

User Guide

for

Registration, Identification, Selection and Performance evaluation (RISP) System

Consultant Office

Please visit the RISP user manual page for the latest version of this document:

http://www.th.gov.bc.ca/erisp/usermanual.htm

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1 RFEI Opportunities

In order to allow for fairness, the ministry ensures that:

- All offices are initially considered for all RFEI
- RFEI invitations are sent to all invited offices at the same time
- Offices' submissions are not opened by the ministry until after the submission deadline
- Questions and responses related to an RFEI are available to all participating offices
- All office responses are reviewed during the same period of time
- RFEI results are sent to the participating offices at the same time

1.1 Phase 1

Every office in RISP is automatically considered for every consulting opportunity. In the initial phase, the RISP system will find all offices qualified for this opportunity's criteria and dollar amount. If your office does not meet the criteria and/or dollar amount, you will be excluded from this particular opportunity. However, if your office does meet the initial criteria and size, then your office move to the next phase.

1.2 Phase 2

Once it is determined your office has met the initial criteria, there are two branches within phase 2:

- 1. Opportunities valued at less than or equal to (≤) \$75,000
- 2. Opportunities valued at greater than (>) \$75,000 and less than (<) \$1,000,000

1.2.1 Opportunities Valued at ≤ \$75k

For opportunities valued at less than or equal to \$75k, only one office is selected. Criteria for this selection can include any or all of the following: location of office (proximity to the opportunity), last award (contract) date, past performance, pending RISP opportunities in this category and any bonus or penalty points.

For these kinds of opportunities, the Requestor will contact the selected office directly.

1.2.2 Opportunities Valued at > \$75k and < \$1M

For opportunities valued at greater than \$75k but less than \$1M, the skill set, qualifications and dollar amount of all local / branch offices are consolidated (e.g. ACME Victoria, ACME Vancouver, ACME Edmonton, ACME Calgary). If the aggregate qualifications of your offices meets the criteria for the consulting opportunity, your office will be invited to participate in this RFEI.

The contact person for the main office of your company will receive an email notification (invitation). The email will contain the invitation itself, RFEI number, project name, and submission deadline. A sample is shown below.





1.2.3 Less than or Equal to (\leq) 3 Qualified Offices Found in RISP

As RISP is designed reduce the number of shortlisted offices down to 3, in special cases where the RISP system finds 3 or less qualified offices for an opportunity, the RFEI process is skipped and all of the qualified offices (up to 3) are invited to submit an RFP response. In these cases, the Requestor will contact the offices directly.

2 **Responding to RFEIs**

After your main office receives an RFEI email invitation, or at any time, you can log into RISP, and navigate to the Response Opportunities screen.

Note: only the office contact of your main office will receive RFEI opportunity emails.

Clicking on "RFEI" and then "Response Opportunities" will take you to the RSP 220 – RFEI Opportunities screen, which will display all RFEIs in which your office has been invited to participate.

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				d to respond to.	ovr office has been invite	lat of all RFEI opportunities that	fowing is a	e foi
					BEEL manual	tion on RFEIs please consult the	ore informati	r mor
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Records Found							THET	9 ()
	OSA #	Neurainen Statu-3 QS	Office Responses	RFE1 Stature 🔹	1 Due Date #		t of 1 Project	_
Records Found	G&A (*	Instances Status QS	Office Response)	INFET Status	© Due Date #		Project	n é
Records Found I RFEt [Q&A/Addends] [Respond	Sectore Se	and a superior manager		International Contraction	CA INVOLUTION	Title	Project Consultar	_



2.1 Navigating the RFEI Opportunities Screen

	Tof1	dline		ted - office have re ponse - office did				Records	s Found: 69
0-	Project Title 🔹	Due Date 🔹	RFEI Status •	Office Response	Decision Status	Q8.4 0			0
1701	RISP Workshop RFEI Example	2011-03-11	In Progress	New	Not Started		Reed RFEI	Q&A/Addenda	Respond
1682	retesting verification QA #38 - 4 respon	2011-03-03	Offices Notified	Submitted	Short Listed		Read RFEI	Q&A/Addenda	Review
1681	retesting verification QA #35	2011-03-02	Offices Notifie	Submitted	Short Listed		Read RFEI	Q&A/Addenda	Review
1664	SP192 - fee levels	2011-03-04	In Progress			-	Read RFEI	Q&A/Addenda	
1647	SG Pre-UAT for withdrawing 01-61	2011-03-16	In Prog	FEI Status: Progress - Office a			Read RFEI	Q&A/Addenda	Modify
1646	SG Pre-UAT Verify withdrawal	2011-03-09	and the second se	ices Notified - RFE ncelled - RFEI can			Read RFEI	Q&A/Addenda	Modify
1636	20110301 - RFEI 6: 72 hr QA message	2011-03-04	In Progress	Submitted	In Progress		Read RFEI	Q&A/Addenda	Review
1635	20110301 - RFEI 5: cancel after sending	2011-03-08	Cancelled	New	Cancelled	×	Read RFEI	Q&A/Addenda	
1634	20110301 - RFEI 4: only 3 responses	2011-02-28	In Progress	Submitted	Short Listed	~	Read RFEI	Q&A/Addenda	Review

2.2 **RFEI Action Buttons**

The buttons in each column allow your office to proceed to various portions of the RFEI. Where buttons are not present, no navigation option exists.

