WORKING TO MAKE A DIFFERENCE

Workers' Compensation Board of British Columbia

Corporate and Health Care Purchasing

Request for Information & Qualification (RFIQ)

Prequalification for Construction Management Services for the WorkSafeBC Home Modification Program

RFIQ #H023-2010

Issue Date: SEPTEMBER 20, 2010

For Construction Management Services for Home Modifications for Injured Workers located throughout the province of British Columbia and beyond when and if required.

WorkSafeBC requests that responses be submitted by:

2:00 PM Pacific Time on OCTOBER 12, 2010

Delivery Instructions:

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

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SECTION I - INSTRUCTION TO RESPONDENTS

1.0 INTRODUCTION

Workers' Compensation Board of BC herein referred to as "WorkSafeBC".

1.1 This RFIQ is an inquiry and Request for Information & Qualification only and does not imply a commitment by WorkSafeBC to proceed with the work or to purchase any product(s) and/or service(s). WorkSafeBC will advise **only** the Respondent(s) it decides to proceed with further, as defined herein.

1.2 Until such time as a contract is awarded, WorkSafeBC reserves the right in its sole discretion not to proceed with the work, or purchase any product(s) or service(s), to proceed by way of a Request for Proposal (RFP), to issue one or more further requests for information by a Request for Information (RFI), Request for Information & Qualification (RFIQ) or Request for Additional Information (RFAI) or otherwise, or to negotiate a contract individually with any Respondent to this RFIQ for all or part of the work, product(s), or solution(s).

1.3 WorkSafeBC reserves the right to conclude any or all of the processes relating to this requirement should it be in the best interest of WorkSafeBC as determined by WorkSafeBC. WorkSafeBC is not bound to enter into a contract with any qualified Respondent.

1.4 If WorkSafeBC elects to proceed by way of an RFP, or if WorkSafeBC elects to request more information by way of a further RFI, RFIQ, or RFAI or by any other method, WorkSafeBC may in its sole discretion create a Respondent list using any or all Respondents to this RFIQ; may rank responses based on the evaluation and/or requirements defined herein and select a shortlist of one or more of those which ranked most highly; or if deemed in WorkSafeBC's best interest, it may include additional Respondents.

1.5 This RFIQ should not be considered a request for or an authorization to perform any work or to supply any goods or services. Any development work undertaken by the Respondent and any costs and/or expenses involved in the preparation of replying to this RFIQ, and for subsequent presentations and/or demonstrations and/or negotiations will be the sole responsibility of the Respondent, including any travel.

1.6 WorkSafeBC is subject to the *Freedom of Information and Protection of Privacy Act* (*FIPPA*) and as such all submissions to this RFIQ will become the property of WorkSafeBC and as such will be held in confidence by WorkSafeBC subject to the FIPPA disclosure provisions. Any clauses in a document received in response to this procurement process which purports to limit WorkSafeBC's obligations under FIPPA will be considered void and severable from the response. By answering this RFIQ the Respondent will be deemed to have accepted this term.

1.7 WorkSafeBC reserves the right to modify this RFIQ at any time and at its sole discretion. This includes the right to cancel this RFIQ at any time without entering into a contract with any Respondent.

1.8 The information provided to the Respondent on this RFIQ is confidential and proprietary; it must be kept strictly confidential and the Respondent must not disclose any of the information to any person or entity except to those of the Respondent's employees, officers, and directors who have a clear and bona fide need to know the information in order to prepare a Response to this RFIQ.

2.0 RFIQ SUBMISSION AND DELIVERY INSTRUCTIONS

2.1 It is the Respondents responsibility to ensure that they have received a complete set of documents as listed by the page numbers. By submitting a Response, the Respondent has verified that they have received a complete set of RFIQ documents including any and all addenda.

SUBMISSION:

Please ensure responses are delivered during normal operating hours:
Weekdays 7:30 AM to 5:00 PM,
in an envelope clearly identified with the information below and the name and address of the Respondent at:

Worker and Employer Services - Main Entrance/Security Desk
WorkSafeBC
6951 Westminster Highway
Richmond, BC V7C 1C6

Attn: Corporate & Health Care Purchasing

Please clearly identify:
RFQ # H023-2010 and Closing Date

Fax and Email Submissions: Will **NOT** be accepted.

WorkSafeBC requests that responses be submitted by:
2:00 PM Pacific Time on October 12, 2010

2.2 Respondents are requested to provide the information detailed in

- SECTION III. RESPONSE INFORMATION/DETAILS
- SECTION IV QUESTIONAIRE, PART A
- SECTION IV QUESTIONAIRE, PART B
- SECTION V RFIQ RESPONSE FORM –signed by authorized signing officer
- APPENDIX A – REFERENCES
- APPENDIX B – PROTECTION AND PRIVACY ASSESSMENT.

