Vision

Provide outstanding value to post-secondary institutions through innovation, collaboration and supply management expertise.
Building on success

Creating a new partnership is never simple, but when you start with an already strong culture of collaboration and innovation, you can easily see the road to success. Since BC’s public post-secondary sector has been sharing best practices, it just made good sense to build on this success. To achieve this, a formal collaborative approach through the Administrative Service Delivery Transformation (ASDT) Initiative has been established.

For the past two years, BC’s 25 public post-secondary institutions have been working together with the Ministry of Advanced Education to lay the foundation for this initiative.

What’s next?

This year we are pleased to launch the sector's Joint Procurement Consortium – all 25 public post-secondary institutions are members. The Consortium is moving forward with sector-wide procurement initiatives. The post-secondary institutions will also implement new shared opportunities in library services and financial services and continue to work with BCNET in the procurement, delivery and support of information technology.

The ASDT Initiative has been a catalyst for the sector to build on the existing collaboration to further benefit the sector. Benefits are achieved through cost savings, cost avoidance, enhanced services and stronger working relationships.

On behalf of the ASDT Steering Committee, we look forward to continued success achieved through sector collaboration.

Oliver Grüter-Andrew
Chief Information Officer
University of British Columbia
Co-Chair, ASDT Steering Committee

Joe Thompson
Assistant Deputy Minister
Ministry of Advanced Education
Co-Chair, ASDT Steering Committee
Leadership and Collaboration

**ASDT Executive Committee**

- **Sandra Carroll** (Chair), Deputy Minister
  Ministry of Advanced Education

- **Joe Thompson**, ADM
  Ministry of Advanced Education

- **Allan Cahoon**, President
  Royal Roads University

- **Mark Evered**, President
  University of Fraser Valley

- **Kathy Kinloch**, President
  British Columbia Institute of Technology

- **Angus Graeme**, President
  Selkirk College

- **Jim Hamilton**, President
  Okanagan College

- **Mark Dale**, President
  University of Northern BC

- **Doug Callbeck**, President
  Vancouver Community College

- **Ralph Nilson**, President
  Vancouver Island University

**ASDT Steering Committee**

- **Oliver Grüter-Andrew** (Co-Chair), CIO
  University of British Columbia

- **Joe Thompson**, (Co-Chair), ADM
  Ministry of Advanced Education

- **Roy Daykin**, VP, Finance and Administration
  Langara College

- **Pat Eagar**, VP, Finance and Administration
  Vancouver Island University

- **Gayle Gorrill**, VP, Finance and Operations
  University of Victoria

- **Pat Hibbitts**, VP, Finance and Administration
  Simon Fraser University

- **Jackie Hogan**, VP, Finance and Administration
  University of Fraser Valley

- **Jordan Perrey**, CIO
  Ministry of Advanced Education

- **Cathy Sousa**, VP, Finance and Administration
  Northwest Community College

- **Dianne Teslak**, VP, Finance and Administration
  College of the Rockies

- **Gordon Lee**, VP, Finance and Administration
  Kwantlen Polytechnic University

- **Bob Eby**, VP, Finance and Administration
  Okanagan College
**Sector Led** - The Administrative Service Delivery Transformation (ASDT) Initiative is a BC public post-secondary sector-led effort to find administrative efficiencies through collaboration and shared services while protecting and maximizing investments in students’ education.

**Builds on success** - ASDT builds on the collaboration that already exists across the sector. The initiative brings together all 25 public post-secondary institutions (PSI’s), providing a unique opportunity to share perspectives and best practices, innovate, and develop joint ventures that benefit the sector.

By working together the institutions capitalize on their collective strengths and enhance their ability to deliver high quality administrative services with increasing efficiency.

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**ASDT OVERVIEW**

- **Sector Leadership**
  - All 25 PSI’s participate in ASDT, and are members of a newly formed Joint Procurement Consortium
  - Sector-led partnership with the Ministry of Advanced Education

- **Collaboration**
  - PSI’s have a long history of working collaboratively with each other
  - ASDT is providing a platform to strengthen existing relationships and forge new alliances and networks

- **Expertise**
  - Sector leadership and expertise is brought to each opportunity to ensure success
  - Since its inception, more than 100 people from across the sector have participated in ASDT
What we have achieved so far

**July 2012**
Launch of the Administrative Service Delivery Transformation Initiative

**Feb 2013**
Deloitte published and presented the Opportunity Assessment Final Report

**June 2013**
ASDT Sector Partnership Forum with more than 60 participants and all 25 institutions represented; identified priorities for business case proposals

**Oct 2013**
All 25 institutions became members of BCNET; ASDT Collaboration Office established

**Dec 2013**
ASDT Sector Partnership Forum approved 11 proposals for business cases and agreed to pursue a non-legal consortium for joint procurement

**March 2014**
Reduced costs and administrative efficiencies of over $10.5M realized for fiscal 2013/14 through sector collaboration, and shared IT services led by BCNET

**May 2014**
Joint Procurement Consortium launched with 25 PSI’s as members

**$10.5M**

**April 2014**
10 business cases prioritized into waves for implementation; ASDT Sector Partnership Forum approved first wave for implementation. Over 100 people participated in business case development

**Jan 2014**
Rural college collaboration efforts launched recruitment web-site “It’s Good Out Here”
What we have achieved so far

Benefits of Collaboration – Reducing costs, avoiding cost increases, achieving administrative efficiencies, sharing best practices, and enhancing the quality and range of services across the sector are some of the benefits the sector is pursuing through collaboration.

