

MEETING MINUTES REPORT – 2015-1		
MEETING	TEMPORARY HELP SERVICES ADVISORY COMMITTEE	
PLACE	Place du Portage, Phase III, Tower C, Boardroom 12C1 101A	DATE January 20, 2015 TIME 1330 to 1600
MEETING AGENDA		
1. Opening Remarks 2. Acceptance of minutes for September 9, 2014 THSAC meeting 3. Committee Membership - Planned Update 4. National Goods & Services Procurement Strategy for THS - Update 5. THS Solicitations Update 6. THS Utilization Reporting Update 7. Other Business 8. Round Table Discussion 9. Next Meeting 10. Meeting Adjournment		
MEETING ATTENDEES		
NAME	ORGANIZATION / PROJECT AND ROLE	PRESENT
SUPPLIER REPRESENTATION (THS Industry)		
Meredith Egan (The AIM Group Inc.)	Association of Canadian Search, Employment and Staffing Services (ACSESS)	✓
Eric Joannis (CLA Personnel, & Ottawa Chapter VP, ACSESS)	ACSESS	✓
Jeremy Ingle (Brican Personnel Inc.)	ACSESS	✓
Paul Gagnon	Portage Personnel Inc.	✓
Dan Moorcroft	QMR Consulting & Professional Staffing	✓
CLIENT REPRESENTATION (Federal Government Departments)		
Roland Dimitriu	Public Works & Government Services Canada (PWGSC)	✓
Ray Paquette (Alternate for R. Dimitriu)	PWGSC	
Caroline Carson	Health Canada	✓
Brenda Harlow	Natural Resources Canada (NRCan)	
POLICY & PROCESS REPRESENTATION (PWGSC Acquisitions Branch)		
Michael Conway (Acting Director, Procurement Strategy and Performance Management Directorate (PSPMD))	Office of Small and Medium Enterprises and Strategic Engagement (OSME-SE)	✓
Helen Seto (Supply Team Leader, Procurement Strategy)	OSME-SE	✓

Management Division (PSMD), PSPMD)		
Adam Albahrani (Alternate for Helen Seto)	OSME-SE	
Lynn Ménard (Senior Director, Acquisitions Account Executive Directorate (AAED))	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 (Acting Supply Team Leader, PSD, PSPD)	STAMS	
GUESTS		
Normand Masse (Director General)	STAMS, Acquisitions Branch (AB), PWGSC	
Meeting Minutes		
1. Opening Remarks		
<ul style="list-style-type: none"> The Committee Chair, Janice MacDonald, welcomed those present, and explained that Normand Masse, Director General, Services and Technology Acquisition Management Sector was not able to join us for this meeting. Round table introductions. 		
2. Acceptance of minutes for September 9, 2014 THSAC meeting		
<ul style="list-style-type: none"> All in concurrence. The draft minutes for the THSAC meeting held on September 9, 2014 were accepted. Some members expressed concerns that meeting minutes were too detailed and that draft minutes were not distributed to the Committee soon enough. Minutes for previous THSAC Meetings are available via the Buy and Sell Tenders website at: https://buyandsell.gc.ca/cds/public/2014/06/27/c220a58a4f64876e4b1d5ca05749962e/minutes_of_meetings_-_english.zip. <p>ACTION ITEM(S):</p> <ul style="list-style-type: none"> PWGSC will reduce the level of detail recorded in future meeting minutes. When possible, PWGSC will distribute the draft minutes for each THSAC meeting no later than one month prior to the next meeting. PWGSC will restructure how PDF copies of THSAC meeting minutes are saved to BuyandSell.gc.ca, and provide a link to this repository from the THS website. 		
3. Committee Membership - Planned Update		

- The Secretary presented PWGSC's planned update to the THSAC membership, increasing from the current 15 members to 20. If implemented, the number of members per interest group would change as follows: supplier members to increase from 5 to 10; client members to increase from 3 to 6; and policy & process members to decrease from 7 to 4.
- It was noted that the THSAC Terms of Reference identifies that for Supplier Interest members, "a preference will be given to granting membership to an industry association over individual companies"; this is a preference.
- A discussion of the planned membership update took place and committee representatives provided input and raised questions for consideration.

ACTION ITEM(S):

- Members wishing to provide any additional feedback concerning the updating of the THSAC membership are to do so by January 31, 2015.
- PWGSC will continue to refine and consider options for updating the membership of the Committee, and make a decision on how to update it.
- PWGSC will e-mail all THS suppliers and clients that expressed an interest in participating on THSAC to announce the updated THSAC membership.
- PWGSC will announce using a link to Buyandsell.gc.ca the updated THSAC membership to all current pre-qualified suppliers of THS to federal government departments in the NCR and all current registered federal government Users of THS in the NCR.
- PWGSC will invite all THSAC members (including the new members) to the next committee meeting.

4. National Goods & Services Procurement Strategy for THS - Update

- Michael Conway reported on the status of the National Goods & Services Procurement Strategy (NGSPS) for THS.
- He explained that work was continuing to refine the THS questionnaires (one for suppliers and one for clients), and that revisions had already been done to ensure that the questions do not ask for opinions. He indicated that the questionnaires are expected to be finalized before the end of the 4th quarter of fiscal year 2014 – 2015. In addition, senior management approval to undertake the consultations is expected to be obtained by the end of the fiscal year.
- Since the questionnaires concern procurement related activities, they will not need to go to the Public Opinion Research Directorate (PORD) for approval.
- THS questionnaires will be posted as a Request for Information (RFI) for 8 to 10 weeks.
- Michael Conway explained that the objective of the NGSPS is to make the processes for acquiring and supplying THS easier, more efficient, and more consistent.
- Support for simplifying the THS Methods of Supply was expressed by supplier members, including a suggestion that simplification and consistency could be achieved by using a web interface and software for processing THS order requirements.
- The Chair noted that the Invitation to Qualify (ITQ) for the e-Procurement Solution (EPS) will be posted on BuyandSell soon. As the constraints and potential efficiencies associated with the EPS become more apparent, they will need to be given consideration when drafting the NGSPS for THS.

