

RECORDS RETENTION AND DISPOSITION AUTHORITY
This is a recommendation to authorize an ongoing records schedule.
Title: Procurement Project Services
Ministry of Citizens' Services and Open Government Logistics and Business Services Procurement Services
Description and Purpose: The <i>Procurement Services Act</i> assigns to the Minister the duty and power to assist government organizations, local public bodies and other types of clients in contracting for services and acquiring intangible and tangible personal property (goods). Procurement Services provides this assistance by supporting these clients, as needed, through all steps in the procurement process. These steps can include everything from the preparation of the solicitation instrument (eg. an RFP), through to the notification of the award or, depending on the type of procurement, the finalization of the agreement or list. Services are provided on a charge-back basis. Procurement Services also manages and operates BC Bid, the online tendering system for the provincial government. For more information, see the attached schedule.
Start Date: 1983 (creation of Procurement Branch and Vendor Services Branch within the Purchasing Commission)
Recommended retention and disposition: scheduled in accord with attached records schedule.

THE UNDERSIGNED ENDORSE THE RECOMMENDATIONS:		THE SELECT STANDING COMMITTEE ON PUBLIC ACCOUNTS APPROVES THE RECOMMENDATION OF THE PUBLIC DOCUMENTS COMMITTEE: <u>March 12, 2014</u> Date
<u>Bea Nacey</u> Records Officer signature Print Name: Bea Nacey	<u>May 8, 2013</u> Date	
<u>Duncan McLelland</u> Executive Director, Procurement signature Print Name: Duncan McLelland	<u>July 4, 2013</u> Date	APPROVED BY RESOLUTION OF THE LEGISLATIVE ASSEMBLY: <u>April 10, 2014</u> Date
THE PUBLIC DOCUMENTS COMMITTEE CONCURS:		
<u>Gary Mitchell</u> Chair, PDC signature Print Name: Gary Mitchell	<u>31 Jan 2014</u> Date	

RECORDS MANAGEMENT APPRAISAL:

This appraisal documents the recommendation for active and semi-active retention periods.

These records are created and received under the authority of the *Procurement Services Act* (SBC 2003, c. 22).

The retention and final disposition guidelines specified in the attached Ongoing Records Schedule meet the creating agency's information requirements, ensure fiscal and audit control, protect government's legal rights and liabilities, and provide for effective management of the agency's operational functions. Upon expiry of the active and semi-active retention periods, the records covered by this recommendation will no longer be of any primary value to government.

The retention and final disposition guidelines have been established in consultation with the Records Officer and staff and managers of all branches conducting operational functions in the creating agency.

ARCHIVAL APPRAISAL:


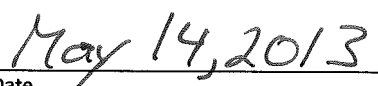

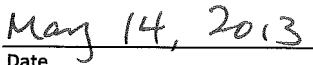
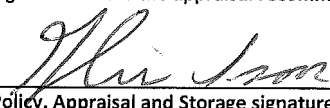
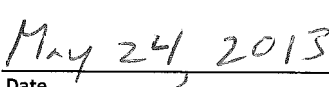
This appraisal documents the recommendation for final disposition.

The final disposition recommendations protect records considered to have significant evidential and historical values. The specific reasons for retaining certain records are stated within the Ongoing Records Schedule.

Record series or groups of records which will be retained in their entirety are indicated by "Full Retention."

Record series or groups of records which will be retained in part are indicated by "Selective Retention." Selective retention means that portions of the record series will be retained by means of recognized archival selection criteria. For the meaning of selective retention with respect to a specific record series, see the attached schedule.

The definitions of both selective and full retention provide that records will be preserved in the government archives, and that unnecessary duplicates, transitory materials, and ephemera may be discarded.

