

## **APPENDIX 4 BILATERAL MEETING PROCESS**

### **1. INTRODUCTION**

This Appendix 4 describes the Bilateral Meeting Process which will apply to meetings between Proponents and Health Co (including officers, directors, employees, consultants and advisors of and to Health Co, the Health Authorities, Partnerships BC and the Ministry of Health Services) prior to submission of Initial Proposals. It is a general guideline and Health Co has the right and ability through the Contact Person to issue written policies and procedures clarifying, expanding, simplifying or otherwise amending the provisions of this Appendix 4 without the need for a formal Addendum to the RFP.

The bilateral meeting Process which will apply to the Final Proposal Stage will be described in the Request for Final Proposals. It is presently contemplated that the requirements of the bilateral meeting Process for the Final Proposal Stage will be similar in concept to this Process, but adapted to address the needs of Health Co and Proponents based on the quality and content of the Initial Proposals received from those Proponents invited to become Final Proponents.

Refer also to Section 18 of the RFP for the inquiries and communication process.

### **2. COMMUNICATIONS BY PROPONENTS WITH HEALTH CO AND PROJECT STAKEHOLDERS**

Proponents shall not in relation to the Project (including in relation to the RFP and the preparation of their Proposals) communicate with representatives (including officers, directors, employees, consultants and agents) of any one or more of Health Co, the Health Authorities, Partnerships BC or any other stakeholders, except in accordance with and pursuant to Sections 17, 18 and 23 of the RFP, or pursuant to and in accordance with this Appendix 4.

### **3. BILATERAL MEETINGS GENERALLY**

Bilateral meetings between Proponents and Health Co will be either meetings (“Full Team Meetings”) covering a wide range of topics and attended by a wide range of personnel from Proponents (including officers, directors, employees, consultants and advisors of Proponents and of Proponent Team Members) and a wide range of personnel from Health Co, the Health Authorities, Partnerships BC and other stakeholders (including their respective officers, directors, employees, consultants and advisors, as applicable), or meetings (“Partial Team Meetings”) covering a narrow range of topics and attended by a limited number of such personnel.

(a) **Full Team Meetings between Proponents and Health Co**

Health Co will schedule and coordinate the following two Full Team Meetings:

- Initial Full Team Meetings
- Second Full Team Meetings

The tentative dates for these meetings are given in Section 1.8 of the RFP. Each Proponent will be notified by the Contact Person of the dates for these meetings reasonably in advance of the meetings.

These meetings are described in Sections 11 and 12 of this Appendix 4. Additional Full Team Meetings may be scheduled as described in Section 13 of this Appendix 4.

Each Proponent should use all reasonable efforts to arrange attendance at the Initial Full Team Meeting by its key Project personnel, including not only of the Proponent but also of the Designer, Constructor, Funders, Clinical Planner, legal and financial advisors, and other key personnel, as well as any personnel who may be specifically requested by Health Co to be present.

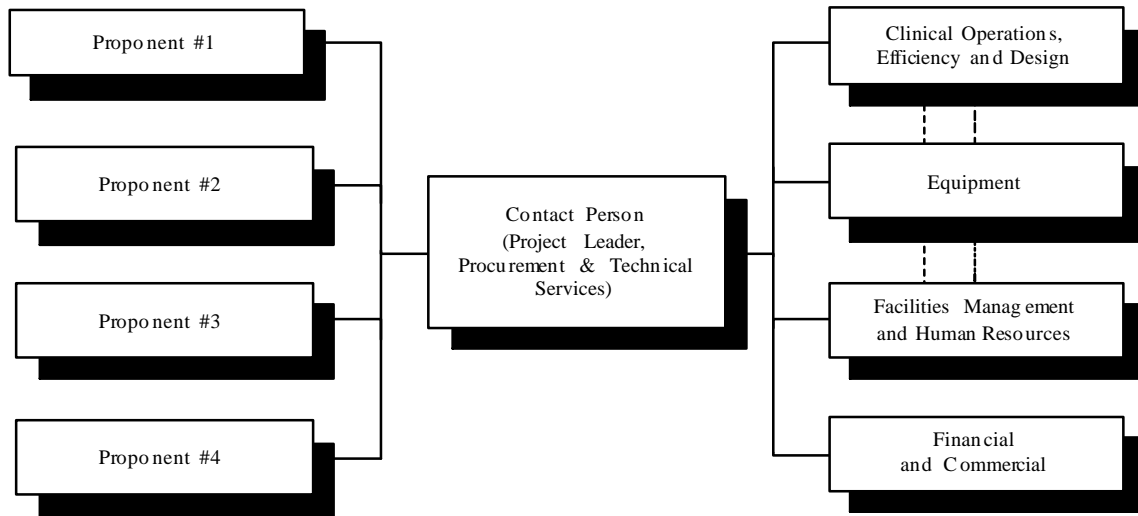
To facilitate the Full Team Meetings, each Proponent is to provide Health Co, five working days in advance of the meeting, with a list of issues they would like to have discussed at the meeting. Health Co will provide each Proponent with a list of any issues which Health Co would like to raise. Health Co will coordinate these lists and issue a co-ordinated agenda to each Proponent two working days prior to each meeting. The agendas for the meetings with different Proponents may therefore not all be the same.

