RISP

Consultant RFEI Response Guide

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1   Introduction

Every office in RISP is automatically considered for all consulting opportunities. The 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, your office will be excluded from this particular opportunity.

Once it is determined that your office has met the initial criteria, there are two possible selection processes:

1. Opportunities less than or equal to (≤) $75,000
2. Opportunities greater than (>) $75,000

Note: RISP specifically deals with engineering, technical and environmental consulting services less than $1 million.
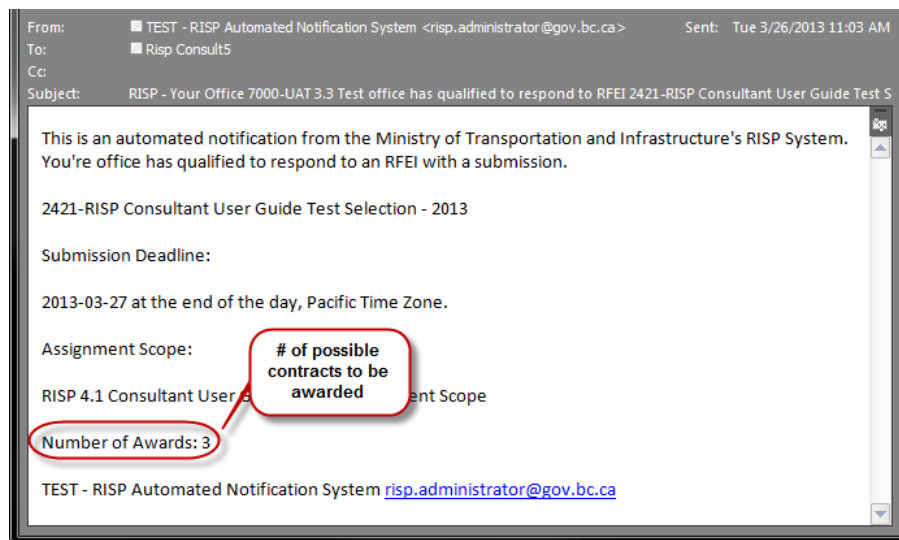
1.1   Opportunities ≤ $75k Process

For opportunities less than or equal to $75k, all qualified offices are ranked via the selection algorithm. The selection algorithm takes the following into consideration:

- Number of contracts to be awarded in this assignment (multiple-awards opportunities)
- Location of office (proximity to the opportunity)
- Last award (contract) date in this opportunity's category
- Past performance (bonus or penalty points)
- Pending RISP opportunities in this opportunity's category(s)

For opportunities noted above, the Requestor will contact the top ranked office(s) directly.

