

Schedule 4.2 - Attachment F: Purchasing Services

Nbr	Service Component	Service Element	Service Element Description & Supporting Activities	Approve	Assist	Requirements	Perform	Recommend	Domain	Comments
1	Purchasing	Traffic & Customs	Provide services relating to shipping and customs							
2			Prepare Import / Export documentation for goods and documents		LOB		ABSBC		Purchasing Base Services	
3			Execute Import / Export goods and documents		ABSBC	Corp Policy	SP		Purchasing Base Services	
4			Dispatch of couriers and carriers, this does not include store one materials.				ABSBC		Purchasing Base Services	
5			Coordinate Employee household physical moves Scope includes: within province and in/out of province. HR works w/ employee, employee identifies 2-3 movers, purchasing reviews and provides suggestions. When mover is agreed, Purchasing works to confirm dates, approves invoice/signs invoice etc.		LOB ABSBC	Corp Policy	ABSBC		Purchasing Base Services	
6			Follow up on damage claims and insurance related to household physical moves		ABSBC LOB	Corp Policy	ABSBC		Purchasing Base Services	
7			Retain original external freight invoices.	Corp	LOB		ABSBC		Purchasing Base Services	
8			Administer process and documentation for Administrative Monetary Penalty System (AMPS) compliance.			Corp Policy	ABSBC		Purchasing Base Services	
9			Investigate and follow-up on incomplete or inaccurate inputs provided by BC Hydro / external suppliers.		LOB Corp MMBU		ABSBC		Purchasing Base Services	
10			Provide expert advice on freight/logistics (through either internal resources or due diligence with external parties).				ABSBC		Purchasing Base Services	
11			Select and engage an external agent to periodically (once every 2 years) review the ABSBC processes for administering and documenting BCH AMPS compliance. Work with the agent to determine an appropriate scope for this 3rd party review. Communicate to BCH the findings and recommendations made by the agent.				ABSBC		Purchasing Base Services	
12			Perform a periodic review with the BCH customs broker to assess the accuracy of the most frequently used tariff classification codes.				ABSBC		Purchasing Base Services	
13			Review import documentation to confirm that the current NAFTA certificates are present within the file.				ABSBC		Purchasing Base Services	
14		Purchase Requisition / PO	Processing Purchase Orders and Change Orders							
15			Review for approval levels.			ABSBC	ABSBC		Purchasing Base Services	
16			Create requisition				ABSBC Corp LOB MMBU		Purchasing Base Services	
17			Create supporting documentation for a requisition that is in adherence to purchasing policy.				LOB		N/A	
18			Review supporting documentation for completeness, and follow-up with end user as required.		LOB		ABSBC		Purchasing Base Services	
19			Escalate to BCH Purchasing & Commodity Tax group when supporting documentation is not in adherence to BCH purchasing policy.				ABSBC		Purchasing Base Services	
20			Resolve non-compliance issues with end-user.				Corp		N/A	
21			Convert the purchase requisition into a purchase order				ABSBC		Purchasing Base Services	
22			Print, sign and distribute hard copies of purchase orders, including change orders.				ABSBC		Purchasing Base Services	
23			File hardcopy of purchase order complete with supporting documentation				ABSBC		Purchasing Base Services	
24			Archive and/or retrieve purchasing files.				ABSBC- SP		3rd Party Pass Through	
25			Destroy archived records.	Corp			ABSBC- SP		3rd Party Pass Through	
26		RFEI/RFI Process	Request for Expression of Interest and Request for Information							
27			Define requirements for information being requested.				ABSBC LOB Corp		Purchasing Base Services	
28			Provide request to ABSBC Purchasing.		ABSBC		LOB CORP		Purchasing Base Services	
29			Receive request, review for completeness, and escalate if required.				ABSBC		Purchasing Base Services	
30			Prepare draft RFEI/RFI documents.				ABSBC		Purchasing Base Services	

Nbr	Service Component	Service Element	Service Element Description & Supporting Activities	Approve	Assist	Requirements	Perform	Recommend	Domain	Comments
31			Review draft RFEI/RFI documents for completeness.				ABSBC		Purchasing Base Services	
32			Prepare final RFEI/RFI documents.				ABSBC		Purchasing Base Services	
33			Determine list of possible vendors.		CORP		ABSBC		Purchasing Base Services	
34			Issue RFEI/RFI documents.				ABSBC		Purchasing Base Services	
35			Publish advertisements for tenders if required (i.e. BC Bid).				ABSBC		Purchasing Base Services	
36			Track and maintain list of document recipients.				ABSBC		Purchasing Base Services	
37			Respond to queries from vendors (including addendums and Q&A series).		LOB CORP		ABSBC		Purchasing Base Services	
38			Receive submissions from vendors.				ABSBC		Purchasing Base Services	
39			Private opening of RFEI/RFI.				ABSBC		Purchasing Base Services	
40			Sort and distribute responses to clients.				ABSBC		Purchasing Base Services	
41			Review RFEI/RFI information and determine whether to proceed to tender. If proceeding to tender, then see appropriate tendering or RFP process.				ABSBC LOB Corp		Purchasing Base Services	
42			Determine shortlist from RFEI responses in non-tendering situations.		ABSBC		LOB		Purchasing Base Services	
43			Seek clarification from vendor as required				ABSBC		Purchasing Base Services	
44			Submit required end-user documentation to ABSBC Purchasing to support ABSBC in maintaining a complete file on record.				LOB		N/A	
45			Perform follow-up with end user if supporting documentation is not submitted and escalate to BCH Corporate as required.				ABSBC		Purchasing Base Services	
