



MEETING MINUTES REPORT – 2013-5 PROCÈS VERBAUX DE LA RÉUNION – 2013-5			
MEETING RÉUNION	TEMPORARY HELP SERVICES ADVISORY COMMITTEE COMITÉ CONSULTATIF DES SAT		
PLACE ENDROIT	Place du Portage, Phase III, Tower C Boardroom 3C2 101	DATE 18 June / juin 2013 DATE	TIME 1300 to 1600 HEURE

MEETING AGENDA – ORDRE DU JOUR

1. Opening Remarks
2. Acceptance of THSAC Meeting Minutes from May 28, 2013
3. National Strategy for THS
4. Vendor Performance Review
5. THSAC – Governance / Structure (Feedback)
6. THS Update – RENEWAL
7. Implementation THS Utilization Reporting Update

MEETING ATTENDEES – PARTICIPANTS À LA RÉUNION

NAMES - NOMS	ORGANIZATION / PROJECT AND ROLE – ORGANISATION OU PROJET ET RÔLE	PRESENT
Vincent Robitaille (Chair)	Senior Director – Professional Services Procurement Directorate (PSPD), Acquisitions Branch (AB), PWGSC – CHAIRPERSON	√
Dan Moorcroft	QMR Consulting & Professional Staffing	√
Jeremy Ingle	ACSESS	
Martin Chenier	ACSESS	√
Matt Harrington	ACSESS	
Meredith Egan	ACSESS	
Paul Gagnon	Portage Personnel	√
Brenda Harlow	Natural Resources Canada (NRCan)	√
Caroline Carson	Health Canada	
Lucie Lambert	Library and Archives Canada	√
Patricio Comas	Department of Fisheries and Oceans	
Jean Fang on behalf of Roland Dimitriu	PWGSC Materiel Management	√
John Penhale	PWGSC, Procurement Strategy and Performance Management Directorate	√
Brett Hughes	PWGSC, , Office of Small and Medium Enterprises and Strategic Engagement	√
Helen Seto	PWGSC, Office of Small and Medium Enterprises and Strategic Engagement	√
Julie Tan	PWGSC, Office of Small and Medium Enterprises and Strategic Engagement	
Rose Spirito	PWGSC, Procurement Strategies Division	√
Lan Mao	PWGSC, THS Team Lead	√
Stephanie Riley	PWGSC, THS Team	√

Meeting Minutes

#1. Opening Remarks

- PWGSC provided a quick overview of the agenda for this meeting

#2. Acceptance of THSAC Meeting Minutes from May 28, 2013

- PWGSC will archive the THSAC Record of Decisions that are currently on the THS website and publish minutes for meetings as of November 2012. Updates should be live on the website by next meeting.
- All in concurrence

#3. National Strategy for THS

- John Penhale from Client Engagement Sector provided an overview of the THS National Strategy process, which is being developed. The strategy will be based on alignment scenarios to understand departments' needs and industry capacity – through engagement and consultation, to align demand and supply and improve access to value added services to help client departments own and manage their services more effectively. Sub-committee representative presented their recommendation for the committee to review draft wordings.
- Suppliers will be consulted through supplier focus group to identify any gaps and to provide their feedback on the scenarios
- The THS Strategy is moving from the old approach of how to manage a tool to the new approach of how to meet the needs of the government

#4. Vendor Performance Review

- Committee members reviewed the proposed wording that are to be implemented in THS RFA/RFS
- PWGSC will revise the wording based on the feedback gathered from the committee and present it to legal services for review before fully implement it.
- PWGSC updated the committee on the proactive steps PWGSC has taken to address the issue brought up by the supplier community regarding THS classifications where multiple levels of education requirements are listed under the Minimum Mandatory Qualifications. PWGSC has amended the RFA and RFS to clarify on this issue and has sent out a communiqué on June 10 to all THS users advising them of the clarification.

#5. THSAC – Governance / Structure (Feedback)

- PWGSC will draft Terms of Reference for the committee based on committee members' input from the review of the current terms of reference for Informatics Professional Services committee

Action Item: Committee members are to provide input to PWGSC by July 8, 2013.

#6. THS Update

- PWGSC gave an update on the THS renewal status.

#7. Implementation THS Utilization Reporting Update

- QUR Quarter 4 data continues to show the usage trend towards the SA.

