

## **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.

SP220 - RFEI Opportunitie	sponse Opportunities							
e following is a list of all RFEI opportunities that in more information on RFEI's please consult the	your office has been invite BEELmanual	d to respond to.						
							Reco	rds Found: 10
(a) (b) (b) (b) (c) (c) (c) (c) (c) (c) (c) (c) (c) (c	0 Due Date 10	RFEI Status	Office Responses	Decision Status	GEA +		Reco	rds Found: 10
1 of 1     (B) (B)       Project Table       167     Consultant Office User Guide	© Due Date #	IFET Status •	Office Response? New	Decision Maters	Q&A +	Read AFEI	Reco	rds Found: 18 Aespond



## 2.1 Navigating the RFEI Opportunities Screen

	1 of 1 () () ()	omission adline	New - r Submit No Res	ted - office have re sponse - office did off	office for open/act sponded to RFEI not respond to Rf	ive RFEI		Records	Found: 69
0-	Project Title	Due Date 🔹	RFEI Status •	Office Response	Decision Status	08A 0			0
701	RISP Workshop RFEI Example	2011-03-11	In Progress	New	Not Started		Read RFEI	Q&A/Addenda	Respond
682	retesting verification QA #38 - 4 respon	2011-03-03	Offices Notified	Submitted	Short Listed		Read RFEI	Q&A/Addenda	Review
681	retesting verification QA #35	2011-03-02	Offices Notifie	Submitted	Short Listed		Read RFEI	Q&A/Addenda	Review
664	SP192 - fee levels	2011-03-04	In Progress	<u>.</u>	100	-	Read RFEI	Q&A/Addenda	
647	SG Pre-UAT for withdrawing 01-61	2011-03-16	In Progr	-El Status: Progress - Office a	ble to make char	iges	Read RFEI	Q&A/Addenda	Modify
646	SG Pre-UAT Verify withdrawal	2011-03-09	In Prog	ices Notified - RFE ncelled - RFEI can	celled		Read RFEI	Q&A/Addenda	Modify
636	20110301 - RFEI 6: 72 hr QA message	2011-03-04	In Progress	Submitted	In Progress		Read RFEI	Q&A/Addenda	Review
635	20110301 - RFEI 5: cancel after sending	2011-03-08	Cancelled	New	Cancelled	×	Read RFEI	Q&A/Addenda	
634	20110301 - RFEI 4: only 3 responses	2011-02-28	In Progress	Submitted	Short Listed	~	Read RFEI	Q&A/Addenda	Review
631	20110301 - RFEI 1: 3 or more qualified o	2011-02-28	Offices Notified	Submitted	Not Short Listed	-	Pond RFEI	Q&A/Addenda	Joning .

## 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			3	or present Statu	and active ead any RFEI - past	Always present Allows your to re
	Respond	Q&A/Addenda	Read RFEI			109
	Respond	Q&A/Addenda	Read RFEI	Not Started	New	109-03-23 Open
	Modify	Q&A/Addenda	Read RFEI	Not Started	Submitted	109-03-23 Open
Modify Change your response to an active RFEI	Review	Q&A/Addenda	E	and active	Always present	09-03-17 Expired
	Review	Q&A/Addenda	nswers,	ad any questions, a ociated with an RFE	Allows your to re and addenda ass	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
1	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.



RSP245 - P	RFEI Summary	FEI # and			
FEI ID: 170	P	roject Title	J		94
roject Title	RISP Workshop RFE	El Example			8
Submission	Deadline: 2011-03-11	Submi	ssion		
Category					
1-61 PROJ S	SUPVN - BRIDGE/STRUCT	SMALL			
888 8 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~		RFEI Catego	rv(s)	
Assignmen	t Scope:	C	in 21 outoge		
Chis is m	v RFEI scope. It i	ave some		1	coring
	,			14	atriv
lou must a	do everything I sa	Assian	ment	( IVI	auix
Scoring		Scone	mont	-	
Matrix		Scope			// d
Juestion	Туре				Weight
P	Past Performance				-30 to 30
21	Schedule & Final Delive	ry Deadline			Pass/Fail 3
22	Firm's Experience Relev	ant to the Project.			30
23	Project Team's Experien Mem.	nce Relevant to the	Project Compositio	n of Team & Team	35
24	Meet the Project's Phys Scope.	ical Site Specified C	riteria As Outlined	in the Assignment	20
25	Other Project Criteria (e	.g. subcontracting)	As outlined in the	Assignment Scope Tot	. 15 al: 100
Ministry Co	ntact Requirements				1
RSP Main Off	fice ID;	1300			
egal Entity N	ame:	ABC Cons	ut		
Performanc	Rating Past Pe 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.