 Archivist signature Print Name: David Coppard	 Date
 Senior Archivist signature Print Name: Mary McIntosh	 Date
The undersigned endorses the appraisal recommendations:  Manager, Policy, Appraisal and Storage signature Government Records Service, Information Access Operations Print Name: Glen Isaac	 Date

ONGOING RECORDS SCHEDULE

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

35500 PROCUREMENT PROJECT SERVICES

Records relating to the provision of centralized support to clients in carrying out the following discrete procurement processes:

- formulating government offers to enter into agreements for the supply of goods and services, including for construction and information technology, and then matching the government offer to the most suitable vendor offer;
- developing qualified supplier lists for future procurements and/or direct negotiations;
- determining vendor interest in government contracts;
- determining what products and/or services are available to meet client needs;
- proving that only one vendor is available, qualified and interested in a contract for a direct award; and,
- making announcements to the vendor community.

For strategic procurement projects, the schedule additionally covers records relating to collaborating with proponents to refine their proposals, and later developing the agreement with the selected proponent.

Records include documentation on the rationale for procurement, the request for procurement services, guidance provided to clients and vendors, the solicitation instrument, documentation of meetings and other interactions with vendors, correspondence, evaluation criteria, bids and proposals, scoring documentation, notification to successful and unsuccessful bidders and proponents, award documentation, and debriefing material. Other records include lists of eligible or interested vendors, records concerning the refinement of proposals, justifications for direct awards, and Notices of Intent.

NOTE: Solicitation instruments can include the Invitation to Quote (ITQ), the Invitation to Tender (ITT), the Request for Proposal (RFP), Request for Standing Offer (RSO), and Request for Corporate Supply Arrangement (RCSA). For strategic procurement, solicitation instruments can include the Negotiated Request for Proposal (NRFP) and the Joint Solution Request for Proposal (JSRFP). Solicitation instruments that produce information or eligibility lists are the Request for Qualifications (RFQ), the Request for Expressions of Interest (RFEI), and the Request for Information (RFI).

NOTE: Records relating to the negotiation of contracts may become part of the procurement project file in certain circumstances, but the final signed contract would normally reside with the client.

For convenience copies, unnecessary duplicates, and routine reports of temporary usefulness, see the Transitory Records Schedule, Special Schedule 102901.

For a description of BC Bid, the Province's online tendering system, as well as descriptions of internal billing support systems, see the Systems Section.

ONGOING RECORDS SCHEDULE

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

35500 PROCUREMENT PROJECT SERVICES

For Memorandums of Understanding and other records relating to the negotiation and management of agreements, see *ARCS* primary 146.

For records relating to the accounting of receivables, including the tracking of chargeable time, see *ARCS* secondary 935-20.

For records relating to the management of corporate supply arrangements, see *ARCS* secondary 1070-20.

The ministry OPR is Procurement Services unless otherwise noted below. See specific secondaries for OPR retention schedules.

	A	SA	FD
All non-OPR offices will retain these records for:	SO	nil	DE
-00 Policy and procedures (covers final/approved policies, procedures, standards, and guidelines pertaining to the functions and activities documented in this schedule)	SO	5y	SR
SO: when the policy, procedure, standard, or guideline is replaced or becomes irrelevant			
SR: The government archives will selectively retain final, approved versions of policies and procedures created specifically to govern procurement processes in which proponents are asked to define the proposed solution jointly with government, as these provide evidence of how government implements shared service delivery. Examples of such processes include the Negotiated Request for Proposal (NRFP) process and the Joint Solutions Procurement (JSP) process.			
-01 General (covers miscellaneous records that relate to the primary but do not document decisions and actions, and do not relate to topics that warrant specific classifications)	CY+1y	nil	DE
-20 Project files - term of five years or less (covers procurement projects where the term of the resulting contract, agreement, or list, including all possible extensions, will expire in five years or less) (arrange by Master File Number if one has been assigned)	SO	7y	DE
SO: upon notification of award, finalization of agreement or list, or cancellation of project	(cont'd)		