2.3 Respondents are requested to remit one (1) hardcopy and one (1) electronic version of their submission.

- The electronic version in MS Word or Adobe Acrobat format on a USB flash drive;
- If there is any inconsistency between the hardcopy and the electronic version of the submission, the hard copy form of the document prevails;
- It is the Respondent's responsibility to ensure the data integrity of the electronic version of their submission, as failure (e.g. inaccessible file/data, corrupted file/data) may impact the scoring of their submission.

OR:

2.4 Electronically through BC Bid:

- An electronic copy of the response will only be accepted in MS Word or Adobe PDF format, Microsoft Office 2007 or earlier.
- 6 MB maximum file size.
- Please ensure that the entire proposal is submitted as a single file, except for the RFIQ Response Form which requires a signature, digital signatures are acceptable.
- ZIP or like files will not be accepted.
- WorkSafeBC will NOT accept any responsibility for failure to receive or the inability to read any submission for any reason including technical issues, data corruption, failure as a result of BC Bid security system, or failure for any other reason.

2.5 Email and Fax submissions: Will NOT be accepted.

2.6 Language: The language used in all responses to this Request for Qualification shall be English.

3.0 REQUESTS FOR ELECTRONIC COPY OF RFIQ

3.1 It is the responsibility of the Respondents who retrieve or download this RFIQ document from the BC Bid website (www.bcbid.gov.bc.ca), or the WorkSafeBC website (www.worksafebc.com) to ensure they monitor this site for any addendum to the RFIQ document issued up to and including the closing date.

3.2 For requests of electronic copies of this Request for Information & Qualification, please contact WorkSafeBC Corporate & Health Care Purchasing at 604 276-3344 and provide the appropriate RFIQ number, your name, phone number and email address.

3.3 Respondents who have obtained the RFIQ electronically shall not alter any portion of the document, with the exception of adding the information requested.

4.0 CLARIFICATION

4.1 Please direct any question related to the RFIQ to the Purchasing Officer whose name appears below. Respondents shall not ask questions of the WorkSafeBC department for which the contract is being procured or any other department of WorkSafeBC, unless so directed elsewhere in this document.

RFIQ INQUIRIES: **Maria Price, Senior Purchasing Officer**
Corporate and Health Care Purchasing
Phone #: (604) 244-6251
Fax #: (604) 276-3260
Email: purchase@worksafebc.com

4.2 Respondents are asked to submit in writing any questions regarding this RFIQ to the attention of WorkSafeBC not less than three (3) working days before RFIQ Response closing date.

4.3 The questions will be reviewed, and where information sought is not already clearly indicated, WorkSafeBC shall issue an addendum to all Respondents which shall become part of the RFIQ documents.

4.4 Other than a member of 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.

5.0 GOVERNING LAW / JURISDICTION

5.1 This Request for Information & Qualification shall be governed by and construed in accordance with the laws of the Province of British Columbia which shall be deemed to be the proper law hereof and in so doing the Courts of British Columbia shall have exclusive jurisdiction to determine all disputes and claims arising out of or in any way connected with this RFIQ.

6.0 TRADE AGREEMENTS

6.1 If the value of any response(s) resulting from this Request for Information & Qualification and any subsequent process exceeds the cost thresholds stipulated in Article 502 of the Agreement on Internal Trade then all provisions of Chapter Five: Procurement of the Agreement on Internal Trade will apply.

6.2 The Trade, Investment and Labour Mobility Agreement (TILMA) Article 3, 4, 14 and Part V will apply to any responses resulting from this Request for Information & Qualification.

6.3 The language used in all responses to this Request for Information & Qualification shall be English.

SECTION II – BUSINESS OBJECTIVES

1.0 PURPOSE

1.1 WorkSafeBC is seeking submissions from construction project management companies interested in qualifying for the management of home modification projects located throughout the province of British Columbia and from time to time in locations outside of the province.

1.2 This RFIQ represents the first of a possible multi stage process. The purpose of this RFIQ is to identify and obtain information from Respondents interested in qualifying based on the evaluation criteria provided.

2.0 PROCESS

2.1 Based on the responses received for the RFIQ, WorkSafeBC may:

- Decide not to proceed with the process;
- Decide to defer the process;
- Request further information using an Request For Information (RFI) or Request For Additional Information (RFAI);
- Develop and issue a formal Request for Proposal (RFP); or
- Shortlist one (1) or several Respondents to formally present their proposed services and/or approaches to the WorkSafeBC Selection Committee, or negotiate a contract directly with a Respondent.

