overall Project	Green	Green	
Scope	Green	Green	
Budget	Green	Green	
Time / Schedule	Green	Green	
Resources	Green	Yellow	• Lack of dedicated space for procurement
Quality	Green	Green	
Risk	Green	Green	
Procurement	Green	Green	• Refers to project related procurement, not the FM procurement
Change Management	Green	Green	
Communications & Engagement	Green	Green	

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¹ **Overall Summary:** ■ There are no significant challenges. □ There are moderate challenges, which are being monitored and addressed.
 ■ There are major challenges, which may require executive level intervention to support or address.

% Completion is based on Duration

ACTIVITIES COMPLETED (October 1 to 31, 2016)**1. Approval Documents**

- s.12
-
-

2. Procurement Preparation

- s.14
- Completed assignment of procurement task based on approved procurement framework
- s.14
-

3. Engagement

- Visioning session with SAC completed
- Functional Area Review Report Out organized and planned
- Continued discussion on change management with key stakeholders including clients

4. Resourcing/Staffing

- Completed financial modeller RFP evaluations and award contract
- Posted project Administrator backfill opportunity

ACTIVITIES PLANNED (November 1 to 30, 2016)**1. Approval Documents**

- s.12
-
-

2. Procurement Preparation

- s.14
-
- Develop draft NRFP evaluation framework and criteria
- s.14

3. Engagement

- Develop future-state Guiding Principles, and review Performance Management Framework with SAC
- Conduct report back to Portfolio Teams
- Hold "Future of FM Contract" Drop-in Session
- Continued discussion on change management with key stakeholders including clients

4. Resourcing/Staffing

- Complete Project Administrator backfill opportunity
- Complete Financial Modeller RFP

ISSUES/CONCERNS/COMMENTS

- Lack of dedicated space for the procurement team
- Project team will be providing assistance to RPD to manage organizational change – aligning changes over the next few years to future vision
- s.17

APPENDICES

1. High-Level Schedule
2. High-Level Budget
3. FMP Project Schedule Graphic

Appendix 1: High-Level Schedule (effective October 31, 2016)

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Appendix 2: High-Level Budget

2016/2017 Budget Summary as at: 31-Oct-16

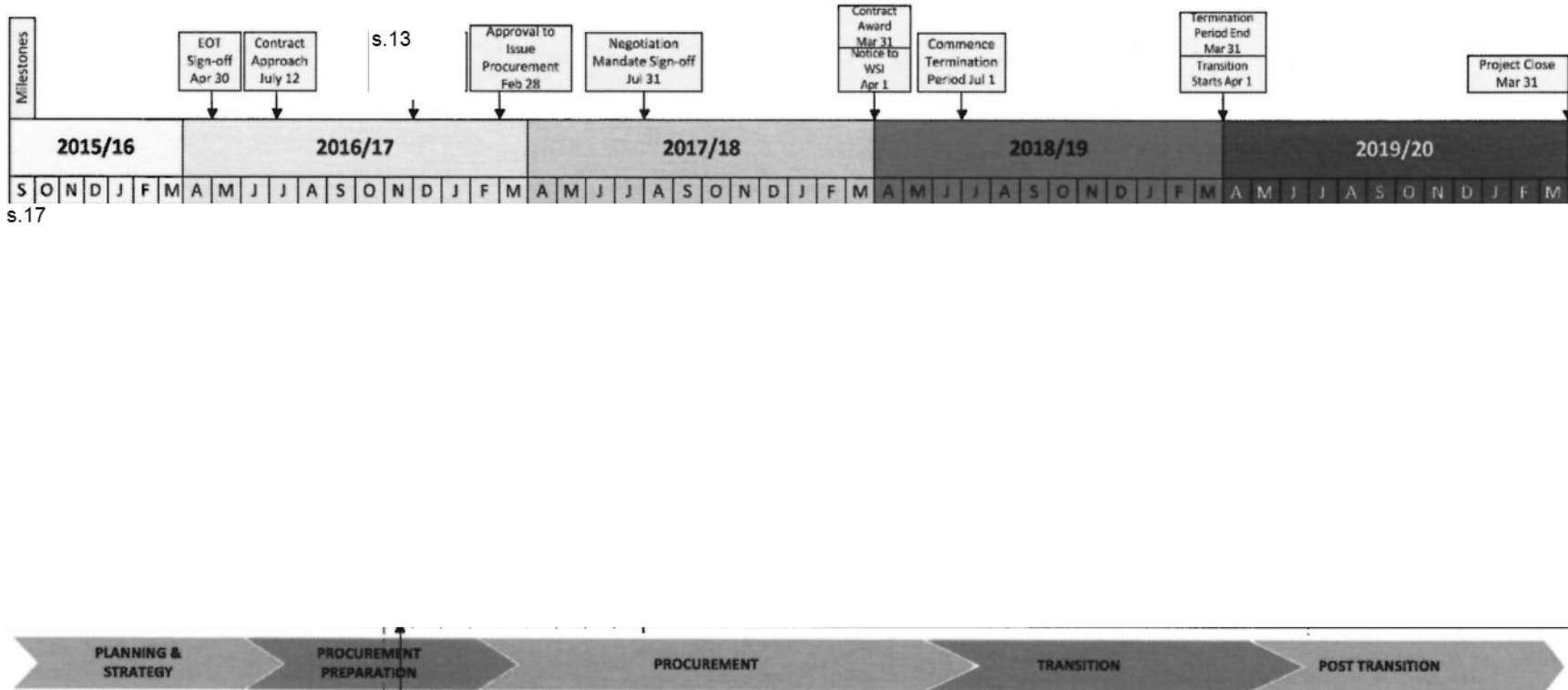
Project Costs	Approved Budget	YTD Actual	Est to Complete	Total	% Comp
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Multi-Fiscal Year Project Budget

	Approved Budget	Actual	Est to Complete	Total	% Comp
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Appendix 3: FMP Project Schedule Graphic (revised October 31, 2016)

FMP Project Schedule, Milestones and Activities



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Updated
Oct 31, 2016

FMP Project Schedule Graphic 20160831

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