ONGOING RECORDS SCHEDULE

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

35500	PROCUREMENT PROJECT SERVICES	A	SA	FD
-20	Project files - term of five years or less (continued)	SO	7y	DE
	<p>7y: Retention period is based on the seven-year length of time that procurement records are retained under the corresponding <i>ARCS</i> schedule, and ensures that the centrally administered master file for a procurement project is retained for at least as long as the client's own procurement file.</p>			
-25	<p>Project files - term between five and ten years (covers procurement projects where the term of the resulting contract, agreement, or list, including all possible extensions, will last more than five years, up to a maximum of ten years) (arrange by Master File Number if one has been assigned)</p>	SO	11y	DE
	<p>SO: upon notification of award, finalization of agreement or list, or cancellation of project</p>			
	<p>11y: Retention period ensures that records will be available for reference in the event that a new procurement project is undertaken following the expiry of the previous contract or agreement.</p>			
	<p>NOTE: If the project is cancelled prior to notification of award or finalization of list, the records may be filed under the secondary appropriate to the anticipated term if they are expected to have lasting reference value; otherwise, file under -20, as the effective term is zero years.</p>			
-30	<p>Project files - term between ten and fifteen years (covers procurement projects where the term of the resulting contract, agreement, or list, including all possible extensions, will last more than ten years, up to a maximum of fifteen years) (arrange by Master File Number if one has been assigned)</p>	SO	16y	DE
	<p>SO: upon notification of award, finalization of agreement or list, or cancellation of project</p>			
	<p>16y: Retention period ensures that records will be available for reference in the event that a new procurement project is undertaken following the expiry of the previous contract or agreement.</p>			(cont'd)

ONGOING RECORDS SCHEDULE

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

35500	PROCUREMENT PROJECT SERVICES	A	SA	FD
-30	Project files - term between ten and fifteen years (continued)	SO	16y	DE
	NOTE: If the project is cancelled prior to notification of award or finalization of list, the records may be filed under the secondary appropriate to the anticipated term if they are expected to have lasting reference value; otherwise, file under -20, as the effective term is zero years.			
-35	Project files - term more than fifteen years (covers procurement projects where the term of the resulting contract, agreement, or list, including all possible extensions, will last more than fifteen years) (arrange by Master File Number if one has been assigned)	SO	2y	DE
	SO: upon expiry or termination of contract or agreement and all extensions, or upon expiry of validity period of list			
	2y: Retention period ensures that records will be available for reference in the event that a new procurement project is undertaken following the expiry of the previous contract or agreement.			
	NOTE: This secondary is not appropriate for filing records of a project that was cancelled prior to notification of award or finalization of list. If the anticipated term of the cancelled project was greater than fifteen years and the records are expected to have lasting reference value, file them under -30; otherwise, file them under -20, as the effective term is zero years.			
-40	BC Bid user data (covers data that relates specifically to a registered user; includes account and registration information, information provided by users for watch lists and to facilitate bid matching, data on notices and email sent to users, and drafts created by the user in the system but not posted or submitted)	SO	2y	DE
	SO: upon expiry of user account			
		(cont'd)		

ONGOING RECORDS SCHEDULE

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

35500 PROCUREMENT PROJECT SERVICES

		A	SA	FD
-40	BC Bid user data (continued)	SO	2y	DE

2y: Retention period provides time for former users to renew their subscription without losing their data, and to discover and report any potential system problems that may have affected their ability to participate in a previous procurement opportunity.

END OF PRIMARY

ONGOING RECORDS SCHEDULE

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

PROCUREMENT PROJECT SERVICES ONGOING RECORDS SCHEDULE (ORS)

SYSTEMS SECTION TABLE OF CONTENTS

<u>SECTION AND TITLE</u>	<u>PAGE NO.</u>
COMMON SYSTEM NOTES	2
BC BID	3
CORPORATE SUPPLY ARRANGEMENTS (CSA) DATABASE	6
TIME MACHINE	8

