

## DEPUTY MINISTERS' COMMITTEE ON PROCUREMENT AND STRATEGIC CONTRACTS

### AGENDA

**Date:** Tuesday, July 9, 2019  
**Time:** 1:00-2:30pm  
**Location:** Times Boardroom  
3<sup>rd</sup> floor, 563 Superior St, Victoria (buzz 305 on lobby phone)  
**Teleconference:** s.15; s.17

**Committee Members:**

Jill Kot, CITZ (chair)	Eric Kristianson, PREM
Peter Pokorny for Stephen Brown, HLTH	Grant Main, TRAN
James Harvey, AG	Fazil Mihlar, JTT
Okenge Yuma Morisho, PSA	Mark Zacharias, ENV
	Lori Wanamaker, FIN

**Executive Lead:** Bobbi Sadler, CITZ

**Secretariat:** Erik Wanless, CITZ  
Tracee Schmidt, CITZ

**Guests:** Juanita Berkhout, MIRR  
Sarah Gerein, MIRR

1:00-1:05 (5 min)	Welcome and Introductions <ul style="list-style-type: none"><li>Review previous minutes [Attachments 1 &amp; 2]</li></ul>	Jill Kot
1:05-1:15 (10 min)	Enterprise Contract Management Project	Bobbi Sadler
1:15-2:25 (70 min)	Indigenous Procurement Initiative [Attachments 3a-d] <ul style="list-style-type: none"><li>"What we heard" report</li><li>2019 Action Plan</li></ul>	Bobbi Sadler
2:25-2:30 (5 min)	Next Steps	Jill Kot

**Attachments:**

1. Minutes – June 11<sup>th</sup> DRAFT
2. DMCPSC Action Log
3. Indigenous Procurement Initiative
  - a. Update and next steps presentation
  - b. "What we heard" report draft
  - c. Report validation communications
  - d. 2019-2020 priority actions

**Next meeting (bi-weekly recurrence):** July 23, 1-2:30pm

# DEPUTY MINISTERS' COMMITTEE ON PROCUREMENT AND STRATEGIC CONTRACTS

## MINUTES

**Date:** Tuesday, July 9, 2019

**Time:** 1:00-2:30pm

**Committee Members:**

Jill Kot, CITZ (chair)

Peter Pokorny for Stephen Brown, HLTH

James Harvey, AG (*remote*)

Okenge Yuma Morisho, PSA (*remote*)

Eric Kristianson, PREM

Grant Main, TRAN

Fazil Mihlar, JTT (*remote*)

Mark Zacharias, ENV (*regrets*)

Lori Wanamaker, FIN (*remote*)

**Executive Lead:** Bobbi Sadler, CITZ

**Secretariat:** Erik Wanless, CITZ

Tracee Schmidt, CITZ

**Guests:** Juanita Berkhout, MIRR

Sarah Gerein, MIRR

Kai Robinson, CITZ

Welcome and Introductions	Jill Kot
<ul style="list-style-type: none"> <li>Agenda accepted no changes</li> <li>Don Wright briefing has been scheduled for week of July 15</li> <li>Minutes accepted as distributed</li> </ul>	
Enterprise Contract Management Project	Bobbi Sadler
<ul style="list-style-type: none"> <li>ADMP discussing linkages between procurement and contracting</li> <li>Ministries looking for enterprise contract management solutions – opportunity to explore and scope</li> <li>Established project with CITZ and Ministry of Finance CIO's leadership</li> <li>Focussed on determining requirements for enterprise and ministry contract administration needs</li> <li>Assessment over summer, will report back to ADMP and DMCPSC in October</li> </ul>	
Indigenous Procurement Initiative [Attachments 3a-d]	Bobbi Sadler
<ul style="list-style-type: none"> <li>Update on engagement process</li> <li>Discussion of process for taking action on indigenous procurement</li> <li>Discussion of communication and roll out approach for priority actions</li> <li>Priority actions discussed include:                             <ul style="list-style-type: none"> <li>Establishing an external engagement committee – first step</li> <li>Establishing a project office – request for assessment of optimal organizational structure and location</li> <li>Cultural competency training – Discussion of roll out (mandatory/non-mandatory) and convergence with other training programs</li> <li>Indigenous business listing – Discussion of proposed usage - to support proactive communication and engagement. Potential to collaborate or leverage multiple existing lists of indigenous businesses</li> </ul> </li> </ul>	
Next Steps	Jill Kot
Next meeting: August 20 <sup>th</sup> , 1-2:30pm	ACTION: Procurement Concierge briefing to be scheduled for October DMCPSC meeting

**Attachments:**

- Minutes – June 11<sup>th</sup> DRAFT
- DMCPSC Action Log

3. Indigenous Procurement Initiative
  - a. Update and next steps presentation
  - b. “What we heard” report draft
  - c. Report validation communications
  - d. 2019-2020 priority actions

# DEPUTY MINISTERS' COMMITTEE ON PROCUREMENT AND STRATEGIC CONTRACTS

## AGENDA

**Date:** Tuesday, August 20, 2019  
**Time:** 1:00-2:30pm  
**Location:** Times Boardroom  
 3<sup>rd</sup> floor, 563 Superior St, Victoria (buzz 305 on lobby phone)  
**Teleconference:** s.15; s.17