1.2   Opportunities > $75k Process
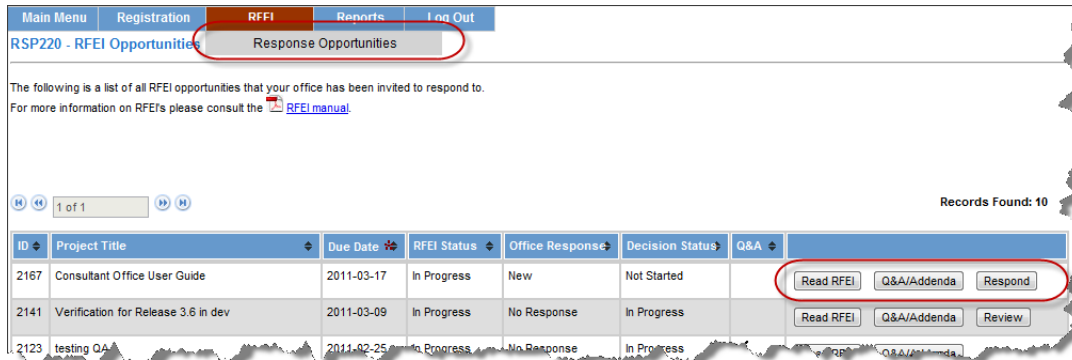
For opportunities greater than $75k, the skill set, qualifications and dollar amount of all local / branch offices are consolidated (e.g. ACME Victoria, ACME Vancouver, ACME Edmonton, ACME Calgary). If the combined qualifications of your offices meets the criteria for this opportunity, your office will be invited to participate via a Request for Expression of Interest (RFEI). The RISP system will send an email invitation to your main office contact.
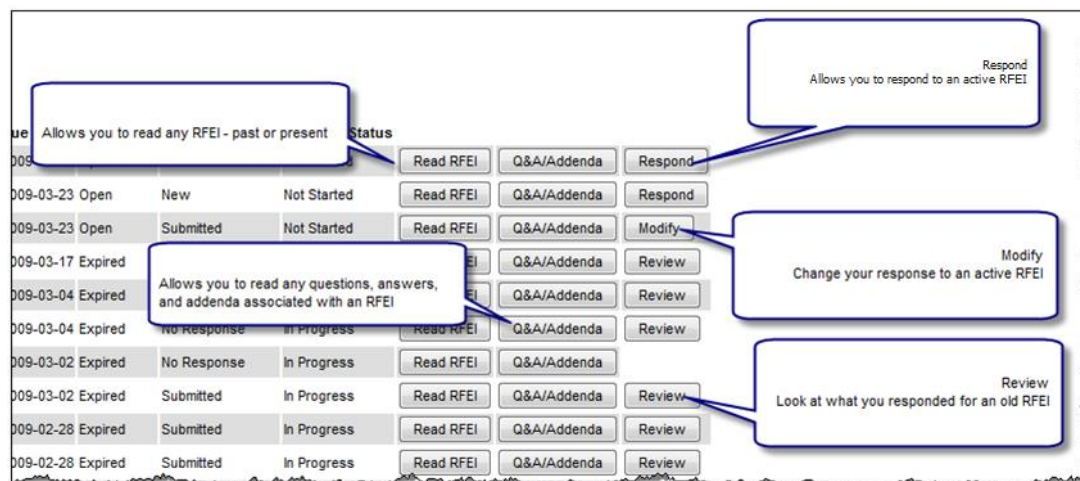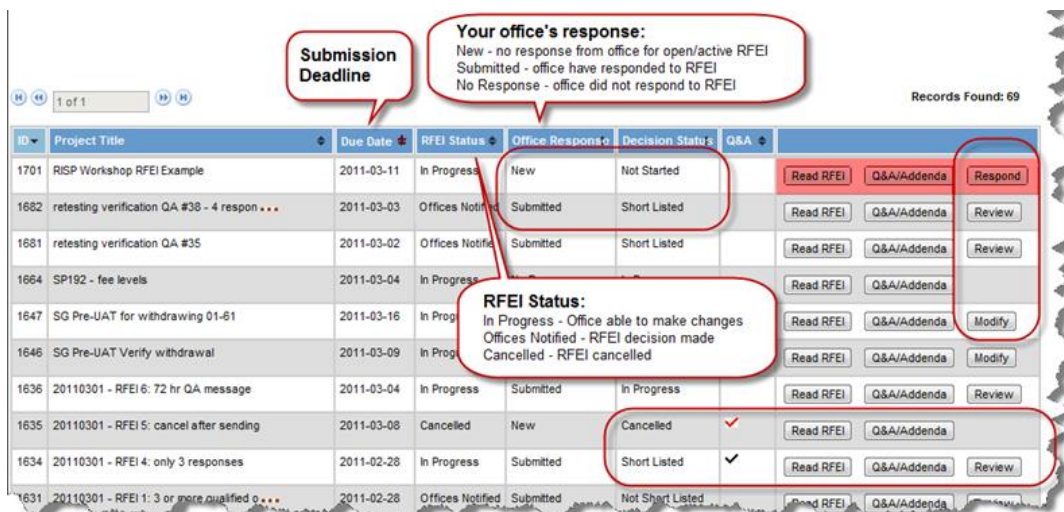

Note: RISP is designed to shortlist offices based on the number of contracts to be awarded, however if the system does not find enough qualified offices to conduct an RFEI, the RFEI process will be skipped and the Requestor will contact the qualified office(s) directly.