2.2 WorkSafeBC reserves all rights defined herein Section I, Instructions to Respondents, "1.0 Introduction", as deemed in the best interest of WorkSafeBC.

2.3 If WorkSafeBC requests presentations, short-listed Respondent(s) will be notified after the RFIQ closing of the specific time, date and location for a presentation of their submission. All costs incurred in the preparation of the responses and the presentation, including all travel costs, are the responsibility of the Respondent and are not chargeable to WorkSafeBC. WorkSafeBC will try to accommodate the availability of the selected Respondent(s). However, WorkSafeBC reserves the right not to continue with Respondent(s) who are not available for a presentation.

3.0 ESTIMATED TIME FRAMES

3.1 The following timetable outlines the estimated schedule for this pre-qualification process. The timing and the sequence of events resulting from this document may vary.

DESCRIPTION	DATE
RFIQ DOCUMENT ISSUED	SEPTEMBER 20, 2010
INITIAL SUBMISSION RESPONSE DATE	OCTOBER 12, 2010
EVALUATION OF SUBMISSIONS	OCTOBER 19, 2010
NOTIFICATION TO SUCCESSFUL PRE-QUALIFIED RESPONDENTS	NOVEMBER 02, 2010

4.0 OVERVIEW

Special Care Services (SCS) is the centralized business unit located at WorkSafeBC in Richmond, BC providing services to the severely disabled workers. Serious disabilities may include spinal cord injuries resulting in paraplegia or quadriplegia, severe head injuries, near or total blindness, multiple amputations, or a severe disability as a result of occupational diseases.

WorkSafeBC may undertake modifications to a residence or work place to lessen or remove barriers that severely injured workers experience following a compensable injury. WorkSafeBC determines the modifications necessary based on the compensable injury along with recommendations from an Occupational Therapist as required.

When a Claimant's home requires modifications, the presence of a construction team can be stressful. Therefore, it is vital that the Contractors exercise sensitivity in dealing with the Claimants and their family while in their home. This includes minimizing work disruptions (where possible), being respectful of the Injured Worker's privacy, being considerate and leaving a clean and safe work environment daily.

The modifications required for each home vary in order to meet the challenges of limitations in mobility, strength and endurance of the Injured Worker. The majority of the "major" home modifications are required to accommodate wheelchair accessibility.

Home modifications can range from what is referred to as "minor" for the supply and installation of grab bars and short ramps to larger items which are referred to as "major" which include the installation of lift equipment such as elevators and stair glides, bathroom modifications, door widening and other major renovations to a home or workplace.

Home Modifications can also be temporary for Injured Worker's with acute injuries that are expected to recover. Temporary modifications may require removal and restoration to its original condition.

The services may also be required for "review and recommendation purposes only" where WorkSafeBC may provide a contribution towards a newly constructed home or assess modifications required prior to the Injured Worker's purchase of another home. The review would be to determine the appropriateness and adequacy of the proposed accessibility modifications and/or the purchase of a new home and provide reports for verifications.

Home modification projects are time sensitive and require a range of services to a variety of building structures. Building structures may include, but are not limited to a single family dwelling, townhome, condominium, apartment, manufactured home or a commercial unit.

Home Modifications projects are located throughout the province of British Columbia and from time to time outside of the province or outside of Canada. The Construction Project Manager may be required to travel with some possible overnight stays.

Major home modification projects typically are implemented in three (3) phases. The first usually being the on-site assessment of the building with an Occupational Therapist (OT), the outcome of this phase would be a report by the construction project manager of the required and recommended modifications for approval by a SCS Case Manager. The second phase which takes

place upon approval of the report recommendations is the Pre-Construction phase which includes design details, drawings, permit applications and the request for competitive bids through a tender which is developed and issued by the Construction Project Manger using a process that honors the guidelines and thresholds as set out for the public entities of British Columbia. The third phase is the Construction phase; the Construction Project Manager is responsible for scheduling a project timeline indicating key project milestones in a Gantt style report for the SCS Case Managers. The Construction Project Manager is also responsible for overseeing the project through to completion and to report back to WorkSafeBC on the progress of the project at a weekly held meeting in Richmond, BC.

WorkSafeBC seeks to contract with a qualified Construction Project Manager for an estimated period of two (2) to seven (7) years; who is not only capable of managing home modifications but also demonstrates an understanding of the unique nature of the work required.