### Committee Members:

Jill Kot, CITZ (chair)	Eric Kristianson, PREM
Peter Pokorny for Stephen Brown, HLTH	Nancy Bain for Grant Main, TRAN
James Harvey, AG	Tracy Campbell for Fazil Mihar, JTT
Okenge Yuma Morisho, PSA	Mark Zacharias, ENV
	Lori Wanamaker, FIN ( <i>tentative</i> )

**Executive Lead:** Bobbi Sadler, CITZ

**Guests:** Jennifer Melles, MIRR  
 Juanita Berkhout, MIRR

**Secretariat:** Rheannon Harriman for Erik Wanless, CITZ  
 Tracee Schmidt, CITZ

1:00-1:05 (5 min)	Welcome and Introductions <ul style="list-style-type: none"> <li>Review previous minutes [Attachments 1 &amp; 2]</li> </ul>	Jill Kot
1:05-1:15 (10 min)	Strategic Contracts [Attachment 3a] <ul style="list-style-type: none"> <li>Labour Policy</li> </ul>	Bobbi Sadler
1:15-2:00 (45 min)	Indigenous Procurement Initiative [Attachment 4a] <ul style="list-style-type: none"> <li>Discussion / Decision – Actions to be communicated in 2019 Procurement Strategy</li> </ul>	Bobbi Sadler & Juanita Berkhout
2:00-2:25 (25 min)	2019 BC Procurement Strategy [Attachments 5a-b]	Bobbi Sadler
2:25-2:30 (5 min)	Next Steps	Jill Kot

### Attachments:

1. Minutes – July 9<sup>th</sup> DRAFT
2. DMCPSC Action Log
3. Labour Policy
  - a. June 25<sup>th</sup> DMCPSC presentation for context - Labour Policy for Strategic Contracts
4. Indigenous Procurement Initiative
  - a. Indigenous Procurement Action Items – Decision BN
5. BC Procurement Strategy
  - a. Strategy Development update presentation
  - b. 2019 BC Procurement Strategy DRAFT

**Next meeting (bi-weekly recurrence):** September 11, 9:00-11:00am

# DEPUTY MINISTERS' COMMITTEE ON PROCUREMENT AND STRATEGIC CONTRACTS

## MINUTES

**Date:** Tuesday, August 20, 2019

**Time:** 1:00-2:30pm

**Location:** 563 Superior St, Victoria

**Committee Members:**

Jill Kot, CITZ (chair)

Peter Pokorny for Stephen Brown, HLTH

James Harvey, AG (*remote*)

Okenge Yuma Morisho, PSA (*remote*)

Eric Kristianson, PREM (*regrets*)

Nancy Bain for Grant Main, TRAN

Tracy Campbell for Fazil Mihlar, JTT

Mark Zacharias, ENV

Lori Wanamaker, FIN (*regrets*)

**Executive Lead:** Bobbi Sadler, CITZ

**Guests:** Jennifer Melles, MIRR  
Juanita Berkhout, MIRR

**Secretariat:** Rheannon Harriman for Erik Wanless, CITZ  
Tracee Schmidt, CITZ

Welcome and Introductions	Jill Kot
<ul style="list-style-type: none"> <li>Minutes accepted as written [Attachment 1 &amp; 2]</li> </ul>	
Strategic Contracts – Labour Policy update	Bobbi Sadler
<ul style="list-style-type: none"> <li>Update committee on progress since last update including meeting with Don Wright</li> <li>Original briefing provided a spectrum of recommendations (least to most onerous to province)</li> <li>Recommended option – same as presented to DMCPSC (see attachment 3a)</li> <li>Don Wright supportive of recommendation with exception of Revenue deal as government program is sunseting (additional supports will be provided for Revenue Services)</li> <li>In new contracts, more transparency for labour impact will be written in deals</li> <li>No cabinet briefing required as policy aligns with government direction</li> </ul>	
Indigenous Procurement Initiative – Discussion re: actions to be communicated in 2019 Procurement Strategy	Bobbi Sadler & Juanita Berkhout
<ul style="list-style-type: none"> <li>Minister Fraser debriefed by MIRR staff on July 29<sup>th</sup></li> <li>Jill, Doug Caul, Lori Wanamaker, Okenge Yuma Morisho, and Keven Richter (for Grant Main) met July 31<sup>st</sup>. Topic was requested to be brought back at the next DMCPSC meeting to discuss proposed options</li> <li>DBN outlines the three options which vary in the level of commitment (see attachment 4a for details)</li> <li>Want clear, actionable item(s) for 2019 Procurement Strategy</li> <li>Committee endorsed option 1: State a commitment to establish an external advisory body in parallel with the implementation of initial actions that demonstrate government's commitment to reconciliation.</li> <li>Draft What We Heard report is close to release, working with GDX/GCPE on final touches</li> <li>Focus – increasing opportunities for Indigenous businesses/individuals to participate in government procurement. Reducing barriers.</li> <li>Cross-government Procurement Initiative Working group has been integral to the development of the next steps.</li> </ul>	<p>ACTION: Share list of cross government IPI WG</p> <p>DECISION: Option 1 endorsed by committee</p>