2   Responding to RFEIs

After your main office contact receives an RFEI email invitation, you can log in to RISP. Clicking on "RFEI" and then "Response Opportunities" will take you to the RSP220 – RFEI Opportunities screen, which will display all of the RFEIs in which your office has been invited to participate.
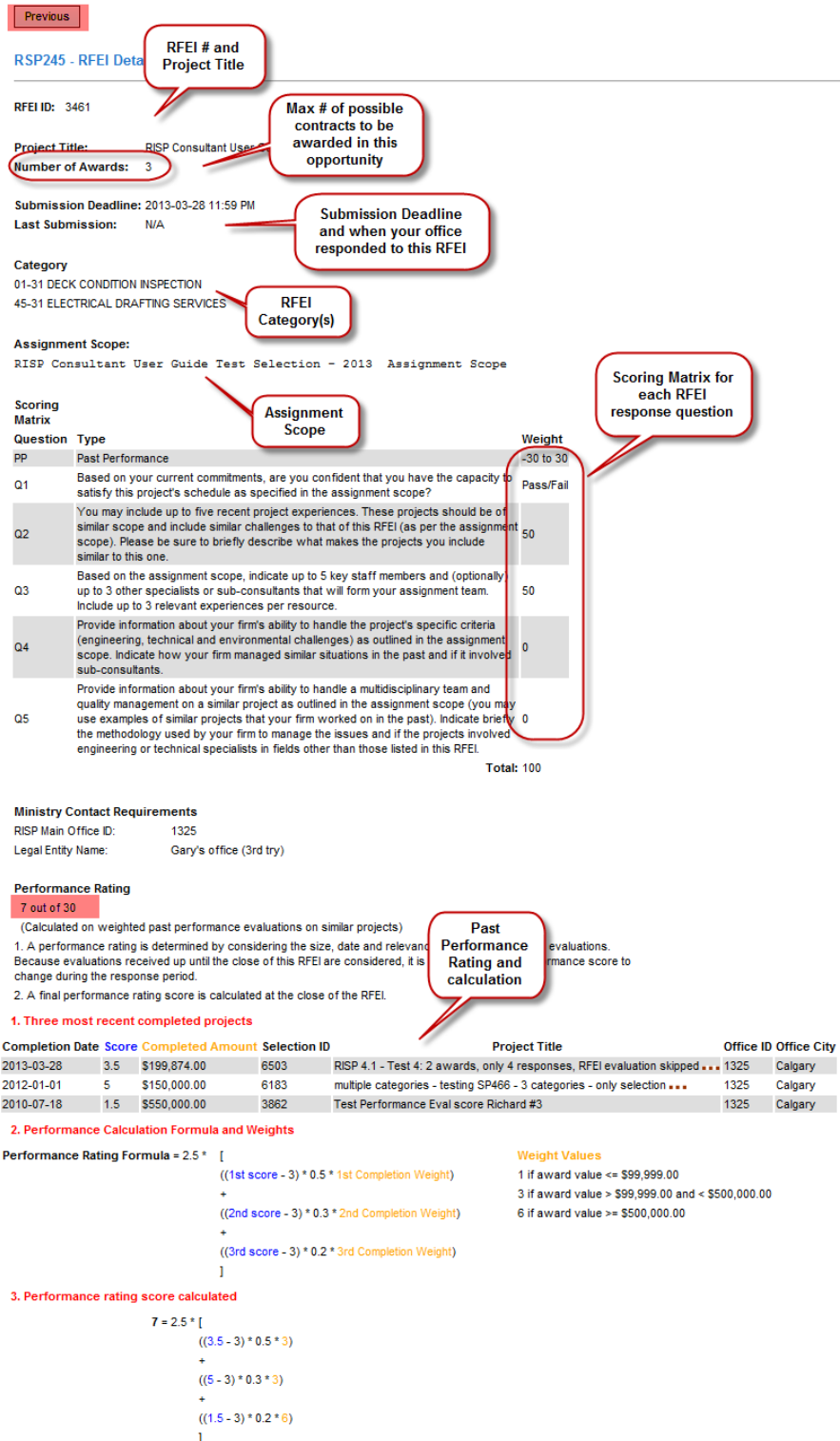

2.1   Navigating the RFEI Opportunities Screen

The buttons in each column allow your office to proceed to various portions of the RFEI.

2.2   RFEI Response Process

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 Details page. This is a read-only page containing the details for this RFEI. You are free to view both past and present RFEIs.

Previous

RSP245 - RFEI Deta

RFEI # and Project Title

RFEI ID: 3461

Project Title: RISP Consultant User
Number of Awards: 3

Max # of possible contracts to be awarded in this opportunity

Submission Deadline: 2013-03-28 11:59 PM
Last Submission: N/A

Submission Deadline and when your office responded to this RFEI

Category
01-31 DECK CONDITION INSPECTION
45-31 ELECTRICAL DRAFTING SERVICES

RFEI Category(s)

Assignment Scope:
RISP Consultant User Guide Test Selection - 2013 Assignment Scope

Scoring Matrix

Assignment Scope

Scoring Matrix for each RFEI response question

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 this RFEI. If you choose not to respond, no action is required.

