

**Public Sector CIO Council
Information and Information Technology (I&IT) Procurement
Community of Practice (CoP)**

**Terms of Reference
March 25, 2021**

Background

In 2010, the Public Sector CIO Conference in Windsor Ontario, members endorsed the idea of forming a Canadian inter-jurisdictional working group comprised of officials that would explore potential opportunities for cooperation and collaboration with respect to information & information technology (I&IT) procurement. In 2020, members identified that this group provides significant value to benefit jurisdictions and would transition to a Community of Practice (CoP) that may take on a specific deliverable at the discretion of the Council.

In 2019, a recommendation was made to the PSCIOC by the IT Procurement Chair to refresh the group's mandate and for the working group to change to a community of practice.

Objective

The Community of Practice will assess opportunities for the Government of Canada, and Canadian provincial, territorial governments, municipalities and representatives from the Municipal Information Systems Association (MISA) to leverage existing and/or newly created I&IT agreements to the benefit of all participating governments and their citizenry.

The intent of this collaborative effort is to take advantage of the collective spending power and influence of the federal, provincial, municipal and territorial governments and MISA to drive better procurement deals that will:

- reduce prices;
- provide contractual terms and conditions that strike the right balance between protection for citizens and commercial reasonableness;
- reduce administrative costs for governments by reducing duplication of effort across jurisdictions; and,
- reduce the propensity of I&IT vendors to treat Canadian jurisdictions differently
- leverage and reuse Federal Government initiatives including Cloud Vendor Framework.
- establish common contracting terms for various types of IT contracts
- share success stories & challenges for emerging technology procurement

In this context, group participants will share:

- best practices in approaches to I&IT procurement;

- existing I&IT procurement contract information and RFP documents, subject to confidentiality clauses in those contracts;
- other information as appropriate; and,
- Leverage and liaise with other Councils Working Groups and CoP to better inform the priorities of the Councils specifically with the MS O365 Working Group.

Community of Practice Members and Designates

The CoP membership will consist of senior level representatives, preferably at the Director or comparable level of seniority designated by the CIO, from each of the provinces, territories, Government of Canada representative, and PSCIOC's MISA members that choose to participate.

While participation of all PSCIOC jurisdictions is optional, it is strongly encouraged if there is to be a chance of success.

Delegates are permitted in the event that CoP members are not available.

Authorities and Accountabilities

The CoP is designed to explore opportunities and generate ideas. It will have no formal authority to make decisions. Rather, the CoP will report to the PSCIOC with recommendations about opportunities that could be leveraged.

It is proposed that recommendations arrived at by the CoP will be on a majority basis. Members will be expected to obtain the endorsement of proposed recommendations from their respective CIO prior to the CoP putting forward the recommendations formally to the PSCIOC.

Frequency of Meetings

The CoP will convene on a quarterly basis commencing in July 2021. Meeting summaries will be prepared and distributed to the CoP within two weeks after each meeting.

Meetings, if necessary, can be called on an ad hoc basis to address issues of urgency and/or mutual interest.

Quorum

Meetings be considered to be duly constituted if two-thirds of the members are in attendance.

Chair

The CoP will be chaired by one participating jurisdiction for a period of one year.

The CoP will appoint a vice-chair that will serve as a back-up in the event that the Chair is unavailable for a meeting. The vice-Chair will become the Chair at the end of the sitting Chair's term. A new vice-Chair will be named at that point.

Duration

The CoP will continue to function at the discretion of the PSCIOC.

Prepared by: Wes Lapish, Government of Ontario
Date: May 21, 2010

Revised by: Kathryn Bulko, MISA/ASIM Canada
Date: January 22, 2019

Revised by: Harpreet Dhillon, City of Calgary
Date: March 25, 2021