



MEETING MINUTES REPORT – 2013 PROCÈS VERBAUX DE LA RÉUNION –2013			
MEETING RÉUNION	TEMPORARY HELP SERVICES ADVISORY COMMITTEE COMITÉ CONSULTATIF DES SAT		
PLACE ENDROIT	Place du Portage, Phase III, Tower C Boardroom 12C1-101A	DATE DATE 28 January 2013	TIME HEURE 1300 to 1600
MEETING AGENDA – ORDRE DU JOUR			
<ol style="list-style-type: none"><li>1. Opening Remarks</li><li>2. Overview of the THS Quarterly Refresh ending January 16, 2013</li><li>3. Acceptance of THSAC Meeting Minutes from November 26, 2012</li><li>4. Implementation THS Utilization Reporting Update</li><li>5. THSAC – Governance / Structure (Feedback)</li><li>6. Vendor Performance Review</li><li>7. Update THS Training – Learning Harmonization</li><li>8. THS Update – RENEWAL Code of Conduct Implementation National Strategy for THS</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 Staffing	✓	
Danielle Mongeon	ACSESS	✓	
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		
Jessica Sultan	DND		
Lucie Lambert	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		
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 A/Team Lead	✓	

## Meeting Minutes

### #1. Opening Remarks/Welcome note

- Vincent Robitaille, the chairperson for this meeting, welcomed all those in attendance.
- Members of the committee introduced themselves.
- An attendance sheet was circulated.
- Handouts were distributed
- Agenda item #8 moved up as Vincent had to leave the meeting early

### #2. Overview of the THS Quarterly Refresh ending January 16, 2013

#### Quarterly Refresh Update

- Q2 awarded in December 2012.
- As of December 2012, total of 154 SOs and 161 SAs
- Evaluations ongoing
- Q3 closed on January 16, 2013
- Q4 closing date possibly to be revised from March 29, 2013 to April 16, 2013

#### THS Usage

- SO/SA usage chart updated with Quarterly Utilization Report data for Q2 (July-September, 2012)
- Trend is showing a move from Standing Offer –price based to the Supply Arrangement “Value-based”

### #3. Acceptance of THSAC Meeting Minutes from November 26, 2012

- All in concurrence

### #8. THS Update – RENEWAL Code of Conduct Implementation National Strategy for THS

- PWGSC has introduced the new code of conduct as an integrity measure surrounding its procurement transactions. The updated provisions have removed the leniency exception.
- Current THS SOs and SAs end in 2015 and they haven't incorporated the updated integrity provisions. They be systematically replaced to include the revised provision. The goal of this implementation process is to apply the revised provision as soon as practicable.
- All existing SO and SA holders will be grandfathered in with their current qualifications providing they submit required certifications.
- Email communication will be sent to all existing THS suppliers and solicitation will be posted on MERX

### #4. Implementation THS Utilization Reporting Update

- PWGSC received feedback from the industry committee members
- The new reporting template is in line with other professional services methods of supply reporting template
- Implementation of the new reporting template is beneficial to both the government and the industry to make better business decisions
- Committee endorsed the implementation of the new THS QUR template starting in new fiscal year

## Meeting Minutes

### #5. THSAC – Governance / Structure (Feedback)

- PWGSC proposed a draft composition of the committee based on the feedback received from committee members and ACSESS
- The governance structure is to enhance transparency of committee membership and to provide THS suppliers a point of contact through industry member representatives
- Committee discussed the pros and cons of defining term of office for committee membership. No final decision made
- Committee members expressed the interest in setting up sub-committees to work on specific topics

#### ACTION ITEM:

- The committee members agreed to provide further feedback on the proposed draft composition of the THS Advisory Committee

### #6 Vendor Performance Review

PWGSC presented the current Client Satisfaction Report and distributed the vendor performance provisions document

#### ACTION ITEMS:

The committee members agreed to review and provide feedback on:

- Existing Provisions
- Methodology on Client Reporting
- Methodology on Supplier Reporting
- Proposed Clause on Status and Availability of Resources mitigation on the “Bait and Switch”

### #7 Update THS Training – Learning Harmonization

- PWGSC is working with a contractor in developing a THS online training module
- Draft THS training module will be tabled for review with committee members

#### ACTION ITEMS:

- The committee members agreed to review and provide feedback on the current training material by Feb. 8, 2013
- PWGSC will provide a link to committee members to review the pilot Professional Services training module

### #8. National Strategy for THS

- To be developed in calendar year 2013-02-01
- Currently PWGSC is holding internal stakeholder discussions

### #9. Round-table Questions

## Meeting Minutes

- THS Advisory Committee Meetings tentatively scheduled for every Tuesday afternoon of each month except of March (Peak period).

Next Meeting: Tuesday, February 26, 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 – Boardroom 12C1 101A

**Meeting adjourned at 1550**