



Ministry of
Transportation
and Infrastructure

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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| Last Updated Date: | March 24, 2011 |

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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 (\leq) \$75,000
2. Opportunities valued at greater than ($>$) \$75,000 and less than ($<$) \$1,000,000

1.2.1 Opportunities Valued at \leq \$75k

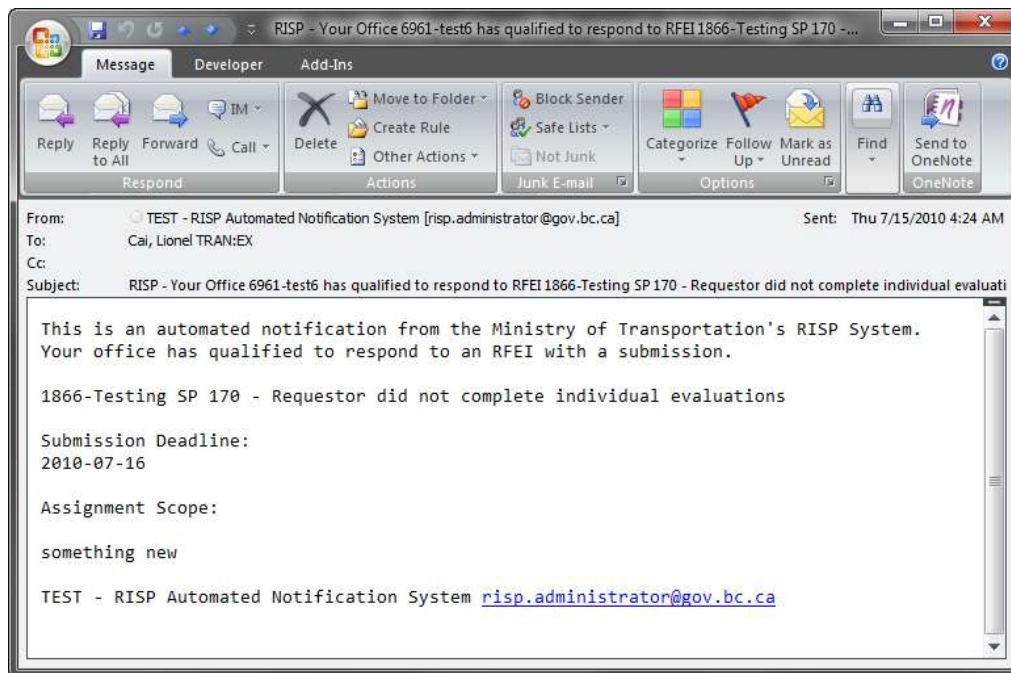
For opportunities valued at less than or equal to \$75k, only one office is selected. Criteria for this selection can include any or all of the following: location of office (proximity to the opportunity), last award (contract) date, past performance, pending RISP opportunities in this category and any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

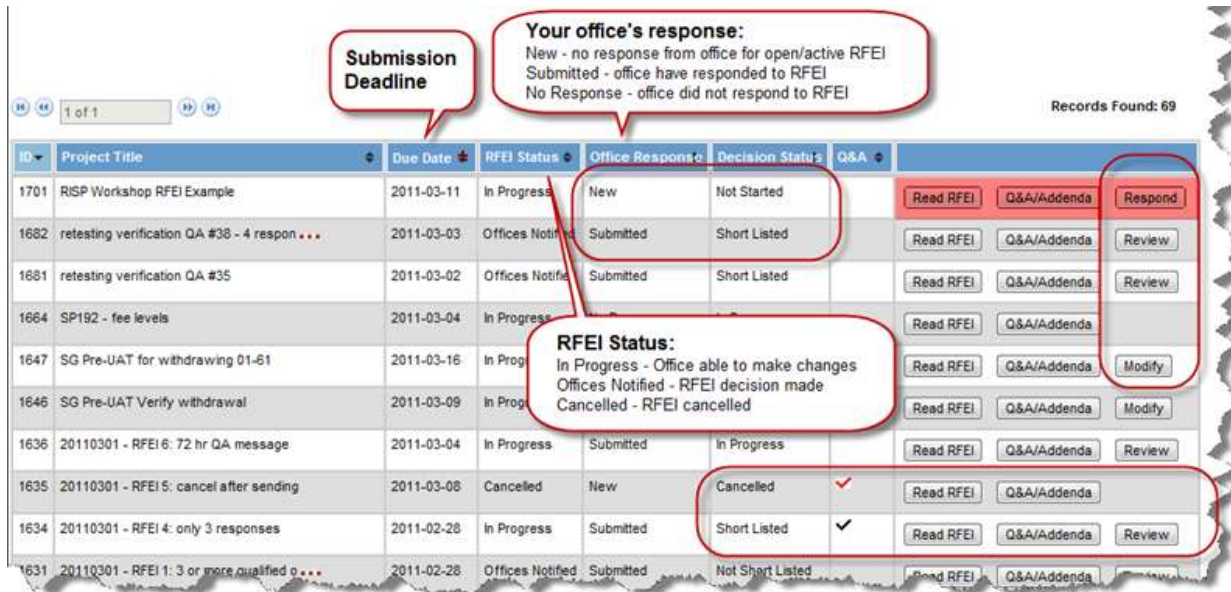
After your main office receives an RFEI email invitation, or at any time, you can log into RISP, and navigate to the Response Opportunities screen.

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.



2.1 Navigating the RFEI Opportunities Screen



Submission Deadline

Your office's response:
New - no response from office for open/active RFEI
Submitted - office have responded to RFEI
No Response - office did not respond to RFEI

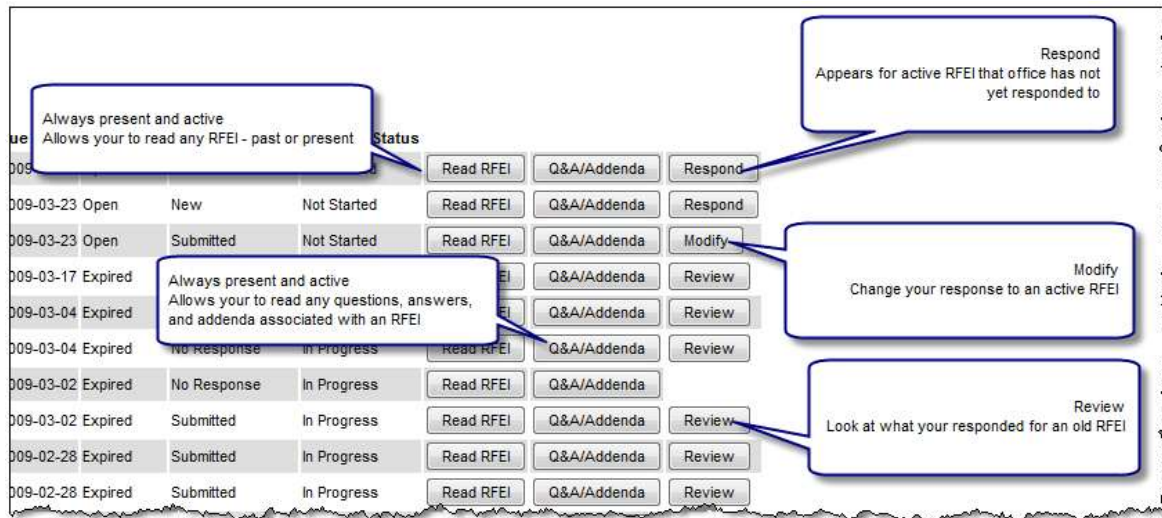
RFEI Status:
In Progress - Office able to make changes
Offices Notified - RFEI decision made
Cancelled - RFEI cancelled

Records Found: 69

| ID | Project Title | Due Date | RFEI Status | Office Response | Decision Status | Q&A |
|------|---|------------|------------------|-----------------|------------------|-------------------------------|
| 1701 | RISP Workshop RFEI Example | 2011-03-11 | In Progress | New | Not Started | Read 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 Notified | 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 Progress | | | Read RFEI Q&A/Addenda Modify |
| 1646 | SG Pre-UAT Verify withdrawal | 2011-03-09 | In Progress | | | 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 | 2011-03-06 | 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 |
| 1631 | 20110301 - RFEI 1: 3 or more qualified o... | 2011-02-28 | Offices Notified | Submitted | Not Short Listed | Read RFEI Q&A/Addenda |

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.



Always present and active
Allows you to read any RFEI - past or present

Respond
Appears for active RFEI that office has not yet responded to

Modify
Change your response to an active RFEI

Review
Look at what your responded for an old RFEI

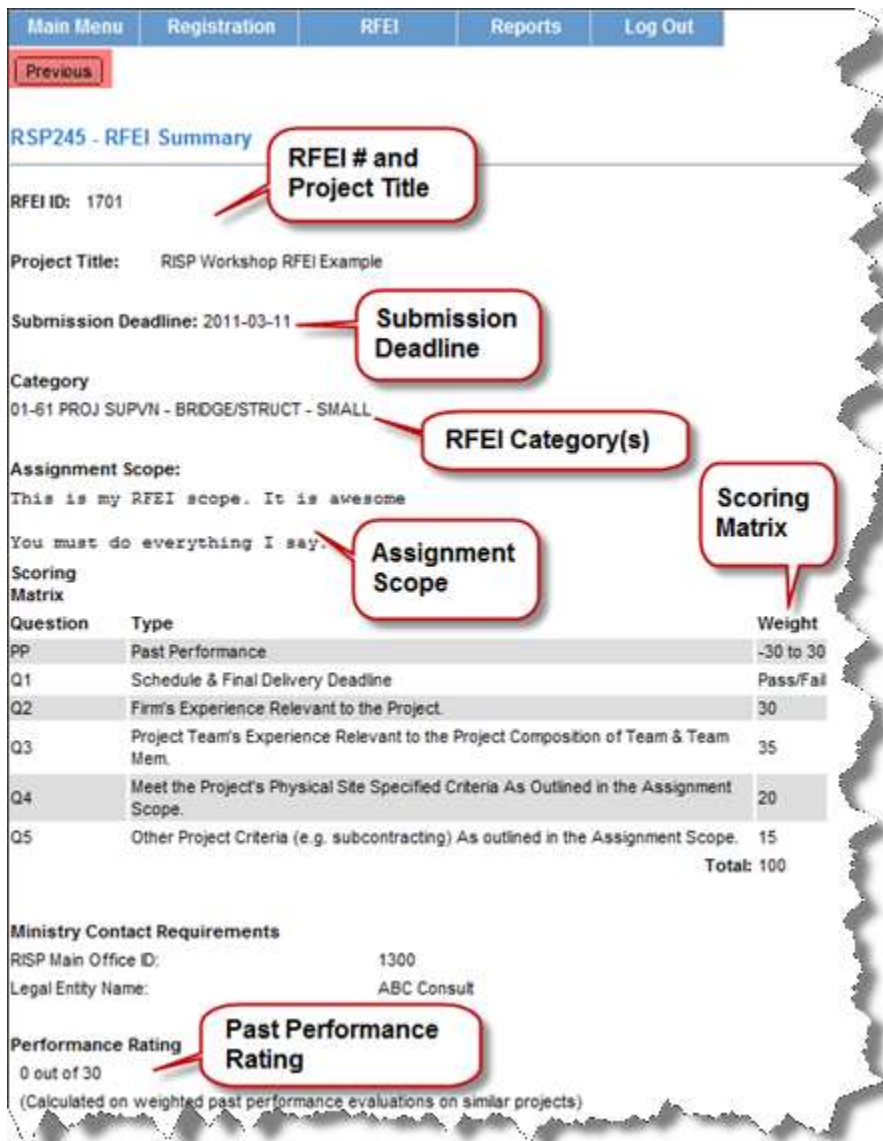
Always present and active
Allows you to read any questions, answers, and addenda associated with an RFEI