46			Maintain and file contract related documents (hard and soft copy)				ABSBC		Purchasing Base Services	
47		Tender Process	Design, document and administer Engineering tenders.							
48			Determine if ABSBC/Accenture/Affiliates will bid on the potential opportunity. Refer to "ABSBC/Accenture/Affiliates as bidder" process track if ABSBC, Accenture or an Affiliate chooses to bid.				ABSBC		Purchasing Base Services	
49			Define scope				ENG		N/A	
50			Provide request to ABSBC Purchasing				ENG		N/A	
51			Receive request, review for completeness and compliance with relevant BCH policy, and escalate if required				ABSBC		Purchasing Base Services	
52			Prepare draft tender documents using appropriate BCH templates, including special conditions as required				ABSBC ENG		Purchasing Base Services	
53			Establish evaluation criteria for tender				ENG		N/A	
54			Review draft tender documents for completeness and compliance with relevant BCH policy		ABSBC		ENG		Purchasing Base Services	
55			Prepare final tender documents				ABSBC ENG		Purchasing Base Services	
56			Determine list of possible vendors				ABSBC ENG		Purchasing Base Services	
57			Create evaluation matrix				ENG		N/A	
58			Issue tender documents				ABSBC		Purchasing Base Services	
59			Publish advertisements for tenders (i.e. BC Bid).				ABSBC		Purchasing Base Services	
60			Track and maintain list of document recipients				ABSBC		Purchasing Base Services	
61			Respond to queries from vendors (including addendums and Q&A series)		ENG		ABSBC		Purchasing Base Services	
62			Organize and attend site visits		ABSBC		ENG		Purchasing Base Services	
63			Receive submissions/bids from vendors				ABSBC		Purchasing Base Services	
64			Public or private opening of tender				ABSBC		Purchasing Base Services	
65			Evaluate tenders for compliance (e.g. legal requirements)				ABSBC		Purchasing Base Services	
66			Sort and distribute responses to clients				ABSBC		Purchasing Base Services	
67			Perform technical evaluation and complete evaluation matrix				ENG		N/A	
68			Conduct supplier meetings				ENG		N/A	
69			Seek clarification from vendor as required		ENG		ABSBC		Purchasing Base Services	
70			Select successful bid in compliance with relevant BCH policy and/or appropriate exemptions		ABSBC		ENG		Purchasing Base Services	
71			Escalate for non-compliance				ABSBC		Purchasing Base Services	

Nbr	Service Component	Service Element	Service Element Description & Supporting Activities	Approve	Assist	Requirements	Perform	Recommend	Domain	Comments
72			Notify both successful and unsuccessful vendors				ABSBC		Purchasing Base Services	
73			Issue purchase order				ABSBC		Purchasing Base Services	
74			Cancel tenders that are not awarded				ABSBC		Purchasing Base Services	
75			Submit required end-user documentation to ABSBC Purchasing to support ABSBC in maintaining a complete file on record.				LOB		N/A	
76			Perform follow-up with end user if supporting documentation is not submitted and escalate to BCH Corporate as required.				ABSBC		Purchasing Base Services	
77			Maintain and file contract related documents (hard and soft copy)				ABSBC		Purchasing Base Services	
78		Tender Process	Design, document and administer MMBU tenders.							
79			Determine if ABSBC/Accenture/Affiliates will bid on the potential opportunity. Refer to "ABSBC/Accenture/Affiliates as bidder" process track if ABSBC, Accenture or an Affiliate chooses to bid.				ABSBC		Purchasing Base Services	
80			Define scope				MMBU		N/A	
81			Review for completeness and compliance with relevant BCH policy				MMBU		N/A	
82			Prepare draft tender documents using appropriate BCH templates, including special conditions as required				MMBU		N/A	
83			Establish evaluation criteria for tender				MMBU		N/A	
84			Review draft tender documents for completeness and compliance with relevant BCH policy				MMBU		N/A	
85			Prepare final tender documents				MMBU		N/A	
86			Determine list of possible vendors				MMBU		N/A	
87			Create evaluation matrix				MMBU		N/A	
88			Provide request to ABSBC Purchasing				MMBU		N/A	
89			Receive request and Issue tender documents				ABSBC		Purchasing Base Services	
90			Publish advertisements for tenders (i.e. BC Bid).				ABSBC		Purchasing Base Services	
91			Track and maintain list of document recipients				ABSBC		Purchasing Base Services	
92			Respond to queries from vendors (including addendums and Q&A series)		MMBU		ABSBC		Purchasing Base Services	
93			Organize and attend site visits				MMBU		N/A	
94			Receive submissions/bids from vendors				ABSBC		Purchasing Base Services	
95			Public or private opening of tender				ABSBC		Purchasing Base Services	
96			Evaluate tenders for compliance (e.g. legal requirements)				MMBU		N/A	
97			Sort and distribute responses to clients				MMBU		N/A	
98			Perform technical evaluation and complete evaluation matrix				MMBU		N/A	
99			Conduct supplier meetings				MMBU		N/A	
100			Seek clarification from vendor as required				MMBU		N/A	
101			Select successful bid in compliance with relevant BCH policy and/or appropriate exemptions				MMBU		N/A	
102			Escalate for non-compliance				MMBU		N/A	
103			Notify both successful and unsuccessful vendors				MMBU		N/A	
104			Issue purchase order				MMBU		N/A	
105			Cancel tenders that are not awarded				MMBU		N/A	
106			Submit required end-user documentation to ABSBC Purchasing to support ABSBC in maintaining a complete file on record.				MMBU		N/A	
107			Perform follow-up with end user if supporting documentation is not submitted and escalate to BCH Corporate as required.				MMBU		N/A	