Not responding will not impact whether your office is selected or excluded from future opportunities.
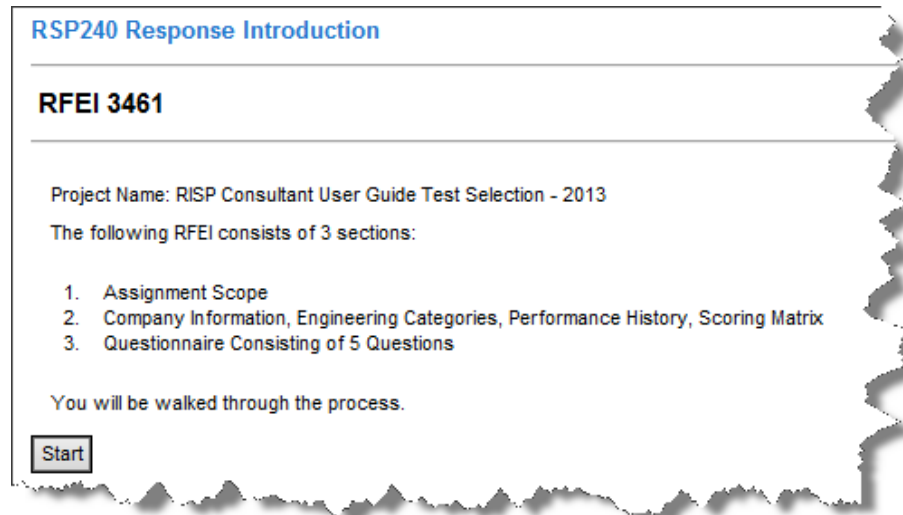
Question	Type		Weight
PP	Past Performance		-30 to 30
Q1	Based on your current commitments, are you confident that you have the capacity to satisfy this project's schedule as specified in the assignment scope?		Pass/Fail
Q2	You may include up to five recent project experiences. These projects should be 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.		50
Q3	Based on the assignment scope, indicate up to 5 key staff members and (optionally) up to 3 other specialists or sub-consultants that will form your assignment team. Include up to 3 relevant experiences per resource.		50
Q4	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.		0
Q5	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 the projects involved engineering or technical specialists in fields other than those listed in this RFEI.		0
		Total:	100

Ministry Contact Requirements
RISP Main Office ID: 1325
Legal Entity Name: Gary's office (3rd try)

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

Past Performance Rating and calculation

1. A performance rating is determined by considering the size, date and relevan... evaluations. Because evaluations received up until the close of this RFEI are considered, it is ...rmance score to change during the response period.
2. A final performance rating score is calculated at the close of the RFEI.

1. Three most recent completed projects

Completion Date	Score	Completed Amount	Selection ID	Project Title	Office ID	Office City
2013-03-28	3.5	$199,874.00	6503	RISP 4.1 - Test 4: 2 awards, only 4 responses, RFEI evaluation skipped •••	1325	Calgary
2012-01-01	5	$150,000.00	6183	multiple categories - testing SP466 - 3 categories - only selection •••	1325	Calgary
2010-07-18	1.5	$550,000.00	3862	Test Performance Eval score Richard #3	1325	Calgary

2. Performance Calculation Formula and Weights

Performance Rating Formula = 2.5 * [

    ((1st score - 3) * 0.5 * 1st Completion Weight)
    +
    ((2nd score - 3) * 0.3 * 2nd Completion Weight)
    +
    ((3rd score - 3) * 0.2 * 3rd Completion Weight)
    ]

Weight Values
1 if award value <= $99,999.00
3 if award value > $99,999.00 and < $500,000.00
6 if award value >= $500,000.00

3. Performance rating score calculated

    7 = 2.5 * [
        ((3.5 - 3) * 0.5 * 3)
        +
        ((5 - 3) * 0.3 * 3)
        +
        ((1.5 - 3) * 0.2 * 6)
        ]

2.3 Responding to an RFEI

Click the "Respond" button to respond to that RFEI.

