

The Buyer Flyer



Volume 3 March 2014

Quarterly Newsletter of the Procurement Community of Practice

How Green Is Your Supply Chain?

When you procure products and services what are the environmental impacts that YOU consider?

- How does the product get to you? Did you know that something coming via train from back east will have half the carbon emissions of something coming via truck?
- How are things packaged for delivery to you? In small packages or can you buy in bulk containers with less packaging? And what about things like the pallet wrap? Do you recycle it or can you return it to the manufacturer by return shipment?
- Are the products you buy made to last? A durable product at a 25% price premium will save money if it lasts twice as long. Check warrantee length and manufacturer's suggested life span. If it breaks, can you fix it instead of disposing of it? Are replacement parts available?
- If the product is plastic – is it made from virgin plastic? Avoid buying virgin plastic – there's so much plastic in the waste stream now, we should be recycling it and re-using it over and over again. If there's an option to buy something made of recycled plastic, take it – you'll be encouraging the plastic recycling industry to grow.
- Look for materials that are readily accepted for recycling here in B.C. (cardboard, paper, glass, aluminum, steel, rigid plastic).
- Look for things that are designed for recycling at the end of their lives. Choose products made out of one material (e.g. a tool that is all metal can be recycled – if it has a rubber coated handle that can't be removed, it has to go to the landfill because mixed materials can't be processed for recycling), or that can be pulled apart easily (e.g. if the rubber coating can be separated from the tool, both materials can be recycled).



Want to learn more about greening your supply chain? Visit the [Green Purchasing Webpage](#).

Upcoming Courses



PCMP 110: Procurement Foundations Ongoing—Online

PCMP 201: Contract Mgmt Planning
May 8/2014 - Vancouver

PCMP 202: Contract Solicitation, Award & Monitoring
May 26/2014 - Vancouver

PCMP 203: Administering & Evaluating Contract Performance
May 27/2014 - Vancouver

Upcoming Webinars

April 30 - 11:00 a.m. - noon
Short Form RFP

May 13th - 10:30—noon
Bid Rigging — see page 2

Invites will go out to members. If you are not a member but would like an invitation, email Debbie.owen@gov.bc.ca

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PCoP Welcomes The Broader Public Sector

The Procurement Community of Practice has opened its membership up to more than just ministries – the broader public sector (BPS) has joined us. The BPS includes crown corporations, health authorities, public post-secondary institutions, municipalities, and school districts, to name just a few.

The BPS is dealing with many of the same procurement issues that ministries do – this is a fabulous opportunity for the PCoP to share our solutions to common problems, and to see the differences and similarities in our approaches. The main focus of the PCoP will remain on ministry policy and practice, with the enhancements that differing perspectives can give us. What better way to meet our vision “to openly and respectfully share and exchange information, knowledge, expertise, advice and ideas relating to procurement and contracting processes”?

Ian Wind, the Manager, Purchasing and Administrative Services for the Vancouver School Board has joined the PCoP Steering Committee; Ian is our first representative from the BPS, giving us insight into what the BPS needs and how the PCoP can fulfil some of those needs. If you're joining us from the BPS and want to get more involved, consider one of our committees – event planning, communications, IT, and membership. Drop a line to Elizabeth.lowe@gov.bc.ca if you're interested in getting more involved.

On behalf of the PCoP Steering Committee and its current members, we offer a warm welcome to any BPS staff interested in joining us. We're looking forward to everything that ministries and the BPS can offer each other through PCoP membership!

Regards,

Your Procurement Community of Practice Steering Committee.



Bid Rigging Webinar - May 13th

Bid Rigging Awareness: Strategies to Recognize and Prevent Anticompetitive Bidding Practices

In this free presentation, Competition Law Officers with the Competition Bureau will explain what bid-rigging is and how you can identify the warning signs of bid-rigging, using real world case examples. Additionally, we will discuss the steps you can take to prevent bid-rigging, describe how the Competition Bureau takes action to stop bid-rigging, and explain what to do if you suspect that a bidding process has been rigged.

The Competition Bureau, as an independent law enforcement agency, ensures that Canadian business and consumers prosper in a competitive and innovative marketplace.