DESIRABLE QUALIFICATIONS:

- Previous experience as a Construction Project Manager for residential accessibility projects in value of up to $100,000 or greater.
- Ability to access a network and variety of sub-trades throughout the province.
- Ability to understand the technical requirements to supply and install equipment for people with physical disabilities.
- Member of a construction association or affiliation.
- Ability to simultaneously manage multiple construction projects throughout the province.

5.0 STATISTICAL INFORMATION

5.1 The following annual historical information is based on an estimation of WorkSafeBC's project activity over the past year. WorkSafeBC is unable to predict distribution or quantity of project(s) required each year.

• Average Number of Projects per Year	285
• Average % of projects under the value of $7,000	83%
• Average % of projects between the value of $7,001 - $20,000	10%
• Average % of projects between the value of $20,001 - $50,000	4%
• Average % of projects over $50,000	3%

5.2 Average Annual spend on Home Modifications per year approximately $1.7 million

5.3 Average % Project Location Distribution

• Vancouver, Lower mainland and Mountain Region:	43 %
• Island Region	16%
• Thompson Okanagan Region	20 %
• BC Rockies Region	6 %
• Cariboo Chilcotin Coast Region	5 %
• Northern BC Region	4 %
• Locations outside of BC	5 %
• Locations outside of Canada	1%

6.0 EVALUATION

6.1 Section IV Questionnaire Part A contains questions which are considered fundamental to the services as described in this RFIQ. Evaluation and short-listing of Respondents shall be based on WorkSafeBC's evaluation of the responses using criteria that include, but are not limited to:

Section IV Questionnaire **Part A**	Points
Company Profile, Qualifications, Capabilities and Experience to meet WorkSafeBC's Business Objectives	50
Respondent's Business Policies and Value added services	10
Part A Total:	**60**
Section IV Questionnaire **Part B**	
Resources and Availability	15
Company Reputation/Standing, Procedures for Safety and Quality Control	15
Pricing Structure	10
Total B:	**40**
Total Parts A and B:	**100**

6.2 Initial qualifying is based on Section IV Questionnaire Part A. Respondents who score lower in this section will not undergo further consideration or proceed to Part B review. WorkSafeBC will continue the next phase of the evaluation Questionnaire Part B for those Respondents with higher scores.

6.3 WorkSafeBC may invite Respondent(s) to make a presentation to WorkSafeBC. At the discretion of WorkSafeBC, the evaluation for the second phase, if required will only be given to the shortlist Respondents and will be based on the following consideration, in addition to those listed above for a cumulative total:

Interview/Presentation: **25** points

6.4 If WorkSafeBC requests presentation(s) the Respondent will be responsible to ensure that staff attending the presentation are able to respond to detailed business and/or technical questions.

6.5 WorkSafeBC will consider the completeness of the requested information submitted, make any inquiries of any party that it determines appropriate and shall rank all submissions according to but not limited to the evaluation criteria listed above and shall be at the sole discretion of WorkSafeBC.

6.6 Respondents must include enough information to provide satisfactory assurance of their ability to carry out the type of work required. WorkSafeBC may request additional information or clarification of information submitted from any respondent.

6.7 WorkSafeBC reserves all rights as defined in Section II, 2.0 Process and is not bound to prequalify any Respondent. WorkSafeBC may not prequalify Respondents who have not met our minimum service requirements/standards on recent work or existing projects.

6.8 Respondents are encouraged to provide a value-added component to their proposal. This is an opportunity for a Proponent to demonstrate their level of creativity and experience. Please indicate if these value-added components are at an additional cost.

6.9 Any awarding of a contract will be subject to satisfactory reference checks and protection of privacy assessment, in the sole opinion of WorkSafeBC.

6.10 Respondents that score highly in the initial evaluation process will be assessed to determine their ability to comply with the Protection of Information and Personal Privacy. WorkSafeBC reserves the right not to award a contract to Respondents that score unsatisfactory on Appendix B, Protection of Privacy Assessment.

6.11 WorkSafeBC reserves the right to request a Dunn and Bradstreet or similar financial report to ensure Respondents financial stability.

SECTION III - RESPONSE INFORMATION/DETAILS

This is not a tender. You will be scored on your response to each of the questions listed on Section IV- Questionnaire and your overall score will determine if you make the list of qualified respondents. If you fail to provide an answer for any given questions, you will not receive a score for those questions. A lower score may prevent you from making the list of qualified respondents.

It is in your best interest to answer each of the questions clearly, completely and in the order they are presented on Section IV- Questionnaire. For any question you answer, feel free to include any additional information or documentation that would further support your response.