Respond Appears for active RFEI that office has not yet responded to			s	or present Statu	and active ead any RFEI - past	Always present Allows your to r
	Respond	Q&A/Addenda	Read RFEI	-		09
	Respond	Q&A/Addenda	Read RFEI	Not Started	New	09-03-23 Open
	Modify	Q&A/Addenda	Read RFEI	Not Started	Submitted	09-03-23 Open
Modify Change your response to an active RFEI	Review	Q&A/Addenda	EI.,	Always present and active		09-03-17 Expired
	Review	wers, Q&A/Addenda		ead any questions, a sociated with an RFI		09-03-04 Expired
	Review	Q&A/Addenda	Read RFEI	In Progress	NO Response	09-03-04 Expired
		Q&A/Addenda	Read RFEI	In Progress	No Response	09-03-02 Expired
Review Look at what your responded for an old RFE	Review	Q&A/Addenda	Read RFEI	In Progress	Submitted	09-03-02 Expired
	Review	Q&A/Addenda	Read RFEI	In Progress	Submitted	09-02-28 Expired
	Review	Q&A/Addenda	Read RFEI	In Progress	Submitted	09-02-28 Expired

2.3 **RFEI Response Process**

2.3.1 Read RFEI

The first step in responding to an RFEI is to read the details of the RFEI. Clicking the "Read RFEI" button from the main RFEI Opportunity page (RSP 220) takes you to the RSP 245 RFEI Summary Page. This is a read-only page containing the RFEI details. You are free to view both past and present RFEIs.



Contraction of the local division of the loc					1
RSP245 - I	RFEI Summary	FEI # and			
FEI ID: 170	D1 PI	roject Title	J		34
Project Title	e: RISP Workshop RFE	1 Example			2
Submission	n Deadline: 2011-03-11 _	Submi			
Category					
1176 T. (185 a)	SUPVN - BRIDGE/STRUCT -	SMALL			
947 (A CAL) - 440 (A)	ere una del trada det alde filma		RFEI Catego	orv(s)	
Assignmen	t Scope:	C			
100022-0001	y RFEI scope. It is	avesome		s	coring
					latrix
fou must	do everything I say	Assign	ment	(
Scoring		Scope		-	
Matrix		Compo	1		y 4
Question	Туре				Weight *
PP	Past Performance				-30 to 30
Q1	Schedule & Final Deliver	Contraction of the second second			Pass/Fail 3
22	Firm's Experience Relev	Contraction of the local division of the loc			30
23	Project Team's Experien Mem.	ce Relevant to the	Project Composition	on of Team & Team	35
24	Meet the Project's Physi Scope.	cal Site Specified C	nteria As Outlined	I in the Assignment	20
25	Other Project Criteria (e.	g. subcontracting)	As outlined in the		e. 15 tal: 100
Ministry Co	ntact Requirements				
RISP Main Of	fice ID;	1300			
egal Entity N	lame:	ABC Cons	iult.		
Performance 0 out of 30	Rating Rating	erformance			

After reviewing the details of the RFEI, you may choose to respond or not respond. If you choose to respond, click the "Previous" button found at top of page. This will return you to the main RFEI Opportunities page, from which you can respond to a specific RFEI.

If you choose not to respond, no action is required. Not responding will not impact whether your office is selected or excluded from a future opportunity.

2.4 **Responding to an RFEI**

To respond to RFEIs, click the "Respond" button for a specific RFEI. This will begin the process to respond to this RFEI.

Note: The "Respond" button will only appear while the submission deadline has not been reached.

The next diagram shows the high-level flow for responding to an RFEI.





2.4.1 Response Introduction

The response section (RSP 240), begins with a read-only page explaining how the response is organized.

RSP240 Response Introduction	
RFEI 1701	
Project Name: RISP Workshop RFEI Example	1
The following RFEI consists of 3 sections:	4
1. Assignment Scope	1
2. Company Information, Engineering Categories, Performance History, Scoring Matrix 3. Questionnaire Consisting of 5 Questions	
You will be walked through the process.	1
Start	
All all another and the second day of the	1

Click "Start" to begin responding to this RFEI.

Note: the RISP system has a 20 minute idle time-out. If no activity for 20 minutes, the system will log you out.

2.4.2 Assignment Scope Review

You are shown the Assignment Scope for this RFEI.



Review the scope and click "Next".



2.4.3 Scoring Review

On the read-only Scoring screen, the Project Name, your office contact information, engineering categories for this RFEI, and scoring details are shown.



Performance Rating – a score calculated which is based on past performance scores and dollar values of past projects.

Scoring Matrix - the weighting used for evaluating this RFEI.

Click 'Next' to continue.

2.4.4 Response Questionnaire

After reviewing the RFEI details, you will have the opportunity to interactively respond to the RFEI questionnaire consisting of 5 questions.

2.4.4.1 Question 1 - Availability

	1701					
Start Sco		ring				
Question 1	Question 2	Question 3	Question 4	Question 5	Submit	
Project Name: RISP W	orkehon DEELEN	amole				
Toject Wante, rear W	orkanop KrErEz	ampic				
Question 1 - Avai	ilability					
Based on your currer	it commitments,	are you confident	t that you have the	capacity to satisfy	this project's schedul	e as
specified in the assign	nment scope?	-		M: 78 18		
		(🖲 Yes 🔘 No 🌖	h		
Friday and an and an and an	and the set in the set	-			over a Classe Data was	
eturn to this page, se				elore the Kreikes	conse Close Date, you	1 may
And the second se		889.F				



Question 1 asks whether your firm has the capacity necessary to complete the work outlined in the RFEI Assignment Scope.