5. THS Solicitations Update

Q2 (FY 14-15) Refresh

- 3 RFSO bids were received (2 from new suppliers and 1 from an existing holder); all 3 were found compliant.
- 4 RFSA bids were received (3 from new suppliers and 1 from an existing holder); all 4 were found compliant.
- After the Q2 refresh, the total number of THS Standing Offer (SO) and Supply Arrangement (SA) holders was 171 and 181 respectively.

ACTION ITEM(S):

- PWGSC agreed to report the number of THS SO and SA holders that hold both a THS SO and SA at the next THSAC meeting. (**Postscript:** After the Q3 THS refresh, there were 172 SO holders and 181 SA holders; 165 of the THS SO holders also hold a THS SA, 7 of the THS SO holders do not hold a THS SA, and 16 of the THS SA holders do not hold a THS SO.)

Q3 (FY 14-15) Refresh

- Open to THS industry from October 1, 2014 to January 5, 2015.
- Published and accessible via the Buy and Sell Tenders website.
Request for Standing Offer (RFSO): E60ZN-110002/F:
<https://buyandsell.gc.ca/procurement-data/tender-notice/PW-ZN-002-26793>
Request for Supply Arrangement (RFSO): EN578-060502/I:
<https://buyandsell.gc.ca/procurement-data/tender-notice/PW-ZN-004-26794>
- Evaluations, awards, debriefs and close out will be conducted from January 6, 2015 to March 31, 2015.

6. THS Utilization Reporting Update

- An updated summary of THS Quarterly Usage Report (QUR) data including data for Q2 of FY 14/15 was presented.
- Based upon QUR data at January 19, 2015, the usage of the THS SO and the SA for Q2 of FY 14/15 was 54% and 46% respectively, indicating a slight increase in usage of the SA relative to previous quarters.
- The following was also presented for Q2 of FY 14/15 for the THS SO & SA:
 - Business Volume by Supplier (Top 15)
 - Business Volume by Client Department & Agencies (Top 15)

7. Other Business

Supplier Advisory Committee - Security Clearances Update

- Lynn Ménard, OSME-SE attended the Supplier Advisory Committee (SAC) meeting held on November 26, 2014 and reported on the presentation given by Jennifer Stewart, Director General, Industrial Security Sector at that meeting, and on the subsequent discussion. Highlights are recorded below.
 - The Canadian Industrial Security Directorate (CISD) has 3 shifts working to try to reduce the backlog of security clearances.
 - Financial investments are being made to improve the system for processing security clearances.
 - A LEAN study is planned to look at streamlining the processes.
 - PWGSC has almost finalized a proposed Action Plan to address supplier recommendations, some of which relate to CISD issues.
 - The Royal Canadian Mounted Police will be moving to fingerprint identification only (no more name checks).
 - Mandatory credit checks will be required for resources (not companies).
 - The latter two items are new challenges to be faced by CISD and are to be phased in over the next few years.
- When security is required for a professional services contract, a supplier member reiterated his objection to the current federal government policy that requires individuals that are incorporated consultants to hold a Facility Security Clearance (FSC), even when they are subcontracted by a firm that already has an FSC. He explained that requiring FSCs for incorporated consultants is causing delays and preventing clients from awarding contracts. Although there is no indication at this time that the federal government is considering eliminating the FSC requirement for incorporated consultants, the actions being taken by CISD to address the backlog of security clearances and to streamline the process should help to minimize delays in processing FSC submissions.
- Lynn Ménard is able to have concerns regarding CISD security issues brought to the SAC Secretariat to be raised at SAC meetings, and is also able to provide THSAC members with updates regarding CISD developments presented and/or discussed at SAC meetings.

ACTION ITEM(S):

- On an ongoing basis, when the OSME-SE representative on THSAC has information to relay regarding CISD issues raised at SAC meetings, a corresponding item will be included on the agenda for the upcoming THSAC meeting.

8. Round Table Discussion

- A supplier member reported that his company was experiencing difficulties receiving payment from the federal government for a particular contract. The member was advised to contact the THS Authority directly for support.

- The supplier member also expressed concern that THS resources supplied by his firm have been hired as casuals¹ by the federal government after working for 20 weeks under a THS call-up or contract. As per paragraph 6 Staffing Arrangements, Section II Information for Identified Users, Annex D - Protocol and Standards for THS Applicable to Identified Users and Suppliers Transfer of the THS SO and SA, "Transfer fees will not be paid at any time following the 20 week period after the start of services under a call-up/or contract." PWGSC responded by indicating that the hiring of casual workers is an HR staffing issue, and the federal government has the option of hiring them when needed. It was noted, however, that if a client switches back and forth between hiring a THS resource and a casual, this indicates that the client's need is not temporary and that they should not be using THS.

9. Next Meeting

- The date for the next committee meeting is to be determined.
- A preference for April 2015 was expressed.

10. Meeting Adjournment

- The meeting adjourned at approximately 16:00.

Attachments:

- Deck presented at January 20, 2015 meeting.

¹ A period of casual employment must not exceed 90 working days in a department or agency in a calendar year.