

December 2, 2024

Summary of Request for Proposal (RFP) Template Changes

- The RFP template and Appendix B: Response Form were revised to make the documents more accessible, including through the use of a screen reader. These revisions include format and font changes, removal of various tables, and replacement of URLs with descriptive links.

RFP – Template

- Drafter instructions were revised throughout.
- A “Note to Suppliers” was added on page 2 to provide information on registration for a BC Bid account and e-bidding.
- The “Supplier Meeting” section of the RFP was revised as follows:
 - changes were made for clarity;
 - the section now expressly refers to supplier consent for the Province taking an audio or audio-visual recording of the Supplier meeting to assist the Province in producing a transcript or minutes;
 - the last paragraph pertaining to the collection of personal information pursuant to the *Freedom of Information and Protection of Privacy Act* was updated.
- **Section 2.1 [Definitions]** - definitions were updated for clarity and to make necessary changes resulting from including the Submission Declaration as part of Appendix B: Response Form. The changes to the definitions include the following:
 - a definition of “Registered Supplier” was added; and
 - changes to the definitions of “Proposal”, “Response Form”, “Submission Declaration”, and “You” and “Your”.
- **Section 2.3 [Submission of Proposals]** - subsection (a) was revised resulting from the Submission Declaration now forming part of Appendix B: Response Form.

- **Section 2.3 [Submission of Proposals]** - subsections (c) and (h) were revised by removing information pertaining to BC Bid, which is now consolidated in the “Note to Suppliers” on page 2.
- **Section 2.5 [Additional Information]** - the section was revised.
- **Section 2.16 [Debriefing]** - the section was revised.
- **Section 2.23 [Ownership of Proposals]** - the section was revised. Revisions include removing an inactive URL.
- **Section 3.3 [Scope]** - a note to drafter was added pertaining to the Indigenous Languages Technology Standard.
- **Section 6 [Page Numbering and Hyperlinks]** - this section and text replaces the previous section 6 that was titled “Proposal Format”.
- **Section 7.1 [Mandatory Criteria]** - the mandatory criteria were updated.

Appendix B: Response Form

- Drafter instructions were revised throughout.
- **Part 4: Subcontractor Information** - the collection of subcontractor information was moved to form Part 4 of Appendix B: Proposal Response Form.
- **Part 5: Submission Declaration** - the Submission Declaration was revised and now forms Part 5 of Appendix B: Proposal Response Form. Appendix C, which previously contained the Submission Declaration, has been eliminated.

This summary does not describe every change to the templates. Please carefully review the revised templates in their entirety.