RFEI 1701 Project Name: BISP Workshop RFEI Example
Project Name: BISP Workshop BFFI Example
The following RFEI consists of 3 sections:
1. Assignment Scope
<ol> <li>Company Information, Engineering Categories, Performance History, Scoring Matrix</li> <li>Questionnaire Consisting of 5 Questions</li> </ol>
You will be walked through the process.
Start
the de mandelinerate de la sette and

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

Previous RF	EI 1701					
Start 5	Scope Sc	oring				
Question 1	Question 2	Question 3	Question 4	Question 5	Submit	
roject Name: DISI	Workehon DEELE	vamole				
roject Name. Nor	Workanop Ri Ere	Xampic				
Question 1 - A	vailability					
Based on your cu	rrent commitments	, are you confident	that you have the	capacity to satisfy	this project's schedu	le as
specified in the as	signment scope?	C				
		C	🖲 Yes 🔘 No 🌙			
f you respond "No	" you will not be c	onsidered for this	project. Any time be	efore the RFEI Res	ponse Close Date, yo	u may
	select "Ves" and	create your RFEI F	Response.			
return to this page	actor rea ana	2004 L				



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 3 Questi	on 4	Question 5	Submit	
ect Name: RISP Workshop R	FEI Example					
estion 2 - Firm's Expe	rience					
ou may include up to five rece tailenges to that of this RFEI (a ou include similar to this one.	nt project experi is per the assign	ences. These proj ment scope). Plea	ects shoul se be sure	d be of similar to briefly des	scope and inc cribe what ma	ude similar kes the projects
rojects Currently Includ	led (total: 3)	0				
Project Title	Compa	iny Name F	Project Lo	cation Ye	ar	$\bigcirc$
Test add office experience	ABD Const	truction Ka	mloops	200	7 Details	Remove
Nanaimo Bypass	ABC C	Add new		200	9 Details	Remove
New exp gary	gary	experience	es	199	3 Details	Remove
Add New Project Experience	9		-	-		
alact from Provious Pro	viact Exparia	0.000	Listo	of previou	Isly	
elect nom rievious ric	Jeci Experie	inces.	expe	riences		
Barris Mate						
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	
	Consult I M	Burnahu	1000	Details	Salact	
2 DED16 27 0	CONSOR LID	burnaby		Details	Select	
4. Project A		Vancouver	2004	Details	Select	

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	Rispconsut6	Kamloops		Details	Remove
	Adding New	Project Experience			
Project Title					
Company Name					
Project Location					
Approx Billing Costs	0				
Approx Capital Costs	0				
Year					
1					
Brief Description					
(100 word max)					

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	Discourse			Detaile	Remove
Add New Project Experier	Project Experience	eroject experience		( Country )	(THENDY C.)
Add New Project Experier	Project Experience	roject experience	ar .	(Course)	
Add New Project Experier elect from Previous Project Title 1. Bridge Construction 54	Project Experience Company Na upervision KHP Supervisi	roject experience es: me Project Location Yea on Dawson Creek 200	ar 6 Details	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).

SP242 Questionnaire Ques	stion 3
Previous RFEI 1701	
Start Scope Sc	oring
Question 1 Question 2	Question 3 Question 4 Question 5 Submit
oject Name: Consultant Office Use	r Guide
uestion 3 - Team Members	s and Sub-Consultants
art A - Team Members - Ac	ljudicated Employees 🙆
ased on the assignment scope, ind relevant experiences per resource ategories of this RFEI.	licate up to 5 key staff that you expect to be part of the assignment team. Include up to e. Part A Team members must be approved registered staff in RISP for the category or
eam Members Currently Inclue Member Name Role Number of	Select Adjudicated
Select Team Members	Employees
art B Team <mark>M</mark> embers - Sul	o-Consultants and Other Specialists 🞯
ptional - include up to 3 other sub- ategories for this RFEI. Include up t	consultants and other specialists whose specialties are other than those of the RISP o 3 experiences per resource.
ub-Consultants Currently Inclu	ided (total: 0)
Member Name Role Number o	Add Sub- Consultants
Add Sub-Consultants	
Next	
Andrew Party - Barn	and a second of the second of