If you are not currently a PCoP member and would like to receive an invitation contact Deb Owen at debbie.owen@gov.bc.ca



Document Scanning Solutions

BC Mail Plus offers Scanning Services to digitize your hard copy files, allowing you to:

- Decrease offsite storage and retrieval costs, as well as reduce carbon emissions
- Reduce onsite office filing space
- Minimize file retrieval time (to your desk)
- Increase productivity

BC Mail Plus also offers form Scanning Services providing you with:

- Accurate high-speed data capture from survey and stakeholder forms
- Elimination of manual data entry

To learn more go to:

<http://www.pss.gov.bc.ca/bcmp/scanning-and-data-capture.html> or

Contact Tracy Michell at Tracy.Michell@gov.bc.ca or 250 952-5131

Interview with Procurement Leader, Cindy Seymour, by Jacoba Corrigan

Since the 1980s, procurement practice has been moving from transactional processing to strategic partnering. The main focus used to be building a well-structured procurement process but has since evolved to developing strategies that deliver value to organizations. However, demonstrating success with popular business models and frameworks designed to further improve the procurement environment can be difficult as ***the savings metrics used by Procurement do not necessarily capture its value.*** Building effective and value-driven procurement groups require strong, knowledgeable procurement leaders, such as Cindy Seymour, Manager, SCMP and PCMP certified.

Cindy works hard to transform the role of procurement. She “fell” into the procurement profession 28 years ago while working as an office administrator for a fish feed manufacturing plant. She was responsible to procure raw material by truck load, and soon realized how demanding sourcing, purchasing and logistics could be. With the help of formal education and certification (there was a Canadian association focused on purchasing and logistics), her career path has led her from that of purchaser to the Manager of Property Services and Procurement Branch in the BC Pension Corporation. Cindy states, “I have worked in many different sectors, and the bottom line is that best practices are basically the same – some of the rules might be different”. Cindy foresees the role of procurement at the BC Pension Corporation the same as in any other organization: a focus on services.

Cindy realized that by taking a more proactive role in the planning phase of the process, procurement can quickly lead to savings for the purchasing organization. These savings mean that procurement is becoming an increasingly important and strategic role. Organizations, such as the BC Pension Corporation, require qualified and experienced procurement specialists. Certification through procurement associations such as Supply Chain Management Association (SCMA), Canadian Council of Public Procurement (CCPC), Institute of Public Procurement (known as NIGP) can give procurement professionals an edge. Ongoing learning allows the procurement professional to stay up with current best practices and assist in developing the following skills and attributes:

- Strategic Vision
- Change Management
- Strategic Planning
- Relationship Management
- Decision-Making; and,
- Process Management



Procurement Leadership, Cindy reflects, is not a role that you can leave behind at the end of the work day. Your style defines everything that you do. Indeed, many of procurement’s values overlap with such traits of leadership such as integrity, honesty, fairness and transparency.

People who choose a career in procurement will find the work to be rewarding. Individuals advance in the field not only due to their technical knowledge of procurement, but through building up their skills and abilities in leadership, quality awareness, customer service, negotiations, and functional areas such as supply chain management. Procurement individuals, like Cindy Seymour, stand out from amongst the crowd.

Dealing With Contractor Invoicing Errors

- By Diana Lucas, Manager of Contract and Procurement Services, EDUC

By examining and correcting contractor invoicing errors, the ministry contract manager can realize a savings for the Province (and their budget) and prevent future errors from happening by:

- showing contractors “we mean business and so should they” in business management and ethics, and
- keeping contractors alert to prevent similar circumstances.

The following is a list of common invoicing errors and strategies for disputing, rectifying or avoiding them:

Invoice lacks description, or contains a vague work description.

If you cannot determine exactly what was performed, then you cannot review whether or not the billing for these services was accurate. Ask the contractor to re-submit a detailed invoice so that you can compare contract Schedules A and B to billables. Beware of “miscellaneous” descriptors: these are red flags to either cost inflation and/or hidden charges. Question such fees/expenses with your contractor directly.

Work or services not authorized.

Sometimes work may be performed without authorization or by a simple misunderstanding. Verify who gave authorization, if any, and correct any internal deficiencies for unauthorized work requests originating from ministry staff or another contractor. If the contractor performed without authorization or under a mistaken assumption, then the contract manager should dispute that charge. Follow up any decisions made in writing.

Services not provided.

Be careful for services billed, but not rendered. Question the contractor about any services that you feel may not have been completed satisfactorily, or even attempted (advanced billing). The trigger for payment is not an invoice; it is the contract manager’s approval of the service or deliverables. Don’t pay for services not provided, unless your Schedule B contains provisions for advanced payments (exceptional circumstance).

Unnecessary work.