ONGOING RECORDS SCHEDULE

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

SYSTEMS SECTION: COMMON SYSTEM NOTES

Retention Schedules for the Systems

The data on the systems are classified under appropriate secondaries in the *ORS* and in *Administrative Records Classification System (ARCS)*, as indicated in the following descriptions. The systems themselves are all scheduled as follows:

Active	SO:	The system becomes superseded and obsolete when all data have been migrated to another system or documented elsewhere, or when all applicable retention schedules for the data have expired; see relevant classifications.
Semi-Active	nil:	There is no semi-active retention period assigned to systems.
Final Disposition	DE:	Each system will be destroyed when all data has been migrated to a new system performing the same function, or when the function it supports is no longer performed by the provincial government, and when the approved retention schedules covering the information on it have elapsed, or the information has been preserved elsewhere. For more information, see DE appraisal notes under the secondaries that cover the data.

ONGOING RECORDS SCHEDULE

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

BC BID

SYSTEM OVERVIEW

Creating Agency

Shared Services BC, Ministry of Technology, Innovation and Citizens' Services.

Purpose

BC Bid is the Province's online tendering system. Ministries and the broader public sector use the system to post procurement opportunity notices and supporting information, and to disseminate information during the process.

Vendors use the system to learn about opportunities to provide goods and services and to track amendments, deadlines, bid results and other key information about the opportunity. Beyond this standard functionality, the system provides a facility for vendors to submit bids directly through the system, and a facility for vendors to receive alerts regarding opportunities that meet their criteria.

Information Content

With respect to procurement opportunities, the system contains descriptive information and supporting documentation. Documentation typically includes a copy of the solicitation instrument, such as a Request for Proposal (RFP), and any supporting documents that the poster decides to attach to the notice. The system also contains copies of amendments to the posting, and information on the results of the process. Where vendors have submitted bids electronically, the system retains a copy of the bid.

With respect to registered users, the system contains account and registration information, information provided by users for watch lists and to facilitate bid matching, data on notices and email sent to users, and draft bids and other documentation created by the user in the system but not posted or submitted.

The organization responsible for providing centralized procurement support to clients operates and manages the system, but is not responsible for the content. Content is the responsibility of the Ministry or other organization that posted it.

Furthermore, the system is not a repository. The documents stored in it should be understood to be duplicates submitted for dissemination purposes, and are retained after the solicitation ends for ease of reference only. The posting organization and electronic bidders should retain the originals within their own filing systems.

Note that the system also contains data associated with customizations that were created for individual Ministries, including an equipment registry and a directory of qualified suppliers by location. The ORCS that applies to the operational functions of those Ministries would apply to those records.

ONGOING RECORDS SCHEDULE

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

Inputs, Processes, and Outputs

BC Government and broader public sector users, among other authorized users, use BC Bid to post notice of procurement opportunities, with supporting information, for vendors to see.

Vendors who have set up watch lists will receive notice of new postings that meet the criteria they provided. Vendors may submit bids outside of BC Bid using the contact information shown in the posting; alternately, vendors who subscribe to the electronic bidding service may use the system to submit their bids. In that case, the vendor fills out a bidding template and uploads it as an attachment.

When the opportunity closes, the poster downloads any electronic bids received and continues the procurement process outside of BC Bid. Copies of the opportunity notice and attachments, however, remain available in the system for reference.

The system regularly imports information about opportunity notices from Alberta's version of BC Bid, called the Alberta Purchasing Connection. There are plans to import data from similar procurement systems in other jurisdictions.

Historical Note

No notices or attachments have been deleted or otherwise removed from BC Bid since it launched in its current form in 2003. The previous version of BC Bid operated on different software, and dated back to 1996.

Classification Note

Opportunity notices and attachments in BC Bid are convenience copies: they are posted for dissemination purposes and retained after the opportunity closes for reference only. Where the input records used to create notices and attachments constitute the client's copy of the procurement documentation, they should be scheduled using ARCS primary 1070. Input records used to create postings concerning routine procurement carried out by Procurement Services on its own behalf should also be scheduled using ARCS primary 1070. The project file classifications in the 35500 block would only apply to input records used to create postings on BC Bid if the information substantively and directly documented the provision of centralized support to clients, as outlined in the primary description.

