

WFR PO Receipts

Run Date: 2016/12/12 Run Time: 11:35:45

Inquiry Parameters :

Rollup Fiscal Year:
Current

Receipt Create Date From:
01-JAN-15

Receipt Create Date To:
25-NOV-16

Client :
058

Responsibility:

Service Line:

STOB:

Project:

Receipt Parameters :

Expense Authority:

PO Number:
SOGCPE0252017LNGCONF

Supplier Number:

Supplier Name:
PACE GROUP COMMUNICATIONS INC.

Include Receipts:
All Receipts

Displayed Columns:

PO Information - Summary	PO Information - Details	Receipt Information
PO Number	PO Version Number	PO Number
Description	Approved Amount	PO Version Number
Supplier Number	Approved Date	Receipt Number
Supplier Name	EA Approver	Received Amount
	Delegated From	Create Date
		Receiver
		Receipt Comments

Parameter Set Name:

WFR PO Receipts

Run Date: 2016/12/12 Run Time: 11:35:45

PO Information						
PO Number	Description	Supplier Number		Supplier Name		
SOGCPE0252017LNGCONF	FY17 FEES - NG - SOGCPE0252017LNGCONF - PACE G	s.17		PACE GROUP COMMUNICATIONS INC.		
PO Version Number	Approved Amount	Approval Date	EA Approver	Delegated From		
1	4,264,390.00	2016/04/29	HANSEN, BRIAN R			

Receipt Information						
PO Number	PO Version Number	Receipt Number	Received Amount	Create Date	Receiver	Receipt Comment
SOGCPE0252017LNGCONF	1	12219	24,470.63	2016/05/02	CHARTRAND, BARBARA A	RECEIVED ON BEHALF OF KATE LA VERT

[Link to Invoice Coding Sheet completion instructions.](#)

PAYEE NAME <u>PAGE GROUP</u>		* SUPPLIER # _____		* SITE _____	
CONTRACT/PO # <u>CONF</u>		INVOICE DATE <u>31-MAR-2016</u>		INVOICE # <u>10916</u>	
DATE INVOICE RECEIVED <u>31-MAR-2016</u>		DATE GOODS/ SERVICES REC'D <u>31-MAR-2016</u>		RECEIPT # _____	
NAME &/OR ADDRESS OVERRIDE:			DESCRIPTION FOR CHEQUE STUB:		
			Invoice # 10916		
DATE CHQ/EFT REQ'D (ONLY IF URGENT) _____		GL DATE (if applicable) _____		PAY ALONE? YES <input type="checkbox"/>	
OFA STOB & ASSET # (if applicable): _____					

AMOUNT (INCLUDING TAX)	PRE-TAX AMOUNT (EXCLUDING TAX)	PST AMOUNT	GST AMOUNT	TAX CODE <small>PST & GST, GST, PST, GST Travel, Other</small>	CL	RESP	SERVICE LINE	STOB	PROJECT	NAME & SUPPLIER # if STOB 57
25,464.69	24,470.63		994.06		058	27890	26554	3074	2700000	
25,464.69	TOTAL									

*** EXPENSE AUTHORITY (EA) INFORMATION:**

SUZANNE MANAHAN

EA PRINTED NAME

*** BRIEF PAYMENT DESCRIPTION FOR EA NOTIFICATION:**
 Note: This is also the line description displayed on GL detail reports.

[Signature]

EA Signature

*** QUALIFIED RECEIVER (QR) CERTIFICATION:**

KATE LA VERTU

QR PRINTED NAME

The goods provided or services delivered have been inspected or reviewed; and the goods or services were properly received and documentation to support the account has been verified (i.e., goods: as ordered, correct quantity and suitable quality; services: as contracted, appropriate deliverables and/or performance criteria met; or other conditions, if any, have been met).

[Signature]

QR SIGNATURE

ADDITIONAL INFORMATION OR INSTRUCTIONS:

BRANCH BUSINESS CONTACT NAME AND PHONE NUMBER:

KATE LA VERTU 250 953-3772

ACCOUNTS DATE STAMP

* Note: Fields with an asterisk do not need to be completed for iProcurement invoices.