<ul style="list-style-type: none"> <li>• Question regarding process for establishment of council – reviewing existing government bodies for best practices; will be brought to DMCPSC</li> <li>• Discussion regarding engagement – suggested to follow up with BC Chamber of Commerce ahead of public announcement</li> </ul>	
2019 BC Procurement Strategy [Attachments 5a-b]	Bobbi Sadler
<ul style="list-style-type: none"> <li>• Update on the drafting process and next steps moving towards public release (week of October 15<sup>th</sup>)</li> <li>• Request: review the current draft of the 2019 Procurement Strategy and provide feedback</li> <li>• First of two formal reviews with our Procurement Transformation governance</li> <li>• Prior to public release the strategy will go back to: <ul style="list-style-type: none"> <li>○ ADMP on September 10<sup>th</sup></li> <li>○ DMCPSC on September 17<sup>th</sup></li> </ul> </li> </ul>	<p>ACTION: Committee to review draft strategy and provide comments by Aug 29</p> <p>ACTION: Direct email word version to committee</p>
Next Steps	Jill Kot
Next meeting – September 11 <ul style="list-style-type: none"> <li>• Focus on procurement strategy</li> </ul>	

**Attachments:**

1. Minutes – July 9<sup>th</sup> DRAFT
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**Next meeting (bi-weekly recurrence):** September 11, 9:00-11:00am

## DEPUTY MINISTERS' COMMITTEE ON PROCUREMENT AND STRATEGIC CONTRACTS

### AGENDA

**Date:** Wednesday, September 11, 2019  
**Time:** 9:00-11:00am  
**Location:** Times Boardroom  
3<sup>rd</sup> floor, 563 Superior St, Victoria (buzz 305 on lobby phone)  
**Teleconference:** s.15; s.17

**Committee Members:**

Jill Kot, CITZ (chair)	Eric Kristianson, PREM
Peter Pokorny for Stephen Brown, HLTH	Grant Main, TRAN
James Harvey, AG ( <i>regrets</i> )	Fazil Mihlar, JTT
Okenge Yuma Morisho, PSA	Jim Standen for Mark Zacharias, ENV
	Lori Wanamaker, FIN

**Executive Lead:** Bobbi Sadler, CITZ

**Guests:** Corrie Barclay, HLTH  
Edward Wong, CITZ

**Secretariat:** Erik Wanless, CITZ  
Tracee Schmidt, CITZ

9:00-9:05 (5 min)	Welcome and Introductions <ul style="list-style-type: none"><li>Review previous minutes [Attachments 1 &amp; 2]</li></ul>	Jill Kot
9:05-9:45 (40 min)	2019 BC Procurement Strategy [Attachments 3a-b]	Bobbi Sadler
9:45-10:55 (70 min)	Strategic Contracts [Attachment 4a-d] <ul style="list-style-type: none"><li>Hosting Services Re-Procurement Project (15 min)</li><li>HIBC (55 min)</li></ul>	Bobbi Sadler
10:55-11:00 (5 min)	Next Steps	Jill Kot

**Attachments:**

- Minutes – July 9<sup>th</sup> DRAFT
- DMCPSC Action Log
- BC Procurement Strategy
  - Strategy Development update presentation
  - BC Procurement Strategy – Year 2 DRAFT
- Strategic Contracts
  - Hosting Services Re-Procurement – Presentation
  - Hosting Services Re-Procurement – Supplemental
  - Hosting Services Re-Procurement – ADMPR Minute
  - HIBC – Presentation
  - HIBC – ADMPR Minute

**Next meeting (bi-weekly recurrence):** October 1<sup>st</sup>, 1:00-2:30pm (Sept 17<sup>th</sup> cancelled)

# DEPUTY MINISTERS' COMMITTEE ON PROCUREMENT AND STRATEGIC CONTRACTS

## MINUTES

**Date:** Wednesday, September 11, 2019  
**Time:** 9:00-11:00am  
**Location:** Times Boardroom, 563 Superior St, Victoria

### Committee Members:

Jill Kot, CITZ (chair)	Eric Kristianson, PREM
Corrie Barclay for Stephen Brown, HLTH	Grant Main, TRAN
James Harvey, AG ( <i>regrets</i> )	Fazil Mihlar, JTT
Okenge Yuma Morisho, PSA	Mark Zacharias, ENV
	Lori Wanamaker, FIN ( <i>regrets</i> )

**Executive Lead:** Bobbi Sadler, CITZ  
**Guests:** Edward Wong, CITZ  
Rheannon Harriman  
**Secretariat:** Erik Wanless, CITZ  
Tracee Schmidt, CITZ