If you select 'No', your participation in the RFEI is complete. No further action is required.

Note: You can change this response up to the submission deadline.

If you select 'Yes' you will be asked to provide responses to the expression of interest questions.

2.4.4.2 Question 2 – Firm's Experience

You may provide up to five relevant experiences. The top portion of the page ('Projects Currently Included') lists experiences chosen for this submission.

You may select project experiences your firm has submitted in the past or provide new project experiences.

tart Scope	Scoring					
Question 1 Question	0 2 Questio	n J Questi	on 4 🔰 🖸	uestion 5	Submit	
oject Name: RISP Workshop R	FEI Example					
uestion 2 - Firm's Expe	rience					
ou may include up to five rece alienges to that of this RFEI (a ou include similar to this one.						
rojects Currently Includ	led (total: 3)	0				
Project Title	Comp	any Name 🛛 🖡	Project Loca	tion Year		\bigcirc
Test add office experience	ABD Cons	truction Ka	mioops	2007	Details	Remove
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New exp gary	and the second sec	experience	es	1993	Details	Remove
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		0		previous	ly	
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Project Title 1. Duncan Bypass	City of Duncan	Duncan BC	2007	Acres (Acres	lect	
Project Title 1. Duncan Bypass 2. Tesy add new experience	City of Duncan ABC & D Ltd	Duncan BC Asia	2007	Details Se	lect	
Project Title 1. Duncan Bypass	City of Duncan	Duncan BC	2007	Details Se	and and a	
Project Title 1. Duncan Bypass 2. Tesy add new experience	City of Duncan ABC & D Ltd	Duncan BC Asia	2007	Details Se Details Se	lect	

If you would like to view details of your past experiences, click on the "Details" button beside the experience. To include past experiences with your current submission, click the 'Select' button.



You will notice that when you click 'Select' the experience will move from the bottom portion of the screen (Previous Project Experiences) to the top portion of the screen (Projects Currently Included). If you would like to remove the experience from the list, click on 'Remove'.

By clicking on "Add New Project Experiences", you may add new project experiences relevant to this submission.

Project Title	Company Name	Project Location	Year		
Test Problem	Test Problem	Test Problem	2007	Details	Remove
Tiny Bridge	Rispconsutt6	Kamloops		Details	Remove
Project Title	Adding Nev	v Project Experience			
Company Name	(
Project Location					
CONTRACTOR STOLEN	0				
Approx Billing Costs					
Approx Capital Costs	0				
Year					
Brief Description					
(100 word max)					
		k			

Complete the fields, and click 'Save' and the 'Close'. You will see this experience in your 'Projects Currently Included' list. In addition, this newly created experience will be available for future submissions and will be listed in future submissions under the 'Previous Project Experiences' list.

Project Title	Company name	e Project Locatio	n tear		
lew project	Big Company	In British Columbia	2010	Details/Edit	Remove
Test	Test	Test	2007	Details	Remove
Tiny Bridge	Rispon			Details	Remove
Add New Project Experier	Newly added p	eroject experience		(Detaile	(THENDY C.)
Add New Project Experier	Project Experience	25: @	ar.	(Course)	
Add New Project Experier	Project Experience	es: @	of Parameters	Select	

When you have completed selecting/adding your firm's experience, navigate to the team member's portion of the RFEI submission. You can either click 'Next' or navigate using the 'Question 3' tab on the top of the page.



2.4.4.3 Question 3 – Team Members and Sub-Consultants

You are required to create a team as part of this RFEI response. The team may comprise of adjudicated employees in your company (Part A) and/or sub-consultants and other specialists (Part B).

Start Scope Scoring Question 1 Question 2 Question 3 Question 4 Question 5 Submit iject Name: Consultant Office User Guide mestion 3 - Team Members and Sub-Consultants int A - Team Members - Adjudicated Employees Image: Consultant 2 and the assignment scope, indicate up to 5 key staff that you expect to be part of the assignment team. Include up to elevant experiences per resource. Part A Team members must be approved registered staff in RISP for the category or egories of this RFEL am Members Currently Includ Select Member Name Role Number Select Adjudicated preserve Image: Consultants and Other Specialists with B Team Members - Sub-Consultants and Other Specialists Image: Currently Include up to 3 experiences per resource. b-Consultants Currently Include (total: 0) Member Name Role Number Member Name Role Number Add Sub-Consultants currently Include (total: 0)	RSP242 Questionnaire Question 3
Question 1 Question 2 Question 3 Question 4 Question 5 Submit iject Name: Consultant Office User Guide Heation 3 - Team Members and Sub-Consultants Heation 3 - Team Members and Sub-Consultants art A - Team Members - Adjudicated Employees © Image: Consultant Superiences per resource. Part A Team members must be approved registered staff in RISP for the category or egories of this RFEI. Image: Consultant Superiences per resource. Part A Team members must be approved registered staff in RISP for the category or egories of this RFEI. am Members Currently Include Select Adjudicated Image: Part A Team Members Art B Team Members - Sub-Consultants and Other Specialists Image: Part A Team Members Image: Part A Team Members total - include up to 3 other sub-consultants and other specialists whose specialises are other than those of the RISP egories for this RFEI. Include up to 3 experiences per resource. Image: Part Add Sub-Consultants b-Consultants Currently Included (total: 0) Member Name Role Number Add Sub-Consultants Member Name Role Number Add Sub-Consultants Image: Part Add Sub-Consultants	Previous RFEI 1701
<pre>iject Name: Consultant Office User Guide restion 3 - Team Members and Sub-Consultants art A - Team Members - Adjudicated Employees @ sed on the assignment scope, indicate up to 5 key staff that you expect to be part of the assignment team. Include up to elevant experiences per resource. Part A Team members must be approved registered staff in RISP for the category or egories of this RFEI. am Members Currently Includ Member Name Role Number elect Team Members - Sub-Consultants and Other Specialists whose specialities are other than those of the RISP egories for this RFEI. Include up to 3 experiences per resource. b-Consultants Currently Included (total: 0) Member Name Role Number Member Name Role Number Member Name Role Number b-Consultants Currently Included (total: 0) Member Name Role Number Add Sub- Consultants</pre>	Start Scope Scoring
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Member Name Role Number of Adjudicated Employees art B Team Members - Sub-Consultants and Other Specialists tional - include up to 3 other sub-consultants and other specialists whose specialties are other than those of the RISP egories for this RFEI. Include up to 3 experiences per resource. b-Consultants Currently Included (total: 0) Member Name Role Number Add Sub- Consultants	ased on the assignment scope, indicate up to 5 key staff that you expect to be part of the assignment team. Include up to relevant experiences per resource. Part A Team members must be approved registered staff in RISP for the category or ategories of this RFEI.
Art B Team Members - Sub-Consultants and Other Specialists tional - include up to 3 other sub-consultants and other specialists whose specialties are other than those of the RISP regories for this RFEI. Include up to 3 experiences per resource. b-Consultants Currently Included (total: 0) Member Name Role Number Add Sub- Consultants	Member Name Role Number o Adjudicated Je
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Member Name Role Number Add Sub- Consultants	ptional - include up to 3 other sub-consultants and other specialists whose specialties are other than those of the RISP ategories for this RFEI. Include up to 3 experiences per resource.
Add Sub-Consultants	ub-Consultants Currently Included (total: 0)
Add Sub-Consultants	
lext	Add Sub-Consultants
	Next