Please follow the instructions for submitting, explained in the following section "Response Format

1.0 RESPONSE FORMAT

1.1 Please provide your response in the same sequence of topics as listed on Section IV – Questionnaire Part A and Part B.

1.2 Please provide a Table of Contents for your submission and number all pages.
Respondents should provide one (1) original hardcopy of their RFIQ response, along with an electronic version unless submitting electronically through BC Bid.
Your response should include at a minimum:

a. Completed Section V - RFIQ Response Form. Please ensure that the form is signed, by an authorized signatory of your firm. Place this form ON TOP of your submission package.

b. Completed Section IV – Questionnaire Part A and Part B. Include letters confirming WorkSafeBC Assessment Clearance, coverage and Insurance coverage.

c. Completed Appendix A – References.

d. Completed Appendix B – Protection Of Privacy Assessment

2.0 COMPANY PROFILE

2.1 Please include the following:

- Letter of introduction with an overview of your company size, background and profile. (Maximum 2 pages).

3.0 EVIDENCE OF RELEVANT COMPANY EXPERIENCE

3.1 Please enclose Section V Appendix A (References) and attach it to the RFIQ Response Form. Provide evidence and a description of your experience by providing a minimum of **THREE** (3) company references for work of a similar nature including:

- Names and addresses of clients for whom your organization has provided similar work, products and/or solutions.

4.0 RISK ASSESSMENT REGARDING THE PROTECTION OF PRIVACY

4.1 Please complete Section V Appendix B and provide the details requested regarding the protection of Personal Information.

SECTION IV QUESTIONNAIRE – PART A

Note: If the space provided is not adequate please provide your answer on a separate sheet to a maximum of one (1) page per question unless stated otherwise.

1.0 PROFILE, QUALIFICATIONS, CAPABILITIES AND EXPERIENCE

1.1 Company Profile

Provide a letter of introduction (maximum 2 pages) with an overview of your company Profile.

Include: Business name, length of time in business and description of services offered by your firm.

Attached ❑ YES ❑ NO

_____

_____

1.2 Information about Company/Organization

1.2.1 Please indicate ownership structure:

❑ Incorporated Company ❑ Sole Proprietorship ❑ Registered Partnership ❑ Other

Please indicate if other:

_____

_____

1.2.2 Names of Major Principals or Partners:

_____

_____

1.2.3 How many years has your organization been in business under its present business name? A minimum five (5) years is preferred.

_____

_____

1.2.4 Under what other or former name(s) has your organization operated?

_____

_____

1.2.5 List the categories of work that your organization normally performs with its own forces.

_____

_____

1.2.6 Number of Permanent Full Time Employees in your company:

_____

_____

1.2.7 Please provide information on your ability to add further resources to expedite project schedules or an increased amount of projects.

_____

_____

1.2.8 Please provide information regarding your ability to provide the service/deliverables as described in Section II Business Objectives, 2.0 Overview and 3.0 Statistical Information.

_____

_____

1.2.9 Please indicate the approximate annual revenue of your company:
(circle answer)

2008	$0 - $100,000	$100,001-250,000	$250,001-$500,000	$500,001-1,000,000	$1,000,000 and over
2009	$0 - $100,000	$100,001-250,000	$250,001-$500,000	$500,001-1,000,000	$1,000,000 and over

1.2.10 Please indicate area(s) you are able to provide services to WorkSafeBC. (See Attachment 1 for BC map)

Circle Answer	Area Range	Comments
❑ YES ❑ NO	Vancouver, Lower Mainland and Mountain Range	
❑ YES ❑ NO	Island Region	
❑ YES ❑ NO	Thompson Okanagan Region	
❑ YES ❑ NO	BC Rockies Region	
❑ YES ❑ NO	Cariboo/Chilcotlin Region	
❑ YES ❑ NO	Northern BC Region	
❑ YES ❑ NO	Locations outside of BC within Canada	
❑ YES ❑ NO	Locations outside of Canada	

2.0 QUALIFICATIONS AND EXPERIENCE

2.1 Please state if you are familiar with CSA B651-04 Accessible Design for the Built Environment.

❑ YES ❑ NO

2.2 Please provide evidence of relevant experience by including a brief description of your company's role in other projects that are similar to the one proposed for WorkSafeBC.

2.3 Please provide updated resumes of key project personnel showing qualifications with trade certificates issued by the province of British Columbia or equivalent interprovincial certification. Please indicate if bondable.

Attached ❑ YES ❑ NO

2.4 On separate page(s), list three (3) most recent major residential modifications for handicap accessibility projects and describe in detail the scope of work. Include examples where your company, as the Construction Project Manager, has acted as the General Contractor managing and overseeing the sub trades in performance of the work.