Welcome and Introductions	Jill Kot
Review previous minutes [Attachments 1 & 2]	DECISION: August 20, 2019 minutes accepted as written
2019 BC Procurement Strategy [Attachments 3a-b]	Bobbi Sadler
<ul style="list-style-type: none"> <li>Committee reviewed stakeholder consultations performed to date</li> <li>Consultations planned or completed include: <ul style="list-style-type: none"> <li>ADMs of Corporate Services, Ministry CFOs, and ADMs of Procurement, BC Innovation Commissioner</li> </ul> </li> <li>Discussion on procurement strategy SME sector impact. Indication are that it has been positively received and continued communication with the sector is desired. <ul style="list-style-type: none"> <li>Minister Ralston would appreciate a briefing to keep him apprised</li> </ul> </li> <li>Page turn review of 2019 Procurement Strategy performed. Feedback included: <ul style="list-style-type: none"> <li>Discussion of financial scale of procurement</li> <li>The use of the term "corporate" (procurement / policy) means different things across government – consider refining language</li> <li>Observations about external / internal tone. Need to consider the audience and update language</li> <li>ADMP feedback highlighted including desire to be inclusive of the social sector</li> <li>Need to continue to highlight the successes of operational programs and initiatives</li> <li>Suggestions provided on format and organization of engagement summary</li> </ul> </li> <li>Discussion on approval process – collaboration ongoing between program area and PTB</li> </ul>	<p>ACTION: CITZ to brief Minister Ralston following Procurement Strategy release</p> <p>ACTION: PTB to include key messages for \$7B figure</p> <p>ACTION: PTB to update Procurement Strategy based on committee feedback</p> <p>ACTION: Committee to provide any additional feedback to Erik Wanless by Sept 20<sup>th</sup></p> <p>ACTION: PTB to confirm program area approval of language related to their respective transformation projects</p>



Strategic Contracts [Attachment 4a-d]	Bobbi Sadler
<p><i>Hosting Services Re-Procurement Project</i></p> <ul style="list-style-type: none"> <li>Information provided on progress and scope of contract <ul style="list-style-type: none"> <li>Scope: Managed Hosting Services <ul style="list-style-type: none"> <li>Managed Services, Mainframe, Consulting Services.</li> <li>Vendor is ESIT Advanced Solutions, previously HP Advanced Solutions</li> <li>Contract includes some BPS participation</li> </ul> </li> </ul> </li> <li>Master Services Agreement expires in 2024 <ul style="list-style-type: none"> <li>Will return to committee with plan for master agreement</li> <li>Planning includes CIOs. Includes plan for what to do with approximately 1600 government applications</li> </ul> </li> <li>Managed hosting services component expires in 2021 <ul style="list-style-type: none"> <li>By September 30, 2019 need to signal next steps</li> <li>Proposing negotiated renewal, part of existing procurement, allowed to do under the master agreement</li> <li>Intent is to match up term with the master agreement</li> <li>No NOI required, confirmed that this is within the scope of the original procurement</li> </ul> </li> <li>Next steps: notify vendor. Initiate negotiated renewal process.</li> <li>Discussion occurred regarding highlighting for DMCPSC the objectives for the renewal, state of marketplace, and BATNA.</li> <li>ADM Peer Review <ul style="list-style-type: none"> <li>Discussion of minute and ADMPR recommendation</li> <li>ADMPR committee identified that taking an alternative approach to the recommendation would create risk</li> <li>Committee endorsed recommended approach</li> </ul> </li> </ul> <p><i>HIBC</i></p> <ul style="list-style-type: none"> <li>Information provided on progress to date. <ul style="list-style-type: none"> <li>Summary of scope of HIBC - Services to Citizens, Businesses and Government</li> <li>Summary of strategy <ul style="list-style-type: none"> <li>Improve citizen experience, easier to do business, obtain best value, taking care of people.</li> <li>Transformation to support citizen demand, improved billing for businesses, and enabling alternative payment arrangements to support health sector transformation.</li> </ul> </li> </ul> </li> </ul> <p>s.13</p> <p>s.13</p> <p>s.13; s.17</p>	<p>DECISION: Committee endorsed recommended approach for Managed Hosting Services</p> <p>ACTION: SPO to ensure in future that deals offices requesting renewals/ extensions include negotiation strategy/key objectives in presentation</p> <p>s.13</p>

s.13; s.17	
Next Steps	Jill Kot
<i>Upcoming meetings</i> <ul style="list-style-type: none"> <li>Sept 17th cancelled</li> <li>Next meeting – Oct 1<sup>st</sup> 1-2:30pm</li> </ul>	

**Attachments:**

1. Minutes – July 9<sup>th</sup> DRAFT
2. DMCPSC Action Log
3. BC Procurement Strategy
  - a. Strategy Development update presentation
  - b. BC Procurement Strategy – Year 2 DRAFT
4. Strategic Contracts
  - a. Hosting Services Re-Procurement – Presentation
  - b. Hosting Services Re-Procurement – Supplemental
  - c. Hosting Services Re-Procurement – ADMPR Minute
  - d. HIBC – Presentation
  - e. HIBC – ADMPR Minute

**Next meeting (bi-weekly recurrence):** October 1<sup>st</sup>, 1-2:30pm (Sept 17<sup>th</sup> cancelled)

## DEPUTY MINISTERS' COMMITTEE ON PROCUREMENT AND STRATEGIC CONTRACTS

### AGENDA

**Date:** Tuesday, October 29, 2019  
**Time:** 1:00-2:30pm  
**Location:** Times Boardroom  
3<sup>rd</sup> floor, 563 Superior St, Victoria (buzz 305 on lobby phone)  
**Teleconference:** s.15; s.17

**Committee Members:**

Jill Kot, CITZ (chair)	Eric Kristianson, PREM
Peter Pokorny for Stephen Brown, HLTH	Nancy Bain for Grant Main, TRAN
James Harvey, AG	Fazil Mihlar, JTT
Okenge Yuma Morisho, PSA	Mark Zacharias, ENV
	Lori Wanamaker, FIN