108			Maintain and file contract related documents (hard and soft copy)				MMBU		N/A	
109		Tender Process	Design, document and administer IT procurement tenders.							
110			Determine if ABSBC/Accenture/Affiliates will bid on the potential opportunity. Refer to "ABSBC/Accenture/Affiliates as bidder" process track if ABSBC, Accenture or an Affiliate chooses to bid.				ABSBC		Purchasing Base Services	
111			Define scope		LOB CORP		ABSBC		Purchasing Base Services	
112			Provide request to ABSBC Purchasing		ABSBC		LOB CORP		Purchasing Base Services	
113			Receive request, review for completeness and compliance with relevant BCH policy, and escalate if required				ABSBC		Purchasing Base Services	

Nbr	Service Component	Service Element	Service Element Description & Supporting Activities	Approve	Assist	Requirements	Perform	Recommend	Domain	Comments
114			Prepare draft tender documents using appropriate BCH templates, including special conditions as required				ABSBC		Purchasing Base Services	
115			Establish evaluation criteria for tender		LOB CORP		ABSBC		Purchasing Base Services	
116			Review draft tender documents for completeness and compliance with relevant BCH policy				ABSBC		Purchasing Base Services	
117			Prepare final tender documents				ABSBC		Purchasing Base Services	
118			Determine list of possible vendors		CORP		ABSBC		Purchasing Base Services	
119			Create evaluation matrix		LOB CORP		ABSBC		Purchasing Base Services	
120			Issue tender documents				ABSBC		Purchasing Base Services	
121			Publish advertisements for tenders (i.e. BC Bid).				ABSBC		Purchasing Base Services	
122			Track and maintain list of document recipients				ABSBC		Purchasing Base Services	
123			Respond to queries from vendors (including addendums and Q&A series)		LOB CORP		ABSBC		Purchasing Base Services	
124			Organize and attend site visits				ABSBC LOB Corp		Purchasing Base Services	
125			Receive submissions/bids from vendors				ABSBC		Purchasing Base Services	
126			Public or private opening of tender				ABSBC		Purchasing Base Services	
127			Evaluate tenders for compliance (e.g. legal requirements)				ABSBC		Purchasing Base Services	
128			Sort and distribute responses to clients				ABSBC		Purchasing Base Services	
129			Perform technical evaluation and complete evaluation matrix				ABSBC LOB Corp		Purchasing Base Services	
130			Conduct supplier meetings		LOB CORP		ABSBC		Purchasing Base Services	
131			Seek clarification from vendor as required				ABSBC		Purchasing Base Services	
132			Select successful bid in compliance with relevant BCH policy and/or appropriate exemptions		ABSBC		LOB CORP		Purchasing Base Services	
133			Escalate for non-compliance				ABSBC		Purchasing Base Services	
134			Notify both successful and unsuccessful vendors				ABSBC		Purchasing Base Services	
135			Issue purchase order				ABSBC		Purchasing Base Services	
136			Cancel tenders that are not awarded				ABSBC		Purchasing Base Services	
137			Submit required end-user documentation to ABSBC Purchasing to support ABSBC in maintaining a complete file on record.				LOB		N/A	
138			Perform follow-up with end user if supporting documentation is not submitted and escalate to BCH Corporate as required.				ABSBC		Purchasing Base Services	
139			Maintain and file contract related documents (hard and soft copy)				ABSBC		Purchasing Base Services	
140		Tender Process	Design, document and administer various LOB tenders (but not including cross-LOB tenders which are covered separately below).							