| Due Date | Status | Office Response | Decision Status | Q&A |
|-----------|---------|-----------------|-----------------|-------------------------------|
| 009-03-23 | Open | New | Not Started | Read RFEI Q&A/Addenda Respond |
| 009-03-23 | Open | Submitted | Not Started | Read RFEI Q&A/Addenda Modify |
| 009-03-17 | Expired | | | Read RFEI Q&A/Addenda Review |
| 009-03-04 | Expired | | | Read RFEI Q&A/Addenda Review |
| 009-03-04 | Expired | No Response | In Progress | Read RFEI Q&A/Addenda Review |
| 009-03-02 | Expired | No Response | In Progress | Read RFEI Q&A/Addenda |
| 009-03-02 | Expired | Submitted | In Progress | Read RFEI Q&A/Addenda Review |
| 009-02-28 | Expired | Submitted | In Progress | Read RFEI Q&A/Addenda Review |
| 009-02-28 | Expired | Submitted | In Progress | Read RFEI Q&A/Addenda Review |

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.



Main Menu | **Registration** | **RFEI** | **Reports** | **Log Out**

[Previous](#)

RSP245 - RFEI Summary

RFEI # and Project Title

RFEI ID: 1701

Project Title: RISP Workshop RFEI Example

Submission Deadline

Submission Deadline: 2011-03-11

RFEI Category(s)

Category: 01-01 PROJ SUPVN - BRIDGE/STRUCT - SMALL

Assignment Scope

Assignment Scope:
This is my RFEI scope. It is awesome
You must do everything I say.

Scoring Matrix

| Question | Type | Weight |
|----------|--|-------------------|
| PP | Past Performance | -30 to 30 |
| Q1 | Schedule & Final Delivery Deadline | Pass/Fail |
| Q2 | Firm's Experience Relevant to the Project | 30 |
| Q3 | Project Team's Experience Relevant to the Project Composition of Team & Team Mem. | 35 |
| Q4 | Meet the Project's Physical Site Specified Criteria As Outlined in the Assignment Scope. | 20 |
| Q5 | Other Project Criteria (e.g. subcontracting) As outlined in the Assignment Scope. | 15 |
| | | Total: 100 |

Past Performance Rating

Ministry Contact Requirements

RISP Main Office ID: 1300

Legal Entity Name: ABC Consult

Performance Rating: 0 out of 30
(Calculated on weighted past performance evaluations on similar projects)

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.

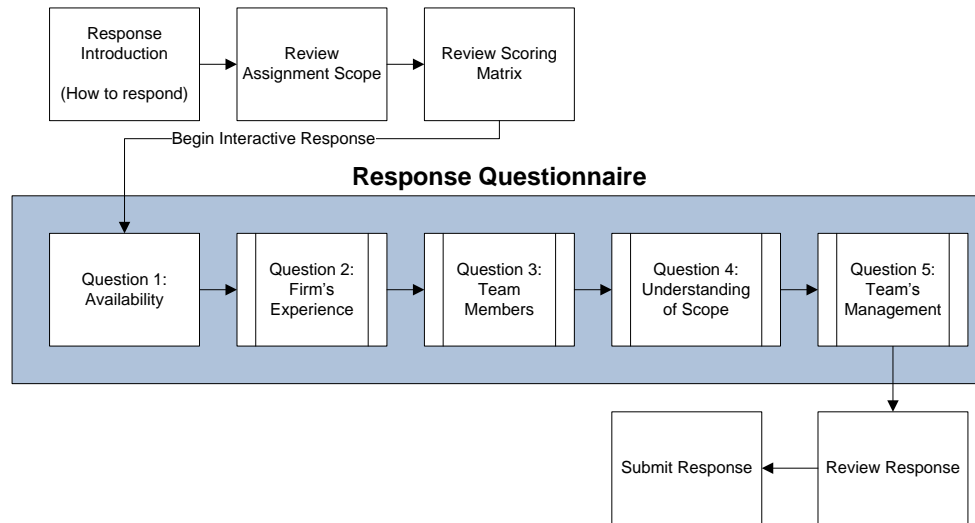
If you choose not to respond, no action is required. Not responding will not impact whether your office is selected or excluded from a future opportunity.

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.

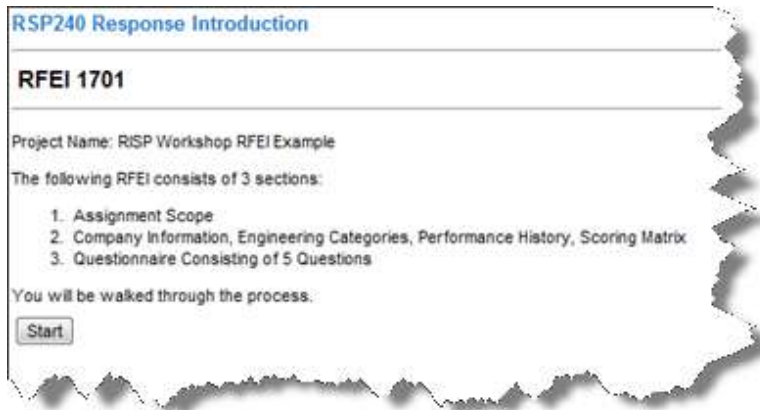
Note: The "Respond" button will only appear while the submission deadline has not been reached.

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.



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

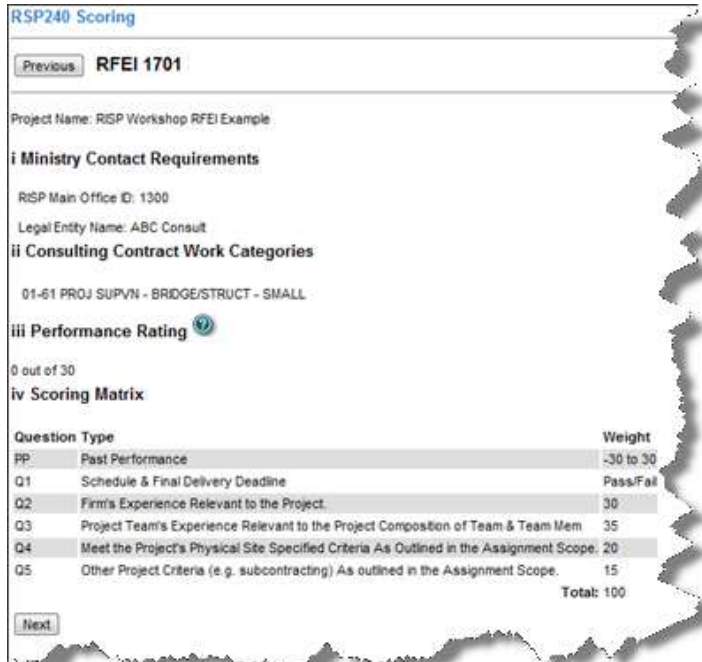
You are shown the Assignment Scope for this RFEI.



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.



RSP240 Scoring

[Previous](#) **RFEI 1701**


Project Name: RISP Workshop RFEI Example

i Ministry Contact Requirements

RISP Main Office ID: 1300
Legal Entity Name: ABC Consult

ii Consulting Contract Work Categories

01-61 PROJ SUPVN - BRIDGE/STRUCT - SMALL

iii Performance Rating 

0 out of 30

iv Scoring Matrix

| Question Type | Weight |
|---|------------|
| PP: Past Performance | 30 to 30 |
| Q1: Schedule & Final Delivery Deadline | Pass/Fail |
| Q2: Firm's Experience Relevant to the Project | 30 |
| Q3: Project Team's Experience Relevant to the Project Composition of Team & Team Mem | 35 |
| Q4: Meet the Project's Physical Site Specified Criteria As Outlined in the Assignment Scope | 20 |
| Q5: Other Project Criteria (e.g. subcontracting) As outlined in the Assignment Scope | 15 |
| Total: | 100 |

[Next](#)

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

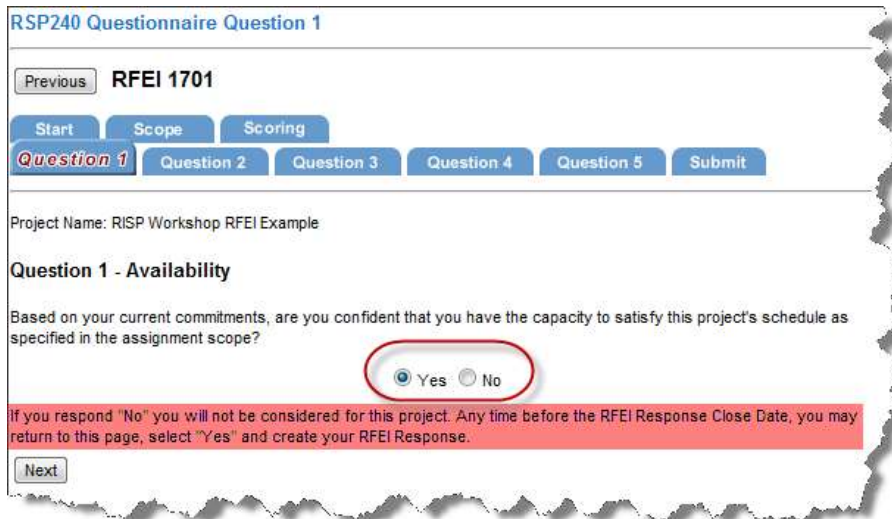
Scoring Matrix – the weighting used for evaluating this RFEI.