Employees chosen to form the response team will appear on Part A- Team Members – Adjudicated Employees. As you can see in the image above, no team members have yet been added. To add an employee, click 'Select Team Members'.

You will be presented with a list of employees from which to choose. These members have all been adjudicated and approved by the ministry through the standard adjudication process.



and the second				
Project Name: Testing for User Guid	8			
Question 3 Part A - Add Tea Based on the assignment scope, ind o 3 relevant experiences per resou or categories of this RFEL Select a name and fill in the other	icate up to 1 rce. Part A T em	e-populated n qualified ployees	be part of the assignment ved registered staff in RIS	
Select Employee:	Testfirst Testlast	• * /		
Role in this RFEI:			*	
Percent of Team Member's Time Available for this Project	** [Add Member		
Next				

After you select a team member, identify the role he or she will play in the RFEI, and the percentage of time that will be allotted by that member for this project. Click 'Add Member' and then "Next".

Previous RFEI 1701		
Question 3 - Team Member	Details	
Project Name: Testing for User Guide		
inter Testfirst Testlast		
etails - APEGBC#: 654321		
Role in this RFEI:	Project Manager	*
Percent of Team Member's	100 % *	
Time Available for this Project		
[Save]		
xperiences Added (7		
	ew experiences	
Add New Exp	udicated in RISP	
Select from Previously Adjudica	ted Experiences	4
Client Name Duration End Dat	e Adjudicated?	
1. MoT 3 years	Yes Details Select	
		1

In addition to identifying a team member, you must add experience for him or her.

The steps to add an experience for an employee is similar to the steps for adding a firms experience. You have the choice of choosing from their existing work experiences, or creating a new experience. The only difference is that existing work experiences for an employee consist of work which has been adjudicated and approved by the ministry through the standard work experience adjudication process.

To add an existing experience, click on the 'Select' button next to the experience in the 'Previously Adjudicated Experience' list.

Clicking the "Add New Exp" button will allow you to add new experiences not adjudicated in RISP.

n this RFEI: ent of Team Me Available for th e			roject Manager 00 % 🕏			
iences Added (Client Name	Total: 1)	Fee	End Date	Adjudica	ted?	
MoT	3 years			Yes		Details Remove
			Adding New	Experience	B	
Client Name:					*	
Ouration Note:	<u>.</u>				*	End Date:
ee Amount \$:					С	apital Cost \$:
Prime Cons	ultant:				0	Sub Consultant:
Responsibility:					k	
Description:					ŧ	
Save Close	Cance			(Second	-1	
New Exp						

Complete the "Add New Experience" form and click "Save" and then "Close".



_							
Qu	estion 3 -	leam M	ember - De	tails			
Proj	ect Name: Te	sting for U	ser Guide				
	er T <mark>estfirst</mark> ails - APEGB		7. J.				
Rol	Role in this RFEI:			Project M	anager		*
	Percent of Team Member's Time Available for this Project			100 9	6 *		
S	ave						
		dded (Tot	tal: 2)			Newly addee	
	eriences Ac Client Name MoT			End Date /	Adjudicated Yes	etails	Remove
(Client Name	Duration 3 years		End Date A	Tru-ALL		Remove Remove
1.	Client Name MoT	Duration 3 years 2 years			Yes	etails	
1. 2.	MoT Metropolis dd New Exp	Duration 3 years 2 years		2010	Yes No	Details/Edit	
1. 2. A Sele	MoT Metropolis dd New Exp ect from Pre	Duration 3 years 2 years eviously /	\$333,456.00	2010 Click "B Experier	Yes	Details/Edit	

In the example above, 2 experiences were added. 1 previously adjudicated experience and 1 newly added experience. To add additional employees, click on 'Back to Team Experience'.



