

**Purchase Order Detail Report**

Report Date: 19-DEC-2016 08:18

Report Parameters	
Sort 1	Service Line
Sort 2	
Sort 3	
Title	
Entered Date From	2014/04/01
To	2016/12/19
Account From	
To	
Buyer Name	
Vendor From	
To	
Header Status	
Line Status	
Show Invoices?	Yes
Category From	
To	
PO Numbers From	SO-GCPE024 LNGSEMPH2
To	SO-GCPE024 LNGSEMPH2
Display Distribution Supplier?	No

## Purchase Order Detail Report

Report Date: 19-DEC-2016 08:18  
Page 1 of 1

Service Line	26554 Liquefied Natural Gas	Creation Date	2015/07/23	Procurement Process	Other purchase process
PO Number	SO-GCPE024 LNGSEMPH2	Revised Date	2015/12/11	Trade Agreement Code	Purchase of an exempted commodity/service
Rev	1	Status	Approved, Closed	PO Class	O
Buyer	CHARTRAND, BARBARA A	PO Total	199,565.90	Start Date	2015/07/23
Vendor	INVENTA SALES AND PROMOTIONS INC.	Type	Standard Purchase Order	End Date	2016/03/31
Site	001			Original Total Amount	408,450.00
Address	210-1401 8TH AVE W VANCOUVER BC V6H1C9			Amended Total	408,450.00
Doc. Control	CANCEL PO LINE AS PER PAM SMITH'S EMAIL, 12DEC2015.				

Line	Line Type	Category	Status	Cancelled?	UOM	Quantity	Price	Item Description	
1	Receipt - Amount	AC.AC14	CLOSED	Y	\$\$	199,565.90	1.00	NG - FY16 FEES - SO-GCPE024 L	
Ship #	Charge Account					PO Line Amount	Amount Invoiced	Tax Code	Tax Amount
1	s.17					199,565.90	199,565.90	GST	20,422.50
						Line Totals:	199,565.90		20,422.50
									0.00

Invoice Batch Number	Invoice Number	Invoice Date	Invoice Status	Line #	Dist #	Line Amount
NG16FOP0038	005917-0000	2015/05/05	Validated	1	1	26,281.25
NG16FOP0040	005941-0000	2015/05/05	Validated	1	1	38,508.56
NG16FOP0051	006107-0000	2015/05/15	Validated	1	1	18,930.40
NG16FOP0060	006134-0000	2015/06/01	Validated	1	1	10,013.75
NG16FOP0051	006139-0000	2015/06/01	Validated	1	1	101,264.00
NG16FOP0038	006203-0000	2015/06/15	Validated	1	1	4,567.94
Total Amount Invoiced:						199,565.90

Total Service Line: 26554 Liquefied Natural Gas	PO Amount	Amount Invoiced	Balance
	199,565.90	199,565.90	0.00

End of Report

WFR PO Receipts

Run Date: 2016/12/09 Run Time: 14:40:10

Inquiry Parameters :

Rollup Fiscal Year:  
Current

Receipt Create Date From:  
01-APR-05

Receipt Create Date To:  
08-DEC-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

Parameter Set Name:

Receipt Parameters :

Expense Authority:

PO Number:  
SO-GCPE024LNGCON2015

Supplier Number:

Supplier Name:  
INVENTA SALES AND PROMOTIONS INC.