141			Determine if ABSBC/Accenture/Affiliates will bid on the potential opportunity. Refer to "ABSBC/Accenture/Affiliates as bidder" process track if ABSBC, Accenture or an Affiliate chooses to bid.				ABSBC		Purchasing Base Services	
142			Define scope				LOB		N/A	
143			Provide request to ABSBC Purchasing		ABSBC		LOB		Purchasing Base Services	
144			Receive request, review for completeness and compliance with relevant BCH policy, and escalate if required				ABSBC		Purchasing Base Services	
145			Prepare draft tender documents using appropriate BCH templates, including special conditions as required				ABSBC		Purchasing Base Services	
146			Establish evaluation criteria for tender				ABSBC LOB		Purchasing Base Services	
147			Review draft tender documents for completeness and compliance with relevant BCH policy				ABSBC		Purchasing Base Services	
148			Prepare final tender documents				ABSBC		Purchasing Base Services	
149			Determine list of possible vendors		LOB		ABSBC		Purchasing Base Services	
150			Create evaluation matrix		LOB		ABSBC		Purchasing Base Services	

Nbr	Service Component	Service Element	Service Element Description & Supporting Activities	Approve	Assist	Requirements	Perform	Recommend	Domain	Comments
151			Issue tender documents				ABSBC		Purchasing Base Services	
152			Publish advertisements for tenders (i.e. BC Bid).				ABSBC		Purchasing Base Services	
153			Track and maintain list of document recipients				ABSBC		Purchasing Base Services	
154			Respond to queries from vendors (including addendums and Q&A series)		LOB		ABSBC		Purchasing Base Services	
155			Organize and attend site visits				ABSBC LOB		Purchasing Base Services	
156			Receive submissions/bids from vendors				ABSBC		Purchasing Base Services	
157			Public or private opening of tender				ABSBC		Purchasing Base Services	
158			Evaluate tenders for compliance (e.g. legal requirements)				ABSBC		Purchasing Base Services	
159			Sort and distribute responses to clients				ABSBC		Purchasing Base Services	
160			Perform technical evaluation and complete evaluation matrix		ABSBC		LOB		Purchasing Base Services	
161			Conduct supplier meetings		LOB		ABSBC		Purchasing Base Services	
162			Seek clarification from vendor as required		LOB		ABSBC		Purchasing Base Services	
163			Select successful bid in compliance with relevant BCH policy and/or appropriate exemptions		ABSBC		LOB		Purchasing Base Services	
164			Escalate for non-compliance				ABSBC		Purchasing Base Services	
165			Notify both successful and unsuccessful vendors				ABSBC		Purchasing Base Services	
166			Issue purchase order				ABSBC		Purchasing Base Services	
167			Cancel tenders that are not awarded				ABSBC		Purchasing Base Services	
168			Submit required end-user documentation to ABSBC Purchasing to support ABSBC in maintaining a complete file on record.				LOB		N/A	
169			Perform follow-up with end user if supporting documentation is not submitted and escalate to BCH Corporate as required.				ABSBC		Purchasing Base Services	
170			Maintain and file contract related documents (hard and soft copy)				ABSBC		Purchasing Base Services	
171		Tender Process	Design, document and administer cross-LOB tenders.							
172			Determine if ABSBC/Accenture/Affiliates will bid on the potential opportunity. Refer to "ABSBC/Accenture/Affiliates as bidder" process track if ABSBC, Accenture or an Affiliate chooses to bid.				ABSBC		Purchasing Base Services	
173			Define scope				CORP LOB ABSBC		Purchasing Base Services	
174			Provide request to ABSBC Purchasing		ABSBC		CORP LOB		Purchasing Base Services	
175			Receive request, review for completeness and compliance with relevant BCH policy, and escalate if required				ABSBC		Purchasing Base Services	
176			Prepare draft tender documents using appropriate BCH templates, including special conditions as required				ABSBC		Purchasing Base Services	
177			Establish evaluation criteria for tender				ABSBC LOB CORP		Purchasing Base Services	
178			Review draft tender documents for completeness and compliance with relevant BCH policy				ABSBC		Purchasing Base Services	
179			Prepare final tender documents				ABSBC		Purchasing Base Services	
180			Determine list of possible vendors		LOB CORP		ABSBC		Purchasing Base Services	
181			Create evaluation matrix		LOB CORP		ABSBC		Purchasing Base Services	
182			Issue tender documents				ABSBC		Purchasing Base Services	
183			Publish advertisements for tenders (i.e. BC Bid).				ABSBC		Purchasing Base Services	
184			Track and maintain list of document recipients				ABSBC		Purchasing Base Services	
185			Respond to queries from vendors (including addendums and Q&A series)		LOB CORP		ABSBC		Purchasing Base Services	
186			Organize and attend site visits				ABSBC LOB CORP		Purchasing Base Services	
187			Receive submissions/bids from vendors				ABSBC		Purchasing Base Services	
188			Public or private opening of tender				ABSBC		Purchasing Base Services	

Nbr	Service Component	Service Element	Service Element Description & Supporting Activities	Approve	Assist	Requirements	Perform	Recommend	Domain	Comments
189			Evaluate tenders for compliance (e.g. legal requirements)				ABSBC		Purchasing Base Services	
190			Sort and distribute responses to clients				ABSBC		Purchasing Base Services	
191			Perform technical evaluation and complete evaluation matrix		ABSBC		LOB CORP		Purchasing Base Services	
192			Conduct supplier meetings		LOB		ABSBC		Purchasing Base Services	
193			Seek clarification from vendor as required				ABSBC		Purchasing Base Services	
194			Select successful bid in compliance with relevant BCH policy and/or appropriate exemptions		ABSBC		LOB CORP		Purchasing Base Services	
195			Escalate for non-compliance				ABSBC		Purchasing Base Services	
196			Notify both successful and unsuccessful vendors				ABSBC		Purchasing Base Services	
197			Issue purchase order				ABSBC		Purchasing Base Services	
198			Cancel tenders that are not awarded				ABSBC		Purchasing Base Services	
199			Submit required end-user documentation to ABSBC Purchasing to support ABSBC in maintaining a complete file on record.				LOB		N/A	
200			Perform follow-up with end user if supporting documentation is not submitted and escalate to BCH Corporate as required.				ABSBC		Purchasing Base Services	