$10.5M in Cost Reductions and Administrative Efficiencies – In fiscal 2013/14, the sector reduced costs and gained efficiencies of more than $9.4 million through the joint purchase of hardware, software and IT services led by BCNET, in partnership with the ASDT Initiative. Additional efficiencies were found through the launch of the BC rural college recruitment portal and the streamlining of payment practices.

Guiding Principles – The following list captures the guiding principles identified so far as important for the ASDT Initiative. These principles will be further defined over the next year.

✓ **Collaboration** - Cultivate a culture of collaboration
✓ **Sector Leadership** - Sector-led initiative; this needs to be led by PSIs
✓ **Respect Institutions** - Respect each institution’s governance and unique cultures (academic freedom); protect the institution’s reputation, legal issues, etc.
✓ **Transparent** - Provide transparency to our customers and stakeholders (students, taxpayers, faculty, staff, joint procurement team members, etc.)
✓ **Ethical** - We are open, transparent and fair
✓ **Committed** – We are each committed to achieve the value of continued collaboration and joint procurement (all 25 PSIs)
✓ **Value for money** - Define value not only as economic but also efficient and effective; demonstrate and measure value for money; the deals become incentives in themselves
✓ **Regional and Institutional Value** - Provide value to all regions in BC; need to account for individual PSIs’ priorities
✓ **Support Programs** – Important to remember our purpose and efforts are all to support teaching, training and research (core business)
✓ **Risk Management** – We need to be willing to take on some risk; need to understand and control risks
✓ **Communicate** - Transparent and consistent sector communications; ensure institutions have access to information and are equipped to respond to questions
✓ **Sustainable** – Ensure a sustainable model that benefits the sector; expand sustainability to include retaining momentum of this ASDT movement; avoid anticlimactic implementation
✓ **Innovation** – Seek to introduce original, new and important methods or approaches that have a positive impact; apply better solutions that meet new requirements, in articulated and existing market needs.
✓ **Technology Investments** - Supported by leveraging technology when it makes sense.
As 2014 progresses implementation will begin with the first wave of procurement opportunities through the newly established Joint Procurement Consortium. Each of the 25 PSI’s, as members of the Consortium, have the opportunity to collaborate on these opportunities to achieve benefits, gain efficiencies and reduce costs.

Additional collaboration opportunities in the financial and library service areas will also be pursued. BCNET will continue to lead information technology shared services across the sector.

ASDT is building on the success of the existing partnerships and collaboration established across the public post-secondary sector. Together, the focus for this year will be to maintain the momentum, demonstrate benefits, continue to build trust and improve awareness of the ASDT Initiative.

“Through ASDT we have a unique platform to work together as a sector to innovate, share ideas and explore opportunities that will benefit our post-secondary institutions”.

Roy Daykin, CFO of Langara College

“This initiative has provided an opportunity for members of the post-secondary institutions across the province to develop relationships and share best practices”.

Gayle Gorrill, VP Finance and Operations, University of Victoria
Building on success

The Joint Procurement Committee represents the interests of the newly formed Joint Procurement Consortium.

By working together the Consortium will capitalize on the collective strengths of the post-secondary institutions and enhance their ability to deliver high quality administrative services with increasing efficiency.

Joint Procurement Committee

Gayle Gorrill, Chair
VP, Finance and Operations
University of Victoria

Carol Baert, Vice-Chair
VP, Finance and Administration
North Island College

Gordon Lee
VP, Finance and Administration
Kwantlen Polytechnic University

Lorcan O’Melinn
VP, Finance and Administration
British Columbia Institute of Technology

Steve Grundy
VP, Academic and Provost
Royal Roads University

Mary Aylesworth
Director, Procurement Services
Simon Fraser University

Bob Munro
Director, Supply Chain Management
Thompson Rivers University

Dennis Silva
Director,
Payment and Procurement Services
University of British Columbia
First set of opportunities being implemented

- P-Card
- Central Deposit Program
- PT Banking Services
- Financial Services
- Travel Mgmt.
- Natural Gas
- Vending Services
- Electrical Supplies
- Office Supplies
- IM/IT Procurements
- Business Case for P2P
- IM/IT Services (BCNET led)
- ASC Shared Colleague
- Interim Service Catalogue
- Library Services
- Shared Digital Resources
- Electrical Supplies
- Vending Services
- Financial Services
Wave 1 Opportunities - Descriptions

The following opportunities are being pursued to build on the existing collaboration and success within the sector. Each opportunity is being led by a sector representative. Each PSI will be assessing the opportunities to determine their participation.