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



RSP240 Questionnaire Question 1

[Previous](#) **RFEI 1701**

[Start](#) [Scope](#) [Scoring](#)

[Question 1](#) [Question 2](#) [Question 3](#) [Question 4](#) [Question 5](#) [Submit](#)

Project Name: RISP Workshop RFEI Example

Question 1 - Availability

Based on your current commitments, are you confident that you have the capacity to satisfy this project's schedule as specified in the assignment scope?

☒ Yes ☐ No

If you respond "No" you will not be considered for this project. Any time before the RFEI Response Close Date, you may return to this page, select "Yes" and create your RFEI Response.

[Next](#)

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.

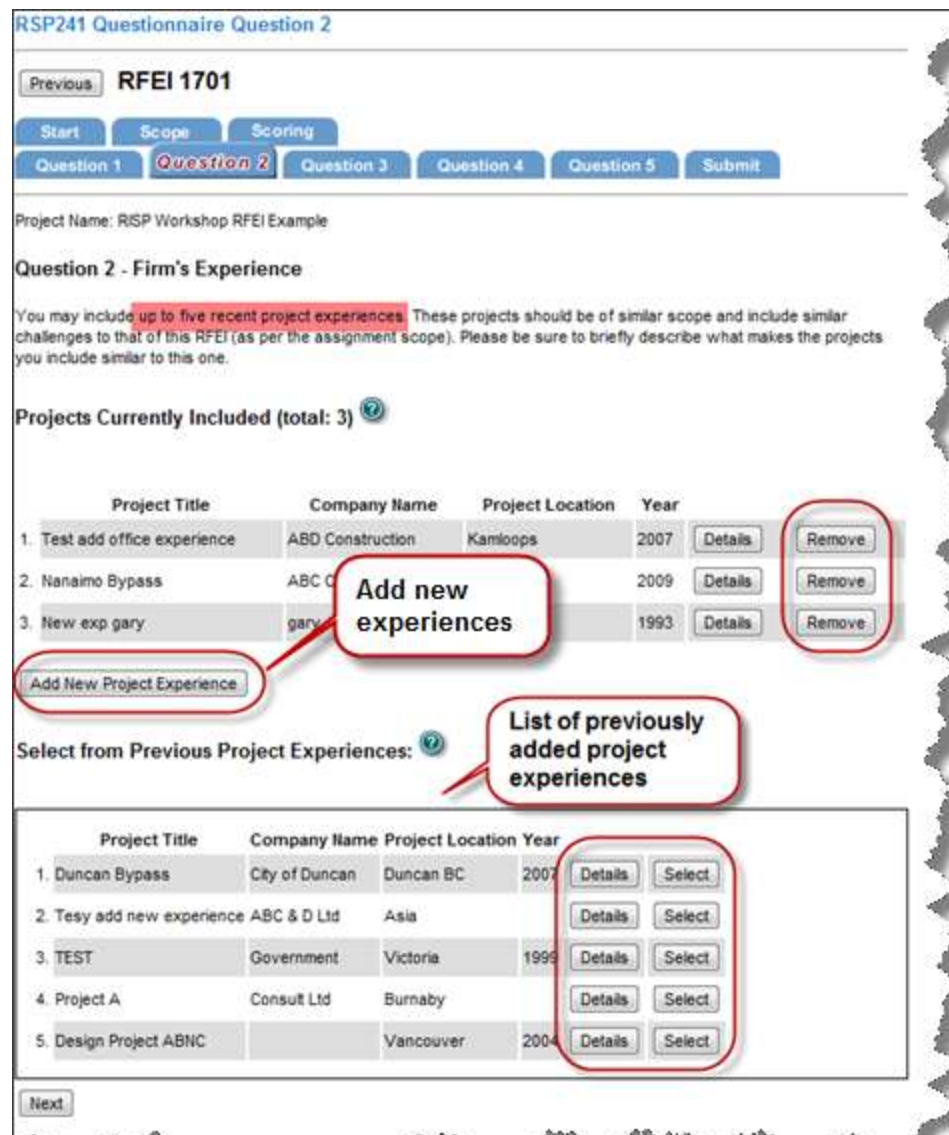
Note: You can change this response up to the submission deadline.

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.



RISP241 Questionnaire Question 2

Previous **RFEI 1701**

Start Scope Scoring

Question 1 **Question 2** Question 3 Question 4 Question 5 Submit

Project Name: RISP Workshop RFEI Example

Question 2 - Firm's Experience

You may include up to five recent project experiences. These projects should be of similar scope and include similar challenges to that of this RFEI (as per the assignment scope). Please be sure to briefly describe what makes the projects you include similar to this one.

Projects Currently Included (total: 3)

| Project Title | Company Name | Project Location | Year | Details | Remove |
|-------------------------------|------------------|------------------|------|---------|--------|
| 1. Test add office experience | ABD Construction | Kamloops | 2007 | Details | Remove |
| 2. Nanaimo Bypass | ABC D | | 2009 | Details | Remove |
| 3. New exp gary | gary | | 1993 | Details | Remove |

Add New Project Experience

Add new experiences

Select from Previous Project Experiences:

List of previously added project experiences

| Project Title | Company Name | Project Location | Year | Details | Select |
|----------------------------|----------------|------------------|------|---------|--------|
| 1. Duncan Bypass | City of Duncan | Duncan BC | 2007 | Details | Select |
| 2. Tesy add new experience | ABC & D Ltd | Asia | | Details | Select |
| 3. TEST | Government | Victoria | 1999 | Details | Select |
| 4. Project A | Consult Ltd | Burnaby | | Details | Select |
| 5. Design Project ABNC | | Vancouver | 2004 | Details | Select |

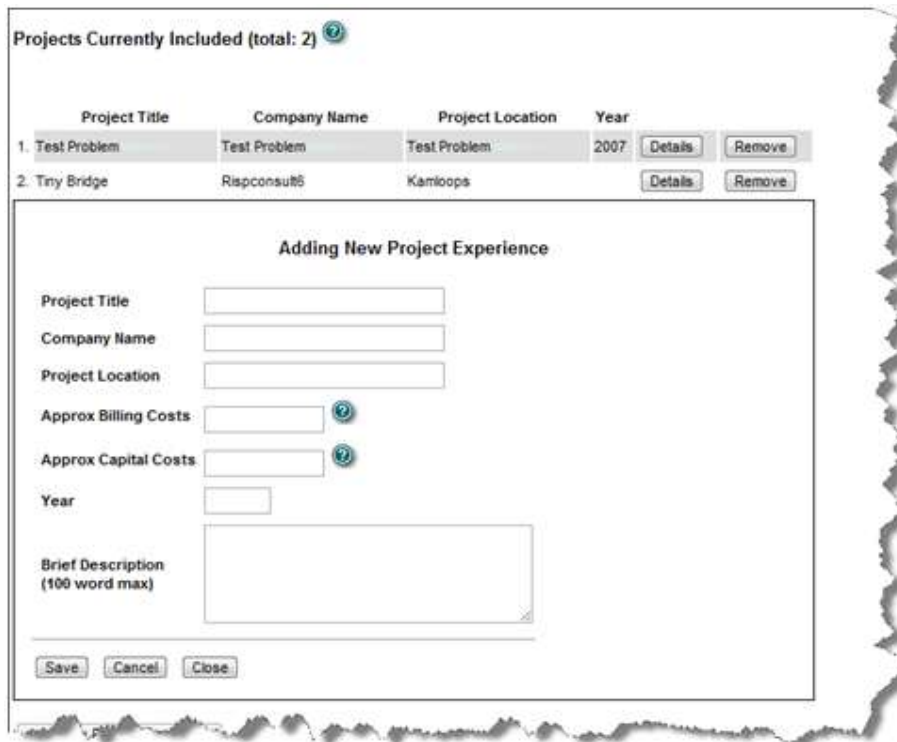
Next

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.



Projects Currently Included (total: 2) ?

| | Project Title | Company Name | Project Location | Year | | |
|----|---------------|--------------|------------------|------|---------|--------|
| 1. | Test Problem | Test Problem | Test Problem | 2007 | Details | Remove |
| 2. | Tiny Bridge | Risconsult6 | Kamloops | | Details | Remove |

Adding New Project Experience

Project Title

Company Name

Project Location

Approx Billing Costs ?

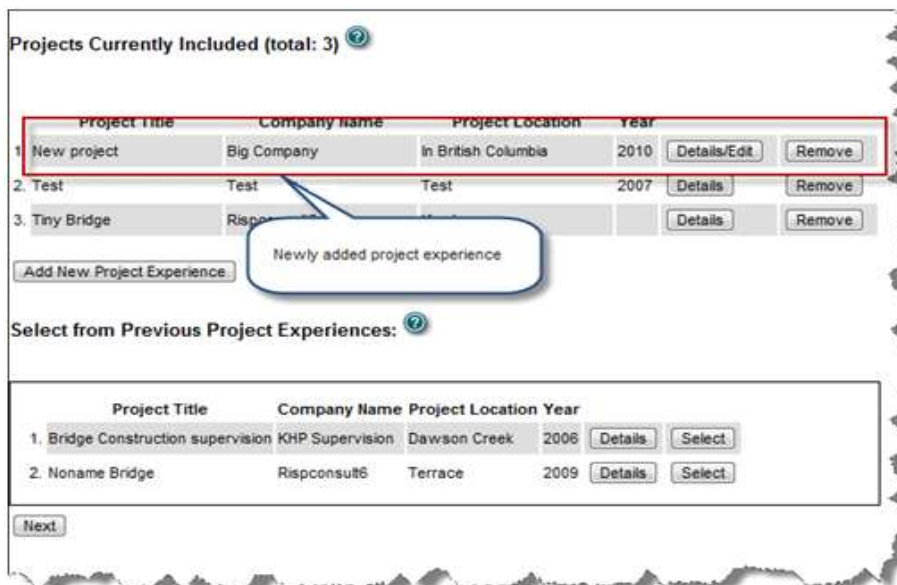
Approx Capital Costs ?