201			Maintain and file contract related documents (hard and soft copy)				ABSBC		Purchasing Base Services	
202		Tender Process	Design, document and administer tenders where ABSBC, Accenture or Affiliates are bidding.							
203			Define scope (ABSBC to assist only as approved by Corp)		ABSBC		LOB CORP		Purchasing Base Services	
204			Provide request to BCH Corp Purchasing				LOB CORP		N/A	
205			Receive request and review for completeness and compliance with relevant BCH policy		LOB		CORP		N/A	
206			Prepare draft tender documents using appropriate BCH templates, including special conditions as required		LOB		CORP		N/A	
207			Establish evaluation criteria for tender		LOB		CORP		N/A	
208			Review draft tender documents for completeness and compliance with relevant BCH policy				CORP		N/A	
209			Prepare final tender documents				CORP		N/A	
210			Determine list of possible vendors		LOB		CORP		N/A	
211			Create evaluation matrix		LOB		CORP		N/A	
212			Issue tender documents				ABSBC		Purchasing Base Services	
213			Publish advertisements for tenders (i.e. BC Bid).				ABSBC		Purchasing Base Services	
214			Track and maintain list of document recipients				ABSBC		Purchasing Base Services	
215			Respond to queries from vendors (including addendums and Q&A series)				CORP		N/A	
216			Organize and attend site visits				CORP		N/A	
217			Receive submissions/bids from vendors				ABSBC		Purchasing Base Services	
218			Public or private opening of tender				CORP		N/A	
219			Evaluate tenders for compliance (e.g. legal requirements)				CORP		N/A	
220			Sort and distribute responses to clients				CORP		N/A	
221			Perform technical evaluation and complete evaluation matrix		LOB		CORP		N/A	
222			Conduct supplier meetings				CORP		N/A	
223			Seek clarification from vendor as required				CORP		N/A	
224			Select successful bid in compliance with relevant BCH policy and/or appropriate exemptions		CORP		LOB		N/A	
225			Notify both successful and unsuccessful vendors				CORP		N/A	
226			Issue purchase order				ABSBC		Purchasing Base Services	
227			Cancel tenders that are not awarded				CORP		N/A	
228			Submit required end-user documentation to BCH Corporate Purchasing to support Corp in maintaining a complete file on record.				LOB		N/A	
229			Perform follow-up with end user if supporting documentation is not submitted.				CORP		N/A	
230			Maintain and file contract related documents (hard and soft copy)				CORP		N/A	
231		Tender Process	Design, document and administer Local Work Contract of Field-Issued Consulting tenders.							
232			Define scope				LOB		N/A	

Nbr	Service Component	Service Element	Service Element Description & Supporting Activities	Approve	Assist	Requirements	Perform	Recommend	Domain	Comments
233			Review for completeness and compliance with relevant BCH policy				LOB		N/A	
234			Prepare draft tender documents using appropriate BCH templates, including special conditions as required		ABSBC		LOB		Purchasing Base Services	
235			Establish evaluation criteria for tender				LOB		N/A	
236			Review draft tender documents for completeness and compliance with relevant BCH policy				LOB		N/A	
237			Prepare final tender documents				LOB		N/A	
238			Determine list of possible vendors				LOB		N/A	
239			Create evaluation matrix				LOB		N/A	
240			Issue tender documents				LOB		N/A	
241			Publish advertisements for tenders.				LOB		N/A	
242			Track and maintain list of document recipients				LOB		N/A	
243			Respond to queries from vendors (including addendums and Q&A series)				LOB		N/A	
244			Organize and attend site visits				LOB		N/A	
245			Receive submissions/bids from vendors				LOB		N/A	
246			Public or private opening of tender				LOB		N/A	
247			Evaluate tenders for compliance (e.g. legal requirements)				LOB		N/A	
248			Sort and distribute responses to clients				LOB		N/A	
249			Perform technical evaluation and complete evaluation matrix				LOB		N/A	
250			Conduct supplier meetings				LOB		N/A	
251			Seek clarification from vendor as required				LOB		N/A	
252			Determine if transaction is complex or in violation of policy, and seek guidance from ABSBC or Corp prior to making the award, as necessary				LOB		N/A	
253			Select successful bid in compliance with relevant BCH policy and/or appropriate exemptions				LOB		N/A	
254			Provide request to ABSBC Purchasing				LOB		N/A	
255			Evaluate tenders for compliance				ABSBC		Purchasing Base Services	
