

MEETING MINUTES REPORT – 2015-4			
MEETING	TEMPORARY HELP SERVICES ADVISORY COMMITTEE		
PLACE	Place du Portage, Phase III, Tower C, Boardroom 12C1 101A	DATE	October 15, 2015
		TIME	1330 to 1600
MEETING AGENDA			
<ol style="list-style-type: none"> <li>Opening Remarks</li> <li>Acceptance of minutes for July 23, 2015 THSAC meeting</li> <li>THS Solicitations Update</li> <li>THS Utilization Reporting Update</li> <li>Procurement Strategy for THS Update</li> <li>Round Table Discussion</li> <li>Next Meeting</li> <li>Meeting Adjournment</li> </ol>			
MEETING ATTENDEES			
NAME & TITLE		ORGANIZATION	PRESENT
SUPPLIER REPRESENTATION (THS Industry)			
Meredith Egan Vice-President, The AIM Group Inc.		Association of Canadian Search, Employment and Staffing Services (ACSESS)	✓
Eric Joannis Vice-President, CLA Personnel, & Ottawa Chapter VP, ACSESS		ACSESS	✓
Jeremy Ingle Co-Owner, Brican Personnel Inc.		ACSESS	✓
Kathryn Tremblay Co-Founder, Excel Human Resources Inc.		ACSESS	✓
Mary McNinch Executive Director, Government Relations (Alternate for ACSESS Members)		ACSESS	
Jean Thivierge Strategic Advisor, Valcom Consulting Group Inc.		Canadian Business Information Technology Network (CABINET)	
David B Watts Managing Partner, The Devon Group Ltd. (Alternate for Jean Thivierge)		CABINET	✓
Priya Bhaloo Vice-President, TAG HR - The Associates Group Human Resources		National Association of Computer Consulting Businesses (NACCB) Canada	
Paul Gagnon President		Portage Personnel Inc.	
Dan Moorcroft Chief Executive Officer		QMR Consulting & Professional Staffing	
Dave Robertson President		Robertson & Company Ltd.	✓
Daniel Charron Associate, Financial Services & Consulting Services		Samson & Associates CPA/Consultation Inc.	✓
CLIENT REPRESENTATION (Federal Government Departments)			

Caroline Carson Manager, Materiel Services and Operations	Health Canada	
Jennifer Ethier Senior Contracting Officer, Contracts and Materiel Management	Industry Canada	
Adam Michalski Senior Corporate Services Officer, Office of the Superintendent of Bankruptcy Canada (Alternate for Jennifer Ethier)	Industry Canada	
Louise Belisle Second Career Assistance Network (SCAN) Manager, Director Casualty & Support Management (DCSM)	National Defence	
Tara Debassige Client Service Coordinator CFSU(O) Shared Support Services, Vice Chief of the Defence Staff (Alternate for Louise Belisle)	National Defence	
Ugo DiPenta Section Head, Director, Electronic Systems, Procurement (DES Proc 5) (Alternate for Louise Belisle)	National Defence	
Brenda Harlow Procurement Team Leader, Procurement Services Unit	Natural Resources Canada	√
Valerie Holmes Procurement Specialist, Procurement Services Unit (Alternate for Brenda Harlow)		
Roland Dimitriu Manager, Contracting and Procurement Division (CPD)	Public Works & Government Services Canada (PWGSC)	√
Samantha Walker Supply Specialist, CPD (Alternate for Roland Dimitriu)	PWGSC	
Lisa Culleton Manager, Business Management	Shared Services Canada	
POLICY & PROCESS REPRESENTATION (PWGSC Acquisitions Branch)		
Mario Beaulne Manager	Business Management Sector (BMS)	
Helen Seto Supply Team Leader (Alternate for Mario Beaulne)	BMS	
Adam Albahrani Supply Team Leader (Alternate for Mario Beaulne)	BMS	
Lynn Ménard Senior Director, Acquisitions Account Executive Directorate (AAED)	Office of Small and Medium Enterprises and Strategic Engagement (OSME-SE)	
Michael Conway Manager, Barrier Analysis and Reductions Division, AAED (Alternate for Lynn Ménard)	OSME-SE	
Janice MacDonald Chairperson, & Senior Director, Professional Services Procurement Directorate (PSPD)	Services and Technology Acquisition Management Sector (STAMS)	√
Rose Spirito Deputy Chairperson, & Manager, Procurement Strategies Division (PSD), PSPD	STAMS	
Mark Newman Secretary, & Supply Team Leader, PSD, PSPD	STAMS	
Stephanie Riley	STAMS	