Previous RFEI: 1701	
	coring
Contraction of the Contraction o	
Question 1 Question 2	Question 3 Question 4 Question 5 Submit
Project Name: SG Pre-UAT for with	drawing 01-61
Question 3 - Team Member	s and Sub-Consultants
Part A - Team Members - A	diudicated Employees
ait A - Team Members - A	
Based on the assignment scope, in B relevant experiences per resource	
ateop	added with 2
Click "Select	experiences
to add more	Number of Experiences Manage
M employees	
1. Test	er (2) Edit Remove
Select Team Members	
)	
Part B Team Members - Su	b-Consultants and Other Specialists 🗐
Optional - include up to 3 other sub categories for this RFEI. Include up	-consultants and other specialists whose specialties are other than those of the RISP to 3 experiences per resource
Sub-Consultants Currently Incl	
Member Name Role Numbe	Click "Add Sub- Consultants" to add
	Consultants to add
Add Sub-Consultants	sub-consultants or

In addition to employee team members, you may also add sub-consultants and specialists, who are not employees in your firm. To do this, click on 'Add Sub-Consultants under Part B Team Members - Sub-Consultants and Other Specialists.

The process for sub-consultant details is similar to employee details. First we identify the person, the role that they will play in the RFEI, and the percent allocated for the project.

Note: In Part B, you may only list sub-consultants and specialists that are providing work for fields other than those of the RISP categories for this RFEI. The categories for any RFEI are listed on the RSP240 – Scoring screen.

Back RFEI 1701	
Project Name: Testing for User Guide	
Question 3 Part B - Add Sub-C	Consultants and Other Specialists
In Part B, add team members and sub- categories for this RFEL This list canno are in specialties covered by the work Enter the following information:	ot include team members whose role nment scope
First Newson	*
First Name:	
Last Name:	*
	* /



As with employees, we must add experience for the sub-consultant. The screens are similar. The only difference is that there is no list of previously adjudicated work experiences presented.

estion 3 - Team Memb	er - Details			
ect Name: Testing for User C	Suide			
r John Doe ills				
e in this RFEI:	Spe	cialist		*
cent of Team Member's e Available for this Proje		% *	_	
ave			6	
	0		experience	he sub-constant's Click "Save" and
eriences Added (Total: 0)		then "Close	9"
Client Name	Duration	Fee	2	
	Add	ing New Exp	perience	
Client Name:			*	
Duration Note:			*	End Date:
Fee Amount \$:			Capi	tal Cost \$:
Prime Consultant:			•	Sub Consultant:
2000 0000000000000000000000000000000000				
Responsibility:				
			*	
Description:				
bescription.				
			*	

As we can see in the following example, we've successfully added a sub-consultant and one work experiences for the consultant.



Question 3 - Team Member - D	Details	
Project Name: Testing for User Guide		
Enter John Doe Details		
Role in this RFEI:	Specialist	*
Percent of Team Member's Time Available for this Project Save	50 % *	
Experiences Added (Total: 1) Client Name Duration Fee	End Date Adjudicated?	
1. MoT 2 years \$123,456.0	0 2009 No Details/Edit	Remove
Add New Exp		0.000

Click the "Back to Team Experience" button to continue adding other team members.

Project Name: Testing for User Guide	8
Question 3 - Team Members and Sub-Consultants	
	the assignment team. Include up red staff in RISP for the category
Member Name Role Number of Experiences Manage Testfirst Testlast Project Manager 2 Edit Remove Add New Member	\supset
Part B Team Members - Sub-Consultants and Other Specialists Optional - include up to 3 other sub-consultants and other specialists whose specialties categories for this RFEL Include up to 3 experiences per resource. Sub-Consultants Currently Included (total: 1)	Sub-consultants have been added
Member Name Role Number of Experiences Manage 1. John Doe Specialist 1 Edit Remove	
Add New Member	
A summer and a second summer and	Survey and

Once complete, click "Next" or navigate to the "Question 4" tab.



2.4.4.4 Question 4 – Understanding of Scope and Proposed Methodology

This is a free form text box in which you can write up to 1000 characters describing your organization's response to your understanding of the scope and proposed methodology of this opportunity.

SP244 Questi	onnaire Ques	stion 4				
Previous RFI	EI 1701					4
Start S	cope Sc	oring				4
Question 1	Question 2	Question 3	Question	4 Question 5	Submit	
iject Name: Testi	ng for User Guide	e.				1
uestion 4 - Ur	derstanding	of Scope and	l Proposed Me	thodology		1
the box below in	rovide informatio	n about your firm	's ability to handle	the project's specifi	c criteria (engineerin	n technica
d environmental		utlined in the assi			managed similar situ	
ax 1000 characte		indints.				1
IX 1000 citaracte						
						1
						1
				11		3
Save Next						1
an a di	Summers!			A distant	and and and an	and a second

When complete, click "Save", then click the "Next" button or navigate to the "Question 5" tab.