FIN FSA 017 REV. JUL/14



16 December 2015

Ref #: 88608

Norman Stowe
Managing Partner
Pace Group Communications
200 – 55 Water Street
Vancouver BC V6B 1A1

Dear Norman Stowe:

Re: **EVENT MANAGEMENT SERVICES - 2016 LNG IN BC CONFERENCE**
REQUEST FOR PROPOSALS (RFP)

After completing our review process, I am pleased to inform you of your company's successful proposal for providing Event Management Services for the 2016 LNG in BC Conference.

A contract in the form agreed to during the RFP process is being prepared for your signature and we will be in touch in terms of next steps.

We look forward to working with you for our 2016 event.

Sincerely,

Suzanne Manahan
Executive Director
LNG Task Force

**Ministry of
Natural Gas
Development**

LNG Initiatives

Mailing Address:
PO Box 9318, Stn Prov Govt
Victoria, BC V8W 9N3

Telephone: 250 953-0729
Facsimile: 250 952-6209

Location:
8th Floor, 1810 Blanshard Street
Victoria

ENTERED

QUICK TICKET 613 4080-913-510

SUBJECT TO TERMS AND CONDITIONS ON REVERSE
PASSENGER TO COMPLETE AREA WITHIN BORDER ONLY

PRINT PASSENGER NAME JORDAN HUMPHRIES	DATE JAN 8. 2016
FROM VANCOUVER	FLIGHT NO. 707
TO VICTORIA	CLASS Y
SIGNATURE AUTHORIZING CHARGES RNL	TIME 8:40
	ACCOUNT s.17
	RESERVATION REFERENCE NO.

VALID FOR REGULAR ECONOMY FARES ONLY

RESERVATIONS
1.800.665.4354

PLEASE CHECK IN 20 MINUTES PRIOR TO DEPARTURE

Helijet

s.17

QUICK TICKET 613 4080-913-511

SUBJECT TO TERMS AND CONDITIONS ON REVERSE
PASSENGER TO COMPLETE AREA WITHIN BORDER ONLY

PRINT PASSENGER NAME JORDAN HUMPHRIES	DATE JAN 8. 2016
FROM VICTORIA	FLIGHT NO. 716
TO VANCOUVER	CLASS Y
SIGNATURE AUTHORIZING CHARGES RNL	TIME 12:25
	ACCOUNT s.17
	RESERVATION REFERENCE NO.

VALID FOR REGULAR ECONOMY FARES ONLY

RESERVATIONS
1.800.665.4354

PLEASE CHECK IN 20 MINUTES PRIOR TO DEPARTURE

Helijet

s.17

cc. ACCOUNTING

s.17

George Lenko

From: passengerservices@helijet.com
Sent: January-05-16 3:30 PM
To: George Lenko
Subject: Thank you for choosing to take off with Helijet!

Helijet

Please review your reservation below.

If you have any questions or concerns regarding your reservation please call us at Helijet Reservations 1.800.685.4354.

We look forward to welcoming you aboard your flight soon!

Customer Information

Account	Customer #	s.1
	Name	Jordan Humphries

Booking s.22

Friday, January 8, 2016

707

08:40 Vancouver Harbour

09:15 Victoria Harbour

35 minutes

Confirmed

1 Passengers - Peak

- Jordan Humphries

[Add to Calendar](#)

Invoice #36273

FARE-YWH-PEAK_Winter	\$284.76
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+ GST	\$14.24
-------	---------

Billing	\$284.76
---------	----------

Taxes	\$14.24
-------	---------

Grand Total	\$299.00
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Booking s.22

Friday, January 8, 2016

716

12:25 Victoria Harbour

13:00 Vancouver Harbour

35 minutes

Confirmed

1 Passengers - Full-Fare

. Jordan Humphries

[Add to Calendar](#)

Invoice #36274

FARE-YWH-Full_Winter \$265.71

+ GST \$13.29

Billing \$265.71

Taxes \$13.29

Grand Total \$279.00

THIS ITINERARY IS YOUR OFFICIAL TRAVEL DOCUMENT, PLEASE READ FULLY

Carriage is subject to applicable tariffs, conditions of carriage and related regulations which are available at the Helijet International administration offices. Carriage here under is subject to the rules and limitations relating to the liability established by the Warsaw Convention.