(b) **Partial Team Meetings**

In addition to the Full Team Meetings, Health Co will schedule and coordinate one or more Partial Team Meetings, as described in Section 14 of this Appendix 4.

#### 4. GENERAL ORGANIZATIONAL STRUCTURE FOR BILATERAL MEETINGS

Health Co has implemented the following organizational structure for purposes of bilateral meetings with Proponents.



#### 5. COORDINATION OF BILATERAL MEETINGS BY HEALTH CO

Health Co will through the Contact Person or his designate:

- Manage and administer the bilateral meeting process, including scheduling and co-ordinating meetings with Proponents and Proponent Team Members.
- Manage all communications with Proponents from and between the Proponents and Health Co, the Health Authorities, Partnerships BC, the Ministry of Health Services and the Province, including all requests for information and meetings.
- Manage and administer all documents relating to the Project that are exchanged between Proponents and any one or more of Health Co, the Health Authorities, Partnerships BC, the Ministry of Health Services and the Province.
- Where meetings are held separately with Proponents, use reasonable efforts to provide generally consistent information and messages to all Proponents.

Health Co's Contact Person, as designated in the RFP, will at all times be the initial point of contact for all Requests for Information and for any other information requests and clarifications from Proponents and is the initial point of contact for requests for additional meetings with Health Co.

Proponents will have access to officers, directors, employees, consultants and agents of Health Co, the Health Authorities, Partnerships BC and the Ministry of Health Services

only through prior arrangement in each instance with the Contact Person. The Contact Person will also advise Proponents of applicable internal protocols which must be followed and Proponents shall ensure that they follow and comply with all such internal protocols for communicating with and obtaining information from Health Co, the Health Authorities, Partnerships BC and the Ministry of Health Services.

#### **6. HEALTH CO ATTENDANCE AT BILATERAL MEETINGS**

Health Co at its sole discretion will determine which officers, directors, employees, consultants and agents of Health Co, the Health Authorities, Partnerships BC and the Ministry of Health Services will be present at any meeting with Proponents. The presence of such officers, directors, employees, consultants and agents will be coordinated by Health Co. Without limiting the generality of the foregoing, where specific clinical, non-clinical or equipment items will be the subject of a meeting, Health Co at its discretion may include in the attendance at the bilateral meeting one or more clinicians, paramedical professionals and other personnel from the Health Authorities.

Proponents shall not meet with any such personnel except through the bilateral meetings arranged by and coordinated through the Contact Person.

For convenience of Proponents and for purposes of coordination of the Project with the City and the requirements of the City, Health Co may arrange for the attendance of one or more representatives of the City to be present at any bilateral meeting. Such person(s) shall be present only as a representative of the City and not as a representative of Health Co.

#### **7. ATTENDANCE AT MEETINGS BY PROPONENTS**

At each bilateral meeting, Proponents may have such officers, directors, employees, consultants and agents of the Proponent and the Proponent Team Members present as the Proponent considers necessary for effective communication with Health Co and to fulfil the objectives of the bilateral meeting.

In addition, Proponents shall use all reasonable efforts to have present at each bilateral meeting any and all specific officers, directors, employees, consultants and agents of the Proponent and the Proponent Team Members as may be requested by Health Co to be present at the meeting.

#### **8. REQUESTS FOR MEETINGS AND SUBMISSION OF QUESTIONS**

All requests for meetings and all questions shall be in writing and submitted to Health Co in accordance with the process described in Section 18 of the RFP, using the RFI Form attached as a schedule to this Appendix.