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	m Members licate up to 1 rce. Part A T	Pre-populated with qualified employees	be part of the assignment of the designment of t	nent team. Include up RISP for the category
Select Employee:	Testfirst Testla	st 💌 🚸 🖊		
Role in this RFEI:			*	
Percent of Team Member's Time Available for this Project	% *	Add Member		
(1977)				

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".

uestion 3 - Team Membe	er - Details	
roject Name: Testing for User Gu	uide	
nter Testfirst Testlast		
etails - APEGBC#: 654321		
Role in this RFEI:	Project Manager	* 1
Percent of Team Member's	. 100 % *	
Save	a	
xperiences Added ()		
Client Name Duration Add	new experiences	
Add New Exp	adjudicated in RISP	
elect from Previously Adjud	icated Experiences	4
Client Name Duration End I	Date Adjudicated?	
	Yes Details Select	
Add New Exp	icated Experiences Date Adjudicated? Yes Details Select	

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.

in this RFEI: ent of Team Me Available for th e	mber's is Project	P 1	roject Manager 00 % 🛠	9		*
iences Added ( Client Name	Total: 1 )	Fee	End Date	Adjudica	ted?	
МоТ	3 years			Yes		Details Remove
			Adding New	Experience	B	
Client Name:					*	
Duration Note:					*	End Date:
Fee Amount <mark>\$</mark> :					С	apital Cost \$:
Prime Cons	ultant:				0	Sub Consultant:
Responsibility:					k	
Description:					*	
Save Close	Cance					
New Exp						

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



Que	stion 3 -	leam M	ember - De	tails			
Proje	ct Name: Te	sting for U	ser Guide				
Ente Detai	r Testfirst ils - APEGB	Testlas C#: 65432	t 21				
Role	Role in this RFEI: Percent of Team Member's Time Available for this Project			Project Manager			*
Perc			er's Project				
Sa	sve						
		dded (Tot	tal: 2 ) 🛸			experience	
Expe Cl 1.	lient Name MoT	Duration 3 years	Fee	End Date /	Adjudicated Yes	etails	Remove
Expe Ci 1. 2.	nences Ad lient Name MoT Metropolis	Duration 3 years 2 years	5333,456.00	End Date /	Adjudicated Yes No	Petails Details/Edit	Remove Remove
Expe Cl 1. 2. Ad	Ilient Name MoT Metropolis	Duration 3 years 2 years	5333,456.00	2010	Adjudicated Yes No	Petais Detais/Edt	Remove Remove
Cl 1. 2. Ad Sele	riences Ad lient Name MoT Metropolis Id New Exp ct from Pre	Duration 3 years 2 years	\$333,456.00	2010	Adjudicated Yes No	Petails Details/Edit	Remove Remove
Expe Cl 1. 2. Ad Selection	MoT MoT Metropolis Id New Exp ct from Pre ent Name 1	Duration 3 years 2 years eviously /	S333,456.00 Adjudicated End Date Ac	2010 Click "B Experie addition	Adjudicated Yes No ack to Tea nce" to add	Petails Details/Edit	Remove Remove

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	
Start Scope S	coring
Question 1 Question 2	Question 3 Question 4 Question 5 Submit
oject Name: SG Pre-UAT for with	drawing 01-61
uestion 3 - Team Member	rs and Sub-Consultants
Part A - Team Members - A	djudicated Employees
Based on the assignment scope, in Prelevant experiences per resource satego Click "Select Team Members" to add more employees	dicate Employees added with 2 experiences Number of Experiences Manage
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	uded (total: 0)
	Click "Add Sub-
Member Name Role Numbe	Consultants" to add

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 RFEI1/01	
Project Name: Testing for User Guide	
Question 3 Part B - Add Sub-C	consultants and Other Specialists
n Part B, add team members and sub-c	consultants whose specialties and row from the RISP
categories for this RFEL This list cannot are in specialties covered by the work	t include team members whose role categories for this RFEL Complete and click
Enter the following information:	"Add Members" and then "Next"
First Name:	*
First Name:	*
First Name: Last Name: Role in this RFEI:	*
First Name: Last Name: Role in this RFEI: Percent of Team Member's Time Available for this Project	* * * * *