Year

Brief Description (100 word max)

Save Cancel Close

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.



Projects Currently Included (total: 3) ?

| | Project Title | Company Name | Project Location | Year | | |
|----|---------------|--------------|---------------------|------|--------------|--------|
| 1. | New project | Big Company | In British Columbia | 2010 | Details/Edit | Remove |
| 2. | Test | Test | Test | 2007 | Details | Remove |
| 3. | Tiny Bridge | Risconsult6 | | | Details | Remove |

Add New Project Experience

Newly added project experience

Select from Previous Project Experiences: ?

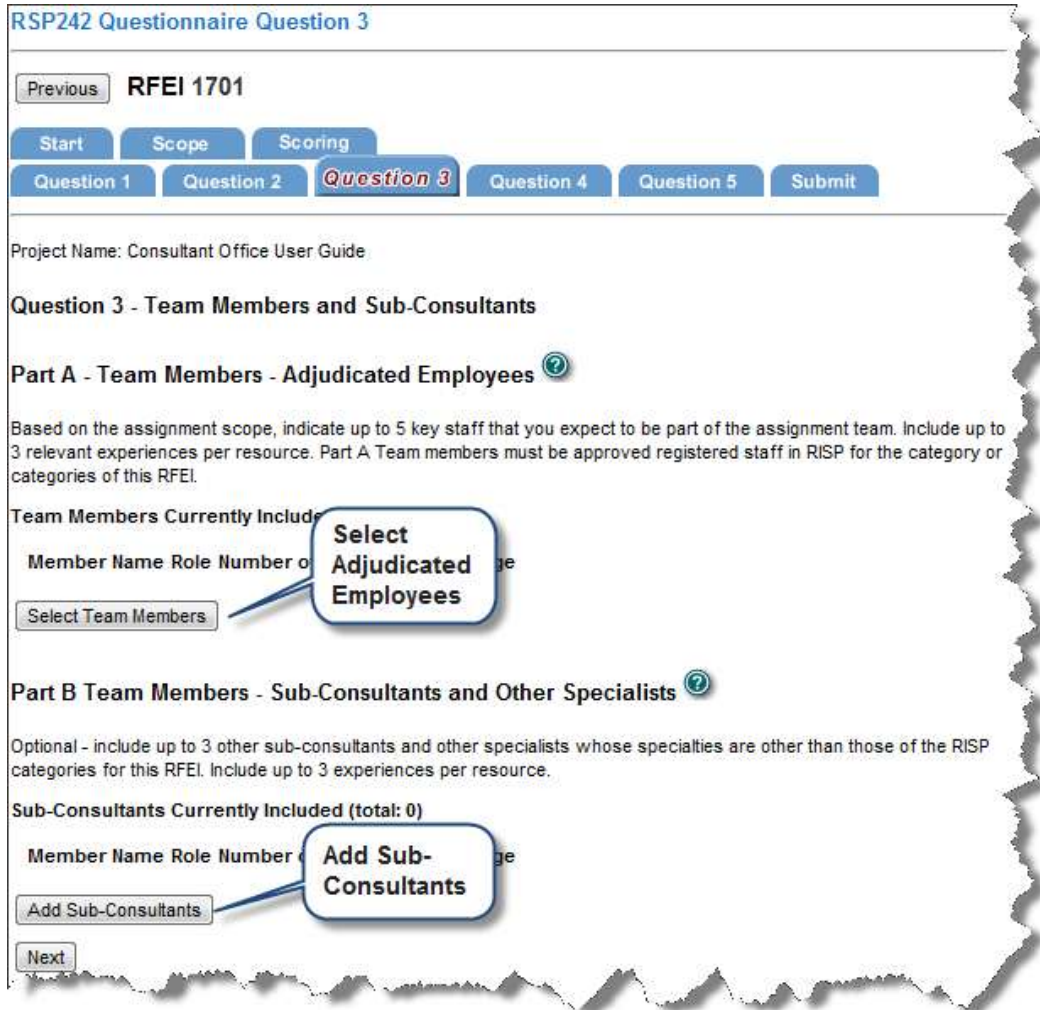
| | Project Title | Company Name | Project Location | Year | | |
|----|---------------------------------|-----------------|------------------|------|---------|--------|
| 1. | Bridge Construction supervision | KHP Supervision | Dawson Creek | 2006 | Details | Select |
| 2. | Noname Bridge | Risconsult6 | Terrace | 2009 | Details | Select |

Next

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).



RSP242 Questionnaire Question 3

Previous RFEI 1701

Start Scope Scoring

Question 1 Question 2 **Question 3** Question 4 Question 5 Submit

Project Name: Consultant Office User Guide

Question 3 - Team Members and Sub-Consultants

Part A - Team Members - Adjudicated Employees ?

Based on the assignment scope, indicate up to 5 key staff that you expect to be part of the assignment team. Include up to 3 relevant experiences per resource. Part A Team members must be approved registered staff in RISP for the category or categories of this RFEI.

Team Members Currently Included

Member Name Role Number of Experiences

Select Team Members

Part B Team Members - Sub-Consultants and Other Specialists ?

Optional - include up to 3 other sub-consultants and other specialists whose specialties are other than those of the RISP categories for this RFEI. Include up to 3 experiences per resource.

Sub-Consultants Currently Included (total: 0)

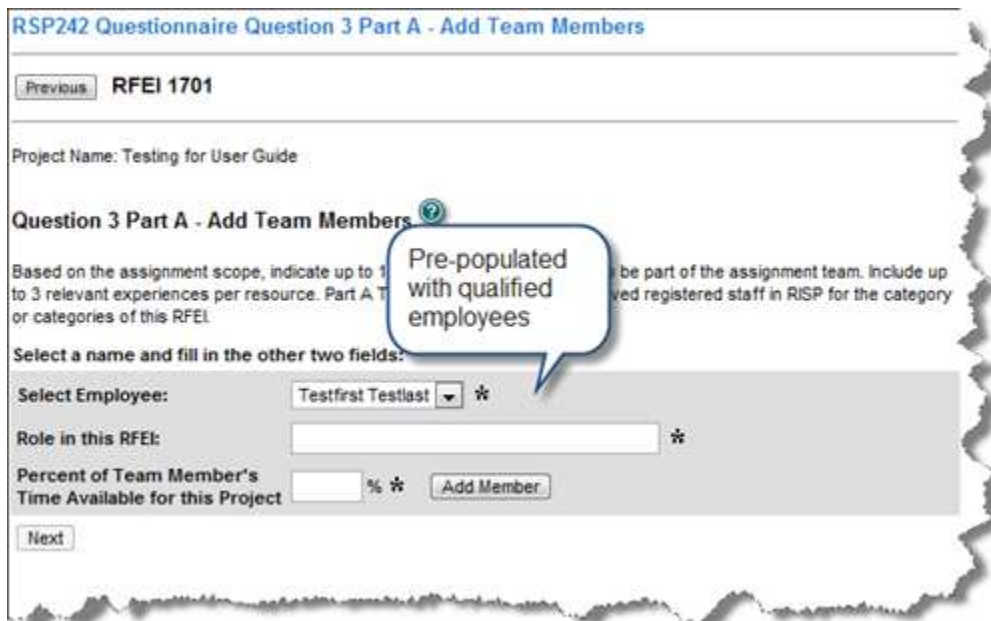
Member Name Role Number of Experiences

Add Sub-Consultants

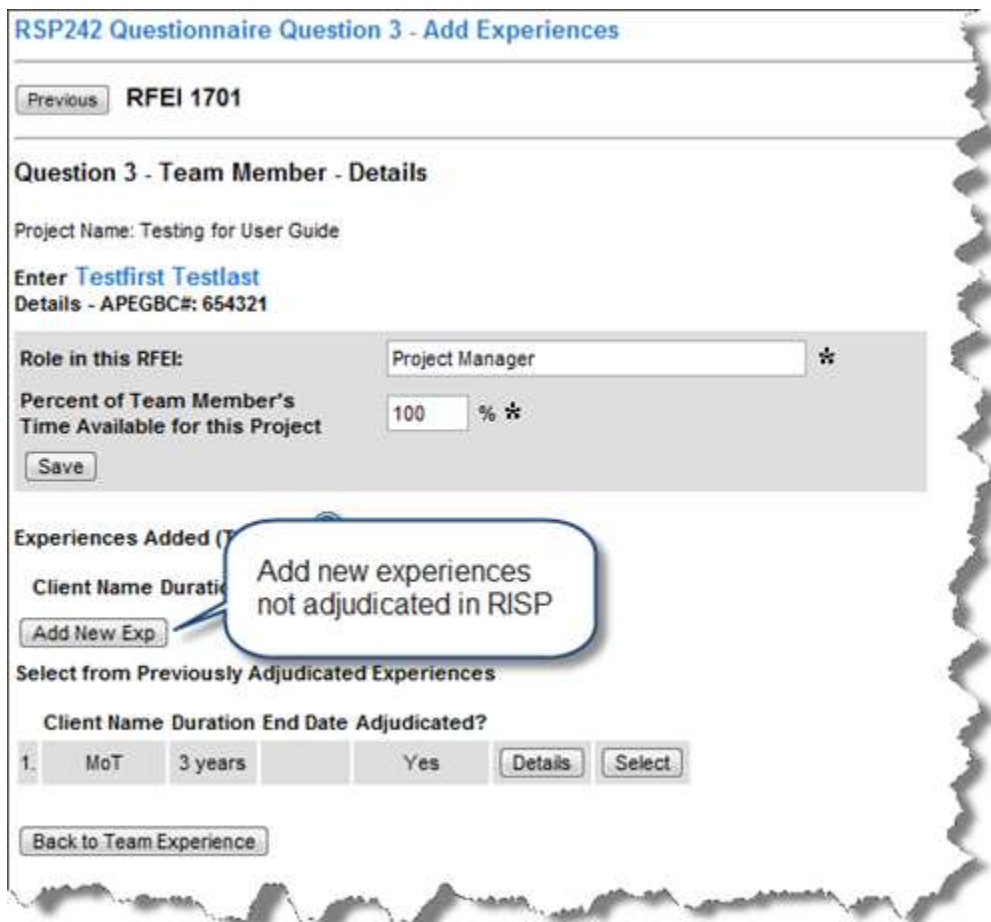
Next

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.



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".



