Page 1

WFR PO Receipts

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

Inquiry Parameters :

Rollup Fiscal Year:

Receipt Create Date From:

Receipt Create Date To: 25-NOV-16

Client : 058

Responsibility:

Service Line:

STOB: Project:

Displayed Columns:

PO Information - Summary PO Number Description Supplier Number Supplier Name

PO Information - Details PO Version Number Approved Amount Approved Date EA Approver Delegated From

Receipt Information PO Number PO Version Number Receipt Number Received Amount Create Date Receiver Receipt Comments

Requester:

Dave Ross

Receipt Parameters :

Expense Authority:

PO Number:

SOGCPE0252017LNGCONF

Supplier Number:

Supplier Name:

PACE GROUP COMMUNICATIONS INC.

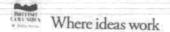
Include Receipts: All Receipts

Parameter Set Name:

Page 2 WFR PO Receipts

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

					PO Info	rmation
Description			Suppl	ier Number Su	upplier Name	
FY17 FEES -	NG - SOGCPE02	252017LNGCONF - PACE	G s.17	P/	ACE GROUP COMMUNICATIONS INC.	
PO Version Number			Approval Date	EA Approver	Delegated From	
1	_	4,264,390.00	2016/04/29	HANSEN, BRIAN R		
					Receipt Info	rmation
PO Version Number	Receipt Number	Received Amount	Create Date	Receiver	Receipt Comment	
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-	FY17 FEES - PO Version Number 1	PO Version Receipt Number	PO Version Receipt Received Amount	PO Version Receipt Received Amount Create Date	FY17 FEES - NG - SOGCPE0252017LNGCONF - PACE G S.17 PO Version Number Amount Date EA Approver 1 4,264,390.00 2016/04/29 HANSEN, BRIAN R PO Version Receipt Received Amount Date Receiver Date Receiver	Description Supplier Number Supplier Name



Ministry of Finance

INVOICE CODING SHEET

RETURN CHEQUE TO MINISTRY? (if yes, enter "D")

FOREIGN CURRENCY OR WIRE?

Link to Invoice Coding Sheet completion instructions,

(if yes, enter "\$" or "W")

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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

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Continue on page 2



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VANCOUVER		s.17				
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CC. ACCOUNTING

s.17

George Lenko

From: Sent:

passengerservices@helijet.com January-05-16 3:30 PM

To:

George Lenko

Subject:

Thank you for choosing to take off with 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!

		Name	Jordan Humphries
Account		Customer#	s.1
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Customer Informa	tion		

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FARE-YWH-PEAK_Winter	\$284.76
+ GST	\$14.24
Billing	\$284.76
Taxes	\$14.24
erndrota)	4) 5299.00
	+ GST Billing Taxes Grand (Gtal)

Booking S.22

Friday, January 8, 2016	Invoice #36274 FARE-YWH-Full_Winter	\$265.71
716	+ GST	\$13.29
12:25 Victoria Harbour		
13:00 Vancouver Harbour	Billing	\$265.71
35 minutes	Taxes	\$13.29
33 minutes	Grand (Total)	\$279.00
Confirmed		
1 Passengers - Full-Fare		
. Jordan Humphries		
Add to Calendar		

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:

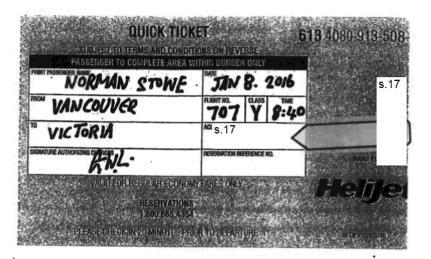
Government issued Photo ID must be presented at check-in of all flights for all passengers.

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





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CC. ACCOUNTING

s.17

George Lenko

From: Sent: To:

passengerservices@helijet.com January-05-16 2:42 PM

George Lenko

Subject:

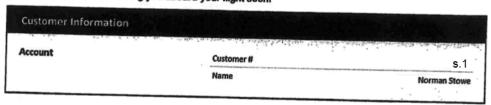
Thank you for choosing to take off with Helijet!



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!



Friday, January 8, 2016	Invoice #36269	
707	FARE-YWH-PEAK_Winter	\$284.76
08:40 Vancouver Harbour	+ GST	\$14.24
09:15 Victoria Harbour	Billing	\$284.76
35 minutes	Taxes	\$14.24
Confirmed	Grand Totals	\$299,00
1 Passengers - Peak . Norman Stowe		

Booking S.22

Friday, January 8, 2016	Invoice #36272	
716	FARE-YWH-Full_Winter	\$265.7
12:25 Victoria Harbour	+ GST	\$12.20
13:00 Vancouver Harbour	Billing	\$265.71
35 minutes	Taxes	\$13.29
Confirmed		\$279.00
1 Passengers - Full-Fare		
. Norman Stowe		
Add to Calendar		

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

Evaluation of Proposals - RFP for Eve	nt M	lanag	ement Services LNG in BC Co	onfe	renc	:e									2016-12-13
Mandatory Criteria			Inventa Complete		X 2	3.	Pace				Prime 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	di di	di statut	Comments	/20	state Sec	stc 0/0	Comments	Po Po	gare / se	st/ 0/0	Comments	Po Po	gate ggi	·/•/	7
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%	Inventa 1. 5/5, 2. 3/5, 3. 4/5, 4. 3/5. Respondent understood and clarly 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%	Pace 1. 5/5, 2. 3/5, 3. 4/5, 4. 3/5. Respondent understood and clarly 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%	Prime 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			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%	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%		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.			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.		23.8		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. Successful Vendor	40	40	40%		40	NA 0	0%	

- 1