Include Receipts:  
All Receipts

## WFR PO Receipts

Run Date: 2016/12/09 Run Time: 14:40:10

						PO Information
PO Number	Description	Supplier Number	Supplier Name			
SO-GCPE024LNGCON2015	NG - FY16 FEES - SO-GCPE024LNGCON2015 - INVENTA	s.17	INVENTA SALES AND PROMOTIONS INC.			
PO Version Number	Approved Amount	Approval Date	EA Approver	Delegated From		
1	5,340,000.00	2015/07/28	PARMAR, RANBIR S			

						Receipt Information
PO Number	PO Version Number	Receipt Number	Received Amount	Create Date	Receiver	Receipt Comment
SO-GCPE024LNGCON2015	1	11583	130,268.75	2015/07/29	CHARTRAND, BARBARA A	RECEIVED ON BEHALF OF KATE LA VERT
		11656	197,745.00	2015/09/22	CHARTRAND, BARBARA A	RECEIVED ON BEHALF OF KATE LA VERT
		11676	127,770.00	2015/10/16	CHARTRAND, BARBARA A	RECEIVED ON BEHALF OF KATE LA VERT
		11677	95,647.11	2015/10/16	CHARTRAND, BARBARA A	RECEIVED ON BEHALF OF KATE LA VERT
		11711	16,526.70	2015/11/05	CHARTRAND, BARBARA A	RECEIVED ON BEHALF OF KATE LA VERT
		11712	22,048.61	2015/11/05	CHARTRAND, BARBARA A	RECEIVED ON BEHALF OF KATE LA VERT
		11812	551,686.26	2015/12/15	CHARTRAND, BARBARA A	RECEIVED ON BEHALF OF KATE LA VERT
		11946	221,900.00	2016/02/02	CHARTRAND, BARBARA A	RECEIVED ON BEHALF OF KATE LA VERT
		12080	210,471.09	2016/03/24	CHARTRAND, BARBARA A	RECEIVED ON BEHALF OF ANALISE RES
		12081	427,206.70	2016/03/24	CHARTRAND, BARBARA A	RECEIVED ON BEHALF OF KATE LA VERT
		12082	231,916.25	2016/03/24	CHARTRAND, BARBARA A	RECEIVED ON BEHALF OF KATE LA VERT
		12083	58,307.45	2016/03/24	CHARTRAND, BARBARA A	RECEIVED ON BEHALF OF KATE LA VERT
		12084	338,407.52	2016/03/24	CHARTRAND, BARBARA A	RECEIVED ON BEHALF OF KATE LA VERT
		12085	250,197.46	2016/03/29	CHARTRAND, BARBARA A	RECEIVED ON BEHALF OF KATE LA VERT
		12086	8,523.06	2016/03/29	CHARTRAND, BARBARA A	RECEIVED ON BEHALF OF KATE LA VERT
		12087	4,242.34	2016/03/29	CHARTRAND, BARBARA A	RECEIVED ON BEHALF OF KATE LA VERT
		12088	78,907.50	2016/03/29	CHARTRAND, BARBARA A	RECEIVED ON BEHALF OF KATE LA VERT
		12089	17,425.00	2016/03/29	CHARTRAND, BARBARA A	RECEIVED ON BEHALF OF KATE LA VERT
		12090	11,460.00	2016/03/29	CHARTRAND, BARBARA A	RECEIVED ON BEHALF OF KATE LA VERT
		12091	274,578.75	2016/03/29	CHARTRAND, BARBARA A	RECEIVED ON BEHALF OF KATE LA VERT
		12092	45,633.23	2016/03/29	CHARTRAND, BARBARA A	RECEIVED ON BEHALF OF KATE LA VERT
		12140	199,558.34	2016/04/03	CHARTRAND, BARBARA A	RECEIVED ON BEHALF OF KATE LA VERT



Where ideas work

Ministry of Finance  
INVOICE CODING SHEETRETURN CHEQUE TO MINISTRY?  
(if yes, enter "D")FOREIGN CURRENCY OR WIRE?  
(if yes, enter "\$" or "W")[Link to Invoice Coding Sheet completion instructions.](#)