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 Me	mber - Details		
ect Name: Testing for Use	er Guide		
er John Doe ails			
e in this RFEI:	Specialist		*
rcent of Team Membe	r's 50 %	*	
ave		6	
		experience. (	sub-constant's Click "Save" and
eriences Added (Tota	:0)	then "Close"	
Client Name	Duration Fee		
	Adding No	ew Experience	
Client Name:		*	
Duration Note:		* E	nd Date:
Fee Amount S:		Capita	Cost \$:
Prime Consultant		Su	b Consultant:
Responsibility:			
		*	
Description:		*	

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	etails	
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
and the second		

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	
Part A - Team Members Based on the assignment scope, indicate up to 10 key state to 3 relevant experiences per resource. Part A Team member or categories of this RFEI. Team Members Currently Included (total: 1)	f the assignment team. Include up ered staff in RISP for the category
Member Name Role Number of Experiences Manage Testfirst Testlast Project Manager 2 Edit Remove	
Part B Team Members - Sub-Consultants and Other Specialists Optional - include up to 3 other sub-consultants and other specialists whose specialities sategories for this RFEL Include up to 3 experiences per resource. Sub-Consultants Currently Included (total: 1)	s are Sub-consultants have been added
Member Name Role Number of Experiences Manage 1. John Doe Specialist 1 Edit Remove	
Add New Member	
A second and a second second second	Mary Mary Mary

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.

	250011 4	
revious RFEI 1701		
Start Score Y Sc	coring	~
Question 1 Question 2	Question 3 Question 4 Question 5 Submit	
ect Name: Testing for User Guid	de.	8
estion 4 - Understanding	g of Scope and Proposed Methodology	
e box below, provide informatio environmental challenges) as o	on about your firm's ability to handle the project's specific criteria (engineering, te outlined in the assignment scope. Indicate how your firm managed similar situatio	echnica) ns in
past and if it involved sub-consu	ultants.	
1000 characters.		- 1
		1
		1
		1
ave Next	2	

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.

Previous RFEI 1701	
Start Scope Scoring	
Question 1 Question 2 Question	a 3 Question 4 Question 5 Submit
oject Name: Testing for User Guide.	
uestion 5 - Team's Management and	Quality Management
the box below, provide information about your f similar project as outlined in the assignment sco spast). Indicate briefly the methodology used by chnical specialists in fields other than those liste at 1000 characters.	firm's ability to handle a multidisciplinary team and quality management on pe (you may use examples of similar projects that your firm worked on in y your firm to manage the issues and if it involved engineering or ad in this RFEI.
	1

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 1 Q	uestion 2 Question 3 Question 4	Question 5 Submi	1
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	N 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
Project Title:	New project	Approx. Billing Cost	\$123.00
Company Name:	Big Company	Approx. Capital Cost	: \$987.00
roject Location:	In British Columbia	Year:	2010
escription:	something		
roject Title:	Test Problem	Approx. Billing Cost:	\$450,000.00
Company 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 a box girder bridge supported on cast in place	a single span concrete e concrete abutments.	
	Click "Saus/Submit" to		
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.



(n) 1 + + + + =	Submission Confirmation (RFELID: 442) ( Message (Plain Text)	
Mensage		
Repty Repty Tornword & Call - To AP Repty Repty Tornword & Call -	Deter Move to Create Other Block Categories Pathon Mote as 4 and 5 and 4	terd - Erd to rf - Genditor d - Destudie
rom: RISP Automated Not to Oray, Can FIN/ES to Ubject: Submission Confirmat	kalan System (nap@nai.gov.bc.cv) on 6PE(10:442)	Sent: Muss 2009-03-33 12-03 PM
Deer ARC Consult (Hello This enail confires that Interest (RFEI ID# 442) You may view the status You may continue to wor you do not want this Re Regards, RISP Administrator BC Ministry of Transpor Tel: 150-555-4444 Web: http://www.th.gov.	). t you have submitted a response to the BC Ministry of Transportatio of this REEI by selecting the REEI menu option from within your RI k on this REEI. Changes you make will automatically be part of your sponse evaluated you may cancel your submission on the "Submit" pag tation hc.ca/erlsp/home.htm	n's Request for Expression of SP page. submitted Response. If you decide e.