Itinerary Status Codes:

KK = Confirmed / WL = Waitlist / XL = Cancelled

Passenger Travel Information:

For detailed Travel Information visit helijet.com or call Helijet Reservations 1.800.665.4354

Passenger Check-in:

Passengers are required to check-in at least 20 minutes prior to scheduled flight departure time unless otherwise stated in fare rules.

Terminals:

Helijet scheduled flights operate from four terminals, please ensure you are aware of your flight departure/arrival locations;

Vancouver Harbour Heliport: 455 West Waterfront Road, Vancouver BC

Vancouver International Airport: 5911 Airport Road South, Richmond BC

Victoria Harbour Heliport: 79 Dallas Road, Victoria BC

Nanaimo Harbor Heliport at Nanaimo Cruise Ship Welcome Centre: 100 Port Drive, Nanaimo BC

Parking:

Free Parking is available for passengers on Helijet Scheduled Flights. Space may be limited, please observe signage in designated parking areas.

Aircraft Type:

Scheduled flights are operated by 12 passenger Sikorsky S-76 helicopters

Travel Documentation:

Government issued Photo ID must be presented at check-in of all flights for all passengers.

Changes/Cancellations & No Show Penalty:

Unless otherwise stated, all fares may be cancelled, changed and refunded up to 5pm the day prior to departure. All same-day bookings are non-refundable.

Failure to cancel or change a flight by 5pm the day prior to departure will result in a non-refundable penalty

ENTERED

QUICK TICKET 613 4080-913-508

SUBJECT TO TERMS AND CONDITIONS ON REVERSE
PASSENGER TO COMPLETE AREA WITHIN BORDER ONLY

PRINT PASSENGER NAME NORMAN STONE	DATE JAN 8. 2016		
FROM VANCOUVER	FLIGHT NO. 707	CLASS Y	TIME 8:40
TO VICTORIA	ACCD s.17		
SIGNATURE AUTHORIZING CHARGE RNL	RESERVATION REFERENCE NO.		

VALID FOR REGULAR ECONOMY FARES ONLY

RESERVATIONS
1.800.865.4364

PLEASE CHECK-IN 20 MINUTES PRIOR TO DEPARTURE

Helijet

s.17

QUICK TICKET 613 4080-913-509

SUBJECT TO TERMS AND CONDITIONS ON REVERSE
PASSENGER TO COMPLETE AREA WITHIN BORDER ONLY

PRINT PASSENGER NAME NORMAN STONE	DATE JAN 8. 2016		
FROM VICTORIA	FLIGHT NO. 716	CLASS Y	TIME 12:25
TO VANCOUVER	ACCD s.17		
SIGNATURE AUTHORIZING CHARGE RNL	RESERVATION REFERENCE NO.		

VALID FOR REGULAR ECONOMY FARES ONLY

RESERVATIONS
1.800.865.4364

PLEASE CHECK-IN 20 MINUTES PRIOR TO DEPARTURE

Helijet

s.17

cc. ACCOUNTING

s.17

George Lenko

From: passengerservices@helijet.com
Sent: January-05-16 2:42 PM
To: George Lenko
Subject: Thank you for choosing to take off with Helijet!

Helijet

Please review your reservation below.

If you have any questions or concerns regarding your reservation please call us at Helijet Reservations 1.800.665.4354.

We look forward to welcoming you aboard your flight soon!

Customer Information

Account

Customer #

s.1

Name

Norman Stowe

Booking s.22

Friday, January 8, 2016

707

08:40 Vancouver Harbour

09:15 Victoria Harbour

35 minutes

Confirmed

1 Passengers - Peak

Norman Stowe

[Add to Calendar](#)

Invoice #36269

FARE-YWH-PEAK_Winter

\$284.76

+ GST

\$14.24

Billing

\$284.76

Taxes

\$14.24

Grand Total

\$299.00

Booking s.22

Friday, January 8, 2016	Invoice #36272
716	FARE-YWH-Full_Winter \$265.71
12:25 Victoria Harbour	+ GST \$13.29
13:00 Vancouver Harbour	
35 minutes	Billing \$265.71
Confirmed	Taxes \$13.29
1 Passengers - Full-Fare	Grand Total \$279.00
• Norman Stowe	
<u>Add to Calendar</u>	

THIS ITINERARY IS YOUR OFFICIAL TRAVEL DOCUMENT, PLEASE READ FULLY

Carriage is subject to applicable tariffs, conditions of carriage and related regulations which are available at the Helijet International administration offices. Carriage here under is subject to the rules and limitations relating to the liability established by the Warsaw Convention.

