



**Workers' Compensation Board of British Columbia  
Corporate and Health Care Purchasing**

**ADDENDUM #2**

***Request for Information & Qualification (RFIQ)***

**Corporate Mail, Print, Scanning, and Distribution  
Services**

**RFIQ #061-2011**

**Issue Date: January 31, 2012**

**WorkSafeBC requests that responses be submitted by:**

**2:00 PM Pacific Time on February 9, 2012**

**Delivery Instructions:**

<b>Mail / Courier / By Hand</b>
<b>Worker and Employer Services Main Entrance Clients &amp; Visitors – Security Desk WorkSafeBC 6951 Westminster Highway Richmond, BC V7C 1C6 Attn: Corporate and Health Care Purchasing</b>
<b>Electronically</b>
Electronic copies of the RFIQ 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 #2**

**Addendum #2 is being issued for an update and changes to the following items:**

**CHANGES**

1. WorkSafeBC's requests that the date to submit responses is changed:

**From:** 2:00 PM Pacific Time on February 2, 2012

**To:** 2:00 PM Pacific Time on February 9, 2012

2. In Section III Response, 7.0 Cost Estimate

**Remove:** Please provide a detailed break-down of cost estimates by volume for your solution for the services outlined herein Section II, Business Objectives for the initial set-up and ongoing fees. Showing a clear breakdown of one-off and recurring prices and if recurring, how frequent, including any, monthly charge for resources, equipment costs, implementation (including conversion, if any), support costs and ongoing service charges/fees,

**Replace with:** Please provide a best estimate of budgetary cost for each of the 4 services outlined herein Section II:

- Business Objectives for the initial set-up and ongoing fees.
- Showing a clear breakdown of one-off and recurring prices and if recurring, how frequent,
- Include any monthly charge for resources, equipment costs, implementation (including conversion, if any), support costs
- ongoing service charges/fees

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

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

**RFIQ INQUIRIES:**

**Ranjit Rana, Procurement Specialist**

Corporate and Health Care Purchasing

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