PAYEE NAME <u>INVENTA</u>		* SUPPLIER # _____		* SITE _____	
CONTRACT/PO # <u>SO-GCPE024</u> <u>LNGCON 2015</u>		INVOICE DATE <u>15-OCT-2015</u> <small>DD-MMM-YYYY</small>	INVOICE # <u>006816-0000</u>		
DATE INVOICE RECEIVED <u>24-FEB-2016</u> <small>DD-MMM-YYYY</small>		DATE GOODS/ SERVICES REC'D <u>01-NOV-2015</u> <small>DD-MMM-YYYY</small>		RECEIPT # _____	
NAME &/OR ADDRESS OVERRIDE:			DESCRIPTION FOR CHEQUE STUB:  Invoice 006816-0000 <i>No Cheque - 2015 Conference Revenues</i>		
DATE CHQ/EFT REQ'D (ONLY IF URGENT) _____ <small>DD-MMM-YYYY</small>		GL DATE (if applicable) _____ <small>DD-MMM-YYYY</small>		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 &amp; GST, GST, PST, GST Travel, Other</small>	CL	RESP	SERVICE LINE	STOB	PROJECT	NAME & SUPPLIER # if STOB 57
288,307.69	274,578.75		13,728.94		058	27890	26554	6001	2700000	
-	<i>(274,578.75)</i>				058	27890	26554	9003	2700000	
<i>Do NOT PAY Invoice Amended \$ 209,338.48</i>										
<i>2016.03.16</i>										
288,307.69	<b>TOTAL</b>									

<b>* EXPENSE AUTHORITY (EA) INFORMATION:</b> * <u>SUZANNE MANAHAN</u> <small>EA PRINTED NAME</small> * BRIEF PAYMENT DESCRIPTION FOR EA NOTIFICATION: <small>Note: This is also the line description displayed on GL detail reports.</small> <i>Approved 2015 Conference Revenues</i> <u><i>Suzanne Manahan</i></u> <small>EA Signature</small> <i>2016.03.16</i>	<b>* QUALIFIED RECEIVER (QR) CERTIFICATION:</b> * <u>KATE LA VERTU</u> <small>QR PRINTED NAME</small> <small>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).</small> <u><i>Kate LaVertu</i></u> <small>QR SIGNATURE</small>
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**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





Where ideas work

Ministry of Finance  
INVOICE CODING SHEETRETURN CHEQUE TO MINISTRY?  
(if yes, enter "D")FOREIGN CURRENCY OR WIRE?  
(if yes, enter "\$" or "W")[Link to Invoice Coding Sheet completion instructions.](#)

PAYEE NAME <u>INVENTA</u>				* SUPPLIER # _____		* SITE _____	
CONTRACT/PO # <u>SO-GCPE024</u> <u>INGCON 2015</u>				INVOICE DATE <u>15-OCT-2015</u> <small>DD-MMM-YYYY</small>		INVOICE # <u>006816-4000</u>	
DATE INVOICE RECEIVED <u>24-FEB-2016</u> <small>DD-MMM-YYYY</small>				DATE GOODS/ SERVICES REC'D <u>01-NOV-2015</u> <small>DD-MMM-YYYY</small>		RECEIPT # _____	
NAME &/OR ADDRESS OVERRIDE:				DESCRIPTION FOR CHEQUE STUB:  Invoice 006816-0000			
DATE CHQ/EFT REQ'D (ONLY IF URGENT) _____ <small>DD-MMM-YYYY</small>				GL DATE (if applicable) _____ <small>DD-MMM-YYYY</small>		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 &amp; GST, GST, PST, GST Travel, Other</small>	CL	RESP	SERVICE LINE	STOB	PROJECT	NAME & SUPPLIER # if STOB 57
209,338.48	199558.34		9,780.14		058	27890	26554	6001	2700000	
<b>209,338.48</b>	<b>TOTAL</b>									

<p><b>* EXPENSE AUTHORITY (EA) INFORMATION:</b></p> <p>* <u>SUZANNE MANAHAN</u> EA PRINTED NAME</p> <p>* BRIEF PAYMENT DESCRIPTION FOR EA NOTIFICATION: Note: This is also the line description displayed on GL detail reports.</p> <p style="text-align: center;"> EA Signature</p>	<p><b>* QUALIFIED RECEIVER (QR) CERTIFICATION:</b></p> <p>* <u>KATE LA VERTU</u> QR PRINTED NAME</p> <p><small>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).</small></p> <p style="text-align: center;"> QR SIGNATURE</p>
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**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