2.4.4.5 Question 5 - Team's Management and Quality Management

This is a free form text box in which you can write up to 1000 characters describing your organization's response to your team's management and quality management.

revious RFEI 1701					
Start Scope	Scoring				
Question 1 Question		Question 4	Question 5	Submit	
roject Name: Testing for Use	Guide.				
uestion 5 - Team's Ma	nagement and Qu	ality Managen	nent		
the box below provide info	mation about your firm's	ability to handle a	multidie ciplinant ter	am and quality ma	nanament on
similar project as outlined in e past). Indicate briefly the r chnical specialists in fields o	the assignment scope (y nethodology used by you	ou may use examp or firm to manage ti	oles of similar proje	cts that your firm	worked on in
similar project as outlined in e past). Indicate briefly the r chnical specialists in fields o	the assignment scope (y nethodology used by you	ou may use examp or firm to manage ti	oles of similar proje	cts that your firm	worked on in
similar project as outlined in te past). Indicate briefly the r echnical specialists in fields o	the assignment scope (y nethodology used by you	ou may use examp or firm to manage ti	oles of similar proje	cts that your firm	worked on in
n the box below, provide info similar project as outlined in he past). Indicate briefly the r echnical specialists in fields o fax 1000 characters.	the assignment scope (y nethodology used by you	ou may use examp or firm to manage ti	oles of similar proje	cts that your firm	worked on in
similar project as outlined in ne past). Indicate briefly the r echnical specialists in fields o	the assignment scope (y nethodology used by you	ou may use examp or firm to manage ti	oles of similar proje	cts that your firm	worked on in

When complete, click "Save", then click the "Next" button or navigate to the "Submit" tab.



2.4.5 Review and Submit

You have now responded to the 5 RFEI questions. You may review your responses to each question by navigating through the question response tabs.

You may return to any question and make changes. Click on the top navigation tabs to return to the response page for a particular question. For example, to make changes to Question 4, click on the 'Question 4' tab on the top set of navigation tabs.

Back RFEI 170	1		
Start Scop	Scoring		
		Question 5 Submi	•
Question 1 Q	uestion 2 Question 3 Question 4	4 Question 5 Submi	3
uestionnaire Res	ponse Review and Submit		
our RFEI Response mu	st be submitted in order for it to be evaluated.		
Save / Submit	Click "Save/Submit" to		
Summary	submit your response		
elow is test6's respons	se to RFEI # 1888 Testing for User Guide		
Question 2	Question 3 Question 4	Question 5	
uestion 2: Firm's Ex	perience	Maria - All	
Project Title:	New project	Approx. Billing Cost	\$123.00
Company Name:	Big Company	Approx. Capital Cost	: \$987.00
Project Location:	In British Columbia	Year:	2010
escription:	something		
roject Title:	Test Problem	Approx. Billing Cost:	\$450,000.00
ompany Name:	Test Problem	Approx. Capital Cost:	\$45,000,000.00
roject Location:	Test Problem	Year:	2007
escription:	Test Problem		
Project Title:	Tiny Bridge	Approx. Billing Cost:	\$50,000.00
Company Name:	Rispconsult6	Approx. Capital Cost:	\$1,000,000.00
roject Location:	Kamloops	Year:	
Description:	Tiny Bridge is located over Tiny Creek is is box girder bridge supported on cast in place		
Save / Submit	Click "Save/Submit" to		

After reviewing your response, click "Save/Submit" and confirm your submission to submit your RFEI response. Upon submitting your response, an automated email confirmation will be sent to your main office contact.



0n ul = 0 + + =	Sub	mission Confirmation (RFEIID: 442) - Mes	sage (Plain Text)	010-00-00
Mensage	~ ~ ~ ~		- St. Harman	
Repty Repty Tomesed & CAR - To AP Repty Repty Tomesed & CAR -	Celuite Moneta Caute Ditter Folder - Rue Actions -	Bitech Chief Loss Stock Chief Loss Stock Loss Lord Loss	Row Start as Aristed - 440 Row Start as Aristed - Send to Unrefield	
rom: RIP Automated Not for Oray, Cam FINES In Judgeth Submission Confirmat	kadur Syther (rep@rep.gov.bc.ra) on (RFELID: 442)			Sent: Mars 2009-03-23 12:02 PM
Interest (RFEI ID# 442) You may view the statue You may continue to wor	t you have submitted a r of this RFEI by selecti k on this RFEI. Changes sponse evaluated you may tation	esponse to the BC Ministry o ng the HFEI menu option fro you make will automatically cancel your submission on	m within your RISP page. be part of your submitted	

2.4.6 Modifying a Response

Your office may continue to make changes to the RFEI response up until the close of the RFEI. No responses are opened or reviewed by the ministry until after the closing date.

To make changes, visit the main RFEI page – RSP 220- RFEI Opportunities screen, and click on the 'Modify' button next to the RFEI. This will take you through all of your responses, providing you with the opportunity to make changes.

obowing is a list of all RFE) opportunities that your office has b none information on RFEIs please consult the The BEELmanual	een invited 15 resp	pend to.						
(A) (B)								edo Francis 21
Alternation and a strategy and			You have	- C - C - C - C - C - C - C - C - C - C	_		Modi	fy your
State and the state of the stat	Due Date 🕯	NFEL Stature 🔹	"Submitte	d'your warmen	044		Modi	1
Project Title		IIFEI Status 🔹	100 A. 100 A.	d'your warmen	Q&A #	Read RFEI	Modi	fy your
0 • Project Title •	2011-03-16		Othe Submitte RFEI resp	d'your Julus	064 8	Read RFEI	Modi	y your response

Note: You do not need to resubmit. The system will automatically save the most recent version of your submission.

2.4.7 Withdrawing a Response

If, after submitting an RFEI, you'd like to withdraw, click on the 'Modify' button for this RFEI, then click on the 'Submit' tab. You will see a 'Withdraw' button. Click on this to withdraw your response to the RFEI.