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.

Enter **Testfirst Testlast**
Details - APEGBC#: 654321

Role in this RFEI: *

Percent of Team Member's Time Available for this Project: % *

Experiences Added (Total: 1) ?

| | Client Name | Duration | Fee | End Date | Adjudicated? | |
|----|-------------|----------|-----|----------|--------------|--|
| 1. | MoT | 3 years | | | Yes | <input type="button" value="Details"/> <input type="button" value="Remove"/> |

Adding New Experience

Client Name: *

Duration Note: * End Date:

Fee Amount \$: Capital Cost \$:

☐ Prime Consultant: ☒ Sub Consultant:

Responsibility: *

Description: *

Select from Previously Adjudicated Experiences

| Client Name | Duration | End Date | Adjudicated? |
|-------------|----------|----------|--------------|
|-------------|----------|----------|--------------|

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

RSP242 Questionnaire Question 3 - Add Experiences

[Previous](#) **RFEI 1701**

Question 3 - Team Member - Details

Project Name: Testing for User Guide

Enter **Testfirst Testlast**
Details - APEGBC#: 654321

Role in this RFEI: *

Percent of Team Member's Time Available for this Project: % *

[Save](#)

Experiences Added (Total: 2) ?

| | Client Name | Duration | Fee | End Date | Adjudicated? | |
|----|-------------|----------|--------------|----------|--------------|---|
| 1. | MoT | 3 years | | | Yes | Details Remove |
| 2. | Metropolis | 2 years | \$333,456.00 | 2010 | No | Details/Edit Remove |

[Add New Exp](#)

Select from Previously Adjudicated:

| Client Name | Duration | End Date | Adjudicated? |
|-------------|----------|----------|--------------|
| | | | |

[Back to Team Experience](#)

Click "Back to Team Experience" to add additional team members

Newly added experience

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'.

RSP242 Questionnaire Question 3

Previous RFEI: 1701

Start Scope Scoring

Question 1 Question 2 **Question 3** Question 4 Question 5 Submit

Project Name: SG Pre-UAT for withdrawing 01-61

Question 3 - Team Members and Sub-Consultants

Part A - Team Members - Adjudicated Employees

Based on the assignment scope, indicate the number of employees you expect to be part of the assignment team. Include up to 3 relevant experiences per resource. Participants must be approved registered staff in RISP for the category or category.

Team Members Currently Included

| Member Name | Role | Number of Experiences | Manage |
|-----------------|------|-----------------------|-------------|
| 1. Test Manager | | 2 | Edit Remove |

Select Team Members

Part B Team Members - Sub-Consultants and Other Specialists

Optional - include up to 3 other sub-consultants and other specialists whose specialties are other than those of the RISP categories for this RFEI. Include up to 3 experiences per resource.

Sub-Consultants Currently Included (total: 0)

| Member Name | Role | Number |
|-------------|------|--------|
|-------------|------|--------|

Add Sub-Consultants

Next

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.

RSP242 Questionnaire Question 3 Part B - Add Sub-Consultants and Other Specialists

Back RFEI 1701

Project Name: Testing for User Guide

Question 3 Part B - Add Sub-Consultants and Other Specialists

In Part B, add team members and sub-consultants whose specialties and roles are not in the RISP categories for this RFEI. This list cannot include team members whose roles are in specialties covered by the work categories for this RFEI.

Enter the following information:

First Name: *

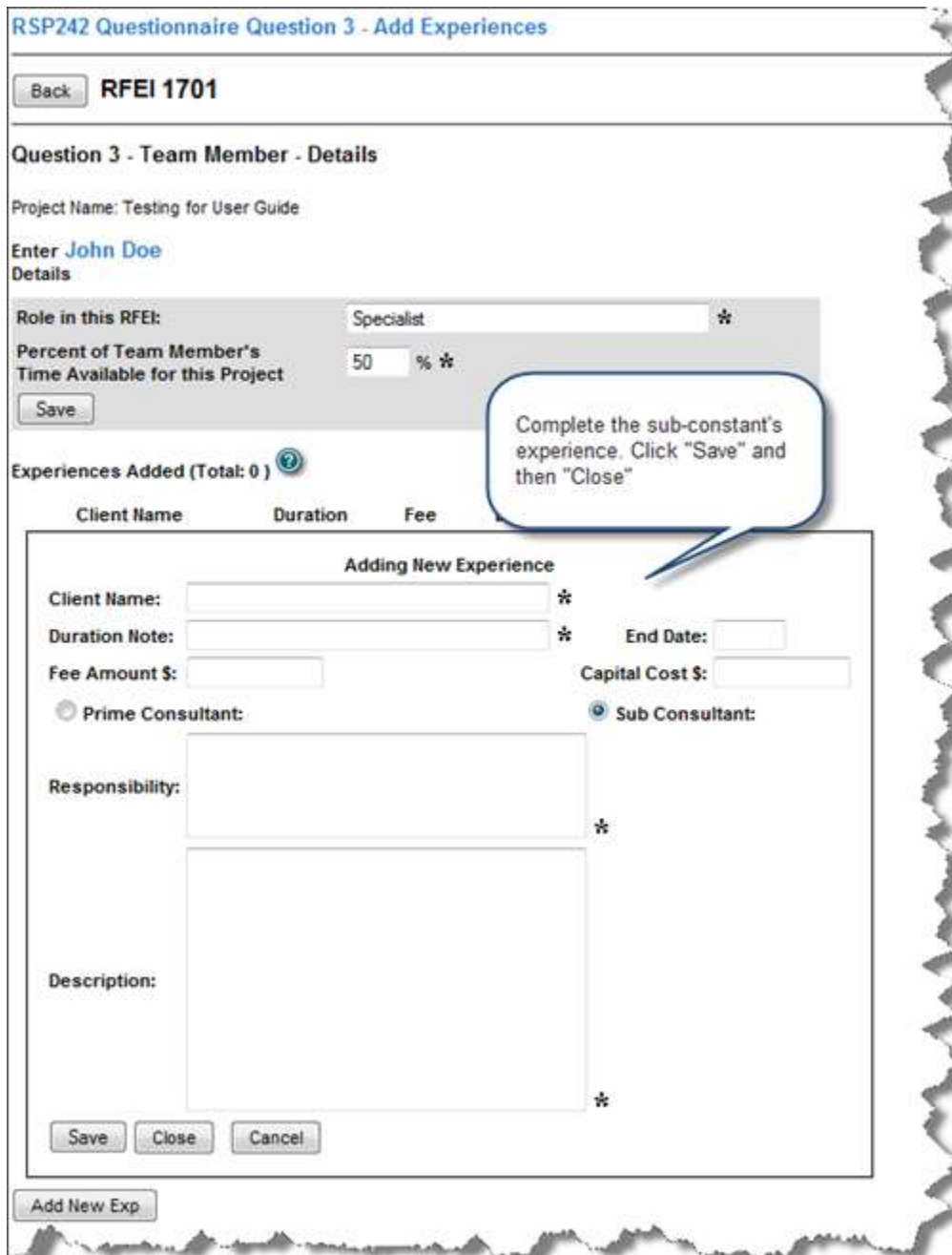
Last Name: *

Role in this RFEI: *

Percent of Team Member's Time Available for this Project % * Add Member

Next

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.



RSP242 Questionnaire Question 3 - Add Experiences

Back **RFEI 1701**

Question 3 - Team Member - 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: 50 % *

Save

Experiences Added (Total: 0) ?

| Client Name | Duration | Fee |
|---|----------|-----|
| <p>Adding New Experience</p> <p>Client Name: *</p> <p>Duration Note: * End Date: *</p> <p>Fee Amount \$: Capital Cost \$: *</p> <p><input type="radio"/> Prime Consultant: <input checked="" type="radio"/> Sub Consultant:</p> <p>Responsibility: *</p> <p>Description: *</p> <p>Save Close Cancel</p> | | |

Add New Exp

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

RSP242 Questionnaire Question 3 - Add Experiences

[Back](#) **RFEI 1701**

Question 3 - Team Member - Details

Project Name: Testing for User Guide

Enter **John Doe**

Details

Role in this RFEI: *

Percent of Team Member's Time Available for this Project: % *

[Save](#)

Experiences Added (Total: 1) ?

| | Client Name | Duration | Fee | End Date | Adjudicated? | |
|----|-------------|----------|--------------|----------|--------------|---|
| 1. | MoT | 2 years | \$123,456.00 | 2009 | No | Details/Edit Remove |

[Add New Exp](#)

[Back to Team Experience](#)

When done, click "Back to Team Experience"

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

Project Name: Testing for User Guide

Question 3 - Team Members and Sub-Consultants

Part A - Team Members ?

Based on the assignment scope, indicate up to 10 key staff of the assignment team. Include up to 3 relevant experiences per resource. Part A Team members are staff entered in RISP for the category or categories of this RFEI.

Employees have been added

Team Members Currently Included (total: 1)

| | Member Name | Role | Number of Experiences | Manage |
|---|--------------------|-----------------|-----------------------|---|
| 1 | Testfirst Testlast | Project Manager | 2 | Edit Remove |

[Add New Member](#)

Part B Team Members - Sub-Consultants and Other Specialists ?

Optional - include up to 3 other sub-consultants and other specialists whose specialties are not in the categories for this RFEI. Include up to 3 experiences per resource.

Sub-consultants have been added

Sub-Consultants Currently Included (total: 1)

| | Member Name | Role | Number of Experiences | Manage |
|---|-------------|------------|-----------------------|---|
| 1 | John Doe | Specialist | 1 | Edit Remove |

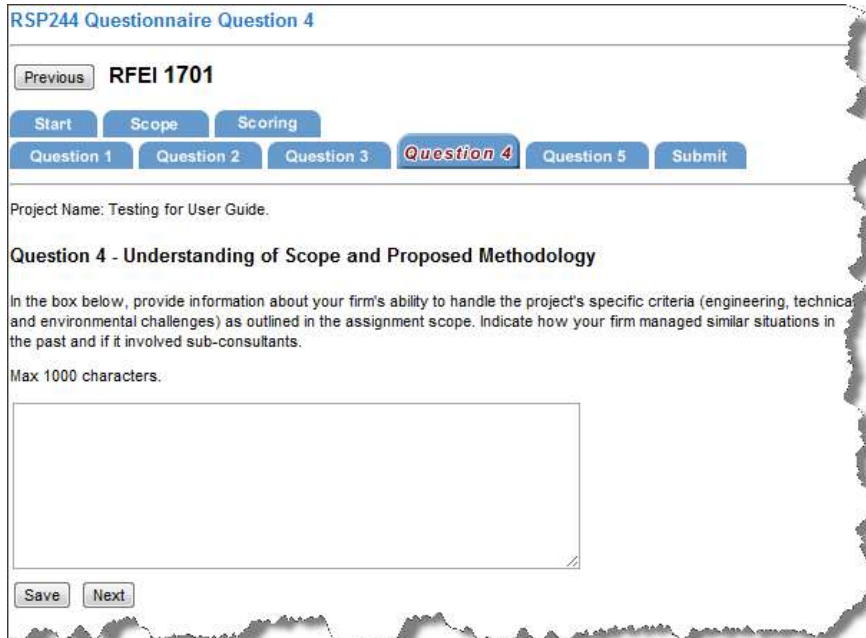
[Add New Member](#)

[Next](#)

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.

