



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

**ADDENDUM #1**

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

**Human Resource Compensation and Benefits Consulting**

**RFIQ #064-2011**

**Issue Date: November 28, 2011**

**Response Closing Date and Time:**

**2:00 PM – Pacific Time on  
December 2, 2011**

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

Respondents are requested to deliver and ensure responses are received and time/date stamped at:

<b>Courier / By Hand:</b>	<b>Fax</b>
<p><b>Worker and Employer Services – Main Entrance/Security Desk WorkSafeBC</b> 6951 Westminster Highway Richmond, BC V7C 1C6 Attn: Corporate and Health Care Purchasing</p>	<p>Corporate and Health Care Purchasing Fax: <b>(604) 276-3260 (24 hour availability)</b> <b>Maximum twenty (20) pages</b> WorkSafeBC will <b>NOT</b> accept responsibility for a busy fax line, incomplete transmissions, etc.</p>
<b>Electronically</b>	
<p>Electronic copies of the RFIQ may be submitted by e-mail to <a href="mailto:purchase@worksafebc.com">purchase@worksafebc.com</a> if less than 10MB in size, or 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 using BC Bid.</p>	

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**Clarification Question**

Question 1: For the Benefits Consulting portion of the mandate, would consulting services be related to benefits for all employees? Or are these serves specific to management employees.

Answer 1: The majority of the Benefits Consulting portion does relate to WorkSafeBC management group. There are approximately 450 management employees.

However, WorkSafeBC may seek Benefit Consulting assistance in completing our annual contract renewals for all of our employee groups - bargaining unit, exempt, physicians and management (approximately 3200) and have utilized Benefit Consulting for all employee groups for projects such as creating a Total Value Statement and other best practice type initiatives.

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:**

**Todd Stojcic, Senior Purchasing Officer**  
Corporate and Health Care Purchasing  
Phone #: (604) 279-7413  
Fax #: (604) 276-3260  
Email: [purchase@worksafebc.com](mailto:purchase@worksafebc.com)