Some contracting strategies allow for the contractor to make a determination of when and how work is to be performed on certain service or maintenance contracts. A better practice would be to include a clause in your contract stipulating that written approval must be obtained by the contractor prior to proceeding with any services or the next project phase, so the ministry can avoid paying for unnecessary work or optional services. Break down the tasks and/or desired results and milestones in detail in Schedule A so that the ministry only pays for what it expects.

Hours worked and/or number of team members not specified.

Beware of padding on hours worked or number of team members assigned to a project. The contract manager can keep an informal journal of hours worked and team members assigned and compare this with invoices to get a rough estimate on whether the billables are correct. Or, as part of the project delivery plan, have the contractor pre-estimate the number of hours for project milestones and completion, and check up at regular intervals or at status meetings to compare and discuss planned vs. actuals.

Charge-out rate incorrect.

Sometimes the invoice charge-out rate will be higher than quoted or negotiated. Often it is an auto-billing system error. Be sure and dispute this rate with the contractor and justify your argument by citing the relevant provision in the services contract Schedule B or bid/proposal. Hourly/daily fees should always specify the charge-out rate(s) for each contractor employee or subcontractor who will be providing services.

Subcontractors billed, but not used.

If you suspect that subcontracting work was billed but not performed, question the contractor. This is often an invoicing error from auto-billing systems.

Use of non-essential personnel.

You shouldn't have to pay for contractor's training of new hires or personnel that didn't directly affect your services or projects. Examine contractor invoices for excessive charges and inquire as to who exactly was working on what and when, if there is inadequate invoice descriptions or breakdowns. If trainees were used, demand that a reduced rate be charged for their time. If the contract designated Key Personnel to provide the services, their charge-out rates only apply to them. Beware of how junior personnel performing the services under the supervision of the professional Key Personnel are billed.

“Rounding Up” the hours.

Ensure invoices follow the correct procedure as detailed in Schedule B for billing time, whether it be hourly or daily. Contractors may sometimes “round up” the time spent on a project both accidentally and purposefully. In Schedule B, ministry contracts usually specify incremental billing, for time based payments, therefore ensure the contractor is charging for only actual time spent or by the quarter day or hour (e.g. “Fees will be based on \$X per day and will be payable to the Contractor ... and in a proportioned amount of the daily rate for part days [8 hours being the equivalent to one day]”).

10% Leeway myth.

An enduring “urban myth” is that some contractors feel they have a 10% billing leeway on contract prices. This misconception may originate from the 1980s 10% variance policy in Treasury Board approved contracts; however this applied to the process related to obtaining further approval and does not relate to contractor's cost management. There is no policy or public procurement practice that supports allowing up to 10% overruns in excess of the contract ceiling price. A contract cannot be exceeded in value unless there is a signed contract amendment effecting the change. Unfortunately, if the contractor has evidence the contract manager verbally (or by actions) authorized to exceed the contract value (not good contract management practise, but legally upheld as “approval”), then the ministry will have to pay or attempt disputing it.

Billed travel time.

Some contractors will charge for travel time as well. For example, where a full day is lost to air travel, some contractors will charge half their daily rate, on assumption that they can get some work done on the plane. This should only be done if it is agreed to by both parties, and stated in Schedule B. If your project involves long-distance travel, before awarding the contract clarify if the contractor charges for travel time and at what rate, or negotiate it out entirely.

Billed expense not specified in contract.

This is simple. Don't let your contractor bill for travel or items not detailed in the Schedule B. If an allowable expense was inadvertently not specified in the original contract, detail it in a signed Contract Amendment; that makes the expense legit and payable.

Billed travel expense in excess of maximum travel rates.

If travel expenses are reimbursable, attach an Appendix 1 to Schedule B, 'Travel Expenses Payable to Contractors', so they have a listing of what exactly is allowable and up to what maximum dollar value, akin to employee Group 1 or Group 2. If the contractor exceeds a maximum allowable limit, dispute it. For example, if the contractor chose to stay at an expensive hotel, not listed on the CSA or exceeding the contract maximum limit, that is their decision, but the ministry only reimburses up to the limit specified in the Appendix. Correct the invoice and advise the contractor you are doing so in accordance with the contract.

“Past Due” amounts already paid and/or non-existent.

Make sure that any invoice alleging past due amounts is reviewed for accuracy. Sometimes, payments can get delayed in the mail, or the contractor's accounting system generated the bill before applying payment, etc., which might indicate a past-due when the condition doesn't really exist.