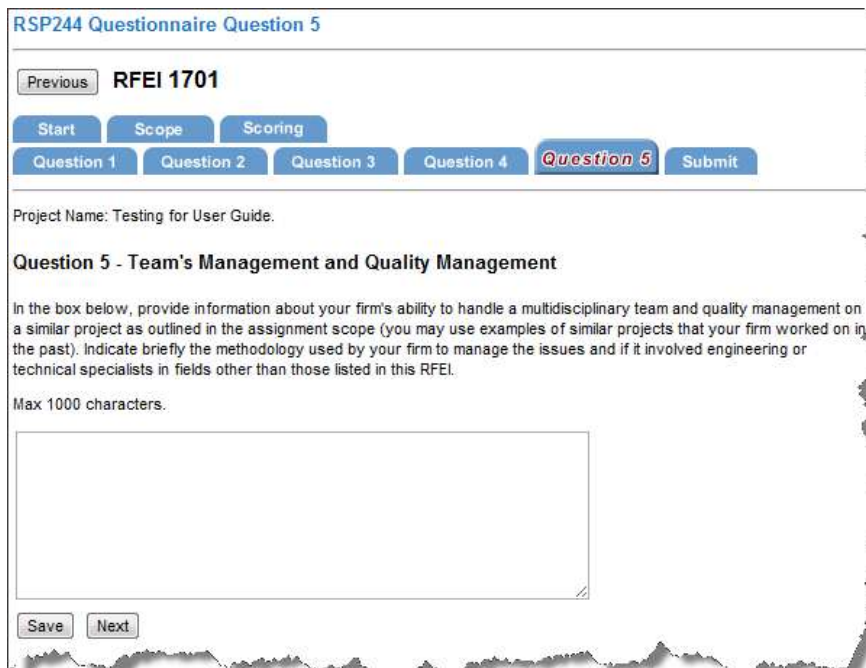


The screenshot shows the 'RSP244 Questionnaire Question 4' interface. At the top, there is a 'Previous' button and the identifier 'RFEI 1701'. Below this are three tabs: 'Start', 'Scope', and 'Scoring'. A row of buttons represents the questionnaire sections: 'Question 1', 'Question 2', 'Question 3', 'Question 4' (which is highlighted in red), 'Question 5', and 'Submit'. The main content area displays 'Project Name: Testing for User Guide.' followed by the title 'Question 4 - Understanding of Scope and Proposed Methodology'. The instructions state: 'In the box below, provide information about your firm's ability to handle the project's specific criteria (engineering, technical and environmental challenges) as outlined in the assignment scope. Indicate how your firm managed similar situations in the past and if it involved sub-consultants.' Below the instructions, it says 'Max 1000 characters.' and there is a large text input box. At the bottom of the form are 'Save' and 'Next' buttons.

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.



The screenshot shows the 'RSP244 Questionnaire Question 5' interface. At the top, there is a 'Previous' button and the identifier 'RFEI 1701'. Below this are three tabs: 'Start', 'Scope', and 'Scoring'. A row of buttons represents the questionnaire sections: 'Question 1', 'Question 2', 'Question 3', 'Question 4', 'Question 5' (which is highlighted in red), and 'Submit'. The main content area displays 'Project Name: Testing for User Guide.' followed by the title 'Question 5 - Team's Management and Quality Management'. The instructions state: 'In the box below, provide information about your firm's ability to handle a multidisciplinary team and quality management on a similar project as outlined in the assignment scope (you may use examples of similar projects that your firm worked on in the past). Indicate briefly the methodology used by your firm to manage the issues and if it involved engineering or technical specialists in fields other than those listed in this RFEI.' Below the instructions, it says 'Max 1000 characters.' and there is a large text input box. At the bottom of the form are 'Save' and 'Next' buttons.

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.

RSP244 Response Review

[Back](#) **RFEI 1701**

[Start](#) [Scope](#) [Scoring](#)

[Question 1](#) [Question 2](#) [Question 3](#) [Question 4](#) [Question 5](#) [Submit](#)

Questionnaire Response Review and Submit

Your RFEI Response must be submitted in order for it to be evaluated.

[Save / Submit](#) Click "Save/Submit" to submit your response

Summary

Below is test6's response to RFEI # 1888 Testing for User Guide

[Question 2](#) [Question 3](#) [Question 4](#) [Question 5](#)

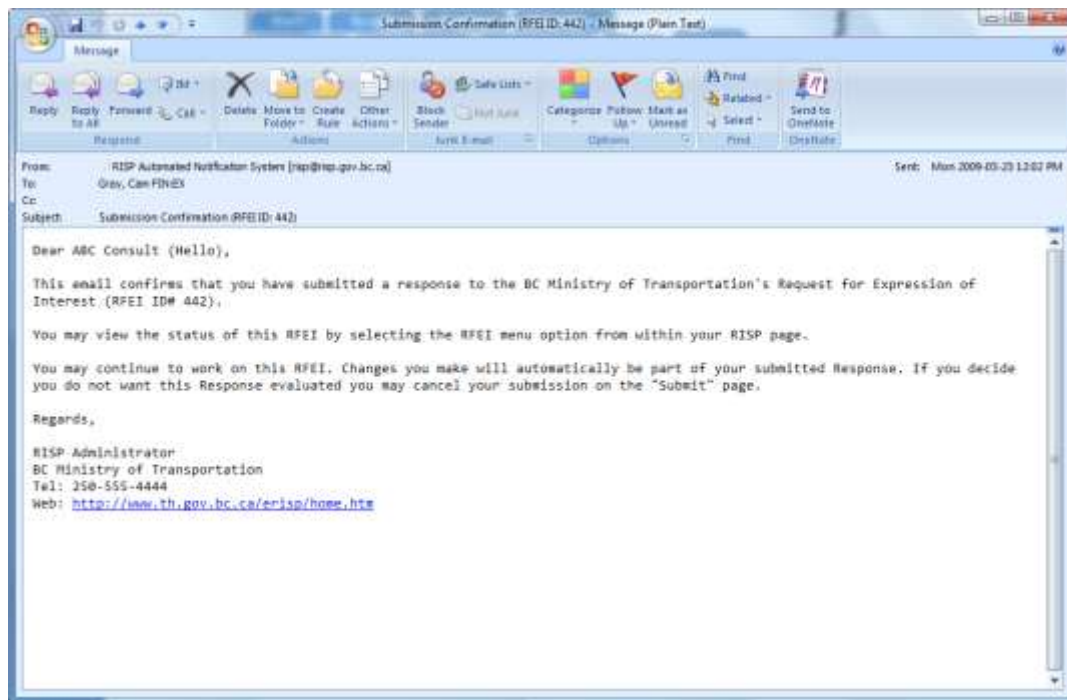
Question 2: Firm's Experience

| | | | |
|--------------------------|---|------------------------------|-----------------|
| 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 |
| Description: | something | | |
| Project Title: | Test Problem | Approx. Billing Cost: | \$450,000.00 |
| Company Name: | Test Problem | Approx. Capital Cost: | \$45,000,000.00 |
| Project Location: | Test Problem | Year: | 2007 |
| Description: | Test Problem | | |
| Project Title: | Tiny Bridge | Approx. Billing Cost: | \$50,000.00 |
| Company Name: | Risconsult6 | Approx. Capital Cost: | \$1,000,000.00 |
| Project Location: | Kamloops | Year: | |
| Description: | Tiny Bridge is located over Tiny Creek is a single span concrete box girder bridge supported on cast in place concrete abutments. | | |

[Save / Submit](#) Click "Save/Submit" to submit your response

After reviewing your response, click "Save/Submit" and confirm your submission to submit your RFEI response.

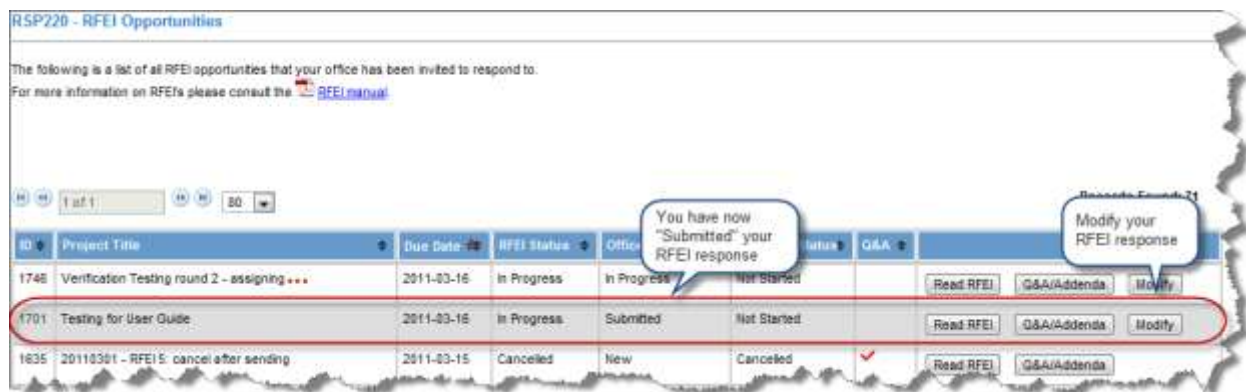
Upon submitting your response, an automated email confirmation will be sent to your main office contact.



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.