Describe the communication structure between yourselves, the trades, the owners and other key stakeholders.

Attached ❑ YES ❑ NO

3.0 BUSINESS POLICIES AND VALUE ADDED SERVICES

3.1 Value Added Services

3.1.1 Please provide a very brief description of other business advisory or construction services offered by your company at no additional costs that are in addition to those described previously.

_____

_____

3.2 Warranty

3.2.1 Please provide a brief description of the warranty on workmanship, materials and code compliance for the Construction services that your company will project manage.

_____

_____

3.3 Additional Information

3.3.1 Please describe any additional capabilities that makes your company uniquely qualified to provide Construction Project Management services for WorkSafeBC Injured Workers. Include any innovative approaches that you have successfully implemented in past projects.

_____

_____

SECTION IV QUESTIONNAIRE – PART B

Note: If the space provided is not adequate please provide your answer on a separate sheet to a maximum of one (1) page per question unless stated otherwise.

1.0 RESOURCES AND AVAILABILITY

1.1 Please indicate if you are able to attend the Construction site or carry out work during WorkSafeBC's regular business hours, after hours, weekends, and statutory holidays.

Check Answer	Hours	Comment
❑ YES ❑ NO	Regular Hours (8:00am -4:30pm) Monday-Friday	
❑ YES ❑ NO	After Hours	
❑ YES ❑ NO	Weekends	
❑ YES ❑ NO	Stat. Holidays	

1.2 Please describe your company's ability to maintain or expedite project schedules, including the availability of additional resources.

_____

_____

2.0 REPUTATION, REFERENCES AND PROCEDURES FOR SAFETY AND QUALITY CONTROL

2.1 References

On Section V Appendix B, please provide a minimum of three (3) references where your organization has provided Construction Management Services which are similar in type and size to WorkSafeBC's requirements.

Completed and Attached ❑ YES ❑ NO

_____

_____

2.2 Reputation/Standing

2.2.1 Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers?

❑ YES ❑ NO

2.2.2 If yes, please provide details.

_____

_____

2.3 WorkSafeBC Assessment Coverage and Insurance Coverage

WorkSafeBC: Attach WorkSafeBC Assessment clearance letter confirming payments up-to-date.

Attached ❑ YES ❑ NO

2.4 Commercial General Liability Insurance:

2.4.1 WorkSafeBC requires successful Contractors to carry General Liability insurance with a minimum amount of two million ($2,000,000) per occurrence.

2.4.2 Provide a letter from your insurance company or broker stating:

a) Insurance company name,
b) Current type(s) and amounts of insurance carried,
c) Details of your coverage and
d) Length of time you have been with the insurance company or broker.

Attached ❑ YES ❑ NO

2.5 Memberships and Association:

2.5.1 Is your company a member of a construction affiliation and/or association?

❑ YES ❑ NO

2.5.2 If yes, please provide details:

_____

_____

2.6 **Quality Control and Safety Program/Procedures**

2.6.1 Please provide a brief description of the process employed by your company to ensure that quality of workmanship is provided.

_____

_____

2.6.2 Please provide brief description of the process employed by your company to ensure that on-site safety measures are taken and that the site is operated in safe and clean manner.

_____

_____

2.7 **Additional Information**

2.7.1 Please provide additional information you would like WorkSafeBC to consider. Describe your project approach and the deliverables that will be produced.

_____

_____

3.0 PRICING STRUCTURE

3.1 Please provide an overview of your company's pricing structure for labour, materials, overtime, travel, and various mark-ups.

_____

_____

3.2 Please describe your invoice processes.

_____

_____

SECTION V - RFIQ RESPONSE FORM – RFIQ #H023-2010

WORKERS' COMPENSATION BOARD OF BRITISH COLUMBIA (WORKSAFEBC)
6951 WESTMINSTER HIGHWAY, RICHMOND, BC V7C 1C6

Company Name:

I/We hereby offer the information in our response to WorkSafeBC for review. I/We understand that this information is provided in response to a Request for Information & Qualification and that nothing in the RFIQ document should be construed as binding on WorkSafeBC or that a contract need be awarded.