ONGOING RECORDS SCHEDULE

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

BC BID

Classifications of Records that Relate to the System

Schedule Code	Secondary No.	Secondary Title	Retention Schedule		
			A	SA	FD
Data in the System					
102901		Convenience copies of procurement records	SO	nil	DE
201305	35500-40	BC Bid user data	SO	2y	DE
100001	358-20	Library/reference materials (e.g., information copied from Alberta Purchasing Connection)	SO	nil	DE
Inputs					
100001	1070-30	Procurement files (posted by client - see classification note in System Overview)	SO	7y	DE
201305	35500-20	Project files - term of five years or less	SO	7y	DE
201305	35500-25	Project files - term between five and ten years	SO	11y	DE
201305	35500-30	Project files - term between ten and fifteen years	SO	16y	DE
201305	35500-35	Project files - term more than fifteen years	SO	2y	DE
201305	35500-40	BC Bid user data	SO	2y	DE
100001	358-20	Library/reference materials (e.g., information copied from Alberta Purchasing Connection)	SO	nil	DE
Outputs					
102901		Routine reports of temporary usefulness	SO	nil	DE
Other Related Records					
ARCS	6820-05	Back-up data	SO	nil	DE
ARCS Section 6	see appropriate secondaries	INFORMATION TECHNOLOGY			
102902		Special Schedule for Transitory Electronic Data Processing (EDP) Records	SO	nil	DE

Schedule Code Key: *ARCS* = *Administrative Records Classification System*, schedule 100001
PPSE = *Procurement Project Services ORS*, schedule 201305

END OF OVERVIEW

ONGOING RECORDS SCHEDULE

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

CORPORATE SUPPLY ARRANGEMENTS (CSA) DATABASE

SYSTEM OVERVIEW

Creating Agency

Shared Services BC, Ministry of Technology, Innovation and Citizens' Services.

Purpose

Vendors listed on a Corporate Supply Arrangement (CSA) are generally required to pay a percentage of the value of any sale they make under the agreement as an administration fee to the organization responsible for managing the agreement. The purpose of the CSA database is to enable this organization to reconcile the amounts each vendor has reported in sales with the amounts the vendor has paid in fees. A secondary purpose is to determine if the aggregate amounts charged against a Corporate Supply Arrangement are sufficient to justify its future renewal.

Information Content

The information in the system describes the overall dollar value of purchases made from a vendor under a CSA agreement. It also includes data on how much each vendor paid to the Government of BC as a service fee, and on what date.

Inputs, Processes, and Outputs

Vendors send in periodic "draw down reports" which indicate the overall dollar value of purchases made from them within a certain time period. They then provide cheques to cover a percentage of the total dollar value they have reported, as a fee. The data from the reports and cheques is entered manually into the system.

The outputs are two kinds of reports. The first kind of report indicates whether the vendor payments equaled the applicable percentage of the overall dollar value of purchases shown in the draw down reports. The second kind of report shows the utilization rate for a given CSA.

ONGOING RECORDS SCHEDULE

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

CORPORATE SUPPLY ARRANGEMENTS (CSA) DATABASE

Classifications of Records that Relate to the System

Schedule Code	Secondary No.	Secondary Title	Retention Schedule		
			A	SA	FD
Data in the System					
100001	935-20	Accounts receivable files (data copied from draw down reports and cheques)	FY+1y	6y	DE
Inputs					
100001	935-20	Accounts receivable files (e.g., draw down reports, if still required for statutory, legal, fiscal, administrative or operational purposes after entry into system)	FY+1y	6y	DE
102902		Transitory Electronic Data Processing (EDP) Records	SO	nil	DE
Outputs					
102901		Transitory records (routine reports of temporary usefulness)	SO	nil	DE
100001	1070-20	Contract management files (reports on CSA utilization that are used as the foundation for decisions concerning the agreement)	FY+1y	6y	DE
Other Related Records					
ARCS	6820-05	Back-up data	SO	nil	DE
ARCS Section 6	see appropriate secondaries	INFORMATION TECHNOLOGY			
102902		Special Schedule for Transitory Electronic Data Processing (EDP) Records	SO	nil	DE