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 Response Review

Previous **RFEI 1701**

Start Scope Scoring

Question 1 Question 2 Question 3 Question 4 Question 5 **Submit**

Questionnaire Response Review and Submit

Your RFEI Response may "Withdraw" this submission by clicking the "Withdraw" button

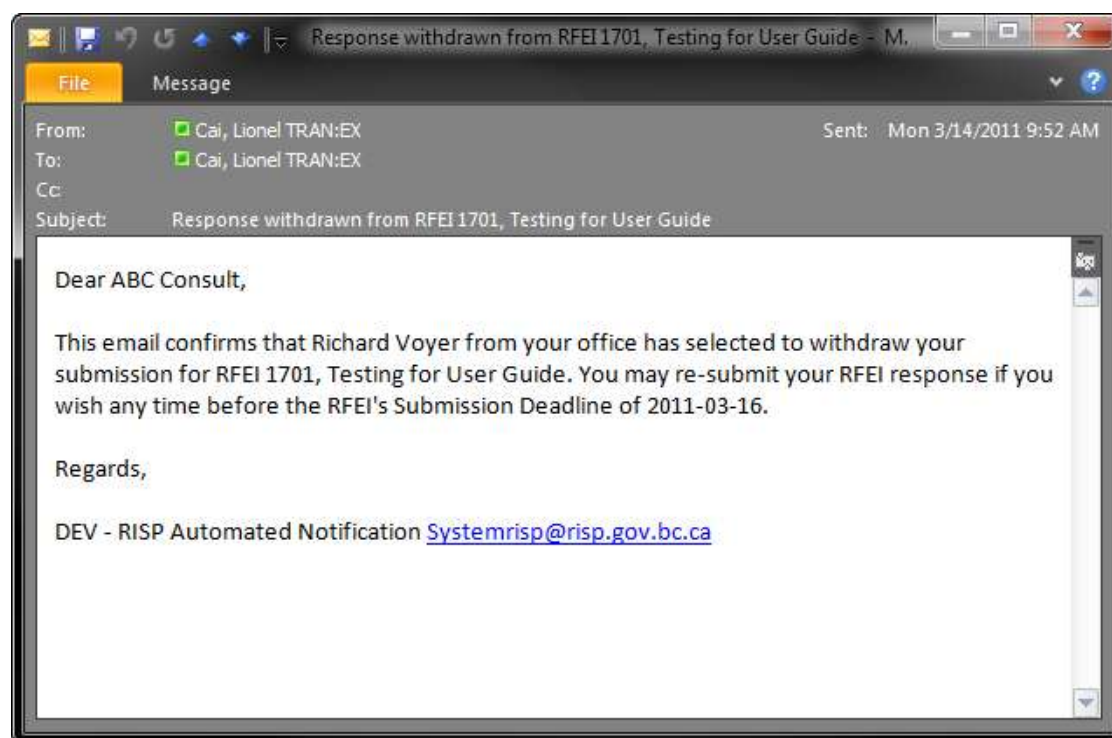
Withdraw

Summary

Below is ABC Consult's response to RFEI # 1647 Testing for User Guide

Question 2 Question 3 Question 4 Question 5

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.

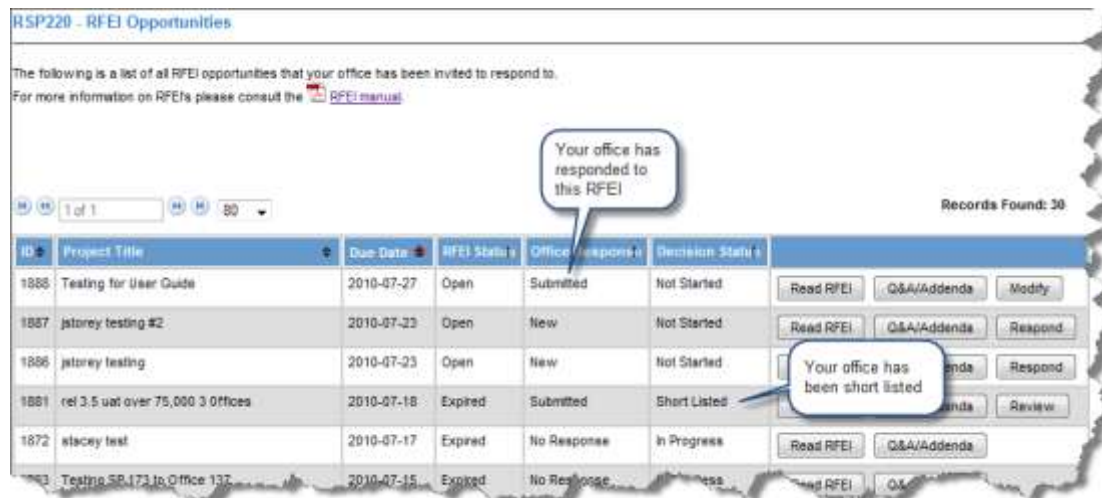
At the end of the evaluation process, up to three offices are shortlisted. These shortlisted offices are then invited to participate in an RFP process.

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.



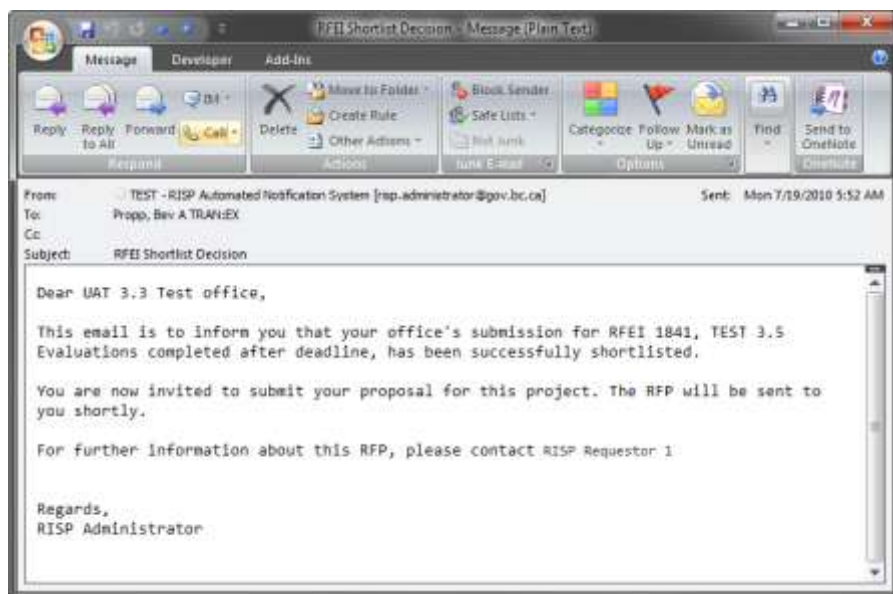
Under the Decision Status column, you will see up to four status types:

- **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

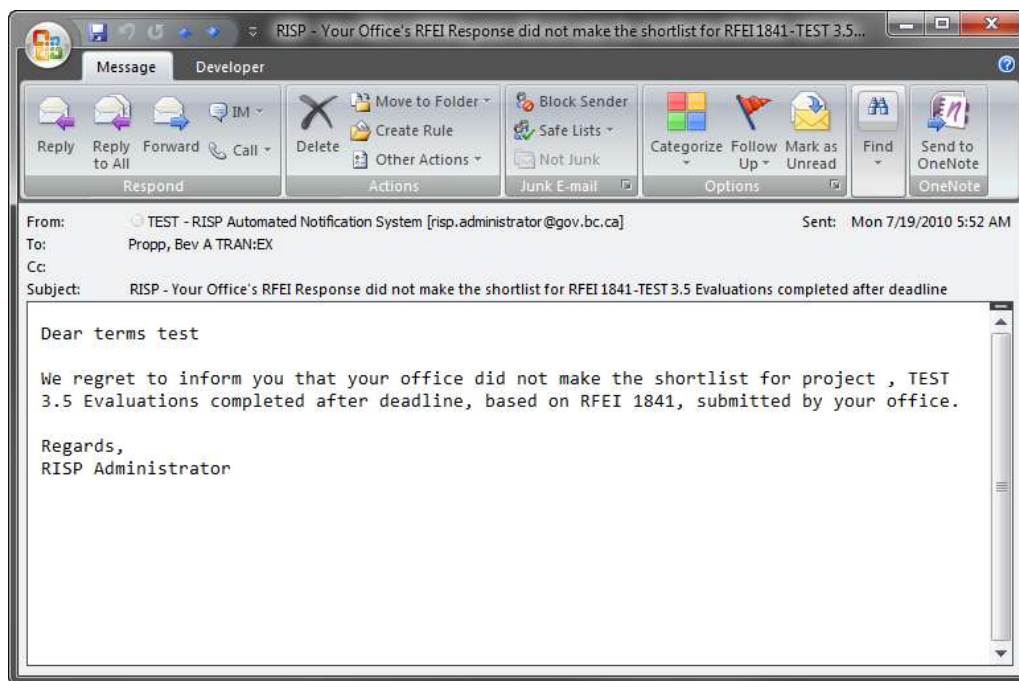
In addition to having self-serve notification, the ministry also provides email notification to all offices, when a decision has been made. These emails are sent to the main office contact.

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:



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”.



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.

RSP220 - RFEI Opportunities

The following is a list of all RFEI opportunities that your office has been invited to respond to.
For more information on RFEIs please consult the [RFEI manual](#).

Records Found: 71

| ID | Project Title | Due Date | RFEI Status | Office Response | |
|------|--|------------|------------------|-----------------|-----------------------------------|
| 1746 | Verification Testing round 2 - assigning ... | 2011-03-16 | In Progress | In Progress | Read RFEI Q&A/Addenda Modify |
| 1647 | Testing for User Guide | 2011-03-16 | In Progress | Withdrawn | Read RFEI Q&A/Addenda Respond |
| 1635 | 20110301 - RFEI 5: cancel after sending | 2011-03-15 | Cancelled | New | Read RFEI Q&A/Addenda |
| 1742 | SG Pre-UAT Save and Send | 2011-03-09 | In Progress | Withdrawn | Read RFEI Q&A/Addenda Review |
| 1646 | SG Pre-UAT Verify withdrawal | 2011-03-09 | In Progress | Submitted | Read RFEI Q&A/Addenda Review |
| 1701 | RISP Workshop RFEI Example | 2011-03-07 | Offices Notified | Submitted | Read RFEI Q&A/Addenda Review |

Red checkmark means there are unanswered questions
Black checkmark means questions have been answered or there are addenda

If a question has been asked by any participating office, a red checkmark will appear for that RFEI. A black checkmark 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.