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

2.3.1 Response Introduction

The response section (RSP 240), begins with a read-only page explaining how the response is organized.
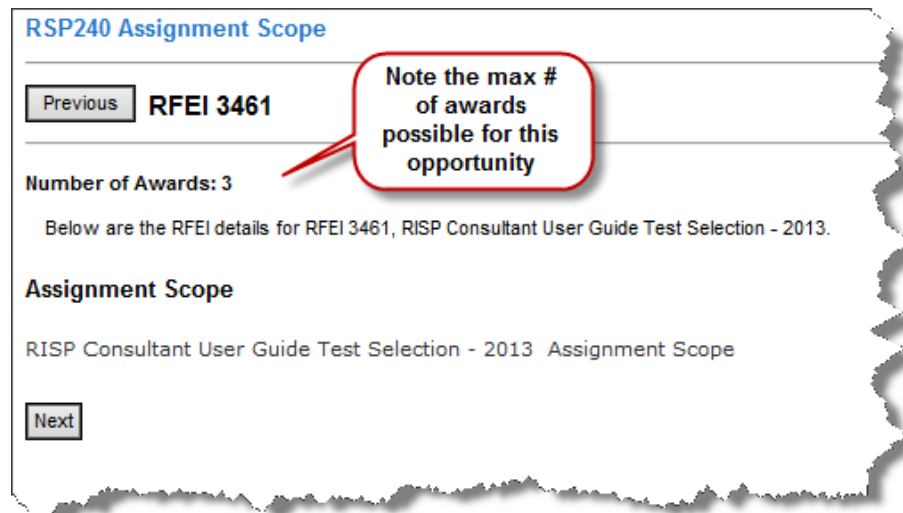

Click "Start" to begin responding to this RFEI.

Note: the RISP system has a 20 minute idle time-out. If no activity for 20 minutes, the system will log you out.

2.3.2 Assignment Scope Review

You are shown the Assignment Scope for this RFEI.

Note: An RFEI may be part of a multiple awards opportunity where more than 1 contract may be awarded. Your office's response to this single RFEI will be considered for 1 of the multiple contracts. Your office will not be considered for more than 1 contract.

2.3.3   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 2721**

Project Name: RISP 4.0 User Guide Example

i Ministry Contact Requirements

RISP Main Office ID: 1325

Legal Entity Name: Gary's office (3rd try)

ii Consulting Contract Work Categories

01-31 DECK CONDITION INSPECTION
45-31 ELECTRICAL DRAFTING SERVICES

iii Performance Rating ⓘ

4 out of 30

1. Three most recent completed projects

Completion Date	Score	Completed Amount	Selection ID	Project Title	Office ID	Office City
2012-01-01	5	$150,000.00	6183	multiple categories - testing SP466 - 3 categories - only selection •••	1325	Calgary
2011-07-01	3.5	$150,000.00	5502	testing cc main office	1342	Victoria
2010-07-18	1.5	$550,000.00	3862	Test Performance Eval score Richard #3	1325	Calgary

2. Performance Calculation Formula and Weights

Performance Rating Formula = 2.5 * [

((1st score - 3) * 0.5 * 1st Completion Weight)

+

((2nd score - 3) * 0.3 * 2nd Completion Weight)

+

((3rd score - 3) * 0.2 * 3rd Completion Weight)

]

Weight Values

1 if award value <= $99,999.00

3 if award value > $99,999.00 and < $500,000.00

6 if award value >= $500,000.00

3. Performance rating score calculated

4 = 2.5 * [

((5 - 3) * 0.5 * 3)

+

((3.5 - 3) * 0.3 * 3)

+

((1.5 - 3) * 0.2 * 6)

]

iv Scoring Matrix

Question	Type	Weight
PP	Past Performance	-30 to 30
Q1	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?	Pass/Fail
Q2	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.	35
Q3	Based on the assignment scope, indicate up to 5 key staff members and (optionally) up to 3 other specialists or sub-consultants that will form your assignment team. Include up to 3 relevant experiences per resource.	25
Q4	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.	15
Q5	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 the projects involved engineering or technical specialists in fields other than those listed in this RFEI.	25
		Total: 100

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

Scoring Matrix – the weighting used for evaluating this RFEI.

