



MEETING MINUTES REPORT – 2013-6 PROCÈS VERBAUX DE LA RÉUNION – 2013-6			
MEETING RÉUNION	TEMPORARY HELP SERVICES ADVISORY COMMITTEE COMITÉ CONSULTATIF DES SAT		
PLACE ENDROIT	Place du Portage, Phase III, Tower C Boardroom 12C1 101	DATE DATE 27 August / Août 2013	TIME HEURE 1300 to 1600
MEETING AGENDA – ORDRE DU JOUR			
<ol style="list-style-type: none"><li>1. Opening Remarks</li><li>2. Acceptance of THSAC Meeting Minutes from June 2013</li><li>3. THS Update</li><li>4. THS Utilization Reporting Update</li><li>5. National Strategy Overview for THS</li><li>6. THS – Lesson Learned (SO Search Results Validity)</li><li>7. Vendor Performance Review - Update</li><li>8. THSAC – Governance / Structure (Feedback)</li><li>9. Round-table Questions</li></ol>			
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		✓
Dominique Mongeon	Library and Archives Canada		✓
Patricio Comas	Department of Fisheries and Oceans		
Roland Dimitriu	PWGSC Materiel Management		✓
John Penhale	PWGSC, Procurement Strategy and Performance Management Directorate		
Helen Seto	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

- Round table introduction
- PWGSC provided an overview of the agenda for this meeting

### #2. Acceptance of THSAC Meeting Minutes from June 18, 2013

- All in concurrence.
- PWGSC has published the minutes for meetings held to date, January to May 2013, on the THS website. Meeting minutes will continue to be published on an ongoing basis.

### #3. THS Update

- PWGSC gave an update on the THS perpetual (permanent) refresh status for quarter 1 (Q1) which closed on June 28, 2013.

### #4. THS Utilization Reporting Update

- Stats for quarterly utilization report(s) Quarter 1 will be available in September.

### #5. National Strategy Overview for THS

- THS National Strategy process is ongoing. The scenarios will be based on how THS will be used to meet the needs of the government
- Draft THS scenarios to be presented to committee members at advisory meeting in September
- PWGSC senior management to review draft THS scenarios prior to public publication

### #6. THS – Lesson Learned (SO Search Results Validity)

- The current Standing Offer (SO), grants all qualified THS suppliers an opportunity to provide weekly price revision rates into the THS online search system. The resultant online system search results remain valid for up to 10 working days from the date that the search sheet is printed. Based on the current THS framework, any resulting call-up under the SO must be issued within the 10 working day validity period of the search results.
- In the event that any Identified User foresees that it requires longer than 10 business/working days to complete their THS transaction, they are advised to use the Supply Arrangement (SA) to fulfil their requirement. Under the THS SA, the bid validity period is up to 60 days
- Departmental users and industry feels the validity period is insufficient in completing a THS process. This has created an increase in multiple reissuance of a Request for Availability requirement and cancellations.
- PWGSC sought input from the committee on proposed wording for the SO and recommendations to implement any agreed upon change(s).
- Once a draft recommendation is tabled by the committee, PWGSC will seek legal review, implementation changes to the SO will be determined accordingly

### #7. Vendor Performance Review – Update

- PWGSC provided an update to the committee on the finalized wording to address the Replacement of Personnel clause in the current Standing Offer. A draft copy had been provided to the committee members attached to the draft June minutes. Committee members are to provide concurrence to the finalized wording for the next advisory meeting. On concurrence, PWGSC will issue a communiqué to all qualified THS suppliers advising of the planned clause change to the current Standing Offer, RFA and RFS, 3 months in advance of any change implementation. Implementation will be done through a RFSO (SO) refresh solicitation publication.

## **#8. THSAC – Governance / Structure (Feedback)**

- PWGSC received feedback from committee members which are incorporated into the draft Terms of Reference

Action Item: Committee members are to review and provide input to PWGSC by September 9<sup>th</sup>.

- PWGSC to finalize Terms of Reference for next meeting, September 24<sup>th</sup>

## **#9. Round-table Questions**

Next Meeting: Tuesday, September 24, 2013

Time: 1300 to 1330 Registration with Commissionaire

Meeting: 1330 to 1600 Meeting timeslot

Location: Place du Portage, Phase III, Tower C – **PDP 5C2-101 Boardroom**

**Meeting adjourned at 15:50pm**