**Executive Lead:** Bobbi Sadler, CITZ

**Guests:** Susan Stanford, CITZ  
James Shypitka, CITZ  
Jennifer Barlow, CITZ

**Secretariat:** Erik Wanless, CITZ  
Tracee Schmidt, CITZ

1:00-1:05 (5 min)	Welcome and Introductions <ul style="list-style-type: none"><li>Review previous minutes [Attachments 1 &amp; 2]</li></ul>	Jill Kot
1:05-1:35 (30 min)	Procurement Strategy [Attachment 3] <ul style="list-style-type: none"><li>Strategy Year 2 update</li><li>Procurement Concierge update</li></ul>	Bobbi Sadler / Erik Wanless / Jennifer Barlow
1:35-2:25 (50 min)	Strategic Contracts [Attachment 4a-c] <ul style="list-style-type: none"><li>ADM Peer Review Committee – Terms of Reference</li><li>Telecommunications Sourcing Project</li></ul>	Bobbi Sadler
2:25-2:30 (5 min)	Roundtable and Next Steps <ul style="list-style-type: none"><li>Next meeting November 12<sup>th</sup></li></ul>	Jill Kot

**Attachments:**

- Minutes – September 11<sup>th</sup> DRAFT
- DMCPSC Action Log
- BC Procurement Strategy
  - Presentation – Procurement Concierge Program
- Strategic Contracts
  - ADM Peer Review Committee Terms of Reference
  - Presentation – Telecommunications Sourcing Project

**Next meeting (bi-weekly recurrence):** November 12<sup>th</sup>, 1:00-2:30pm

# DEPUTY MINISTERS' COMMITTEE ON PROCUREMENT AND STRATEGIC CONTRACTS

## MINUTES

**Date:** Tuesday, October 29, 2019

**Time:** 1:00-2:30pm

**Location:** 563 Superior St, Victoria

**Committee Members:**

Jill Kot, CITZ (chair)

Peter Pokorny for Stephen Brown, HLTH

James Harvey, AG

Okenge Yuma Morisho, PSA

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Nancy Bain for Grant Main, TRAN

Christine Little for Fazil Mihlar, JTT

Mark Zacharias, ENV

Lori Wanamaker, FIN

**Executive Lead:** Bobbi Sadler, CITZ

**Guests:** Susan Stanford, CITZ

James Shypitka, CITZ

Jennifer Barlow, CITZ

**Secretariat:** Erik Wanless, CITZ

Tracee Schmidt, CITZ

Welcome and Introductions	Jill Kot
<ul style="list-style-type: none"> <li>Minutes accepted as written [Attachments 1 &amp; 2]</li> </ul>	
Procurement Strategy 2019	Bobbi Sadler / Erik Wanless
<ul style="list-style-type: none"> <li>Update is planned to go out by November 28<sup>th</sup></li> </ul>	ACTION: Provide feedback by Nov 1 <sup>st</sup>
Procurement Concierge Program update	Erik Wanless / Jennifer Barlow
<ul style="list-style-type: none"> <li>Program developed based on response to challenges raised by vendors and buyers as part of outreach ongoing since Fall 2017</li> <li>Goals include establishing a collaborative relationship with vendors, increasing understanding of government's business problems, and increasing opportunities for innovation</li> <li>Three main pillars to the program</li> </ul> <p><i>Discovery day sessions &amp; Requests for Information</i></p> <ul style="list-style-type: none"> <li>Discovery day sessions create opportunity for pre-solicitation face to face meetings regarding requests for information</li> <li>Results in informed buyers and vendors</li> <li>Held three to date, good feedback</li> </ul> <p><i>Opportunity Statement Negotiated Requests for Proposals (OSNRFPs)</i></p> <ul style="list-style-type: none"> <li>Outcomes based solicitation, under 10 pages</li> <li>Leaves room for value-add proposals</li> <li>Front end process goes quickly, then focus is on negotiations</li> </ul> <p><i>Unsolicited proposals</i></p> <ul style="list-style-type: none"> <li>Recently approved update to Chpt 6 making it easier to understand and leaves room for ongoing process improvement</li> <li>Discussion regarding possibly shift for political staff and lobbyists, flow through this program</li> </ul>	ACTION: Update on Unsolicited Proposals at future committee meeting

<ul style="list-style-type: none"> <li>Question regarding intellectual property, if this changes or impacts government's approach? <ul style="list-style-type: none"> <li>No change → IP is owned by vendor until contract in place</li> </ul> </li> </ul>	
ADM Peer Review Committee – Terms of Reference	Tracee Schmidt
<ul style="list-style-type: none"> <li>Changes proposed to ADMPR Terms of References (highlighted in Attachment 4a)</li> <li>Changes accepted as written</li> </ul>	DECISION: Updates to ADMPR ToR accepted
Telecommunications Sourcing Project [Attachment 4b]	Susan Stanford / James Shypitka
<ul style="list-style-type: none"> <li>Update on proposed sourcing direction for next contract (Attachment 4b)</li> <li>Background: <ul style="list-style-type: none"> <li>10 year \$1.4B Telecommunications Deal with TELUS</li> <li>Signed July 2011, s.13; s.17</li> <li>Primary focus is to provide Telecom Transport Services to interconnect &gt;7,500 sites to each other and to the public voice and data networks</li> <li>12 Signatories including 4 Crowns (BC Hydro, ICBC, BCLC, WorkSafe BC) All Health Authorities &amp; Core Government.</li> </ul> </li> <li>s.13; s.17</li> <li></li> <li>Discussion regarding ADMPR Telecom Sourcing Strategy Recommendations Minute (Attachment 4c) <ul style="list-style-type: none"> <li>Reviewed recommendations</li> <li>Discussion of need to ensure PSA involved in the process due to recent on-boarding of HRMS to the telecommunications contract.</li> </ul> </li> </ul>	s.13; s.17
Roundtable and Next Steps	Jill Kot
<ul style="list-style-type: none"> <li>Next meeting November 12<sup>th</sup></li> </ul>	