Note: The weighting for each question is set by the Requestor and will be different for each opportunity.
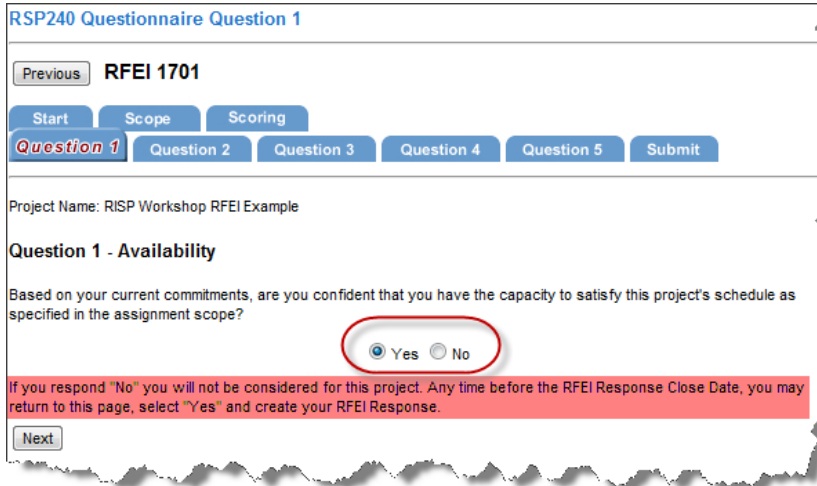
2.3.4   Response Questionnaire

After reviewing the RFEI details, you will have the opportunity to interactively respond to the RFEI questionnaire consisting of 5 questions.

2.3.4.1 Question 1 – Availability

Question 1 asks whether your firm has the capacity necessary to complete the work outlined in the RFEI Assignment Scope.
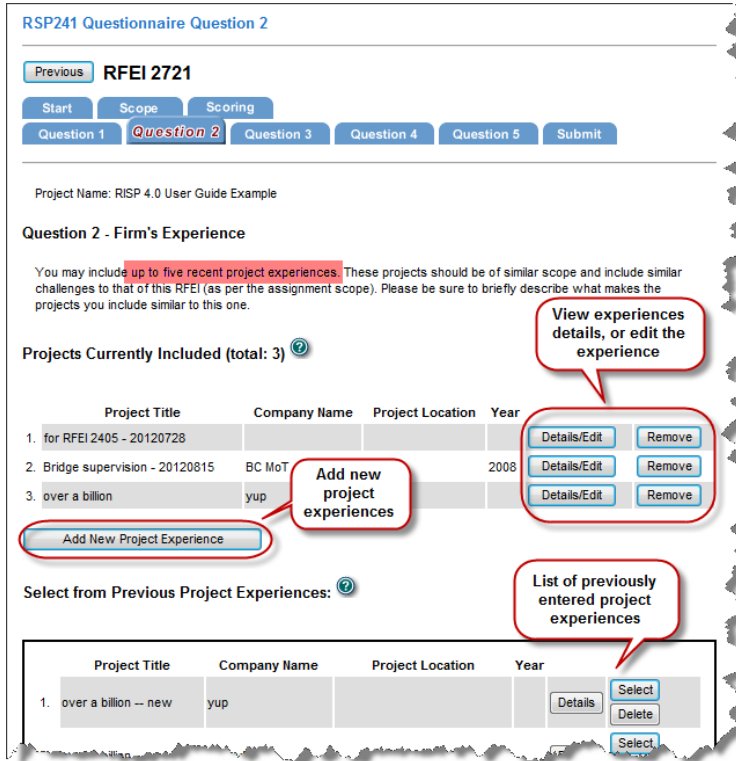

If you select '**No'**, your participation in the RFEI is complete. No further action is required.

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.

2.3.4.2 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.

To include past experiences with your current submission, click the '**Select'** button. If you would like to remove the experience from the list, click on '**Remove'**.

You can edit a previously entered experience to highlight details relevant to this RFEI by clicking on the "Details/Edit" button.

Click the **'Save as New'** button to save your edited experience. This newly edited experience will be included under the 'Projects Currently Included' list, and the original experience will be moved back to the 'Previous Project Experiences' list.

Note: This edited experience will be available on future RFEI responses.

By clicking on "Add New Project Experiences", you may add new project experiences relevant to this submission.

Click the **'Save'** button to save your newly added experience. You will see this new experience listed in your 'Projects Currently Included' list.

Note: This newly created experience will be available for future RFEI responses under the 'Previous Project Experiences' list.

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.

2.3.4.3 Question 3 – Team Members and Sub-Consultants

You are required to create a team as part of this RFEI response. The team must comprise of adjudicated employees in this RFEI's categories (Team A), who will perform the majority of work on this project. In addition, you may also include other employees (Team B or C) or sub-consultants (Team C) in support roles only.