Itinerary Status Codes:

KK = Confirmed / WL = Waitlist / XL = Cancelled

Passenger Travel Information:

For detailed Travel Information visit helijet.com or call Helijet Reservations 1.800.665.4354

Passenger Check-in:

Passengers are required to check-in at least 20 minutes prior to scheduled flight departure time unless otherwise stated in fare rules.

Terminals:

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Travel Documentation:

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Evaluation of Proposals - RFP for Event Management Services LNG in BC Conference															
		Inventa			Pace			Prime							
Mandatory Criteria				Complete			Complete			Mandatory not achieved Requirement F (proposal must include complete response to event scenario identified in Appendix B) was not met. Proposal did not include high-level budget or run of show.					
Desirable Criteria		Weight	Minimum score	Comments	Possible	Score	%	Comments	Possible	Score	%	Comments			
				Inventa				Pace				Prime			
Service delivery: Event scenario and concept 1. Demonstrated understanding of the project and its goals as stated in the RFP; 2. Identification of key components for successful event; 3. Identification of methods for effectively managing the event budget; 4. Identification of statistical information to be collected		40%	28%	1. 5/5, 2. 3/5, 3. 4/5, 4. 3/5. Respondent understood and clearly articulated the goals of the event. The response focused on a similar platform to the 2015 event with a few new elements introduced. The identification of statistical information was noted although the use of the stats was not fully described	20	15	15%	1. 5/5, 2. 3/5, 3. 4/5, 4. 3/5. Respondent understood and clearly articulated goals. The response was focused on the strategic objectives of the province and small mention on 2015 program. Identification of statistical information was identified although use not fully described	20	15	15%	Budget not included within 15 pages, Run of Show not provided at all, Addendum A, Roles and Responsibilities seems to be for MTIC Tech Conference. Hourly rate included rate + 5% success fee and Prime also charges a administration fee of 10% unless province advances funds.	20	NA	0%
Service delivery: Quality of proposed response 1. Quality of creative concepts 2. Quality of project management methodology 3. Quality of work plan 4. Quality of run of show 5. Overall quality of proposal				1. 3/4, 2. 3/4, 3. 1/4, 4. 2/4, 5. 3/4 Number 3, Work Plan was not included within the 15 page limit. Run of Show had limited information within the 15 pages. Proposed concepts were good but more operational, less strategic	20	12	12%	1. 3/4, 2. 3/4, 3. 3/4, 4. 2/4, 5. 2/4. Overall concept was more strategic, less operational. Respondent has done research on understanding the Province's challenges. Run of show only had a one day sample. Overall quality was good but lacked visuals	20	13	13%		20	NA	0%
Proposed project team: Identification, including Account Manager, Project Manager and key personnel; Availability; Experience and capability.		20%	14.0%	1. 5/5, 2. 0/5, 3. 10/10. No statement made on availability of team.	20	15	15%	1. 5/5, 2. 0/5, 3. 10/10. No statement made on availability of team.	20	15	15%		20	NA	0%
Pricing: Extent to which the overall budget and breakdown of fees is realistic and suitable for this work. Hourly rate of all proposed team members.		40%	28.0%	1. 15/20, 2. Blended average to determine overall hourly rate score. Little budget detail available within the 15 pages, appendix attached but cannot score as it is outside the mandatory guidelines. Discounted hourly rate higher than Pace.	40	23.8	24%	1. 20/20, 2. Blended average to determine overall hourly rate score. Detailed budget estimates available within 15 page limit and are accurate. Hourly rates lowest overall, full points awarded.	40	40	40%		40	NA	0%
Total Score		100%	70%		100	66	66%	Successful Vendor	100	83	83%		100	0	0%