#### Attachments:

1. Minutes – September 11<sup>th</sup> DRAFT
  2. DMCPSC Action Log
  3. BC Procurement Strategy
    - a. Presentation – Procurement Concierge Program
  4. Strategic Contracts
    - a. ADM Peer Review Committee Terms of Reference
    - b. Presentation – Telecommunications Sourcing Project
    - c. ADMPR Telecom Sourcing Strategy Recommendations Minute 2019-10-24
- Background – Telecommunications presentation – DMCSPC 2018-04-17

**Next meeting (bi-weekly recurrence):** November 12<sup>th</sup>, 1:00-2:30pm

## DEPUTY MINISTERS' COMMITTEE ON PROCUREMENT AND STRATEGIC CONTRACTS

### AGENDA

**Date:** Tuesday, December 10, 2019  
**Time:** 1:00-2:30pm  
**Location:** Times Boardroom  
3<sup>rd</sup> floor, 563 Superior St, Victoria (buzz 305 on lobby phone)  
**Teleconference:** s.15; s.17

**Committee Members:**

Jill Kot, CITZ (chair)	Grant Main, TRAN
Peter Pokorny for Stephen Brown, HLTH	Christine Little for Fazil Mihar, JTT
Carl Fischer, FIN	Lori Wanamaker, FIN
James Harvey, AG	Okenge Yuma Morisho, PSA
Eric Kristianson, PREM	Mark Zacharias, ENV ( <i>regrets</i> )

**Executive Lead:** Tracee Schmidt for Bobbi Sadler, CITZ

**Guests:** Ian Donaldson, CITZ  
Bev Dicks, CITZ  
Edward Wong, CITZ

**Secretariat:** Erik Wanless, CITZ

1:00-1:05 (5 min)	Welcome and Introductions <ul style="list-style-type: none"><li>Review previous minutes [Attachments 1 &amp; 2]</li></ul>	Jill Kot
1:05-1:15 (10 min)	Procurement Strategy <ul style="list-style-type: none"><li>2019 update</li><li>Indigenous Procurement Initiative update</li></ul>	Erik Wanless
1:15-2:25 (70 min)	Strategic Contracts [Attachment 3a-b] <ul style="list-style-type: none"><li>Managed Print Services</li></ul>	Tracee Schmidt / Ian Donaldson
2:25-2:30 (5 min)	Roundtable and Next Steps <ul style="list-style-type: none"><li>Next meeting January 21<sup>st</sup></li></ul>	Jill Kot

**Attachments:**

1. Minutes – November 26<sup>th</sup> DRAFT
2. DMCPSC Action Log
3. Managed Print Services
  - a. Presentation – Overview
  - b. ADMPR Minute
  - c. Presentation – Supplemental information

**Next meeting (monthly recurrence):** January 21, 1:00 – 2:30pm

# DEPUTY MINISTERS' COMMITTEE ON PROCUREMENT AND STRATEGIC CONTRACTS

## MINUTES

**Date:** Tuesday, December 10, 2019

**Time:** 1:00-2:30pm

**Location:** 563 Superior Street, Victoria

**Committee Members:**

Jill Kot, CITZ (chair)

Peter Pokorny for Stephen Brown, HLTH

Carl Fischer, FIN

Barbara Carmichael, AG

Eric Kristianson, PREM

Grant Main, TRAN

Christine Little for Fazil Mihar, JTT

Lori Wanamaker, FIN

Okenge Yuma Morisho, PSA

Mark Zacharias, ENV (*regrets*)

**Executive Lead:** Tracee Schmidt for Bobbi Sadler, CITZ

**Guests:** Ian Donaldson, CITZ

Bev Dicks, CITZ

Edward Wong, CITZ

**Secretariat:** Erik Wanless, CITZ

Welcome and Introductions	Jill Kot
<ul style="list-style-type: none"> <li>• Welcomes <ul style="list-style-type: none"> <li>○ Barbara Carmichael (AG) replacing James Harvey on the committee</li> <li>○ Carl Fischer (FIN)</li> </ul> </li> <li>• Last meeting October 29<sup>th</sup> [Attachments 1 &amp; 2] <ul style="list-style-type: none"> <li>○ No action items requiring follow up</li> </ul> </li> </ul>	
Procurement Strategy	Erik Wanless
<p><i>Procurement Strategy 2019 Update</i></p> <ul style="list-style-type: none"> <li>• Document is pending release, expecting January/February once CITZ minister is announced</li> </ul> <p><i>Indigenous Procurement Initiative update</i></p> <ul style="list-style-type: none"> <li>• IPI What We Heard Report targeting released before the holiday break. Will be sent to key contacts, including those who participated in the engagement, with accompanying BC Bid Resources website updates.</li> <li>• Broader announcement to be included with procurement strategy release</li> </ul>	
<p><i>ACTION: Procurement Transformation to schedule presentation at Small Business roundtable</i></p>	
Strategic Contracts – Managed Print Services [Attachment 3a-b]	Tracee Schmidt / Ian Donaldson
<p>Overview</p> <ul style="list-style-type: none"> <li>• s.13; s.17</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul> <p>Historical</p> <ul style="list-style-type: none"> <li>• Multiple devices, aging fleet, no analytics</li> </ul> <p>Current state</p> <ul style="list-style-type: none"> <li>• Significant improvements, utility model, analytics</li> </ul>	

