

# Summary of Solicitation Template Changes

Updated July 18, 2023

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# Multi-Use List Request for Qualifications (MULRFQ) Changes

## MULRFQ – Template

- Revisions made to the instructions on the first page of the template to ensure links to the Ministry Procurement Contacts and Legal Services Branch client services coordinator were working properly.
- Removal of references to “New BC Bid” which were replaced with “BC Bid”, including the URL being updated from ([www.newbcbid.gov.bc.ca](http://www.newbcbid.gov.bc.ca)) to [www.bcbid.gov.bc.ca](http://www.bcbid.gov.bc.ca).
- In section 8.1.4 pertaining to the Form of Contract, the specific reference to the COVID vaccination policy was removed.

## MULRFQ Appendix A – Respondent Qualification Form

- Drafting instructions were added to indicate that if there are both individual minimum scores and an overall minimum score, the overall minimum score must exceed the sum of all individual minimum scores.
- Clarification added that Respondents are required to meet both any minimum scores associated with individual response guidelines in the applicable qualification template and meet or exceed any minimum overall score identified in the applicable qualification template.

## MULRFQ Appendix B – Resource Qualification Form

- Drafting instructions were added to indicate that if there are both individual minimum scores and an overall minimum score, the overall minimum score must exceed the sum of all individual minimum scores.
- Clarification added that Respondents are required to meet both any minimum scores associated with individual response guidelines in the applicable qualification template and meet or exceed any minimum overall score identified in the applicable qualification template.

## MULRFQ Appendix C – Submission Declaration Form

- Minor grammatical clarification made to the centre paragraph.
- Revision to the signature block to make it clearer to submitters that they should prepare the Submission Declaration Form by including the name of their authorized representative, the printed name of the authorized representative, and the printed name of the Proponent or Respondent as applicable.

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# Notice of Intent (NOI) Changes

## NOI Template

- Revisions made to the instructions on the first page of the template to ensure links to the Ministry Procurement Contacts and Legal Services Branch client services coordinator were working properly.
- Removal of references to “New BC Bid” which were replaced with “BC Bid”, including the URL being updated from ([www.newbcbid.gov.bc.ca](http://www.newbcbid.gov.bc.ca)) to [www.bcbid.gov.bc.ca](http://www.bcbid.gov.bc.ca).

## NOI Appendix B - Submission Declaration Form

- Revision made in section 1.1 (Overview) to make it clearer to drafters of the NOI how to describe the issuing Ministry.
  - Minor grammatical clarification made to the centre paragraph.
  - Revision to the signature block to make it clearer to submitters that they should prepare the Submission Declaration Form by including the name of their authorized representative, the printed name of the authorized representative, and the printed name of the Proponent or Respondent as applicable.
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## Request for Information (RFI) Changes

### RFI Template

- Revisions made to the instructions on the first page of the template to ensure links to the Ministry Procurement Contacts and Legal Services Branch client services coordinator were working properly.
- Removal of references to “New BC Bid” which were replaced with “BC Bid”, including the URL being updated from ([www.newbcbid.gov.bc.ca](http://www.newbcbid.gov.bc.ca)) to [www.bcbid.gov.bc.ca](http://www.bcbid.gov.bc.ca).

### RFI Appendix A – Submission Declaration Form

- Minor grammatical clarification made to the centre paragraph.
  - Revision to the signature block to make it clearer to submitters that they should prepare the Submission Declaration Form by including the name of their authorized representative, the printed name of the authorized representative, and the printed name of the Proponent or Respondent as applicable.
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## Request for Proposals (RFP) Changes

### RFP – Template

- Revisions made to the instructions on the first page of the template to ensure links to the Ministry Procurement Contacts and Legal Services Branch client services coordinator were working properly.
- Removal of references to “New BC Bid” which were replaced with “BC Bid”, including the URL being updated from ([www.newbcbid.gov.bc.ca](http://www.newbcbid.gov.bc.ca)) to [www.bcbid.gov.bc.ca](http://www.bcbid.gov.bc.ca).
- Grammatical change made at the first bullet point related to the “Supplier’s Meeting” section above the Table of Contents.
- Grammatical correction made to process rule at section 2.22(h)(xii) and 2.22(h)(xiii)
- Removal of the specific reference to the COVID vaccination, in section 4, pertaining to the Contract.
- Pertaining to the weighted criteria, in section 7.2:
  - Removal of the box related to the total overall minimum score.

- Revision of the instructions to the drafter, as they relate to minimum scores and minimum overall scores.
- Clarified instructions on the pricing evaluation and minimum scores.
- Clarified headings in the weighted criteria evaluation table.
- Instructions to the drafter were added, in section 7.3, pertaining to price evaluation.

### RFP Appendix B – Proposal Response Form

- Instruction to the drafter was added in the Pricing Rules at section 3.1.
- The pricing formula was clarified in section 3.3 related to Pricing Collection.

### RFP Appendix C – Submission Declaration Form

- Minor grammatical clarification made to the centre paragraph.
- Revision to the signature block to make it clearer to submitters that they should prepare the Submission Declaration Form by including the name of their authorized representative, the printed name of the authorized representative, and the printed name of the Proponent or Respondent as applicable.

## Single Use Request for Qualifications (SURFQ) Changes

### SURFQ Template

- Revisions made to the instructions on the first page of the template to ensure links to the Ministry Procurement Contacts and Legal Services Branch client services coordinator were working properly.
- Removal of references to “New BC Bid” which were replaced with “BC Bid”, including the URL being updated from ([www.newbcbid.gov.bc.ca](http://www.newbcbid.gov.bc.ca)) to [www.bcbid.gov.bc.ca](http://www.bcbid.gov.bc.ca).

### SURFQ Appendix A – Respondent Qualification Response Form

- Drafting instructions were added in section 6.1.3 to indicate that if there are both individual minimum scores and an overall minimum score, the overall minimum score must exceed the sum of all individual minimum scores
- Also in section 6.1.3, clarification added that Respondents are required to meet both any minimum scores associated with individual response guidelines in Respondent Qualification Form and meet or exceed any minimum overall score identified in the Respondent Qualification Form.

### SURFQ Appendix B - Submission Declaration Form

- Minor grammatical clarification made to the centre paragraph.
- Revision to the signature block to make it clearer to submitters that they should prepare the Submission Declaration Form by including the name of their authorized representative, the printed name of the authorized representative, and the printed name of the Proponent or Respondent as applicable.