Evaluation of Proposals - RFP for Event Management Services ENG in BC Conference

Desirable Criteria	Weight	Minimum Score	Comments	Possible	Score	%	Comments	Possible	Score	%	Comments	Possible	Score	%
			<b>Inventa</b>				<b>Pace</b>				<b>Prime</b>			
1 Demonstrated understanding of the project stated in the RFP;			- more organized, played safe				- good ideas				1 0 - cover letter			
2 Quality of response;			1 1				1 1				2 0			
3 Commitment to deliver the desired service.			2 1				2 .5				3 .5			
			3 1				3 1				no goal, no work, no theme			
Demonstrated experience and expertise to achieve the services required as per section 4 figure 2	50%	35%	partnership between two respondents				no theme, no run of show pitchback				1.5			
			3				3				Comms team might missing			
Detailed response of the Proponent's experience and expertise as per section 7; Appendix B Sample Event Scenario			4				3				2			
			work plan more details. graphics/signage.				work plan Theme. Program?				Proper key tools NO work plan			
Identification and Availability of Experienced Project Team;			IO/Qual (5) 5				2.5				2			
Proponent's capabilities and expected experience including: Qualifications of key project team members; Account Manager, Project Manager, and key personal	25%	17.5%	Qual (5) 5				5				3			
			Account/PM SPike Availability indicated 10				7.5				5			
			Staff AV N/Indicated NO Account/PM				Not much experience w/ event mgmt team not identified on previous structure, no resumes, unable to verify experience							
Pricing: Extent to which the budget and breakdown of fees, other costs/charge including hourly rates of key staff, is realistic and suitable for this work.	25%	17.5%	3				1				2			
			Team - 2				Hourly 5				Hourly - 3			
			Budget - 5				Budget - 3				Budget - 2			
			Value, for, revenue 7				8				5			
Total Score	100%	70%												

27

24

14

## Evaluation of Proposals - RFP for Event Management Services ENG in BC Conference

Desirable Criteria	Weight	Minimum Score	Comments	Possible	Score	%	Comments	Possible	Score	%	Comments	Possible	Score	%
Demonstrated understanding of the project stated in the RFP; quality of response; commitment to deliver the desired service.			<b>Inventa</b> underst. - (1) quality - (1) commitment - (1)	3	(3)	0%	<b>Pace</b> underst - (1) quality - (0.5) - no theme, no run commitment - (1) of show	3	(2.5)	0%	<b>Prime</b> underst - (0) - little - missing quality - (0) - no WP, no run, no goals commitment - (0.5) - no team, key comp subcontractors? - 3 PM N 620 PM reliance.	3	(0.5)	0%
Demonstrated experience and expertise to achieve the services required as per section 4, part 2 of RFP.	50%	35%	Logistics - Comms - Financial - Event -	3	(3)			3	(3)		Logistics Comms Financial Event -	3	(1.5)	
Detailed response of the Proponent's experience and expertise as per section 7; Appendix B Sample Event Scenario			- all items addressed in Event Scenario - splitting accountability - program - multiple track agendas - themed - goals aligned.	4	(4)		X-Act + PM combined. - no high run - no theme - no goals watched.	4	(3)		- no work plan - <del>not clear</del> ?	4	(2)	
Identification and Availability of Experienced Project Team; Proponent's capabilities and expected experience including: Qualifications of key project team members; Account Manager, Project Manager, and key personal	25%	17.5%	- FT team dedicated - qualifications great - id + availability - (5) - <del>capabilities</del> - (5) - <del>capabilities</del>	10	(10)	0%	- no availability - no PM + Account split - id + <del>quality</del> - (2.5) - <del>availability</del> - (5) - qualifications - (5)	10	(7.5)	0%	- no availability - light team? - team not identified on pricing. - unable to identify - id + avail - (2) - quality - (3)	10	(5)	0%
Pricing: Extent to which the budget and breakdown of fees, other costs/charge including hourly rates of key staff, is realistic and suitable for this work.	25%	17.5%	3 - pricing - hourly - (2) - revenue + exp - ✓ Vene, Feb, RV (5)	10	(7)	0%	1 - pricing - hourly - (1) - revenue - not included - (2)	10	(8)	0%	2 - pricing hourly - (3) budget - (2)	10	(5)	0%
Total Score	100%	70%		30	(27)	0%		30	(24)	0%		30	(14)	0%

