



Chair: Rob Bigalke (HQ)
Secretariat: Marci Riehl (HQ)/Sherrie Carter (HQ)
Facilitator: Craig Tilander (HQ)
BCTS Members: Ron Negreiff (BCTS South - TKO), Cam Simpson (BCTS North - TSN), Marguerite Briglio (BCTS HQ), Vacant (BCTS – Coast)
Ministry Members: Barb Burrage (CSNR), Brian Chow (Eng Branch)
Industry Members: John Betts (WFCA), Timo Scheiber (WFCA), Cliff Roberts (WFCA), Jason Hutsinson (WFCA), Dustin Kufflick (Evergreen Forestry Services Ltd), Jeremy Araki (Onsite Engineering), Julien Henley (Associated Engineering)
Guests: Robyn Maurice-Klein (BCTS HQ)
Regrets: **Brian Chow (Eng Branch), Marci Riehl (HQ), Cam Simpson (TSN), Julien Henley (Associated Engineering)**

Topic	Lead	Comments
BCAC Terms of Reference Discussion: • Co-chair required? Meeting timing and frequency decision	All	<ul style="list-style-type: none"> • Discussion regarding Terms of Reference Document. • Industry would like to see more collaborative projects. • John would like to clarify the intention of BCAC regarding being more advisory or collaborative. • Industry members would like to see more communication regarding projects that get the go ahead prior to launch. Have opportunity to discuss unattended consequences and would like to be able to provide feedback during the process of developing a project. • Would like to define a line of contact with members - a communication strategy. • Would like to meet more frequently, maybe quarterly. Would like to see two F2F meetings and two teleconference meetings a year. • Co-chair-not needed at this time but industry members would like to be able to provide more input into agenda items for BCAC meetings.
BCTS will report out on feedback on Continuous Bid Deposit Process from all business areas.	Sherrie	<ul style="list-style-type: none"> • Industry suggest it would be easier for the contracting community if one business area facilitated the administration of the Continuous Bid Deposit • Have received positive feedback for the CBD

<p>BCTS Current Inventory & ADV Business Model (where we are and where we would like to be – multiphase timing and scheduling of work deliverables).</p>	<p>Rob</p>	<ul style="list-style-type: none"> • Timing of deliverables -block is ready for sale means should be able to sell in 30 days • TSAC would like to see more of an even rate of developed volume instead of everything being delivered in the last two months of the year. This risks not being able to meet the deliverables of a MP contract. • Industry members recommend if we need a specific amount of volume to feed the sales schedule maybe we could build that schedule into the MP contracts. • BCTS would like to commit a two year sales schedule. • Industry member see this as a procurement and timing issue. • Industry members concerned over First Nations issues potentially delaying deliverables. • Group discussion regarding more office staff during field season for MP contract to facilitate timely deliverables • ADV is business area specific
<p>BCAC (industry) input on proposed CPI increase on OTR contracts</p>		<ul style="list-style-type: none"> • Industry would like BCTS sponsored workshop/working group to discuss specifics regarding timelines for increase of CPI • BCTS would like to look at the capacity issue for both sides • BCTS researched –CPI would be 1% automatically. This doesn't for-go extraordinary provisions already built into the contract. • Will only apply to new contracts awarded after Rob draft a directive. • Industry discuss unintended consequences such as bidders may lower their bid prices to accommodate the increase and this could lead to deflating prices on long term projects. CPI increase could offer more stability to contractors to deal with inflation.
<p>Discussion: How to increase, promote or support First Nations' involvement in forest activities and contracts?</p>	<p>Craig/Rob</p>	<ul style="list-style-type: none"> • BCTS would like to increase FN involvement in the resource sector • What are the economic opportunities in FN communities • Industry doesn't believe a quota system will work. • Industry identifies the FN need of wanting to be in business not just working in the field. • Employment opportunities with FN communities are typically seasonal or transitional • Would like to review success stories from other regions. • Need to identify what sort of relationship is needed between FN, Industry and BCTS.



		<ul style="list-style-type: none"> • Would like to engage with FN regarding taking over TFL in the Skeena business area. This could be legislative issue. • Rob suggest a building a rider into contracts to facilitate FN relationships. Industry sees potential issues with cost structure and not being able to make deliverable timelines. • Discussion regarding the addition of a FN member to BCAC. Klay Tindall was suggested as a possible member: Klay.Tindall@lilwat.ca
<p>Review of Current Projects Status:</p> <ul style="list-style-type: none"> • Planting Contractor Rating System • Continuous Bid Deposit Process • Performance Securities 	<p>Sherrie</p>	<ul style="list-style-type: none"> • Tender Quality Feedback Form: Sherrie to develop a corporate inbox specifically for contractor's to submit their Tender Quality Feedback forms to address contractor's concerns regarding confidentiality of their feedback. Sherrie to post a notice on BC Bid to address the changes in the process • BCTS feedback for the Planting Contractor Rating System: Forces more productive conversation and builds better vendor relationship, generally raises the performance bar. Second year we've seen more changes to the position of the bids, more usage of the process allows for more data collection. • Performance Security: BCTS did experience one contractor who breached their contract and deemed the two year exclusion of bidding on BCTS contract to strong handed and negotiated a different outcome. BCTS is looking at possibly a one year disqualification of bidding. • Continuous Bid Deposit: Successful into the second year. Still looking to improve the process administratively.
<p>Discussion: How would BCAC like to see:</p> <ul style="list-style-type: none"> • Expansion of the Standing Bid Deposit process into other areas? • Elimination of performance securities expanded into other contracts other than planting? 	<p>Craig</p>	<ul style="list-style-type: none"> • Standing Bid Deposits: Brushing contracts? Might address or at least improve the industries performance. May be a few years away for other activities. Multi-phase contracts may have to many variable such as OTR's to adopt. • Performance securities: Industry like the idea of expending this into other activities
<p>Next steps:</p> <ul style="list-style-type: none"> • Tender Quality Feedback Form 	<p>Craig/Rob</p>	<ul style="list-style-type: none"> • Industry would like a section to be added to the form that address what BCTS did well in the tender documents • Industry would like clarity of the intention of the form • Industry would like for us to summarize the data we collect



