

## Divisional Description and Staff Information

### Assistant Deputy Minister's Office

The ADM's office provides direction and support to the Supply Chain Management (SCM) organization which develops and implements an integrated corporate procurement strategy to: leverage and optimize government procurement of goods and services; identify and implement procurement process improvements; enhance procurement controllership; provide strategic advice to Management Board of Cabinet on large scale procurements; and develop innovative policy frameworks to support service delivery through third party service providers.

#### Assistant Deputy Minister

**Neil Sentance**

Executive Assistant

Janice Fummerton

Administrative Assistant

Noemi Nepomuceno

### Corporate Procurement Policy Branch

**Director's Office** The Branch is responsible for developing and advising on the government's procurement policy framework, including the development of related guidelines, tools and best practices, providing strategic procurement advice to ministries and MBC, and providing procurement related training to both ministries and the vendor community.

#### Director

**Marian Macdonald (A)**

Executive Assistant

Fil Gentilin

**Operational Procurement Policy:** The Operational Procurement Policy Section develops, implements and provides advice on operational procurement strategies and policy framework, guidelines, best practices and tools to support the implementation of the overall procurement policy framework and to ensure consistent controllership of procurement operations.

Manager

Barb Dodds

Administrative Assistant

Mona Daigle

Operational Procurement Policy Team

Dana Dean

Lucy Filice

Robert Lubinski

Carole Parker

Alfredo Peñola

Nancy Saunders

**Policy and Strategic Advice:** The Policy and Strategic Advice Unit manages and provides strategic advice to ministries on the government's corporate procurement policy framework, as well as trade agreements as they apply to both OPS procurement and procurement by the Broader Public Sector.

Manager (A)

Lorraine Wright

Policy and Strategic Advice Team

Mary Addison  
Kwame Agyirey-Kwakye  
Laxmi Gautam  
Diane Sirois  
Fatmir Zeneli

## **I & IT Procurement Branch**

### **Director's Office**

The Branch is responsible for establishing and managing government-wide Vendor of Record (VOR) arrangements for information and information technology (hardware/software/services)

**Director**

**Wes Lapish (A)**

**IT Procurement Planning & Policy Development:** The IT Procurement Planning & Policy Development Section plans, establishes and manages enterprise-wide Vendor of Record (VOR) arrangements for commonly used information technology goods and services. The Section also negotiates and manages enterprise-wide software volume licensing agreements, develops and coordinates vendor knowledge products and provides advice on, and interpretation of, corporate software acquisition policy and practice.

Manager

Vacant

IT Procurement Planning & Policy  
Development Team

Salonee Aggarwal  
Dan Bussotti  
Jan De Serres  
Jasmine Kalsi  
Einar Karklins  
Mui Leong  
Josie Ruggeri  
Eileen Tobin  
Lalit Vatish

**IT Procurement Implementation:** The IT Procurement Implementation Unit provides corporate IT procurement services by establishing enterprise-wide IT contracts (Vendors of Record), developing and managing corporate contracts for IT hardware, services and software, and providing advice to OPS clients and other stakeholders (i.e. Broader Public Sector, vendor community) on IT procurement processes and strategies.

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| Manager                  | Eric Smith      |
| Administrative Assistant | Mariam Ghassemi |

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| IT Procurement Implementation Team | Vikum Abeygunawardena<br>Josephine Adamo<br>Alan Arsenault<br>Lorne Blumer<br>Daniel Eugen<br>Sheldon Fichtenbaum<br>Orris Lorde<br>Thomas O'Rourke<br>Andre Rampat<br>Nanda Singh<br>Ganesh Thiagarajan<br>Gerry Whittaker |
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### **Supply Chain Management Transformation Branch**

The Supply Chain Management (SCM) Transformation Branch is responsible for leading the SCM Division in supporting the modernization agenda and implementing the SCM strategy, including the creation and support of the Procurement Leadership Council.