Schedule Code Key: *ARCS = Administrative Records Classification System*, schedule 100001
PPSE = Procurement Project Services ORS, schedule 201305

END OF OVERVIEW

ONGOING RECORDS SCHEDULE

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

TIME MACHINE

SYSTEM OVERVIEW

Creating Agency

Shared Services BC, Ministry of Technology, Innovation and Citizens' Services.

Purpose

The organization responsible for providing centralized procurement support to clients charges them at a set rate per hour of staff time. It also recovers expenses incurred by staff in the course of providing support. The primary purpose of the system is thus to help the organization calculate the amounts that will be charged to the client, to document the basis for the charges on an item by item basis, and to support the financial processing of the charge back (if an MOU exists) or invoice (if services are provided under contract).

A secondary purpose of the database is to indicate when amounts charged are approaching the maximum limit set out in the MOU or contract.

A final purpose that is not directly related to the previous two is to help monitor employee performance.

Information Content

The system contains information on the number of hours each employee providing centralized support has spent working on each project, the nature of the work they did, their hourly rate, and any related expenses they incurred. The system also contains information on the MOU or contract under which the services in question are rendered. This information includes the maximum charge limit, expiry date, contact information, and, in the case of MOUs, the financial coding.

The system furthermore contains information describing how much time employees spent on activities that were not billable, such as time spent training, marketing, doing administrative work, providing ad hoc advice, etc.

Inputs, Processes, and Outputs

Initially, the employee assigned to a procurement project (or other designated person) enters key information into the system about the MOU or contract under which they will do the work, if it hasn't already been entered. The employee then assigns a code to the individual project they have been assigned to, and each time they either work on or incur expenses related to it, they record the amount and a description.

Where an MOU exists, the system is then used periodically to generate chargeback reports. The chargeback report contains the project coding, client contact information, and an item by item breakdown of time spent, expenses, and charges. The Notification of Charges portion of the report goes to the client, while the accounting information goes to finance staff for processing.

Where no MOU exists, an invoice is generated which contains essentially the same information, but also the CAS customer number and the taxation information. A letter containing the fee breakdown goes to the client, while finance staff enter the relevant financial data into their own tracking system.

ONGOING RECORDS SCHEDULE

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

TIME MACHINE

Classifications of Records that Relate to the System

Schedule Code	Secondary No.	Secondary Title	Retention Schedule		
			A	SA	FD
Data in the System					
100001	935-20	Accounts receivable files (chargeable time and expense entries that don't meet the criteria for transitory records, if applicable)	FY+1y	6y	DE
100001	1385-20	Branch employee files (entries concerning time spent on non-chargeable activities)	SO	nil	DE
102901		Transitory records	SO	nil	DE
Inputs					
100001	146-45	Approved internal and local agreement files	SO	nil	DE
Outputs					
100001	935-20	Accounts receivable files (chargeback reports and invoices)	FY+1y	6y	DE
100001	1385-20	Branch employee files (reports concerning time spent on non-chargeable activities)	SO	nil	DE
102901		Transitory records (routine reports of temporary usefulness)	SO	nil	DE
Other Related Records					
ARCS	6820-05	Back-up data	SO	nil	DE
ARCS Section 6	see appropriate secondaries	INFORMATION TECHNOLOGY			
102902		Special Schedule for Transitory Electronic Data Processing (EDP) Records	SO	nil	DE

Schedule Code Key: *ARCS = Administrative Records Classification System, schedule 100001*
PPSE = Procurement Project Services ORS, schedule 201305

END OF OVERVIEW