Select 'A' Team Members – will allow you to select team members who have been adjudicated in this RFEI's categories – up to 5

Select 'B' Team Members – will allow you to select team members who are adjudicated, but not in this RFEI's categories. They can only play a support role on this project

Add 'C' Team Members – will allow you to select or add non-adjudicated employees or sub-consultants. They can only play a support role on this project

Note: Team B and C combined members cannot be more than 3

Clicking on **'Select 'A' Team Members'** or **'Select 'B' Team Members'** will present you 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.

Note: The team members submitted for this RFEI must be the same individuals to be used if your office is shortlisted to prepare an RFP response.

RSP242 Questionnaire Question 3 Part A - Add Team Members

[Previous] **RFEI 2801**

Project Name: RISP 4.0 User Guide Example

Question 3 Part A - Add Team Members ⓘ

Based on the assignment scope, indicate up to 5 key staff th[...] part of the assignment team. Include up to [...] 3 relevant experiences per resource. Part A Team members [...] gistered staff in RISP for the category or categories of this RFEI.

Only lists approved employes

Select a name and fill in the other two fields:

Select Team Member: Joe 2 The Plumber ▾ *

Role in this RFEI: Project Manager   *

Percent of Team Member's Time Available for this Project: 50   % *   [Add Member]

After you've selected a team member, identify the role he or she will play in this RFEI, and the percentage of time that member will be devoted to this project, click 'Add Member'. You will now be able to select/add relevant employee experiences to this team member.

RSP242 Questionnaire Question 3 - Add Experiences

[Previous] **RFEI 2801**

Question 3 - Team Member - Details

Project Name: RISP 4.0 User Guide Example

Enter Joe 2 The Plumber
Details - APEGBC#: 38564

Role in this RFEI: Project Manager   *

Percent of Team Member's Time Available for this Project: 50   % *

[Save]

Saved successfully.

Experiences Added (To   **Add new experiences**

Company Name Proje[...]   e End Date

[Add New Exp]

Select from Previously Entered Experiences   **Select previously added experiences**

	Company Name	Project Title	Duration	End Date			
1.	Plumber 5	asldfj	asdlkfj		[Details]	[Select]	[Delete]
2.	exp for RFEI 2405	asf	asdf		[Details]	[Select]	[Delete]
3.	Plumber 5 - 20120628	asldfj	asdlkfj		[Details]	[Select]	[Delete]
4.	Plumber 3 adf	asdfasd - 20120308	asdfjk		[Details]	[Select]	[Delete]
5.	Plumber 3	asdfasd	asdfjk		[Details]	[Select]	[Delete]
6.	Plumber 3	asdfasd - 20120308	asdfjk		[Details]	[Select]	[Delete]
7.	Plumber 5	asldfj	asdlkfj		[Details]	[Select]	[Delete]
8.	Plumber 3 - editted	asdfasd	asdfjk		[Details]	[Select]	[Delete]

[Back to Question 3]

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 adding new experiences

Details – shows the details of the previously entered experience

Select – selects this experience to be used for this RFEI response

Delete – removes this experience from the 'Previously Entered Experiences' list

Add New Exp – allows you to enter a new relevant employee experience to be used in this RFEI's response

Note: all new experiences added for this team member will available on future RFEI responses

After you have selected or add new experiences, click the "Back to Question 3", where you can continue to select your team. In the example below, 2 experiences were added.

RSP242 Questionnaire Question 3

Previous   **RFEI 2801**

Start   Scope   Scoring

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

Project Name: RISP 4.0 User Guide Example

Question 3 - Team Members and Sub-Consultants

The contractor shall not reassign the designated persons listed above without first obtaining the prior written consent of the Province.

Part A - Adjudicated Employees ⑦

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 (total: 1)

Member Name	Role	Number of Experiences	Manage
1. Joe 2 The Plumber	Project Manager	2	Edit Remove

Select 'A' Team Members

Part B - Registered Employee Specialists ⑦

Optional - These team members are adjudicated employees who have not been selected to the A Team. The combined members of the A and B Team with not more than three. Include experiences per

In addition to employee team members, you may also add team members that will provide expertise for this project *other* than the categories of this RFEI (these can be sub-consultants or non-adjudicated employees). To do this, click on 'Select 'C' Team Members'. 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.

