

**December 2, 2024**

## **Summary of Single-Use List Request for Qualifications (SURFQ) Template Changes**

- The SURFQ template and Appendix A: Respondent Qualifications 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.

### **SURFQ – 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 [Definitions]** - definitions were revised for clarity and to make necessary changes resulting from including the Submission as part of Appendix A: Respondent Qualification Form. The changes to the definitions include the following:
  - a definition of “Registered Supplier” was added; and
  - changes to the definitions of “Response”, “Response Form”, “Submission Declaration”, and “You” and “Your”.
- **Section 3.1 [Acceptance of Terms and Conditions]** - subsection (b) was revised.

- **Section 3.2 [Submission of Proposals]** - subsection (a) was revised resulting from the Submission Declaration now forming part of Appendix B: Respondent Qualification Form.
- **Section 3.2 [Submission of Proposals]** - subsections (c) and (i) were revised by removing information pertaining to BC Bid, which is now consolidated in the “Note to Suppliers” on page 2.
- **Section 3.4 [Additional Information]** - the section was revised.
- **Section 3.21 [Tax Verification Letter]** - the section was revised.
- **Section 3.25 [Trade Agreements]** - the section was revised by adding a paragraph to the end of the section for clarification
- **Section 3.5 [Submission of Responses After the Initial Intake Date and Time]** - the section was revised.
- **Section 7.1 [Mandatory Criteria]** - the mandatory criteria was revised.

#### **Appendix A: Respondent Qualification Form**

- Drafter instructions were revised throughout.
- **Part 6: 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.