Acting Supply Team Leader, PSD, PSPD (Alternate for Mark Newman)		
GUESTS		
Guillaume Doré Senior Contracts, Procurement and Material Management Officer Comptrollership Branch	Canada Border Services Agency	
Danielle Gudbranson Supply Team Leader, PSD, PSPD	STAMS	✓
Tara Egan Analyst, Barrier Analysis and Reductions Division, AAED (on behalf of Michael Conway)	OSME-SE	✓
<b>Meeting Minutes</b>		
<b>1. Opening Remarks</b>		
<ul style="list-style-type: none"> <li>The Committee Chair, Janice MacDonald, welcomed those present.</li> </ul>		
<b>2. Acceptance of minutes for July 23, 2015 THSAC meeting</b>		
<ul style="list-style-type: none"> <li>The draft minutes for the THSAC meeting held on July 23, 2015 and disseminated to members on October 13, 2015 it was requested that any comments be sent to the generic THS mailbox <a href="mailto:TPSGC.DGASAT-ABTHS.PWGSC@tpsgc-pwgsc.gc.ca">TPSGC.DGASAT-ABTHS.PWGSC@tpsgc-pwgsc.gc.ca</a>.</li> </ul>		
<b>3. THS Solicitation Update</b>		
<ul style="list-style-type: none"> <li>An overview of the Q1 refresh was provided, THS received one bid from an existing supplier seeking to add a classification to their SA. THS remains at 175 Standing Offer holders and 185 Supply Arrangement holders.</li> </ul>		
<b>4. THS Utilization Reporting Update</b>		
<ul style="list-style-type: none"> <li>An overview of the THS Utilization Reporting was provided. It was noted that there has been a decrease in usage on the tool from Q1 of Fiscal Year 14/15 to Q1 of Fiscal Year 15/16.</li> <li>Industry commented that use is down as GoC is hiring their resources directly and not using the tool.</li> <li>PWGSC advised that we are unable to speculate on the reasons why usage is down.</li> <li>NRCan client advised that operational budget remains frozen and impacts on usage.</li> <li>Industry advised that they may work together to ATIP all Departments and Agencies to request statistics on % of casual hires for the last Fiscal Year. PWGSC advised that HR function did not fall under our oversight and we were unable to provide assistance in usage with this activity.</li> <li>PWGSC advised that there are many tools available to hiring managers to hire resources among these are casuals, terms and THS.</li> <li>NRCan client advised that they are seeing a shift to the other methods of supply for professional resources (TSPS and TBIPS) as they can yield a contract with a longer duration for a higher dollar amount in a project setting.</li> </ul>		
<b>ACTION ITEM(S)</b>		
<ul style="list-style-type: none"> <li>Presentation Deck will be disseminated with the Meeting Minutes.</li> </ul>		
<b>5. Procurement Strategy for THS Update</b>		
<b>Procurement Strategy</b>		

- The Chair presented an update to the schedule for the THS procurement strategy work, reported on the status of the THS engagement activities and provided an overview of the emerging themes that require further discussion.
- Emerging Themes include:
  - Security
  - Method of Selection – Right of First Refusal
  - Vendor Performance & Accountability
  - Dynamic Pricing
  - QUR Reporting
  - Adapting the “quick competition” of the ProServices SA process to THS
- The Chair reviewed that the scenarios presented in the engagement deck were for discussion purposes only and to be used as a started point for the conversations during consultation.
- The Chair summarized that the Major Deliverables and Tasks marked as completed represent our internal approvals and was not reflective of the final strategy.
- The Chair updated that the RFI for THS had been extended to close on October 16, 2015.
- The Chair advised that PWGSC was pushing out the Task of “Reviewing and Revising” the draft Procurement Strategy for THS to Q3 & Q4 of 2015-2016 as we are delayed in the analysis of the feedback.
- The Chair proposed that we decide on three or four of the Emerging Themes\* and establish working groups of approximately 12 THSAC Members (both Industry and Client) to perform thorough analysis. It was decided that the following key thematic areas would be assessed further:
  - Method of Selection – Right of First Refusal
  - Security
  - Accountability & Vendor Performance (\*could possibly include pre-qualification criteria if need be)
  - Thresholds and Ease of Competition
- *\*Additional items may be added upon completion of a thorough analysis of the comments received from the survey*

#### **ACTION ITEM(S):**

- **The Chair requested that four small working groups be established to undertake two-hour working sessions on the emerging themes that warrant deep dive analysis as chosen by the THSAC membership. An invitation to participate in one of these working groups will be circulated by PWGSC week of October 19<sup>th</sup>, 2015. Four teams of approximately 12 THSAC Members will be established. Four two-hour working group sessions will be held between November 1<sup>st</sup> and December 31<sup>st</sup>, 2015.**

#### **6. Round Table Discussion**

- Nil

#### **7. Next Meeting**

- In lieu of a meeting in six weeks from now, we will proceed with four two-hour working group sessions on the key thematic areas. The next meeting is tentatively scheduled for the beginning of January 2016 at which time the results of the RFI and the working group sessions will be presented to the committee.

#### **8. Meeting Adjournment**

- The meeting adjourned at approximately 15:30.

**Attachments:**

- Deck presented at October 15, 2015 meeting.