Leslee Wada



Evaluation of Proposals - RFP for Event Management Services LNG in BC Conference														
Desirable Criteria	Weight	Minimum score	Comments	Possible			Comments	Possible			Comments	Possible		
				Score	%			Score	%			Score	%	
Demonstrated understanding of the project stated in the RFP; quality of response; commitment to deliver the desired service.	50%	35%	Inventa				Pace				Prime			
			1 1 1	3	0%	1 0.5 1 no there run of show	3	0%	0 0 0.5	3	0%			
			3	3		3		1.5	3					
Demonstrated experience and expertise to achieve the services required as per section 2;														
Detailed response of the Proponent's experience and expertise as per section 7; Appendix B Sample Event Scenario			4	4			3 no run of show	4			2 No workplan	4		
Identification and Availability of Experienced Project Team;	25%	17.5%	5/5	10	0%	2.5 / 5 did not document area	10	0%	Id / Plan. - 2 (did not include all resume) Qual / exp. - 3	10	0%			
Proponent's capabilities and expected experience including: Qualifications of key project team members; Account Manager, Project Manager, and key personal														
Pricing: Extent to which the budget and breakdown of fees, other costs/charge including hourly rates of key staff, is realistic and suitable for this work.	25%	17.5%	2 + 6	10	0%	5 + 3	10	0%				3 + 2 3.8	10	0 0%
Total Score	100%	70%		30	0 0%		30	0 0%		30	0 0%		30	0 0%
			27				2423.5				14			

Juan

## Evaluation of Proposals - RFP for Event Management Services LNG in BC Conference

Desirable Criteria	Weight	Minimum score	Comments	Possible	Score	%	Comments	Possible	Score	%	Comments	Possible	Score	%
Demonstrated understanding of the project stated in the RFP; quality of response; commitment to deliver the desired service.			Inventa 1 1 1 (3)	3		0%	Pace 1 no theme, unresponsive -5 1 (2.5)	3		0%	Prime no workplan, 0 no team assembled -5 (5)	3		0%
Demonstrated experience and expertise to achieve the services required as per section 2:	50%	35%	3 (3)	3			3 (3)	3			1.5 (1.5)	3		
Detailed response of the Proponent's experience and expertise as per section 7; Appendix B Sample Event Scenario			4 (4)	4			3 (3)	3			2 (2)	3		
Identification and Availability of Experienced Project Team;			10. + avail. 5 5 (10) 5 avail. of staff	10		0%	2.5 (7.5) 5 no avail. or account PM split	10		0%	2 (5) 3 weak experience no assignments / resources	10		0%
Proponent's capabilities and expected experience including: Qualifications of key project team members; Account Manager, Project Manager, and key personal	25%	17.5%												
Pricing: Extent to which the budget and breakdown of fees, other costs/charge including hourly rates of key staff, is realistic and suitable for this work.	25%	17.5%	(2) 2 hourly 5 Budget	10		0%	(1) 5 hourly 3 budget	10		0%	(3) 5 hourly 3 weekly 2 budget	10	0	0%
Total Score	100%	70%		30	0	0%		30	0	0%		30	0	0%

27

~~23.5~~ 24

14