256			Escalate to Corp as necessary				ABSBC		Purchasing Base Services	
257			Notify both successful and unsuccessful vendors				LOB		N/A	
258			Issue purchase order				ABSBC		Purchasing Base Services	
259			Cancel tenders that are not awarded				LOB		N/A	
260			Submit required end-user documentation to ABSBC Purchasing to support ABSBC in maintaining a complete file on record.				LOB		N/A	
261			Perform follow-up with end user if supporting documentation is not submitted and escalate to BCH Corporate as required.				ABSBC		Purchasing Base Services	
262			Maintain and file contract related documents (hard and soft copy)				ABSBC		Purchasing Base Services	
263		RFPs	Request for proposals							
264			Determine if ABSBC/Accenture/Affiliates will bid on the potential opportunity. Refer to "ABSBC/Accenture/Affiliates as bidder" process track if ABSBC, Accenture or an Affiliate chooses to bid.				ABSBC		Purchasing Base Services	
265			Define scope		ABSBC		LOB CORP		Purchasing Base Services	
266			Provide request to ABSBC Purchasing				LOB CORP		N/A	
267			Receive request, review for completeness and compliance with relevant BCH policy, and escalate if required				ABSBC		Purchasing Base Services	
268			Prepare draft RFP documents using appropriate BCH templates where applicable, including special conditions as required (LOB, in particular ENG, to assist where applicable)		LOB		ABSBC		Purchasing Base Services	
269			Establish evaluation criteria for RFP				LOB CORP		N/A	
270			Prepare final RFP documents (LOB, in particular ENG, to assist where applicable)		LOB		ABSBC		Purchasing Base Services	
271			Determine list of possible vendors				ABSBC LOB CORP		Purchasing Base Services	
272			Create evaluation matrix including the establishing of weightings		LOB CORP		ABSBC		Purchasing Base Services	
273			Issue RFP documents				ABSBC		Purchasing Base Services	
274			Publish advertisements for RFP (i.e. BC Bid).				ABSBC		Purchasing Base Services	
275			Track and maintain list of document recipients				ABSBC		Purchasing Base Services	
276			Respond to queries from vendors (including addendums and Q&A series)		LOB CORP		ABSBC		Purchasing Base Services	

Nbr	Service Component	Service Element	Service Element Description & Supporting Activities	Approve	Assist	Requirements	Perform	Recommend	Domain	Comments
277			Receive proposals from vendors				ABSBC		Purchasing Base Services	
278			Public or private opening of proposals				ABSBC		Purchasing Base Services	
279			Evaluate proposals for compliance (e.g. legal requirements)				ABSBC		Purchasing Base Services	
280			Sort and distribute responses to clients				ABSBC		Purchasing Base Services	
281			Facilitate completion of evaluation matrix				ABSBC		Purchasing Base Services	
282			Perform technical evaluation, complete evaluation matrix and shortlist vendors				ABSBC LOB CORP		Purchasing Base Services	
283			Organize and conduct supplier meetings (including vendor demos and presentations)		LOB CORP		ABSBC		Purchasing Base Services	
284			Negotiate with applicable vendors		ABSBC		LOB CORP		Purchasing Base Services	
285			Determine question set for vendor references				ABSBC LOB CORP		Purchasing Base Services	
286			Check vendor references		LOB CORP		ABSBC		Purchasing Base Services	
287			Develop contractual document in compliance with BCH Corporate Policy		ABSBC		LOB CORP		Purchasing Base Services	
288			Awarded successful proposal in compliance with relevant BCH policy and/or appropriate exemptions		ABSBC		LOB CORP		Purchasing Base Services	
289			Submit final contractual document to ABSBC Purchasing for document retention		ABSBC		LOB CORP		Purchasing Base Services	
290			Notify unsuccessful vendors				ABSBC		Purchasing Base Services	
291			Issue purchase order				ABSBC		Purchasing Base Services	
292			Cancel RFPs that are not awarded				ABSBC		Purchasing Base Services	
293			Submit required end-user documentation to ABSBC Purchasing to support ABSBC in maintaining a complete file on record.				LOB		N/A	
294			Perform follow-up with end user if supporting documentation is not submitted and escalate to BCH Corporate as required.				ABSBC		Purchasing Base Services	
295			Maintain and file contract related documents (hard and soft copy)				ABSBC		Purchasing Base Services	
296		Informal Purchasing (Non-LPO or Non-Purchasing Card)	Low dollar value purchases done through phone, fax or email (not including imports or exports).							