<ul style="list-style-type: none"> <li>• Current model has enabled achievement of desired outcomes including costs savings</li> </ul> <p>s.13; s.17</p> <p>Question – Would pull print technology remain the same? Would ministries have the option to opt out?</p> <ul style="list-style-type: none"> <li>• We would not lose that, would not see that changing at all. Would continue to see improvements in that service.</li> </ul> <p>Peer review minute</p> <p>s.13; s.17</p> <p>Approved recommendation with the following conditions:</p> <p>s.13; s.17</p>	<p>s.13; s.17</p>
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Roundtable and Next Steps	Jill Kot
<i>Next meeting January 21<sup>st</sup></i>	

**Attachments:**

1. Minutes – November 26<sup>th</sup> DRAFT
2. DMCPSC Action Log
3. Managed Print Services
  - a. Presentation – Overview
  - b. ADMPR Minute
  - c. Presentation – Supplemental information

**Next meeting (monthly recurrence):** January 21, 1:00 – 2:30pm

# DEPUTY MINISTERS' COMMITTEE ON PROCUREMENT AND STRATEGIC CONTRACTS

## AGENDA

**Date:** Tuesday, January 21, 2020  
**Time:** 1:00-2:30pm  
**Location:** Times Boardroom  
 3<sup>rd</sup> floor, 563 Superior St, Victoria (buzz 305 on lobby phone)  
**Teleconference:** s.15; s.17

### Committee Members:

Jill Kot, CITZ (chair)	Grant Main, TRAN
Peter Pokorny, HLTH	Fazil Mihar, JTT
Barbara Carmichael, AG	Lori Wanamaker, FIN
Carl Fischer, FIN	Okenge Yuma Morisho, PSA
Eric Kristianson, PREM	Mark Zacharias, ENV ( <i>regrets</i> )

**Executive Lead:** Bobbi Sadler, CITZ

**Guests:** Geoff Haines, CITZ  
 Juanita Berkhout, MIRR

**Secretariat:** Erik Wanless, CITZ  
 Tracee Schmidt, CITZ

1:00 – 1:05 (5 min)	Welcome and Introductions <ul style="list-style-type: none"> <li>Review previous minutes [Attachments 1 &amp; 2]</li> </ul>	Jill Kot
1:05 – 1:45 (40 min)	Procurement Strategy <ul style="list-style-type: none"> <li>BC Procurement Strategy 2019 Update</li> <li>Indigenous Procurement Initiative Update [Attachment 3a &amp; 3b]</li> <li>December Portfolio Status Report [Attachment 3c]</li> </ul>	Bobbi Sadler / Erik Wanless
1:45 – 2:05 (20 min)	Strategic Contracts <ul style="list-style-type: none"> <li>ADMPR update – year in review [Attachment 4]</li> </ul>	Tracee Schmidt
2:05 – 2:25 (20 min)	Committee Terms of Reference and membership review [Attachment 5]	Jill Kot
2:25 – 2:30 (5 min)	Roundtable and Next Steps <ul style="list-style-type: none"> <li>Next meeting February 25, 1:00-2:30pm</li> </ul>	Jill Kot

### Attachments:

- Minutes – November 26<sup>th</sup> DRAFT
- DMCPSC Action Log
- BC Procurement Strategy
  - Indigenous Procurement Initiative – What We Heard Report
  - Indigenous Procurement Initiative – Update presentation
  - Strategy Portfolio Status Report – December
- Strategic Contracts – Due Diligence Summary Example – Revenue Services
- DMCPSC Terms of Reference, Sept 2018

# DEPUTY MINISTERS' COMMITTEE ON PROCUREMENT AND STRATEGIC CONTRACTS

## MINUTES

**Date:** Tuesday, January 21, 2020  
**Time:** 1:00-2:30pm  
**Location:** Times Boardroom  
 3<sup>rd</sup> floor, 563 Superior St, Victoria (buzz 305 on lobby phone)  
**Teleconference:** s.15; s.17

### Committee Members:

Jill Kot, CITZ (chair)	Grant Main, TRAN
Peter Pokorny, HLTH	Fazil Mihlar, JTT ( <i>regrets</i> )
Barbara Carmichael, AG	Carl Fischer for Lori Wanamaker, FIN ( <i>regrets</i> )
Eric Kristianson, PREM ( <i>regrets</i> )	Okenge Yuma Morisho, PSA ( <i>regrets</i> )
	Mark Zacharias, ENV ( <i>regrets</i> )

**Executive Lead:** Bobbi Sadler, CITZ  
**Guests:** Juanita Berkhout, MIRR (*remote*)  
**Secretariat:** Erik Wanless, CITZ  
 Tracee Schmidt, CITZ