Invoice shows late fees or penalties not in the contract.

With ministry payments issued on or before 30 days on average, there should be few, if any, late fees or penalties. The contract states that payments will be made in accordance with the *Financial Administration Act*. That means late fees and penalties are not payable. Interest is not payable on overdue bills until the 61st day after the invoice is approved by the ministry.

Ask The Procurement Wizard*

- * note: the “Wizard” may be one or more people with the specific expertise for a given question.

What are Mandatory Criteria?

Mandatory criteria are requirements that a proposal must meet in order for it to be considered. In an RFP process, generally, mandatory criteria are either met or not—there is no grey area. Therefore, mandatory criteria should be objective and are normally answered with a ‘yes’ or a ‘no’.

Mandatory requirements can be both project-related (e.g., academic qualifications, specific type of equipment or technology) or administrative (e.g., specific number of proposal copies submitted by a specific time, to a specific location, in a specific format). The more mandatory requirements there are, the more likely an otherwise satisfactory, and possibly winning, proposal will fail the mandatory test and be disqualified. Therefore, the number of mandatory requirements should be kept, whenever possible, to the bare minimum.



What are Desirable or Weighted Criteria?

The weighted criteria reflect what the proposals are being evaluated and compared against. Desirable criteria can usually be broken down into three key areas: solution or approaches, proponent capability (includes experience, qualifications, equipment, facilities etc) and price. An RFP should describe the weighted criteria, including relative weightings, which will be applied in evaluating responses.

If ministries have gone through a pre-qualification process and issued the RFP only to pre-qualified suppliers, ministries may choose not to include proponent capability as part of evaluation criteria. Alternatively, they may ask for details not included in the RFQ and assign it a lower weighting.

The evaluation criteria will be different for each RFP document, reflecting the individual needs and priorities of each project. When it comes to evaluating submissions, these stated criteria are the only criteria upon which ministries can base their decision (i.e., it is important not to have any hidden criteria). Although a detailed point breakdown need not be included in your RFP, it is advisable to include an overview. A detailed evaluation document based on the desirable requirements listed in the RFP should be prepared and finalized before ministries look at any submissions received.

Before developing evaluation criteria, ministries need to decide how to evaluate price. PSB is available for advice on options for evaluating price, including whether or not to include a budget amount in the RFP.

Signage

Did you know that Queen’s Printer (QP) prints more than just business cards and brochures?

For signage alone you can choose from a range of products including:

- magnetic notice boards
- boardroom sliders
- door decals and room signs
- hallway and elevator signs
- reflective road signs
- construction signs
- bronze plaques
- outdoor project signage
- way-finding systems

For more information on these and other services contact QP by phone 250 387-3309 or email

QPStationery@gov.bc.ca



Applying Lean to Corporate Supply Arrangements

By Adam McKinnon
A/Director, eProcurement and Sourcing Solutions
Procurement Services Branch

The purpose of [Corporate Supply Arrangements](#) (CSAs) is to deliver best value to government purchasers. But what if those purchasers aren't aware CSAs exist? Or, even worse, what if they know, but the process to use them is too burdensome to navigate? Enter the **CSA Lean project** – a corporately-supported initiative with the mandate to review how CSAs are structured, and, through the application of the Lean philosophy, streamline processes for both purchasers and the vendor community.

[Lean](#) was launched in 2012 across the B.C. Public Service as an approach to process review focused on identifying and eliminating waste (e.g. excess materials, movement, inventory, etc.), thereby maximizing steps that *added value* to the end user. In applying this approach to the CSA process, information was gathered from ministry and broader public sector purchasers on how CSAs are currently used, with key areas identified for improvement such as the process to order a good or service off of a CSA, or the information presented about any given arrangement.

With these opportunities identified, a representative group of stakeholders (self-titled the “CS-A Team” and comprised of procurement staff, purchasers, and vendors) participated in an intensive, five day (“Kaizen”) workshop to map out current processes, target procedural pain points, and develop solutions for addressing non-value-added steps. Solutions developed included establishing a single point of contact for all CSA inquiries, integrating with vendor websites to improve access to product information, and facilitating access to these arrangements for broader public sector purchasers.

With a project completion date of June 30, 2014, the CS-A Team has now turned their attention toward implementing these and many more solutions in the coming months to improve purchasers' ability to access, and order from CSAs - so stay tuned for exciting developments on this project!

For more information on the CSA Lean project, please contact adam.mckinnon@gov.bc.ca.