297			Determine needs requirements (prepare purchase requisition).		ABSBC		LOB MMBU Corp		Purchasing Base Services	
298			Determine acquisition methodology as per BCH Corporate policy.		ABSBC	Corp Policy	LOB MMBU Corp		Purchasing Base Services	
299			Determine suppliers			Corp Policy	LOB MMBU Corp ABSBC		Purchasing Base Services	
300			Obtain informal documented quotes per BC Hydro policy.				ABSBC LOB MMBU		Purchasing Base Services	
301			Grant appropriate exemptions for sole sourcing.		Corp		ABSBC		Purchasing Base Services	
302			Select successful vendor.		ABSBC MMBU Corp	Corp Policy	LOB		Purchasing Base Services	
303			Prepare and issue purchase order.				ABSBC		Purchasing Base Services	
304		Informal Purchasing for LPO and Credit Card	Low dallar value purchasing done on LPO or Credit Card							
305			Determine needs requirements.				LOB MMBU Corp		N/A	
306			Determine acquisition methodology as per BCH Corporate policy.		ABSBC	Corp Policy	LOB MMBU Corp		Purchasing Base Services	
307			Determine suppliers.			Corp Policy	LOB MMBU Corp		N/A	
308			Obtain quote(s) for LPO or Credit Card.			Corp Policy	LOB MMBU Corp		N/A	
309			Obtain documentation for quote(s) as per policy.			Corp Policy	LOB MMBU Corp		N/A	

Nbr	Service Component	Service Element	Service Element Description & Supporting Activities	Approve	Assist	Requirements	Perform	Recommend	Domain	Comments
310			Select successful vendor.			Corp Policy	LOB MMBU Corp		N/A	
311			Review non-compliant requests received from ABSBC AP, discuss with the initiator, and escalate to BCH Corp if required.		Corp		ABSBC		Purchasing Base Services	
312		CPIS and FOI information, record keeping, and reporting.	Activities pertaining to CPIS and FOI information, record keeping, and reporting per BCH policy.							
313			Enter contracts into CPIS - Contractor Performance Information System				ABSBC		Purchasing Base Services	
314			Provide notification to the field to update CPIS contract based on past due date.				ABSBC		Purchasing Base Services	
315			Update / complete contract information in CPIS - Contractor Performance Information System		ABSBC		LOB		Purchasing Base Services	
316			Trace expired contracts that are not marked completed to field managers for completion in CPIS system.				ABSBC		Purchasing Base Services	
317			Maintain CPIS 'non-performing' vendor list (contractors that withdraw their bids are listed for 1 yr). ABSBC to perform initial follow-up with user and escalate to BCH Corp as required.		LOB		ABSBC		Purchasing Base Services	
318			Enter new field managers into CPIS system.			LOB	ABSBC		Purchasing Base Services	
319			Respond to requests for data for FOI reports (Freedom of Information Act) - as they relate to purchasing		LOB Corp MMBU		ABSBC		Purchasing Base Services	
320		Risk Management	Perform appropriate risk management activities if requested by Corp, LOB, MMBU, ENG or Field Services.							
321			Review contract documents for appropriate wording regarding bonding and insurance policies		Corp		ABSBC LOB MMBU		Purchasing Base Services	
322			Provide risk management advice to internal clients as it relates to purchasing		ABSBC LOB MMBU		Corp		Purchasing Base Services	
323			Collect contract bonding and insurance policies from vendor, and retain a copy for records.				ABSBC		Purchasing Base Services	
324			Review contract bonding and insurance documents for compliance with tender and escalate to BCH Corporate as required.		Corp		ABSBC		Purchasing Base Services	
325			Maintain current copy of contract bonding and insurance documents (e.g., to reflect extensions, change orders or renewals).				Corp		N/A	
326			Gather financial data from contractors.		MMBU LOB Corp		ABSBC		Purchasing Base Services	
327			Analyze financial data to verify contractor's financial capability.		MMBU LOB		Corp		N/A	
328			Negotiate Policies on specific project insurance with brokers		LOB Corp ABSBC MMBU		Corp		Purchasing Base Services	
329			Co-ordinate investigations & settlements re: Third Party claims		ABSBC LOB MMBU		Corp		Purchasing Base Services	
330		Purchasing consulting	Provide consulting services on purchasing and contract management best practices.							
331			Provide advice on contract management / types of suppliers / dispute resolution / types of tendering / governance issues / leasing		Corp	Corp Policy	ABSBC		Purchasing Base Services	
332			Prepare responses to complaints and queries received from various parties regarding procurement activities.		LOB Corp MMBU		ABSBC		Purchasing Base Services	
333			Provide guidance in determining when special services are required (i.e.: tax, legal...)		LOB Corp MMBU		ABSBC		Purchasing Base Services	
334			Develop BCH corporate purchasing policies.		LOB ABSBC		Corp	ABSBC LOB	Purchasing Base Services	
335			Maintain BCH corporate purchasing policies.		ABSBC		Corp	ABSBC LOB	Purchasing Base Services	
336			Perform local purchase order audits		ABSBC		Corp		Purchasing Base Services	
337			Attempt to resolve all disputes which occur in the procurement process prior to award of the contract.		LOB Corp MMBU		ABSBC		Purchasing Base Services	
338			Resolve all disputes which occur in the procurement process after award of the contract. Purchasing may mediate when issues arise between field and supplier.		ABSBC		LOB Corp MMBU		Purchasing Base Services	
339			Develop and maintain standard form tender documents				LOB Corp		N/A	

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340			Conduct best practice research and recommend appropriate changes.				ABSCB		Purchasing Base Services	
341		Contract Administration	Perform purchasing related contract administration							
342			Tracing and expediting deliveries				ABSCB LOB		Purchasing Base Services	
343			Review over/under expended purchase order monthly report and escalate as necessary.		LOB Corp MMBU		ABSCB		Purchasing Base Services	
344			Process changes to PO and CO (contract order) to reflect change orders and equitable adjustments negotiated by BCH.				MMBU ABSCB		Purchasing Base Services	
345			Close standing order contracts (i.e. final payment, holdbacks).				LOB Corp MMBU ABSCB		Purchasing Base Services	
346			Notify BCH contract owner or key contact in regards to upcoming contract expiry.				ABSCB		Purchasing Base Services	
347		Purchasing and Contract Management Training	Provide training for purchasing system and contract management practices							
348			Develop, maintain and deliver purchasing and contract management training material (For local work contracts)				ABSCB Corp LOB		Purchasing Base Services	
349			Maintain the training materials for the CPIS system. Note that development of training materials for CPIS system is a BCH responsibility.				ABSCB		Purchasing Base Services	