		<p>from the form to be discussed at future BCAC meetings.</p> <ul style="list-style-type: none"> Industry suggests we should increase visibility of the form in our tender packages.
<p>Next steps:</p> <ul style="list-style-type: none"> Planting Contractor Rating System 	Craig/Rob	<ul style="list-style-type: none"> Industry feedback: have not seen changes to vendor bidding practices, may not always result in a better contractor when a result is changed, some contractors are not seeing the benefit to them, would like to see better quantifiers. Would like to see BCTS create a kind of HUB for the data collection which may allow for more responsive timelines so that contractor doesn't have to wait an entire year to gain the benefit of the system. Would like the calculations of the ratings be more transparent. Industry would also like to see a pre-determined timeline for the appeals process, perhaps a longer period of time to appeal a rating. Would like further clarification on the appeals process communicated to the contracting community.
<p>Next steps:</p> <ul style="list-style-type: none"> Continuous Bid Deposit 	Craig/Rob	<ul style="list-style-type: none"> John to test the waters in the contracting community to see if any is keen to the idea.
<p>Next steps:</p> <ul style="list-style-type: none"> Performance Securities 	Craig/Rob	<ul style="list-style-type: none"> Performance securities: Robyn to look at what types of contract are requiring them and why. TBD if there is room to expand this to other activities.
<p>Discussion: Joint Workshop on Safety & Bidding Risk/Info Sharing</p>	Craig	<ul style="list-style-type: none"> Industry would like to see consistency in tender documents. Adequate site viewing could increase safety risks vs bidding. How work is packaged might not reflect all the safety factors. Would like to see more information meetings prior to bidding to address all known safety concerns and ensure all known information is shared. Give opportunities to ask questions the contract coordinator may not have addressed. Would like to see more time allotted for the Q & A process. Would like to see more consistency with the documents and maps. Industry inquires if we are doing EMS or safe work environment on work we tender. Would like to see minimums built into the contract documents to address safety and define the standards with safety risks.



<p>Discussion: Joint Workshop on Difficult Conversations & Evaluations</p>	<p>Craig</p>	<ul style="list-style-type: none"> • Industry members think that BCTS contract coordinator's may not be sold on the value of the contractor evaluation forms. • BCTS is looking at facilitating a workshop similar to PSA offered course such as Fierce Conversations or Coaching Conversations. Would like this to be facilitated to both BCTS staff and Industry. • BCTS see this as an opportunity to build vendor relationships. • Would like to see this done regionally. • Industry believes this may not result in the positive feedback we are intending, could lead to further tensions between the contracting community and contract coordinators. • Industry suggests maybe a pilot in one region prior to extending the training to the rest of the province.
<p>Discussion: Lean Workshop – Standardize Multiphase Schedules</p>	<p>Craig</p>	<ul style="list-style-type: none"> • Industry suggest we canvas the last two years to see what mandatories are being required provincially. • Group agrees that this could be a small working group with just a few members from BCTS and industry, maybe a 2-3 day workshop where we look at 3 or 4 forms. • Would like to standardize all multi-phase schedules and tendering documents.
<p>Identify new projects action planning</p>	<p>Craig</p>	<ul style="list-style-type: none"> • Two new projects identified: Lean Workshop – Standardize Multiphase Schedules and Joint Workshop on Safety & Bidding Risk/Info Sharing
<p>BCAC Communication Plan</p>	<p>Sherrie</p>	<ul style="list-style-type: none"> • Tender Quality Feedback For: What: Visibility, confidentiality and benefit When: February Who: Sherrie to Business Administrators and CC to John How: BC Bid and email
<p>BCAC Communication Plan</p>	<p>Sherrie</p>	<ul style="list-style-type: none"> • Continuous Bid Deposit: What: Discuss with contracting community to identify a want When: End of March report back to BCAC-May Who: John How: Surveys and clipboards at conference
<p>BCAC Communication Plan</p>	<p>Sherrie</p>	<ul style="list-style-type: none"> • Performance Securities: What: Gather information regarding types of contract and why we are requesting them When: April



		<p>Who: Robyn How: Email</p>
BCAC Communication Plan	Sherrie	<ul style="list-style-type: none"> Rating System What: Training When: April Who: Contractors, Sherrie and Robyn How: Lync/conference calls, record Lync
New Project Communication Plan	Sherrie	<ul style="list-style-type: none"> Multi-phase solicitation Documents: What: Status of the outcome from the first meeting from group When: End of May Who: Cliff and Sherrie How: Email
New Project Communication Plan	Sherrie	<ul style="list-style-type: none"> Safety & Tender Documents What: Frame the problem/narrow the scope When: After Rob obtains approval from TCLT-Sherrie to give Rob work-plan by March Who: John and Craig How: Convene a steering committee
New Project Communication Plan	Sherrie	<ul style="list-style-type: none"> Next Meeting Schedule What: April Conference call – August F2F – November Conference Call When: End of January Who: Sherrie How Email
New Project Communication Plan	Sherrie	<ul style="list-style-type: none"> New members How: Phone calls When: End of February Who: Jason and John