RSP222 - Q&A / Addenda

Back RFEI 1888

Questions Addenda

Q&A / Addenda - Questions

Post Question

Question 1
what is the answer to life the universe and everything?
Response
Response Pending

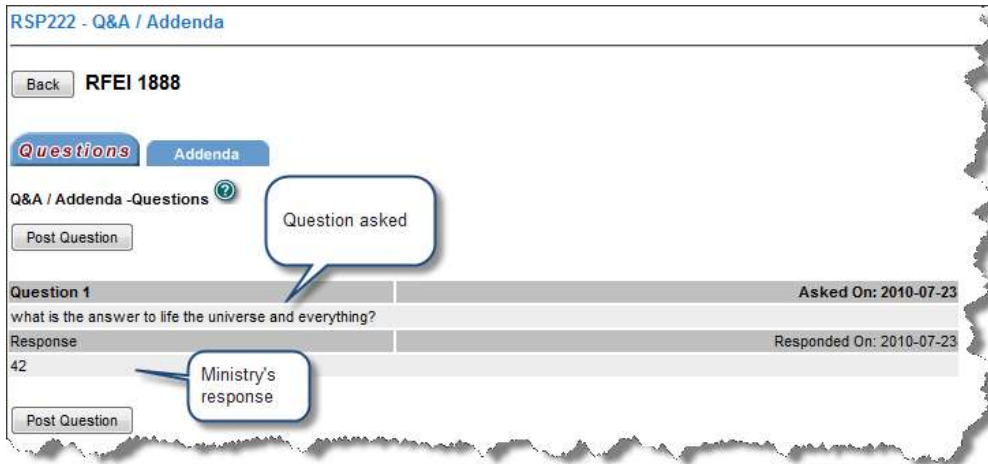
Asked On: 2010-07-23

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.



4.2 Ask a Question

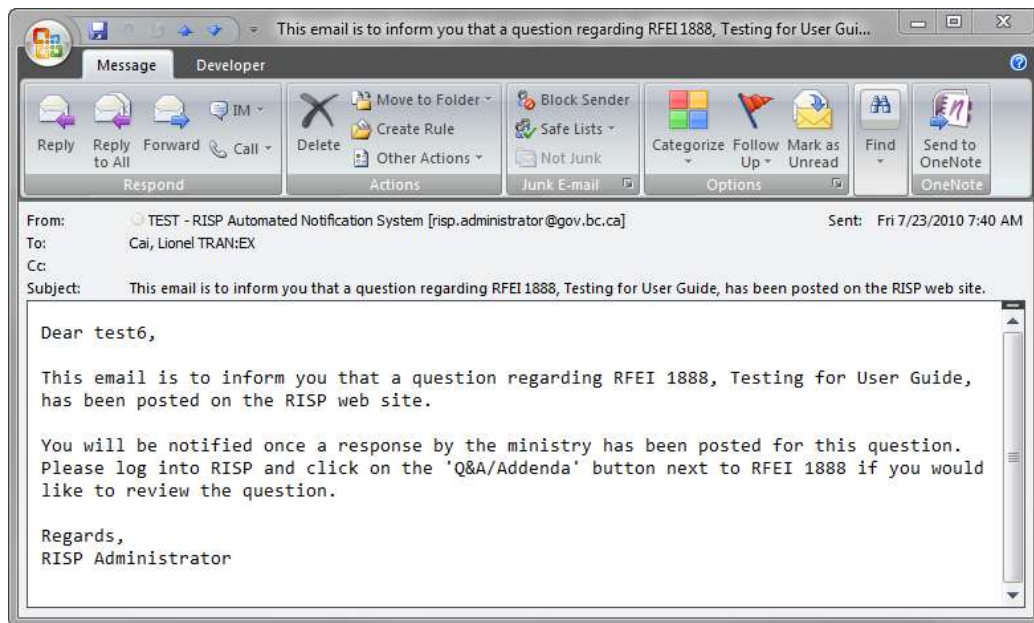
From the RSP222 – Q&A / Addenda screen, you can post a question to the ministry.

To ask a question, click the “Post Question” button.



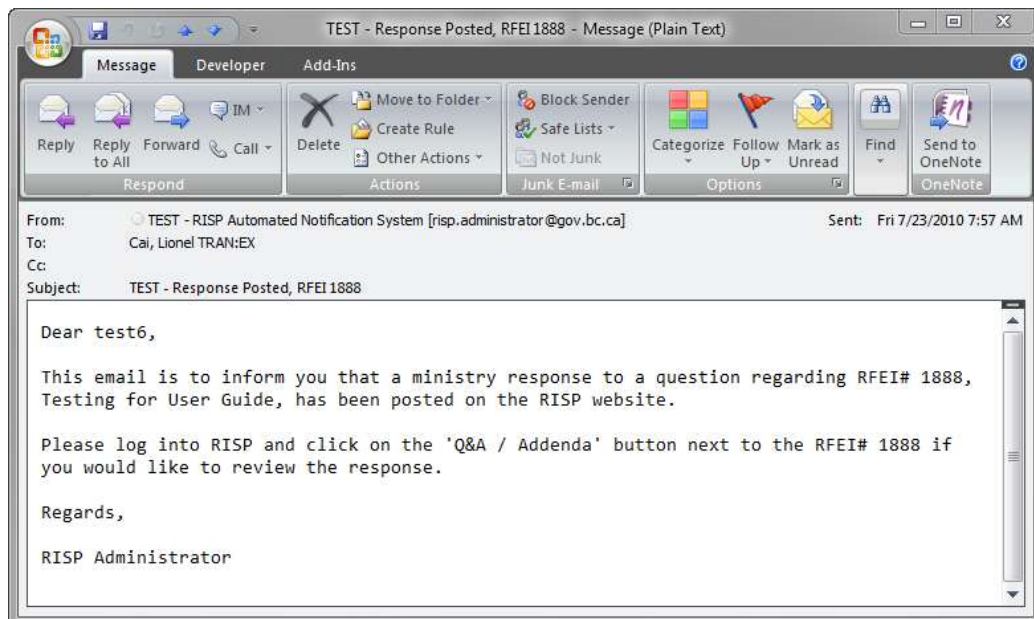
Click ‘Post Question’ to complete. An email is sent to the ministry, prompting a response, and an email is sent to all participating offices, letting them know that a question has been posted. To ensure fairness, all questions will be immediately posted on RISP and all invited offices may view the posted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

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



4.3 Ministry's Response

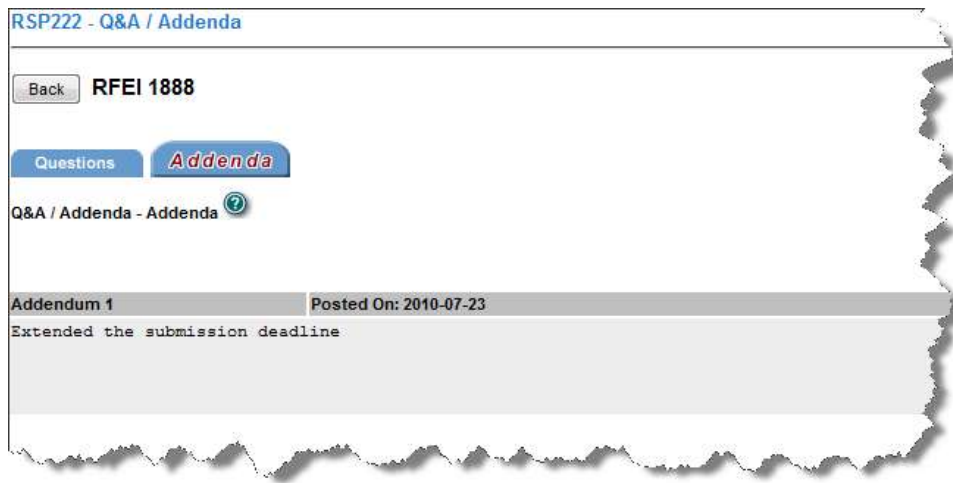
It is the goal of the ministry to respond to RFEI questions within two business days. When a response has been posted, all participating offices, as well as the office who posted the question will be able to review the response online. In addition, an email will be sent to all participating offices,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



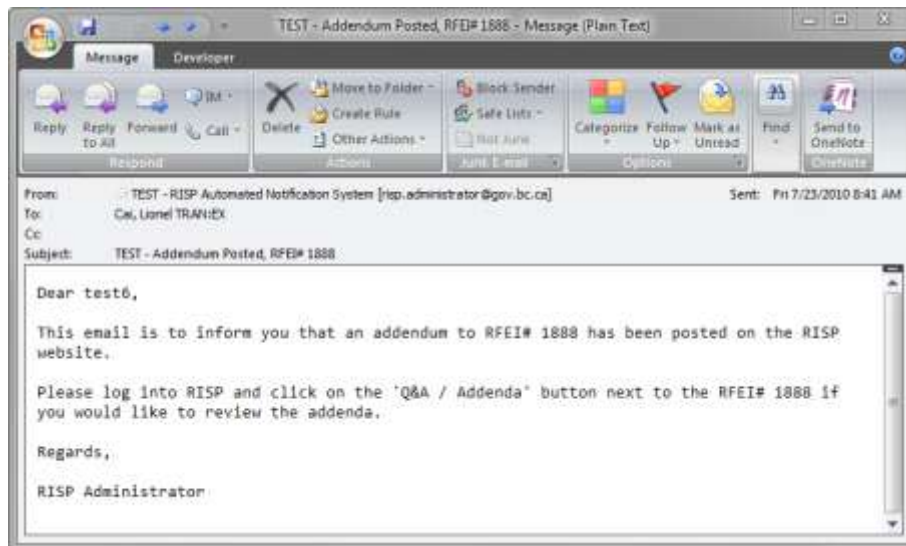
4.4 RFEI Addenda

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.



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



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 Out |
| RSP100 - Maintain Office | | | Office Status Report | |
| | | | RFEI Detail Report | |
| | | | Specific Office History | |

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

| | | | | |
|--|--------------|------|---------|---------|
| Main Menu | Registration | RFEI | Reports | Log Out |
| RSP710 - RFEI Detail Report Criteria | | | | |
| RFEI #: 27 - No more BC Ferries; Crazy Big Bridge Victoria to Tsawwassen ▼ * | | | | |
| <input type="button" value="Run"/> | | | | |

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