Welcome and Introductions	Jill Kot
<ul style="list-style-type: none"> <li>Minutes accepted as written [Attachments 1 &amp; 2]</li> </ul>	
Procurement Strategy	Bobbi Sadler / Erik Wanless
<p><i>BC Procurement Strategy 2020 Update</i></p> <ul style="list-style-type: none"> <li>Year 1 report was released June 25, 2019 but release of year two update was placed on hold due to pending appointment of Minister</li> <li>GCPE has been consulted and recommendation will be a low-key release</li> </ul> <p><i>Indigenous Procurement Initiative Update [Attachment 3a &amp; 3b]</i></p> <ul style="list-style-type: none"> <li>Engagement process update               <ul style="list-style-type: none"> <li>What we Heard report was released January 8th</li> <li>Anticipate additional engagements will be requested following Procurement Strategy Update 2020 release; most feedback to date was received following the release of the draft What We Heard report.</li> </ul> </li> <li>Action items update (see attachment 3b)               <ul style="list-style-type: none"> <li>Dedicated project office: Business case under development, expect staffing initiating Mar/April</li> <li>Cultural training: Approach under development, training delivery expected April                   <ul style="list-style-type: none"> <li>Discussion regarding cross-government training currently underway around reconciliation (e.g. TRAN has implemented already). IPI will leverage existing resources through PSA and other ministries.</li> </ul> </li> <li>Indigenous business directory: Workshop and decision note on options expected April</li> <li>Additionally, creating a qualified Indigenous facilitator list</li> </ul> </li> <li>External Advisory Committee update               <ul style="list-style-type: none"> <li>Aiming for first meetings in Feb/March</li> </ul> </li> </ul>	
	<p>ACTION: Erik to engage Vicki Willow and establish ongoing connection and alignment</p> <p>ACTION: Juanita to provide the IBIC definition of Indigenous business</p> <p>ACTION: IPI to research examples of existing Indigenous councils</p>

<ul style="list-style-type: none"> <li>○ Draft ToR elements included in attachment 3b, slide 5</li> <li>○ Need to apply the multiple lens to selecting the members, the mandate, and how it fits into the broader context – complex and needs careful consideration</li> <li>○ Will be important to triage project-based questions back to the appropriate Ministry lead</li> <li>○ It will be key to ensure there is broad range of Indigenous representation, geographic and gender balance</li> <li>○ Confirmed preference for this to be an expert / technical advisory committee.</li> </ul> <p><i>December Portfolio Status Report [Attachment 3c]</i></p> <ul style="list-style-type: none"> <li>• Majority of projects are led by CITZ or FIN</li> <li>• DMCPSC currently has a monthly reporting process from the projects</li> <li>• The December status report matches the 2020 Procurement Strategy update</li> <li>• A prioritization exercise will be performed with ADMP to identify agenda items that need more frequent touchpoints. Recommendations will be made to DMCPSC</li> </ul>	<p>ACTION: Results of ADMP Prioritization to be presented at future DMCPSC meeting</p>
<p>Strategic Contracts – ADMPR year in review [Attachment 4]</p>	<p>Tracee Schmidt</p>
<ul style="list-style-type: none"> <li>• Reflection on the last year</li> <li>• Strategic Contracts have been presenting different stages of deals at DMCPSC and ADMPR</li> <li>• Will return to committee with a portfolio view of Strategic Contracts, decisions made to-date and risk-based framework</li> <li>• Discussion ongoing with ADMPR regarding SPO due diligence lifecycle and key check points that require ADMPR review. <ul style="list-style-type: none"> <li>○ ADMPR workshop on January 30 to work through the details.</li> </ul> </li> </ul>	<p>ACTION: Tracee to return to committee with a portfolio view of Strategic Contracts, decisions made to-date and risk-based framework</p> <p>ACTION: Strategic Contracts to send short survey to committee, request response via email or at next DMCPSC meeting</p>
<p>Committee Terms of Reference and membership review [Attachment 5]</p>	<p>Jill Kot</p>
<ul style="list-style-type: none"> <li>• Opportunity to review committee membership, potential to include DM from the social sector or Indigenous Relations and Reconciliation</li> <li>• Membership review needs to take into consideration 2020 priorities</li> <li>• Member suggestions: <ul style="list-style-type: none"> <li>○ Alison Bond</li> <li>○ Doug Caul</li> </ul> </li> <li>• Recognize procurement activity spread across all of government and various other DM committees have overlap with similar subject areas (e.g. Indigenous reconciliation).</li> <li>• Landscape has shifted for IT world and infrastructure;</li> <li>• Social procurement has been main topic of discussion at committee to date</li> <li>• There is an opportunity to take a risk-based approach and use the previously developed procurement complexity wheel to contextualize and review priorities and opportunities.</li> </ul>	
<p>Roundtable and Next Steps</p>	<p>Jill Kot</p>
<ul style="list-style-type: none"> <li>• Next meeting February 25, 1:00-2:30pm</li> <li>• Tentative topics include:</li> </ul>	

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| <ul style="list-style-type: none"><li>○ Prioritization exercise update</li><li>○ Enterprise contract management</li><li>○ Procurement Strategy release plan</li></ul> |
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**Attachments:**

1. Minutes – November 26<sup>th</sup> DRAFT
2. DMCPSC Action Log
3. BC Procurement Strategy
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