**Vending Services** - Project Lead: Cameron Roy [cameron.roy@ufv.ca](mailto:cameron.roy@ufv.ca)

This opportunity involves securing higher vending machine commissions by maximizing volumes though joint procurement and collaboration among PSIs. This opportunity will also work with the vendor community to identify new business opportunities to expand institutional revenue streams and meet the needs and demands of students.

**Natural Gas** - Project Lead: Xavier Serrano [xserrano@uvic.ca](mailto:xserrano@uvic.ca)

The Natural Gas project seeks to reduce the cost of natural gas by leveraging the economies of scale across the sector, to define a common approach to demand management and consolidating the total volume of natural gas purchases, and to negotiate optimal supply arrangements.

**Travel Management Services** - Project Lead: Rand Sanghera [rand_sanghera@bcit.ca](mailto:rand_sanghera@bcit.ca)

The travel project builds on existing collaboration within the sector to direct a larger portion of total Travel spend through joint procurement channels and collaborative agreements, to reduce costs, increase choices and visibility of best value options, improve demand management and enhance risk management.

The Travel project will provide guidance on how to gain value from your travel spend for air travel, hotels and rental cars. This project will rationalize the number of travel management suppliers in order to consolidate spending (1-2 providers in total) and negotiate a contract with the travel management provider(s).

**Office Supplies** - Project Lead: Deb Peterson [dpeterson@okanagan.bc.ca](mailto:dpeterson@okanagan.bc.ca)

The office supplies project seeks to find cost savings in office supply procurement and to find increased efficiencies for the procurement and delivery of office supplies using a regional approach.

The team will be consolidating spend and go to market as a sector, but will first evaluate the results of the provincial Office Supplies RFP to confirm best value and approach to meet the needs of the sector.
Electrical Supplies Pilot for Trade Consumables - Lead: Corry Barclay corrie.barclay@gov.bc.ca

This project will determine the feasibility and potential benefits of the purchase of maintenance, repair and operations (MRO) supplies used in support of facilities maintenance and operations. The Electrical supplies sub-category will serve as a low risk pilot for the Sector to build experience and capabilities in preparation for a longer term, higher return initiative to consolidate the $19M of total category spending across standard MRO supply categories such as electrical, mechanical, plumbing, HVAC, etc.

Credit Card Payments/Reduced Merchant Fees - Lead: Barry Coulson bcoulson@langara.bc.ca

Focused on revenue recovery in the form of reducing or removing the fees paid by PSIs associated with the convenience of accepting credit cards as payment for tuition and ancillary services. The project includes leveraging the Provincial Treasury agreement to achieve more favourable merchant rates and expanding non-acceptance of credit cards for domestic tuition where it make sense.

Provincial Treasury Banking Services - Lead: Barry Coulson bcoulson@langara.bc.ca

Aimed at leveraging the banking services provided by Provincial Treasury to the provincial ministries and broader public sector. Services include negotiated banking services and fees. This opportunity does not require institutions to switch their existing banking institution.

Provincial Treasury Central Deposit Program - Lead: Barry Coulson bcoulson@langara.bc.ca

The Provincial Treasury Central Deposit Program takes deposits from entities with surplus cash, provides a competitive deposit rate return, deploys that cash to reduce government borrowing, and allows participating entities to draw on their cash balance as needed.

Purchasing Card (P-Card) - Lead: Barry Coulson bcoulson@langara.bc.ca

This opportunity is aimed at consolidating volumes to leverage greater rebates and employ a more strategic approach to the use of Purchasing Cards.
IMIT – BCNET Procurements - Lead: Dean Crawford  dean.crawford@bc.net

On behalf of its members, BCNET will work collaboratively to provide cost-effective shared solutions including desktop and laptop procurements, software licenses, and video conferencing.

IMIT – ASC - Shared Colleague Services - Lead: Kyle Loree loreek@camosun.bc.ca

Review the current Administrative Services Consortium (ASC) service delivery model and identify opportunities to enhance the services while reducing the overall cost and risk to member institutions. The ASC represents nine institutions in BC using Colleague, a fully integrated student management system providing secure, easy access to the information institutions need to manage assets.

IMIT - Interim Service Catalogue and P2P Business Case – Co-Leads:  Dean Crawford dean.crawford@bc.net and Corrie Barclay corrie.barclay@gov.bc.ca

Explore technology options to share leading practices, communicate upcoming procurement opportunities and provide access to services and products procured by the Joint Procurement Consortium. Determine if benefits can be realized through the improved source-to-contract and procure-to-pay business process and enabling technology. Business Case to consider streamlined business processes enabled by an eMarket Place and eProcurement technology.

Library - Digital Resources and Institutional Repository Network - Lead: Anita Cocchia anitac@eln.bc.ca

A province wide network of institutional repositories providing access to faculty and student research output across post-secondary institutions, supporting the management of institutional digital resources, and showcasing BC as a hub for knowledge creation across Canada and around the world.