



**Workers' Compensation Board of British Columbia**

**Corporate and Health Care Purchasing**

**ADDENDUM #1**

*Request for Proposal  
for*

**PRIVATE INVESTIGATION SERVICES**

**RFP #035-2010**

**Issue Date: September 10, 2010**

**Proposal Closing Date and Time:**

**2:00 PM – Pacific Time on  
September 21, 2010**

Per WorkSafeBC Security/Corporate and Health Care Purchasing Time Clock  
Proposals received after the deadline may be rejected.

Proponents are requested to deliver and ensure proposals are received and time/date stamped at:

<b>Mail / Courier / By Hand:</b>
<b>Worker and Employer Services – Main Entrance/Security Desk WorkSafeBC 6951 Westminster Highway Richmond, BC V7C 1C6 Attn: Corporate and Health Care Purchasing</b>
<b>Electronically</b>
Electronic copies of the RFP may be submitted in accordance with the BC Bid instructions for e-bidding. Only pre-authorized e-bidders registered on the BC Bid system will be able to submit electronic bids.
<b>Email &amp; Fax responses will NOT be accepted.</b>

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**ADDENDUM #1**

**QUESTION AND ANSWERS**

**Question #1:**

My PI firm exceeds all of the requirements, except for the fact that we have not been in business for a minimum of three years. Given that awarded contracts are three years in duration and may be extended to five years, I felt it prudent to inquire about any options that may be available.

***Answer #1:***

A minimum three (3) years in business is a mandatory requirement given WorkSafeBC's high level expectations of the firm's experience and expertise. This requirement has been in effect on all previous contracts for private investigation service provider contracts with WorkSafeBC. WorkSafeBC has no other options at this time.

**Question #2:**

How many employees does a potential vendor need to gain acceptance on to your vendor program?

***Answer #2:***

There is no minimum number of employees requirement by any firm. If the firm is a sole proprietor (operator) and a specific investigation has the requirement of multiple private investigators, the selection of the a firm capable of such coverage would be selected, thus overriding the assignment rotation and the sole proprietor firm readjusted for the next file.

**Question #3:**

Where can I attach more information if I need to elaborate beyond the lined space below the questions in Appendix E.

***Answer #3:***

Please follow the instructions at the top of Appendix E – Private Investigation Firm Application. If more space is required for your response, please provide a separate sheet(s) indicating Appendix E and reference the applicable number.

**Question #4:**

Is my firm required to be bonded to qualify?

***Answer #4:***

No, Bonding is not a mandatory requirement of this RFP.

**CLARIFICATIONS**

1) SECTION 1 - INSTRUCTIONS TO PROPONENTS; HOW TO SUBMIT YOUR PROPOSAL.

REPLACE

- WorkSafeBC Proposal Form contained in Section IV of this RFP and

REPLACE WITH

- WorkSafeBC Proposal Form contained in Section VI of this RFP and

2) APPENDIX A; Header

REPLACE  
Preferences

REPLACE WITH  
References

Addenda are the only means of verifying, clarifying or changing any of the information contained in this proposal. Other than the Corporate and Health Care Purchasing, no employee or agent of WorkSafeBC is authorized to change the content of this proposal and/or any addenda. Receipt of all addenda must be acknowledged in the space provided on the Proposal Form.

Any questions related to the proposal must be directed to the Purchasing Officer whose name appears below. The Proponents shall **NOT** contact or ask questions of the WorkSafeBC department for which the contracts being procured, unless so directed elsewhere in this document.

**PROPOSAL INQUIRIES:**

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