350		System Administration	Day to day systems administration for purchasing software.							
351			Provide Help Desk Support on Business Process support systems (Separate from IT Help Desk)				ABSCB		Purchasing Base Services	
352			Perform fiscal year end conversion.		LOB Corp		ABSCB		Purchasing Base Services	
353		IT Acquisition / Procurement	Manage the order process, from inception through to receipt and invoice payment for the received hardware and software prior to installation, ensuring that the hardware/software purchased is consistent with the standards of the company.							
354			Manage vendor contracts (where there are standing POs).				ABSCB LOB Corp		Purchasing Base Services	
355			Create standing POs that meet BCH policy for standard IT commodities.	Corp	LOB		ABSCB		Purchasing Base Services	
356			Place orders and monitor fulfillment (including creation of order record in IT Work Management System [currently Peregrine]).			Corp LOB	ABSCB		Purchasing Base Services	
357			Manage IT invoice payment.	Corp LOB			ABSCB		Purchasing Base Services	
358			Obtain current commodity price from established vendors (i.e. where there is a standing PO in place).			Corp LOB	ABSCB		Purchasing Base Services	
359			Issue purchase orders				ABSCB		Purchasing Base Services	
360			Negotiate contracts with suppliers.		Corp		ABSCB		Purchasing Base Services	
361			Provide order backlog management.				ABSCB		Purchasing Base Services	
362			Coordinate hardware and software maintenance agreements.		Corp LOB		ABSCB		Purchasing Base Services	
363			Maintain inventory of consumables that are provided by the vendor (i.e. keyboards and mice).				ABSCB LOB		Purchasing Base Services	
364			Provide customer support in the proper selection of desktop, laptop, server, printer, PDA and network configurations (HW and SW).			Corp LOB	ABSCB		Purchasing Base Services	
365			Communicate the availability of a commodity to the end user, including BCH OCIO approved alternatives where applicable.				ABSCB		Purchasing Base Services	
366			Plan the migration from old to new equipment, including equipment cascades where applicable.				LOB		N/A	
367			Work with individual clients/vendors to plan for technology as required to meet new and growing business requirements.		Corp	LOB	ABSCB		Purchasing Base Services	
368			Manage process for returning damaged or does-not-meet-specification commodity items to the vendor.		LOB		ABSCB		Purchasing Base Services	
369			Coordinate the delivery of vendor configured, tested and burned in IT systems, peripherals and software, when appropriate, to place of installation (including confirmation of receipt).				ABSCB		Purchasing Base Services	

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370			Provide order status and estimated delivery dates to customer.				ABSCB		Purchasing Base Services	
371			Maintain current list of IT HW/SW maintenance contracts.				ABSCB		Purchasing Base Services	
372			Assess end user request for IT HW/SW, and process it as either a business-as-usual, refresh, or project transaction.				ABSCB		Purchasing Base Services	
373			Escalate vendor performance and delivery issues to the vendor, and work with the vendor to resolve these issues.	Corp			ABSCB		Purchasing Base Services	
374		IT Asset Management - Hardware	Manage and maintain asset information for hardware.							
375			Record purchasing information for each asset in Peregrine (manufacturer, vendor, cost, and warranty information).				ABSCB		Purchasing Base Services	
376			Negotiate warranty agreement and record relevant information in IT Work Management System (currently Peregrine).	Corp			ABSCB		Purchasing Base Services	
377			Track HW/SW maintenance agreement information.				ABSCB		Purchasing Base Services	
378		IT Asset Management - Software	Manage and maintain asset information for software.							
379			Record purchasing information for each asset (manufacturer, vendor, cost, and warranty information).				ABSCB		Purchasing Base Services	
380			At the time of purchase, perform license registration for software (where required) purchased by ABSBC for the customer.				BCH-SP		N/A	
381			Record maintenance agreement information, where required, for software purchased by ABSBC for customer.				ABSCB		Purchasing Base Services	
382			Grant access to network connected desktops and laptops to allow scanning for installed software.				LOB		N/A	
383		Office Equipment Consulting	Provide consulting and coordination services on office equipment (cell phones, fax machines, copiers, printers etc...)							
384			Provide expert advice to internal clients		LOB		ABSCB		Purchasing Base Services	
385			Maintain and distribute new product information for equipment selection (i.e. product specifications and pricing).			ABSCB	ABSCB		Purchasing Base Services	