RSP244 Respo	onse Review			(("Culturit")
Previous RF	EI 1701				"Submit" tab
Start	Scope Sco	oring	-		
Question 1	Question 2	Question 3	Question 4	Question 5	Submit
Your RFEI Respor	to be rem	lidy v	Withdraw" this sub	omission by clickin	g the "Withdraw" button
Below is ABC Cor	nsult's response to	RFEI # 1647 Testin	ig for User Guide		1
Question	2 Quest	less3	Question 4	Question 5	
Mark Stand	and the second s		and the second s	a good a sense of	Manada and a start of the

Upon withdrawing your response, an automated email confirmation will be sent to your main office contact.



If, after withdrawing, you choose to participate, you will have until midnight of the submission due date to provide and submit a response.

3 **RFEI Decision**

Once the submission deadline has been reached, the ministry evaluation team reviews the responses individually and as a group.



At the end of the evaluation process, up to three offices are shortlisted. These shortlisted offices are then invited to participate in an RFP process.

3.1 Self-Serve Notification

At any time, you can check the status of an RFEI. Log into RISP, click on "RFEI" and then "Response Opportunities".



This will take you to the RSP 220 – RFEI Opportunities screen, which will display all RFEIs in which your office has been invited to participate.

	lowing is a list of all RFEI opportunities that your re information on RFEIs please consult the 📆 B		invito le resp	unu w.		
	1 of 1 🕘 😬 😸 🐱			Your office his responded to this RFEI		Records Found: 10
ID e	Propert Titler	Due Date 1	AFER Statute	Office (Inspond)	Decision Statute	
1888	Testing for User Guide	2010-07-27	Open	Submitted	Not Started	Read R/EI Q&A/Addenda Modify
	jstorey testing #2	2010-07-23	Open	New	Not Started	Read RFEI G&A/Addende Respond
1887	jatorey testing #2 jatorey testing	2010-07-23 2010-07-23	Open Open	New New	Not Started Not Started	Your office has and Respond
1887 1886						
1887	intervy leading ref 3.5 unit over 75,000 3 Offices	2010-07-23	Open	New	Not Started	Your office has inde Respond

Under the Decision Status column, you will see up to four status types:

- Not Started indicates that the RFEI response period is not yet over, and the review process by the ministry has not yet begun
- In Progress indicates that the evaluation period is now underway, and the ministry is evaluating responses
- Short Listed indicates that the evaluation period is complete, and your office has been short listed to participate in the RFP
- Not Short Listed indicates that the evaluation period is complete, and your office has not been short listed to participate in the RFP

3.2 Email Notification

In addition to having self-serve notification, the ministry also provides email notification to all offices, when a decision has been made. These emails are sent to the main office contact.

If your office was shortlisted, your main office contact will receive an email similar to this:





For shortlisted offices, an RFP may be attached to the email, or will follow shortly after.

For offices that have not been short-listed, an email similar to the below is sent:

Message Developer	SP - Your Office's RFEI Respon	se did not make the	shortlist for RFEI1841-TEST	3.5
Reply Reply Forward & Call + Respond	Delete Move to Folder *	Block Sender	Categorize Follow Mark as Up * Unread Options	Find * Send to OneNote
To: Propp, Bev A TRAN:EX Cc:		ortlist for RFEI 1841-	TEST 3.5 Evaluations complete	ject , TEST

3.3 **RFEI Debriefing**

At this time, the ministry does not debrief on the outcome of RFEIs.

4 RFEI QA and Addenda

During an RFEI response period, you may have questions that you wish to ask. For sake of fairness, these questions, and the ministry's responses, are posted via the RISP website for all participating offices to view. In this way, all offices are assured equal access to information.



To post a question, or view a response, begin by navigating to the RFEI Opportunities page. Log into RISP, click on "RFEI" and then "Response Opportunities".

Registration	RFEI	Reports	Log Out	
CD.	Respons	e Opportunities		
SP				
	SP	SP Respons	Response Opportunities	Response Opportunities

This will take you to the RSP 220 – RFEI Opportunities screen, which will display all RFEIs in which your office has been invited to participate.

	owing is a list of all RPEI opportunities that your office has b e information on RPEI's please consult the ¹ <u>BPEI menual</u>		epond to				
	1 of 1 😐 😐 😐 🔳				\frown		Records Found: 71
0.0	Project Title	Due bate to	WEELSANDUN @	Office Responsed	Red checkmark means there are		
1746	Verification Testing round 2 - assigning +++	2011-03-16	In Progress	In Progress	unanswered questions	Read RFEI	Q&A/Addends Modity
647	Testing for User Guide	2011-03-16	in Progress	Withdrawn	Not Bearsed	Read RFEI	Q&A/Addesda Respond
1635	20110301 - RFEI 5: cancel after sending	2011-03-15	Cancelled		Cancelled V	Read RFEI	Q&A/Addenda
1742	SG Pre-UAT Save and Send	2011-03-09	In Progress	Withdraw means	questions en answered	Read RFEI	Q&A/Addesda Review
1646	SG Pre-UAT Verify withdrawal	2011-03-09	In Progress		are addenda	Read RFEI	Q&A/Addends Review
1040					and the second sec		

If a question has been asked by any participating office, a red checkmark will appear for that RFEI. A black check mark means the ministry has provided a response or an addendum has been posted for this RFEI.

To view previously asked questions and their responses, or to ask a question, click on the "QA/Addenda" button next to the specific RFEI. This will take you to the RSP222– Q&A/Addenda Page.