Meeting Minutes

#8 Round-table Questions

Next Meeting: Tuesday, August 13 2013

Time: 1300 to 1330 Registration with Commissionaire from 1300 to 1330 hours)

Meeting: 1330 to 1600 Meeting timeslot

Location: Place du Portage, Phase III, Tower C – PDP 12C1 101A Boardroom

Meeting adjourned at 15:45

January 2013 – DRAFT

STATUS AND AVAILABILITY OF RESOURCES

1. By submitting a bid, the Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives.

For a call-ups/contract(s) estimated at X (TBD, value, or weeks?), the following applies:

2. Following verification from the Contract Authority, should the resulting Contract be awarded within X days (TBD 10 business days) from the solicitation closing date, the proposed resource must be available to perform the services in accordance with the Contract. If during the verification, the proposed resource is no longer available, the next ranked compliant bidder will be awarded the Contract.
3. Should the resulting Contract not be awarded within X days (TBD) from the solicitation closing date, and the proposed resource is no longer available to perform the services due to circumstances beyond the control of the bidder, that bidder will have an opportunity to replace the resource with a replacement of equivalent or higher qualifications and experience as determined by the solicitation's evaluation criteria.
4. If the Bidder has proposed any individual who is not an employee of the Bidder, by submitting a bid, the Bidder certifies that it has the permission from that individual or his/her employer to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

May 2013 – Sub-Committee DRAFT

Effective June 1st 2013, a recommended practice for both the SO and SA is for the contracting authority / Standing Offer administrator to confirm start date and availability of the proposed resource with the supplier prior to issuing a contract / call-up. The contracting authority will be asked to confirm, in writing, the start date and request availability of the resource(s) with the supplier(s) and document the exchange. From the confirmation of availability email exchange and the actual contract start date, if the proposed resource is found to be no longer available, the contracting authority will move to the next lowest-cost compliant resource on the list and repeat the process (confirm availability etc.) until an available resource is identified. In situations where a resource was submitted as part of a RFA/RFS process and later declared as "unavailable", the email exchange must be sent to PWGSC for quality control purposes.

Consolidated DRAFT for review as part of the May 2013 THSAC discussion:

STATUS AND AVAILABILITY OF RESOURCES

1. By submitting a bid/response, in response to Request for Availability (RFA) or Request for Service (RFS) the Bidder certifies every individual proposed in its bid/response will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation/RFA or agreed to with Canada's representatives.

2. *Prior to the award of a call-up or contract, the Client Identified User will be asked to reconfirm with the Bidder, in writing, the start date and request availability of the named resource(s) with the supplier(s) and document the exchange. The supplier(s) will be required to confirm the validity of this information to the Identified User within 4 hours from the time the request is issued to the Bidder by the Identified User. From the confirmation of availability email exchange and the actual contract start date of the contract/ call-up, if the proposed resource(s) is/are found to be no longer available, Canada will deem the bid submission in response to the RFA or RFS as modified and deemed no longer compliant. At such time, the Identified User may proceed to move to the next ranking compliant resource on the list and repeat the process until the next compliant available resource is identified. For the purposes of the RFA, this process must be completed and an award must be issued prior to the expiry of the validity period of the THS RFA search results.*
3. *In all situations where one or more resources were submitted as part of a RFA/RFS process and later declared as "unavailable", and where the Identified User proceed to the next ranked bidder, the Identified User must send to the THS PWGSC SO/SA Authority for monitoring purpose: the call-up or contract award reference number, a copy of the search results if applicable along with a copy of all written/email exchange from the supplier confirming the resource availability.*
4. Applicable to the THS Supply Arrangement and the resulting Request for Service, should the resulting Contract not be awarded within 10 working days from the closing date specified on the RFS, and the proposed resource is no longer available to perform the services due to circumstances beyond the control of the bidder, that bidder will have an opportunity to replace the resource with a replacement of equivalent or higher qualifications and experience as determined by the solicitation's evaluation criteria.
5. If the Bidder has proposed any individual who is not an employee of the Bidder, by submitting a bid, the Bidder certifies that it has the permission from that individual or his/her employer to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada in accordance with the Written Consent Form. Failure to comply with the request will result in the bid being declared non-responsive.
6. In the event that the Bidder, confirms the resource availability and the Client awards a call-up or contract to the Bidder, and at the start date of the call-up and contract, the bidder's identified resource is not provided, the Identified User, may proceed to issue an amendment reducing the value of the contract to \$0.00 and a notation that "Subject to the Status and Availability of Resources article of the RFA and/or RFS, the evaluated resource was not available and therefore no services were rendered." or at the Identified User's sole discretion allow the Contractor to propose a new resource in accordance with the SACC clause A7017C (2008-05-12) Replacement of Specific Individual.
7. The Identified User must provide the PWGSC THS SO/SA Authority a copy of the amendment reducing the contract to \$0.00 along with a completed Client Satisfaction Report (<http://www.tpsgc-pwgsc.gc.ca/app-acq/sat-ths/clients/rapport-report-eng.html>).

REPLACEMENT OF SPECIFIC INDIVIDUALS

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
 - a. the name, qualifications and experience of the proposed replacement; and
 - b. proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.