APPENDIX(ES) TO RFIQ:
WorkSafeBC requests that any appendixes as called for in the RFIQ be completed and attached to this RFIQ Response form. All appendixes form an integral part of this response. I/We enclose:

Appendix A	References

ADDENDA
I/We acknowledge receipt of the following applicable Addenda to the RFIQ:

ADDENDUM:	DATE OF ADDENDUM	FROM PAGES	TO PAGES
Addendum No. 1			
Addendum No. 2			

Authorized signing officer

Legal / Business Name:	
Other names under which your Company operates:	
Address:	***Telephone Number:***
City, Province, Postal Code:	***Fax Number:***
Signature:	***Title:***
Print Name:	***Date:***
Official Email Address:	
WorkSafeBC Registration Number:	

Any clauses in a document received in response to this procurement process which purports to limit WorkSafeBC's obligations under FIPPA will be considered void and severable from the response. By answering this RFIQ the Respondent will be deemed to have accepted this term.

APPENDIX A - REFERENCES

Company Name:	
Address:	***Telephone Number:***
City, Province, Postal Code:	***Fax Number:***

Provide a minimum of three (3) references your organization has completed projects for in BC in the past two (2) years,
(and)
that are similar in scope and value to WorkSafeBC's requirements.
(Or)
that are similar in type and size to WorkSafeBC's requirements.
(Or)
that are similar or related projects to WorkSafeBC's requirements with minimum project value approximately $75,000.00.

1 COMPANY NAME & ADDRESS	
Contact Name	
Telephone No.	
Brief Description of Project	
2 COMPANY NAME & ADDRESS	
Contact Name	
Telephone No.	
Brief Description of Project	
3 COMPANY NAME & ADDRESS	
Contact Name	
Telephone No.	
Brief Description of Project	

APPENDIX B – PROTECTION OF PRIVACY ASSESSMENT

PROTECTION OF PRIVACY ASSESSMENT
The Freedom of Information and Protection of Privacy Act (FIPPA) requires WorkSafeBC and any Service Provider to it, ensures personal information in its custody or under its control is stored or accessed only in Canada except in limited circumstances. As a condition of contract award, the Contractor must provide evidence of their compliance. Submit the following information as an attachment to your submission.

Further information is available regarding this requirement at: http//www.mser.gov.bc.ca/privacaccess.

1.1	Is your company a subsidiary and/or has any affiliation of any type with any entity outside of Canada? If yes, state their names and relationships:	☐ Yes or ☐ No
1.2	State the legal status of the business. E.g. Sole proprietor, partnership or limited company. 1.2.1 If the business is a partnership, state the countries where the partners reside; 1.2.2 If the business is a limited company, state the countries where the directors reside.	
1.3	Is your company wholly owned by a Canadian entity? If no, state the nature of the foreign ownership:	☐ Yes or ☐ No
1.4	Is your company controlled and operated by a Canadian entity? If no, state the nature of the foreign control and operations:	☐ Yes or ☐ No

1.5	State the location where personal information is currently stored, by whom and who would have access to this information.
1.6	State how and the location where you propose to store and access personal information you obtain from WorkSafeBC, if successful.
1.7	State who provides systems & equipment maintenance and data recovery services for your data systems and state their location. If it is not an employee, answer 1.1 to 2.0 in relation to the proposed subcontractor.
1.8	Provide a description of current employee procedures and rules relating to disclosure, access and control of personal information (e.g. levels of access, circumstances, frequency and familiarity with FIPPA, security clearance requirements).
1.9	Provide a description of an existing operational privacy plan in the event of a security or privacy breach relating to personal information (eg. email breach, home invasion, theft).

2.0	If you propose to subcontract any portion or all of the work under the contract, if you are successful, state where and to whom you intend to subcontract with, and answer 1.1 to 2.0 in relation to the proposed subcontractor.

APPENDIX C – WORKSAFEBC OVERVIEW CORPORATE PROFILE

WorkSafeBC (the Workers' Compensation Board) is an independent statutory agency that serves nearly 2.3 million workers and about 197,000 employers throughout British Columbia. It is funded through insurance premiums paid by registered employers and through investment returns. The *Workers Compensation Act* empowers WorkSafeBC to enforce occupational health and safety standards, provide legislated compensation and rehabilitation benefits to injured workers or their dependents, and collect funds from businesses to operate the workers' compensation system. In administering the Workers Compensation Act, WorkSafeBC remains separate and distinct from government. However, WorkSafeBC is accountable to the public through the provincial government, which is responsible for protecting and maintaining the overall well-being of the workers' compensation system.