#### 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.

onowing is a list of an rots opportunities that your office has b sure information on RFEI's please consult the The AFEI narrow	een invited 10 res	pond to:						
							Base	odo Frends 71
			You have	now			Modi	fy your
Tatt     Toto     So     So	Due Date-M	NTEL Status 🔹	Ottice You have "Submitte RFEI resp	now d'your onse	Q&A =		Modi	fy your response
Project Title     Verification Testing round 2 - assigning	Due Dute-10 2011-03-16	IFFEI Status 🔹	other Submitte RFEI resp	now d' your ionse wor Standed	Q.6A @	Read RFEI	Modi RFEI G&A/Addenda	fy your response
Project Table     Project Table     Verification Testing round 2 - assigning     Testing for User Guide	Due Cute-## 2011-03-16 2011-03-16	IFFI Status 🔹	You have "Submitte RFEI resp in Progress Submitted	now d" your wonse Nor Started Not Started	Q6A #	Read RFEI	Modi RFEI G&A/Addenda	fy your response Movity Modity

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.



Previous RFEI 1701 Start Scope Scoring Question 1 Question 2 Question 3 Question 4 Question 5 Subtr Questionnaire Response Review and Submit Your RFEI Response Click "Withdraw" nay "Withdraw" this submission by clicking the "With Withdraw Summary	
Start     Scope     Scoring       Question 1     Question 2     Question 3     Question 4     Question 5     Substance       Questionnaire Response Review and Submit     Your RFEI Response     Click "Withdraw" nay "Withdraw" this submission by clicking the "With to be removed       Withdraw     Summary	57
Questionnaire Response Review and Submit Your RFEI Response Click "Withdraw" nay "Withdraw" this submission by clicking the "With Withdraw Summary	nit 👌
	iraw" buttop
Below is ABC Consult's response to RFEI # 1647 Testing for User Guide           Question 2         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.

te foi	20 - RFEI Opportunities lowing is a list of all RFEI opportunities that your re information on RFEI's please consult the T	office has been FEI manual	invited to resp	ond to.		
	1 of 1 🛛 🛞 🛞 😵 🗣			Your office h responded to this RFEI		Records Found: 30
D¢.	Propert Title 🔹	Due Data 👘	AFEI Stellute	Office Importan	Decision States	
888	Teating for User Guide	2010-07-27	Open	Submitted	Not Started	Read RFEI Q&A/Addenda Modify
887	jstorey testing #2	2010-07-23	Open	New	Not Started	Read RFEI G&A/Addenda Respond
886	jstorey testing	2010-07-23	Open	New	Not Started	Your office has enda Respond
881	rel 3.5 uat over 75,000 3 Offices	2010-07-18	Expired	Submitted	Short Listed 🥣	been shart listed anda Raview
872	stacey test	2010-07-17	Expired	No Response	In Progress	Read RFEI Q&A/Addenda
					101	

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:

	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 a Up + Unrear Options	Find Find Send to OneNote OneNote
From: TEST - RLSP Automate To: Propp, Bev A TRAN:EX Cc: Subject: RLSP - Your Office's RFE Dear terms test We regret to inform you 3.5 Evaluations complete Regards, RLSP Administrator	d Nouhcation System [risp.adminis IResponse did not make the sh that your office dic ed after deadline, ba	strator@gov.bc.ca] ortlistforRFEI1841- d not make the ased on RFEI 1	Sent TEST 3.5 Evaluations complet e shortlist for pro	ed after deadline

## 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".

Respons	se Opportunities		
	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.

R5P2	20 - RFEI Opportunities								
he fail	owing is a list of all RFB opportunities that your office has a information on RFE's please consult the DE <u>RFE manual</u>	seen invited to re	epond to						
	1 of 1	Due Date de	artt Status *	Office Hesponse	Red checkmark	1		Reco	rda Found: 71
748	Verification Testing round 2 - assigning +++	2011-03-16	In Progress	In Progress	means there are unanswered	Г	Read RFEI	Q&A/Addenda	Modity
647	Testing for User Guide	2011-03-16	In Progress	Watedrawn	Not prayed	1	Read RFEI	Q&A/Addesda	Respond
635	20110301 - RFELS: cancel after setding	2011-03-15	Cancelled	New	Canralad	~	Read RFEI	Q&A/Addenda	
742	SG Pre-UAT Save and Send	2011-03-09	in Progress	Withdraw means	questions		Read RFEL	Q&A/Addesda	Review
2.42	SG Pre-UAT Verify withdrawal	2011-03-09	In Progress	Submitted or there	are addenda		Read RFEI	Q&A/Addends	Revew
					the second se				

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.