**9. HEALTH CO NOT BOUND BY MEETINGS**

To facilitate free and open discussion at the bilateral meetings, Proponents should note that any comments provided by or on behalf of Health Co during any bilateral meeting, including in respect to any particular matter raised by a Proponent or which is included in any documents or information provided by a Proponent prior to or during the meeting, and any positive views, encouragement or endorsements expressed by or on behalf of Health Co during the meeting to anything said or provided by Proponents, will not in any way bind Health Co and, further, shall not be deemed or considered to be an indication of a preference by Health Co even if adopted by the Proponent. Conversely, if the Proponent receives from or through Health Co at the meeting any negatives views or disparaging comments in respect to anything said or provided by Proponents, Health Co is not thereby bound to (but may still at its discretion) reject a Proposal even if it contains the matter which gave rise to the negative views or disparaging comments.

If a Proponent wishes to rely upon anything said or indicated at a bilateral meeting then the Proponent must submit an RFI describing the information it would like to have confirmed and request that Health Co provide that information to the Proponent in written form and, if such information relates to a clarification, explanation or change to a provision of the RFP, Project Agreement or Output Specifications, obtain an Addendum to the RFP clarifying and amending the provision in question.

**10. DISTRIBUTION OF INFORMATION PROVIDED AT MEETINGS**

Health Co will use reasonable efforts to distribute to all Proponents any new information provided by Health Co to any Proponent during a bilateral meeting, save and except that information which may be related to items raised by a Proponent in an RFI on the basis that such item would be treated as “Commercial in Confidence” and where, pursuant to Section 18.1 of the RFP, Health Co confirmed it would be dealt with on that basis.

**11. INITIAL FULL TEAM MEETINGS**

At the Initial Full Team Meeting, each Proponent will be afforded an opportunity for a one day meeting attended by Health Co’s advisory team, including amongst others its senior Project personnel and representatives of the Health Authorities, Partnerships BC and the Ministry of Health Services. The names and position of the personnel who will attend is subject to their availability and will be confirmed at the time the agenda for the meeting is issued to Proponents.

In the session, the focus with each Proponent will include:

- Form acquaintances between the Proponent and Health Co’s advisory group.
- Review and discuss Proponent’s Site Plan presentation (if available).
- Hold a question and answer (clarification) session.
- Discuss the number, type and proposed schedule for Partial Team Meetings.

- Have initial discussions regarding the delivery of FM Services.
- Discuss communication issues.
- Provide feedback to a Proponent, indicating where information presented by the Proponent may not address the requirements of the Project Agreement, including the Payment Mechanism and the Output Specifications.

## **12. SECOND FULL TEAM MEETINGS**

At the Second Full Team Meeting, each Proponent will again be afforded the opportunity for a one day meeting with Health Co's advisory team. The names and position of the personnel who will attend is subject to their availability and will be confirmed at the time the agenda for the meeting is issued to Proponents.

During this one day meeting, Health Co expects each Proponent to provide an overview of their progress. The agenda for the meeting will include the following items and, as a minimum, Health Co will expect Proponents to address the issues or provide the information described under each item:

- Operational Efficiency (Clinical and Non-Clinical) and Equipment:
  - Description of how the Proponent's design philosophy is supporting and will support the Health Authorities' model of care for the AHCC and the Project Vision and Guiding Principles.
  - Opportunities for flexible adaptation of facilities to accommodate developments in clinical care and technology.
- Technical Design & Construction (including City & Site):
  - Presentation of Proponent's Site plan.
  - 1:200 block schematics with indications of areas and, if available, design schematics.
  - Approach to life cycle maintenance.
  - Key infrastructure elements under consideration by the Proponent.
  - Access issues.
- FM Services and Human Resources:
  - Plans for the meaningful participation of the FM Service Providers in the design process.
  - Proposed methodologies for delivery of all FM Services.
  - Human Resources issues and proposed strategies.
  - Progress on design-related FM Service issues, including movement of patients and storage and movement of goods around the site.

- Outline of quality management plan.
- Description of how FM Services will be seamlessly integrated with clinical and non-clinical components of the AHCC.
- Outline of helpdesk provisions, including proposed use of information management and technology based systems and relationship to quality management.
- Financial:
  - Likely funding structure.
  - Proposed financial risk allocations.
  - Names of any additional proposed Funders.
  - Key issues affecting price and value for money on the AHCC project.
  - Affordability.