Sack RFEI 1888	
Quees from Addenda	
86A / Addenda -Questions 🧐	
Post Question	
Question 1	Asked On: 2010-07-23
vhat is the answer to life the universe and everything?	
lesponse	
lesponse Pending	
Post Question	

4.1 Reviewing Q&A / Addenda

The main question page will list all questions that have been asked on this RFEI, along with all ministry responses to them. In addition, you will see the timestamp identifying when a question was asked, and when the ministry responded.



Note: The office asking the question will not be identified.

4
Asked On: 2010-07-23
Responded On: 2010-07-23

4.2 Ask a Question

From the RSP222 – Q&A / Addenda screen, you can post a question to the ministry.

To ask a question, click the "Post Question" button.

Main Menu	Registration	RFEI	Reports	Log Out
RSP222 - Q&A	/ Addenda			
Back				
Q&A / Addenda				
	n in the text area bel e under <mark>1</mark> 00 words.	ow.		
Question:				
Can you pl	ease tell me	which way th	e wind blow	is?
Post Question	Cancel			

Click 'Post Question' to complete. An email is sent to the ministry, prompting a response, and an email is sent to all participating offices, letting them know that a question has been posted. To ensure fairness, all questions will be immediately posted on RISP and all invited offices may view the posted question.

An example of the email sent to offices is shown below:



Message Developer		B. D. L.C.			
科 斗 😫 RM *	Create Rule	Block Sender			A [n]
Reply Reply Forward & Call +	Delete	Not Junk	Categorize Follow	Mark as F Unread	Find Send to
Respond	Actions	Junk E-mail 🔤	Options	5	OneNote
The second second second second	you that a question regarding RI	FEI 1888, Testing for	User Guide, has beer	n posted on t	he RISP web site.
2200 IN 2200 2000 IN IN	you that a question				
ubject: This email is to inform y Dear test6, This email is to inform	you that a question RISP web site. ce a response by the d click on the 'Q&A/A	regarding RFE ministry has	EI 1888, Testi been posted f	ng for U: or this (ser Guide, question.
Dear test6, This email is to inform has been posted on the You will be notified on Please log into RISP and	you that a question RISP web site. ce a response by the d click on the 'Q&A/A	regarding RFE ministry has	EI 1888, Testi been posted f	ng for U: or this (ser Guide, question.

4.3 Ministry's Response

It is the goal of the ministry to respond to RFEI questions within two business days. When a response has been posted, all participating offices, as well as the office who posted the question will be able to review the response online. In addition, an email will be sent to all participating offices, informing them that a response has been posted.

💽 🚽 🗄 🖉 🍝 🕗 💌	TEST - Response Posted, I	RFEI 1888 - Message	e (Plain Text)	
Message Developer	Add-Ins			(
Reply Reply Forward & Call + to All Respond	Delete Move to Folder *	Block Sender	Categorize Follow Mark as Up + Unread	Find ConeNote OneNote
To: Cai, Lionel TRAN;EX Cc: Subject: TEST - Response Posted Dear test6,	RFEI 1888			
This email is to inform Testing for User Guide, Please log into RISP and you would like to review	has been posted on t click on the 'Q&A /	the RISP websi	ite.	
Regards,				
RISP Administrator				

4.4 RFEI Addenda

In cases where the ministry needs to post additional information about an RFEI, an addendum will be posted.

To view addenda for an RFEI, click on the "QA/Addenda" button next to the specific RFEI and click the "Addenda" tab.



RSP222 - Q&A / Adde	nda	```````````````````````````````
Back RFEI 1888		5
Questions Add	a O	2
Addendum 1	Posted On: 2010-07-23	
Extended the submis	sion deadline	5
and the second	and the second	man

When the ministry posts an addendum, all invited offices are sent an email notification informing them an addendum has been posted.

Message Developer	TEST - Addendum Posted,	RFEI#1888 - Messa	ge (Plain Text)	
Reply Reply Forward & Call -	Oslete	Belleck Sender	Callegotize Follow Mark as Up > Unread	And Send to OneNote
From TEST - RISP Autom To: Cal, Lonel TRAVIEX Co Subject: TEST - Addendum Po	nted Notification System (risp.admini	strator @gov.bc.ca]	Ser	n: Pri 7/23/2010 8-41 AM
Dear testő, This email is to infor website. Please log into RISP a you would like to revi	nd click on the 'Q&A /			
Regards, RISP Administrator				

4.5 **Q&A Deadline**

No new questions are accepted within 72 hours of an RFEI submission deadline. This is to allow sufficient time for a ministry response, and for all participating offices to view the response.

4.6 Q&A on Closed RFEI

Offices are able to view all Q&A for all RFEI (past and present) in which they have participated.

5 **RFEI Reports**

A self-serve RFEI report is available to invited offices. To run the report, click on "Reports" and then "RFEI Detail Report".



Main Menu	Registration	RFEI	Reports	Log Ou
RSP100 - Mai	ntain Office		Office Statu:	s Report
			RFEI Detail	Report
			Specific Offic	e History
man	m	man and	man	\sim

On the RSP710 – RFEI Detail Report Criteria Screen, you can select from all submissions you've made which has completed evaluation.

Main Me	nu	Registration	RFEI	Reports	Log Out	
RSP710 - RFEI Detail Report Criteria						
RFEI #: 27	- No	more BC Ferries; Cra	zy Big Bridge Victoria	to Tsawwassen	* *	
Run						
Lawrence						

Click the "Run" button and the report will be generated as a PDF document and presented to you.