

Agency & Human Services Procurement Advisory Table - Terms of Reference

Background

As the next step in Human Services' (HS) evolution as a single ministry supporting Albertans in need, HS is initiating a comprehensive review of the department's approach to contracting and granting.

The intended outcome of this review is a more consistent corporate contracting/granting approach that will streamline operations and reduce administrative complexity, enhance accountability, and support efforts to shift to a citizen-centred integrated service delivery model.

The review will also explore new contracting approaches that can strengthen relationships with contracted service providers, support long-term sustainability and effectiveness of the sector, and ultimately enhance outcomes for Albertans. Leading contracting and procurement practices from other jurisdictions will inform this work.

Engaging leaders from the service provider sector in constructive, strategic conversations about these future opportunities is the next step in service evolution.

Purpose

The Agency & Human Services Procurement Advisory Table (Procurement Advisory Table) is intended to provide a platform for informal, focused dialogue between HS and a small group of leaders from the service provider sector. It provides an opportunity to leverage the experience, ideas and influence of these sector leaders on the design and implementation of future-state contracting strategies or approaches. The development of these strategies will align with HS's transformational goal of integrated service delivery, and support service delivery partnerships that are efficient, effective and achieve the outcomes Albertans need and expect. The Procurement Advisory Table is an advisory body, with no formal decision-making authority.

The dialogue between HS and service provider leaders will focus on:

- Articulating what the new contract approach needs to achieve;
- Securing agreement on the broad parameters of the required shifts;
- Jointly designing future state contracting approaches; and
- Identifying challenges and opportunities for implementing proposed approaches across the HS programs and regions, and identifying interim steps that can support long-term transformation.

Leadership and Participants

Accountable to the Deputy Minister of HS, the Procurement Advisory Table will be co-chaired by the Chief Delivery Officer, Human Services, and one invited participant from the service provider sector.

Human Services: HS participants include the designated HS Co-Chair and the Executive Lead, Contract Alignment Project. Additional department staff may attend meetings as required, at the discretion of the co-chairs.

Service Providers: Participation in the Procurement Advisory Table discussions is voluntary, based on input from community leaders, and by invitation of HS. The Procurement Advisory Table will be

comprised of 12-14 individuals representing service provider agencies with first-hand knowledge of the HS contracting environment. Sector participants are strategic and forward-thinkers who can address issues from a broad systems perspective and have a demonstrated record of organizational innovation and/or sector-level collaboration. Participation of sector leaders is based on consultation with key sector leads and by invitation of HS.

Responsibilities – Co - Chairs

Key responsibilities include:

- Set agendas and chair the meetings
- Arrange for secretariat or other supports for Procurement Advisory Table meetings
- Share information to support required alignment between HS's internal/corporate contracting approach and new contracting opportunities identified by the Procurement Advisory Table.

Responsibilities – Participants

Participant responsibilities include:

- Participate in frank, open and confidential discussions about future approaches.
 - To encourage open dialogue, internal Procurement Advisory Table discussions are confidential. The timing and nature of broader communication efforts will be agreed to by the group.
- Address issues from a broad system perspective, rather than an organizational perspective.
- Share expertise and lessons learned from relevant organizational or sector-level initiatives (e.g., innovation or collaboration strategies).
- Support broader efforts to engage/communicate with the sector and its key stakeholders as required.

Secretariat Support

The HS Contract Alignment Project Team will provide secretariat support to the Procurement Advisory Table. Key responsibilities include:

- Coordinate gathering of data and research/analysis requirements as identified by the table.
- Develop and send out the agenda, meeting minutes, and relevant documents for scheduled meetings.
- Coordinate the logistics for each meeting (room bookings, IT requirements, etc.).

Facilitation support will be provided by Culture & Tourism.

Sector Linkages and Engagement

The Procurement Advisory Table will leverage lessons learned from previous engagements and forums such as Workforce Alliance (WA) and Alberta Non Profit and Voluntary Sector Initiative (ANVSI).

- Regular efforts will be made to communicate progress and proposals with these groups and the service provider sector generally.

Meeting Frequency and Format

It is anticipated that the first meeting of the Procurement Advisory Table will take place in October 2015 and the duration of the Table will be for one year (any extension will be at the joint discretion of HS and agency members). Meetings will normally take place monthly (with the exception of December, July and

August). The advance meeting schedule will be determined at the first meeting. Meetings will be in-person and alternates will not be permitted. Agenda and materials will be distributed in advance whenever practical.

Compensation

Service provider participants will not receive individual compensation; however, funding for project-related activities and sector support may be available. Expenses related to participation will be reimbursed consistent with relevant Government of Alberta and HS procedures.

Terms of Reference Review

The Terms of Reference will be reviewed at the first meeting of the group and thereafter as needed.