Health Co will provide feedback to each Proponent shortly after the meeting, indicating where Health Co is of the view information presented for or during the meeting may not meet the requirements set out in the RFP or the Project Agreement, including the Payment Mechanism and the Output Specifications.

### **13. ADDITIONAL FULL TEAM MEETINGS**

If one or more Proponents requests additional Full Team Meetings, or if Health Co considers it desirable or necessary to schedule additional Full Team Meetings, Health Co at its sole discretion may schedule one or more additional Full Team Meetings with Proponents.

Unless Health Co advises Proponents that an additional Full Team Meeting is mandatory, each such additional Full Meeting will be considered optional and any Proponent may at its discretion decline to attend the meeting by notice in writing to Health Co delivered to the Contact Person at least three working days prior to the scheduled date for the meeting.

### **14. PARTIAL TEAM MEETINGS**

Health Co will coordinate and schedule such Partial Team Meetings as considered by Health Co at its discretion appropriate or necessary. In determining whether and how many Proponent Team Meetings to schedule, Health Co will take into consideration any written requests it receives on RFI Forms for such meetings from Proponents.

Where practicable and where meetings with the same Proponent may involve many of the same personnel, Health Co will try to aggregate several Partial Team Meetings with that Proponent into a single meeting, or to coordinate two or more Partial Team Meetings with that Proponent to run consecutively.

During the Initial Full Team Meeting, Health Co will discuss with each Proponent the Proponent's preference for the number, type and proposed schedule for Partial Team Meetings. Based on these discussions, Health Co will advise the Proponents of the preliminary schedule for the different Partial Team Meetings.

Health Co will prepare a draft agenda for each Partial Team Meeting, and circulate the draft agenda to each Proponent for comments and input seven (7) working days prior to the proposed date for the meeting. The draft agenda may be different for different Proponents.

Five (5) working days prior to each scheduled Partial Team Meeting, each Proponent will provide Health Co with its comments on the draft agenda, all information requested by Health Co to be provided to Health Co for review and discussion at the meeting, the Proponent's list of any additional questions it wishes to discuss at the meeting (and including an RFI Form indicating which, if any, it wishes to have held in "Commercial Confidence" if it wishes any to be held in "Commercial Confidence", which will then be dealt with in accordance with the process described in Section 18.1 of the RFP), and the Proponent's proposed list of attendees. Health Co will review those comments and requests. Two (2) working days prior to the meeting, Health Co will distribute the final agenda, confirming the time, place and location for the meeting, the attendees, the agenda items and the specific questions to be discussed.

To reduce the length of the Partial Team Meetings and to allow for meaningful discussions during the meetings, Proponents are strongly advised and encouraged to submit to Health Co as early as possible all technical information and documents scheduled to be reviewed and discussed during the meeting.

#### **15. AMENDMENTS TO BILATERAL MEETING PROCESS**

Health Co will review the requirements of this Appendix 4 with the Proponents from time to time to try to clarify and simplify the process for bilateral meetings and to expedite and facilitate the exchange of information at the bilateral meetings. Accordingly, Health Co reserves the right at its sole discretion to amend and supplement the provisions of this Appendix 4 at any time and from time to time as described in Section 1 of this Appendix 4 or by Addendum to the RFP.



**APPENDIX 4  
SCHEDULE A**

**Request For Information / Clarification / Enquiry Sheet**

**Abbotsford Hospital & Cancer Centre Project  
Request For Information / Clarification / Policy Decision / Meeting**

Request Number: (Proponent name and sequential number)

Raised By: (contact name)

Date Raised:

Date Response Required:

Type of Request:     Information     Clarification     Policy Decision     Meeting  
(please indicate with tick boxes)

Source of Query (if applicable):

Meeting:

Date:

Other:

REQUEST / QUERY (One query / request per sheet)

Do you request this query to be "Commercial in Confidence"?     YES     NO

Forwarded to prepare  
draft response to:  
(to be completed by Health Co)

Date:

Response:  
(Health Co to insert response)

Response Signed off by Health Co's Lead: (Name of Health Co's Lead):  
Response Signed off by Health Co's Contact Person:

Date Response Returned to Proponent by Health Co's Project Office:

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