WorkSafeBC is dedicated to:

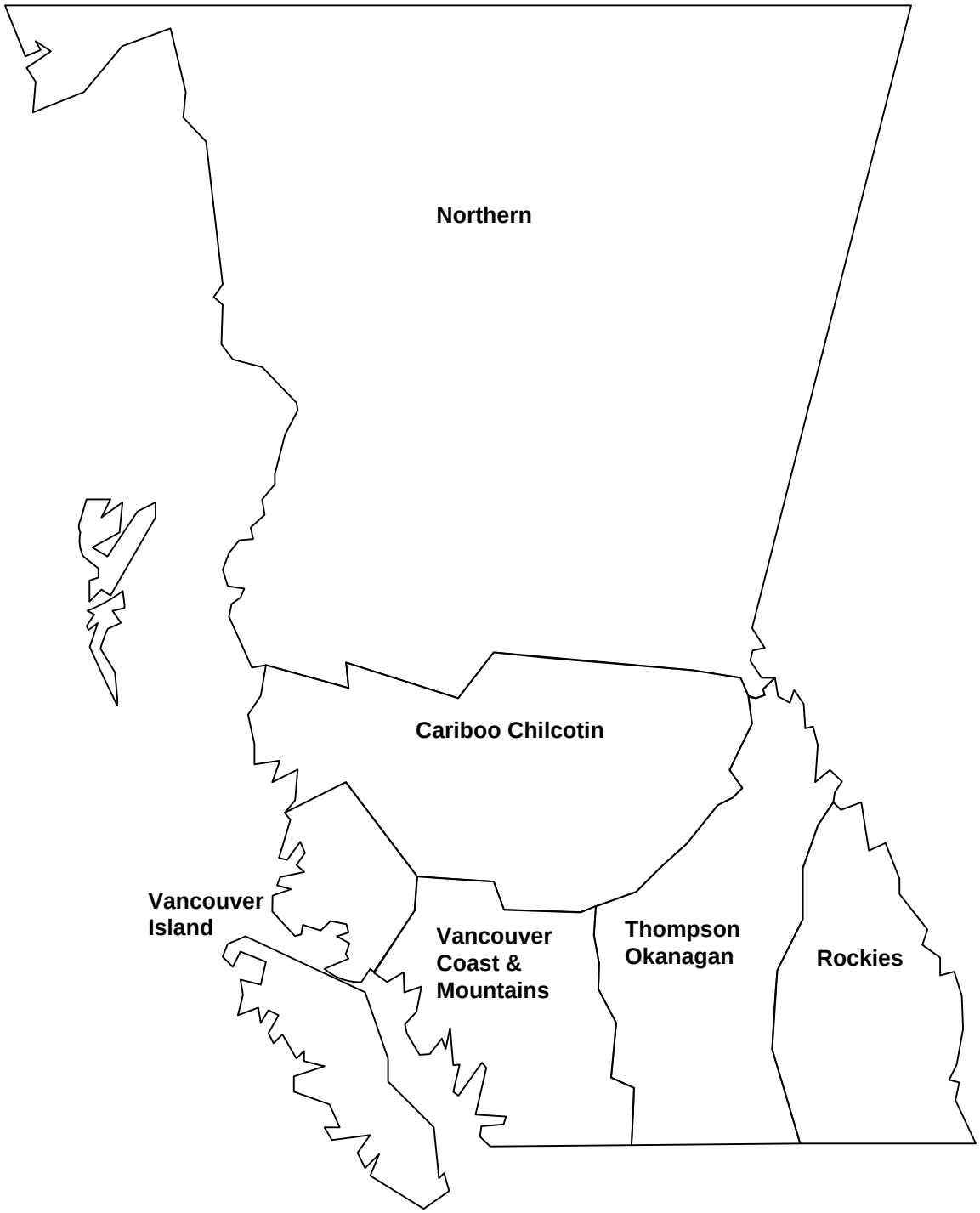
- Working with our partners to achieve our vision: keeping workers and workplaces safe and secure from injuries, disease and fatalities.
- Rehabilitating injured workers and returning them to productive, safe employment.
- Providing sound financial management for a viable workers' compensation system.
- Protecting the public interest.

Most of WorkSafeBC's head office operations are located at 6951 Westminster Highway, in Richmond, B.C.

Major regions throughout B.C. are represented by area offices in Abbotsford, Courtenay, Kamloops, Kelowna, Nanaimo, Nelson, Prince George, Terrace, and Victoria. Four Lower Mainland offices are located in Burnaby, Coquitlam, North Vancouver, and Surrey.

WorkSafeBC currently employs in excess of 2,500 people; approximately 2,000 work in the head office facilities, with the balance located in regional centres.

Our mandate to provide insurance coverage to employers and rehabilitation/compensation to injured workers and their families is just the beginning of our commitment. Our mission is to assist the workers and employers of BC to create and sustain a culture of health and safety in the workplace through our compassionate and supportive services, sound decisions and advice, and solid financial stewardship.

Our commitment is to make a difference one human being at a time.

ATTACHMENT 1