For more information on Lean, please visit <https://gww.gov.bc.ca/lean>.

*Do you have a procurement
rule that you “live” by?
Share it with us for the next newsletter by
emailing Deb Owen at debbie.owen@gov.bc.ca*

Notices/ Updates

CSA For Playground Equipment

The playground equipment CSA has eight different suppliers to best meet your needs. For more information contact Commodity Manager Jerry Gauthier at jerry.gauthier@gov.bc.ca or 250 387-7333.



Calling all B.C. broader public sector organizations!

Are you listed on our CSA User List? If not, send an email to Procurement@gov.bc.ca to sign up.



Government Communications and Public Engagement (GCPE) now have their own Chapter (Chapter 22) in the Core Policy Manual.

www.fin.gov.bc.ca/ocq/fmb/manuals/CPM/22_Communication_s.htm

GCPE Intranet:
www.gcpe.gov.bc.ca

More Efficient Evaluations

In this third installment of four on *More Efficient Evaluations*, Elizabeth Lowe answers the question “Can I limit the number of pages in a response?”

The short answer is that yes, you can. However, be careful when doing this. For example, is it reasonable to expect a comprehensive response to a dozen questions if you have a 15-page limit? In a debrief, how will you respond when a proponent defends their brief and high-level answers by saying that the page limit didn’t allow for details?

Also consider what you will do if a response exceeds the maximum page numbers. Will you ignore anything written after page X? Will you reject the response as missing a mandatory requirement? Do not state that you “may” ignore or reject –you need to be explicit on how the process works in order to avoid allegations of unfairness later.

Finally, you will need to clearly state what is included in the page count – the cover page? The executive summary? The table of contents? Appendices? Proponents will ask you these questions, and therefore it’s best to be proactive and clear on what is included.

For all of these reasons, a page limit may not always be advisable. On the other hand, no page limit may result in a 200-page response as Proponents feel that this is necessary to score higher than their competition. Predict the most likely outcomes of including a page limit vs. not and make a reasonable decision that considers both the proponents’ and the Province’s perspectives.

Courier Cost Savings

BC Mail Plus (BCMP) offers significant savings with MyShip accounts. They have negotiated and procured multi-channel, cost-effective courier contracts that government and the broader public sector can utilize at 25-50% savings off the company’s posted rates.

Want to get it there fast and know when it got there? Priority or Xpress-post courier service from Canada Post may be just what you are looking for. Do you have a heavy or multi-piece shipment that needs to be sent as economically as possible? Purolator Ground would be your best choice. When your courier needs are closer to home, we have our local partners Maximum Express; for the greater Victoria area, and our newest member to the MyShip family; Progressive Messenger to serve Vancouver and the lower mainland.

Let BCMP help you make your shipping dollar go further. Contact Tracy Michell at Tracy.Michell@gov.bc.ca or 250 952-5131 to sign up today.

Hard Drive Shredding

Five years ago the Provincial Government decided that in order to maintain information security, all hard drives and media storage devices would be shredded.

This is the best way to ensure that personal and confidential information stored on devices which are no longer required, is destroyed.

Erasing or wiping your hard drive is good but is still not without risk.

The only 100 per cent safe and secure way to dispose of these devices is to have them shredded. These drives, which are predominantly aluminum are then recycled.

Our shredding service is available to the broader public sector and the private sector.

For information visit our website at www.pss.gov.bc.ca/air/shred.html or contact Darryl Hansen at darryl.hansen@gov.bc.ca.

LED Streetlights Across BC

The Province of B.C., BC Hydro and representatives from local governments are collaborating to offer a suite of tools and services to assist with the adoption of LED Street Lights. Information can be found on the "Services For Government" website at www.gov.bc.ca/servicesforgovernment

On the site you'll find:

- A Financial Evaluation Tool – this tool will calculate the pay back period and return on investment (ROI), and will generate a report for both a business case and a preliminary PowerSmart application;
- Access to pre-qualified lighting consultants through a Provincial Corporate Supply Arrangement - eligible Public Sector Organizations can select a Professional Lighting Designer to assist with LED roadway lighting procurement and implementation;
- Access to pre-qualified LED roadway lighting products through a Provincial Corporate Supply Arrangement: eligible Public Sector Organizations can select from a short list of pre-qualified products;
- Notification of upcoming events; and
- A link to Lightsavers Canada for access to case studies, workshops and online training materials and a web page to share your LED conversion project with colleagues across Canada.