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| <b>Director</b>          | <b>Marian Macdonald</b> |
| Administrative Assistant | Celeste Perri           |

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| Manager, Supply Chain Management Strategies | Loraine Wright (A)<br><br>Bill Pilcher<br>Andrea Wint<br>Catherine Wong |
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## **Goods & Services Procurement Branch**

### **Director's Office**

The Goods & Services Procurement Branch provides clients with timely value-added procurement and contract management services for goods and services to support the achievement of business objectives. Services include: enterprise strategies, strategic sourcing, contract management, management of corporate programs, advisory services to support ministry procurement, and tender administration.

**Director, GSPB**

**Karen Owen**

**Policy and Program Implementation:** The Policy and Program Implementation Unit is responsible for the development and implementation of enterprise-wide procurement initiatives through strategic sourcing, business analysis and process improvement and re-engineering; for e-procurement/electronic ordering projects, and Broader Public Sector relationships. Policy and Program Implementation is also responsible for the development and management of branch databases, processes and related tools and supports for staff.

Manager, Policy and Program  
Implementation

Carol Reeves

Manager, Corporate Procurement Projects

Laurie Morin

Policy and Program Implementation Team

Heather Barnett  
Brandon Forrest  
Stephan Gilbey  
Helen Georgiou  
Sheldon Hauer  
Don Morrison  
Anthony Reiss  
Slavica Smajic  
Ben Sopol

**Contract Controllership:** The Contract Controllership Unit is responsible for the management of enterprise-wide and corporate contracts from award through the life of the contract. These responsibilities include service delivery management, relationship management, and contract administration.

Manager, Contract Controllership                      Judy George Harris (A)

Manager Contract & Services                      Elaine Mowat  
Carol Sabean (A)

Contract Controllership Team                      ZemZem Abdelwasae  
Darlington Akaiso  
Cynthia Cao  
Michael Cole  
Lidia Durando  
Courtenay Gordon  
Patti Greer  
Sandra Jackson  
Sharyll Lewis  
Carole Maher  
Jeff Rose

**Goods and Services Operational Implementation:** The Goods and Services Operational Implementation Unit provides procurement services to our OPS customers. These services include: providing advice, guidance, and support to ministries, which contributes to their success in meeting their business objectives; and to ensure the integrity of the procurement process.

Manager, Goods and Services Operational  
Implementation                      Mike Shaver (A)

Advisory Portfolio Manager                      Keith Clark  
Catherine Doyle

Advisory Services Team                      Rene Andrada  
Brian Ardron  
Andy Baca  
Gordena Brown  
Carmen Buck  
Karrie Cardy  
Barbara Cavarzan  
Cathy Cormier

Louise Cummings  
Beatrice Dwarkaprasad  
Dave Elder  
Glynn Hancott  
Jason Hildebrandt  
Dominic Ho  
Vijay Kandiah  
Laura Keatings  
Shivani Khanderia  
Thomas Lai  
Vern Lewis  
Lorraine Mahony  
Wendy Mills  
Julie Nguyen  
Dona Pakthajothi  
Fred Pedosiuk  
Frank Perri  
Bill Pilcher  
Kathleen Powell  
Linda Roberts  
Emilie Sampogna  
Aila Schwarz  
Pat Sherry  
Karen Stewart  
Kathy Tortell  
Sandra Williston

**Branch Administration:** The Branch Administration Unit provides administrative support to all branch managers and staff including: scheduling, document management, facilities and card administration, financial forecasting and analysis, as well as human resources related functions such as preparing documentation for all staffing movements, and co-ordinating the recruitment process within the branch.

**Tender Administration Office (TAO):** The Tender Administration Unit provides tender administration services to OPS clients including posting opportunities, distributing tender packages, receiving submissions, conducting the tender openings, posting results, and preparing/distributing award letters and regret letters.

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| Manager, Finance & Business Services | Sudesh Mangal |
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| Finance & Business Services Team | Olga Babic<br>Joan Burnett<br>Dyan Taylor<br>Ivana Zuvela |
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| Tender Administration Team | Pamela Clarke (Co-ordinator)<br>Hazel Blair<br>Hazel Brooks<br>Linda Chin-Yee<br>Lorraine D'Souza<br>Lee Manson<br>Pat Pilcz<br>Cassandra Walters<br>Janice Williams |
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