Back RFEI 1888	
Quees frome Addenda	
8A / Addenda -Questions 🧐	
Post Question	
Question 1	Asked On: 2010-07-23
vhat is the answer to life the universe and everything?	
lesponse	
lesponse Pending	
Part Revenue	

## 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.

Back RFEI 1888	4
Questions Addenda	
&A / Addenda -Questions Post Question Question	
uestion 1	Asked On: 2010-07-23
hat is the answer to life the universe and everything?	
esponse	Responded On: 2010-07-23
2 Ministry's	
response	
Deat Ouestine	

## 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				
Post your questio Questions must b	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 bereioper	0 5 M	8 million			
科 斗 😫 RM *	Craste Pule	Block Sender			a in
Reply Reply Forward & Call -	Delete	Not Junk	Categorize Follow	Mark as F	Find Send to
Respond	Actions	Junk E-mail 🔤	Options	- Fa	OneNote
c: ubject: This email is to inform y	ou that a question regarding Rf	FEI 1888, Testing for	User Guide, has beer	n posted on t	he RISP web site.
c: ubject: This email is to inform y Dear test6, This email is to inform has been posted on the i	you that a question regarding Ri you that a question RISP web site.	FEI 1888, Testing for regarding RFE	User Guide, has beer EI 1888, Testi	n posted on t ng for U	the RISP web site. ser Guide,
te subject: This email is to inform y Dear test6, This email is to inform has been posted on the b You will be notified on Please log into RISP and like to review the quest	you that a question regarding R you that a question RISP web site. te a response by the d click on the 'Q&A/A tion.	FEI 1888, Testing for regarding RFE ministry has Addenda' butto	UserGuide, has beer EI 1888, Testi been posted f on next to RFE	n posted on t ng for U or this I 1888 i	the RISP web site. ser Guide, question. f you would
Cc: Subject: This email is to inform y Dear test6, This email is to inform has been posted on the in You will be notified on Please log into RISP and like to review the quest Regards,	you that a question regarding R you that a question RISP web site. ce a response by the d click on the 'Q&A/A tion.	FEI 1888, Testing for regarding RFE ministry has Addenda' butto	User Guide, has beer EI 1888, Testi been posted f on next to RFE	n posted on t ng for U or this I 1888 i	the RISP web site. ser Guide, question. f you would

## 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	you that a ministry has been posted on t click on the 'Q&A / the response.	response to a the RISP websi / Addenda' but	a question regarding ite. :ton next to the RFE	RFEI# 1888, I# 1888 if
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 / Adder	nda	
Back RFEI 1888		5
Questions Adda	len da	Ż
Addendum 1	Posted On: 2010-07-23	
Extended the submis:	sion deadline	5
and the second second	A some and a second	nord

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)		22
Reply Reply Forward & Call - To All	Delete	Barte Lintz -	Celegotize Follow Mark at Up > United	Pind Send to OneNote	
rom: TEST - RUSP Autonati or Cal, Uanel TRANIEX or iubject: TEST - Addendum Posts	ed Notification System (risp.admini	strator @gov.bc.ca]	Ser	t: Pri 7/23/2010 8-4	s Al
Dear test6, This email is to inform website. Please log into RISP an you would like to revie	you that an addendur d click on the 'Q&A / u the addenda.	≋ to RFEI# 18 7 Addenda° bu	88 has been posted or tton next to the RFEJ	n the RISP I# 1868 if	
Regards, RISP Administrator	N THE BUNEWUR				

## 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
Luman	man	man and a second	man mark	$\sim$

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	
RSP71	RSP710 - RFEI Detail Report Criteria					
RFEI #:	27 - No i	more BC Ferries; Cra	zy Big Bridge Victoria	to Tsawwassen	<b>*</b> *	
Run						

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