The benefits of converting to LED street lights are many: a less than 8 year payback period, greater than 10% ROI, lower energy and carbon costs, lower maintenance and replacement costs, and better visibility. To find out what your payback period and return on investment will be, use the Financial Evaluation Tool located on the website.

For more information, please contact [Sol Reeve at Soledad.Reeve@gov.bc.ca](mailto:SolReeve@Soledad.Reeve@gov.bc.ca)

Tires and Tubes CSA

The Tires and Tubes CSA is designed to provide competitive discounts to broader public sector clients that do not have access to PHH's National Account pricing for light fleet tires (for cars, SUVs, and trucks and vans less than one ton). Additionally, it provides access to medium and heavy vehicle tire pricing to both government ministries and the broader public sector. PHH is the government's fleet service provider.

Be sure to contact Brian Sugrue, the Commodity Manager should you have any questions. You can reach him by phone at 778 677-1417 or email at Brian.Sugrue@gov.bc.ca

New Procurement Project

Are you frustrated with finding procurement information and guidance online? Would a common portal and one-stop online shop of resources that supports government employees and vendors help to:

- Increase staff ability to use information and resources;
- Decrease the time it takes for ministry employees to find procurement resources;
- Decrease the number of disparate resources and websites; and
- Increase consistency in the vendor and ministry experience?

We are in the initial stages of a phased project, which is being led by a cross-government working group. This 16-month project includes stakeholder engagement, compiling of corporate resources, and then adding content from ministries. If you would like to give your feedback on current problems in government procurement and how you think this project can better serve your needs, please email Debbie.Owen@gov.bc.ca.

We would love to hear from you.

Update on the Short-form RFP (SRFP)

Government is about to launch the two-page, short-form Request for Proposals (SRFP), which is expected to be used by ministry staff for in scope procurement opportunities valued at less than \$250,000.

The short-form RFP is just one piece of the larger Procurement Transformation Strategy highlighted in this year's [Transformation Plan](#).

An innovative aspect of the SRFP tool is that the procurement template has been created as a smart form. This intelligent pdf document manages content for both ministries and vendors. Ministries will see benefits in streamlined document creation, pre-population of many fields, and guidance that is built into the templates. As the SRFP is populated to describe what government wants to buy, a mandatory proposal form for vendors is auto populated with key details about the opportunity. Standard options will be available for many sections (such as the evaluation of pricing and experience), or custom criteria can be built by ministries for their specific opportunity.

The conventional RFP will be available for higher value deals, but the SRFP is to be considered the new standard for in scope opportunities. The SRFP has been designed for ministry use only. BC Bid will be monitored and ministries will be required to report out on use of the SRFP at the end of next fiscal. Broader public sector organizations are currently out of scope but can adapt this tool for use at their discretion (and can contact Liz Lowe for more information about this). BC Bid will be monitored and ministries will be required to report out on use of the SRFP at the end of next fiscal.

Three pilots have been issued:

ON-002449 Aboriginal Child and Youth Mental Health Outreach Services – North Region (posted from January 17 to February 13, 2014);

ON-002450 Answering and Dispatch Services (posted from January 21 to February 19, 2014); and

ON-002451 Discrimination Prevention Course Delivery (posted from January 21 to February 18, 2014).

Other SRFPs have also been posted to BC Bid, which are outside the pilot program. Feedback has been positive – the process is simpler for the vendors' responses and the ministries' evaluations, although it can be tricky to write the SRFP within the two-page limit!

We have developed templates for the SRFP, the SRFP Proposal Form, the SRFP Addendum and SRFP Evaluation Handbook. The Proponents' Guide to the SRFP was posted with the pilots, and the SRFP Writers' Guide will be available the first week of April to assist ministries through this process. The website with this info, <http://www.gov2.bc.ca/srfp> will go live in the first week of April. On Wednesday, April 30th, 2014 there will be a one hour webinar. Contact Deb Owen at Debbie.owen@gov.bc.ca if you do not have an invite. Have questions? Contact Liz Lowe at Elizabeth.lowe@gov.bc.ca.

PCoP Steering Committee

With welcome to the new BPS member, Ian!

- Derek Cockburn, CSCD
- Jacoba Corrigan, PENC
- Liz Lowe, MTIC
- Duncan McLelland, MTIC
- Deb Owen, MTIC
- David Pilling, FIN
- Kai Robinson, MTIC
- Dawn Stewart, GCPE
- Ian Wind, VcrSB