RSP242 Questionnaire Question 3 Part C - Sub-Consultants or Non-Registered Employees

Previous   **RFEI 2801**

Project Name: RISP 4.0 User Guide Example

Question 3 Part C - Sub-Consultants or Non-Registered Employees ⑦

In Part C, add team members and sub-consultants who are not office employees.

Enter the following information:

Select Team Member:	Sub Consult 1325 ▼	Delete Resource
First Name:	Sub ✳	
Last Name:	Consult 1325 ✳	
Company Name:	✳	
Role in this RFEI:	✳	
Percent of Team Member's Time Available for this Project:	% ✳ Add Member	

The C Team list is made up of previously added RFEI responses. You can select from the dropdown list or add new team members. As with employees, you must add experiences for sub-consultants. Like employees, you can select from previously entered experiences or add new relevant experiences.

RSP242 Questionnaire Question 3

| Previous | **RFEI 2801** |

| Start | Scope | Scoring |

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

Project Name: RISP 4.0 User Guide Example

Question 3 - Team Members and Sub-Consultants

The contractor shall not reassign the designated persons listed above without first obtaining the prior written consent of the Province.

Part A - Adjudicated Employees ⑦

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

> Team A with 2 experiences

Team Members Currently Included (total: 1)

Member Name	Role	Number of Experiences	Manage
1. Joe 2 The Plumber	Project Manager	2	Edit Remove

| Select 'A' Team Members |

Part B - Registered Employee Specialists ⑦

Optional - These team members are adjudicated employees who have not be... ...m. The combined members of the B and C Teams cannot total more than three. Include up to 3 &... ...ce.

> Team B with 2 experiences

Team Members Currently Included (total: 1)

Member Name	Role	Number of Experiences	Manage
1. Gary Robertson	Support Technician	2	Edit Remove

| Select 'B' Team Members |

Part C - Sub-Consultants or Non-Registered Employees ⑦

Optional - Include up to 3 sub-consultants or non-registered employees w... ...ment is other than tho... of the RISP categories for this RFEI. Include up to 3 experiences per reso...

> Team C with 1 experience

Sub-Consultants Currently Included (total: 1)

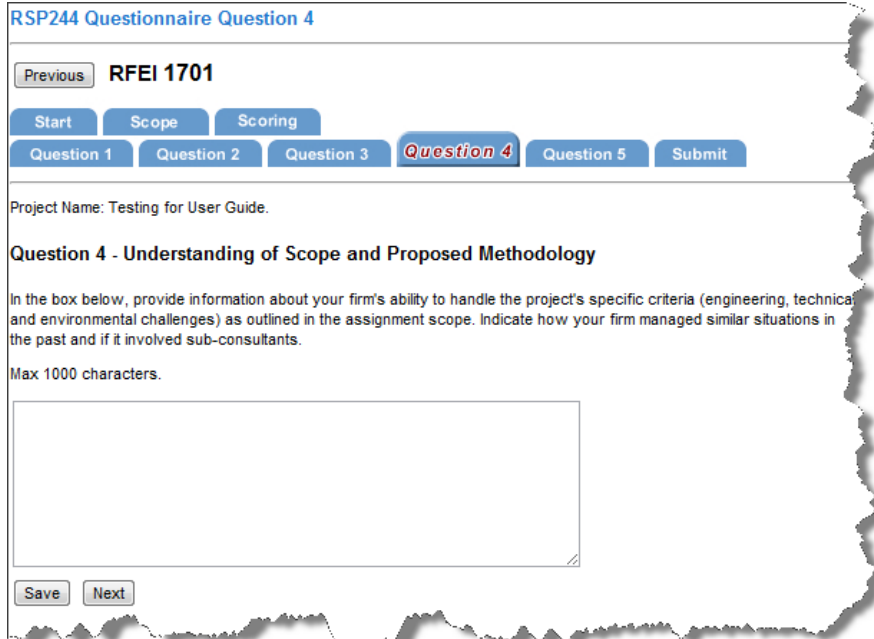| Member Name	Role	Number of Experiences	Manage
1. Sub Consult 1325	Specialist	1	Edit Remove

| Add 'C' Team Members |

| Next |

In the example above, Team A has 1 employee selected with 2 experiences, Team B also has 1 employee selected with 2 experiences, and Team C has 1 sub-consultant with 1 experience selected. Once you've completed selecting you team, click "Next" or navigate to the "Question 4" tab.

2.3.4.4 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.
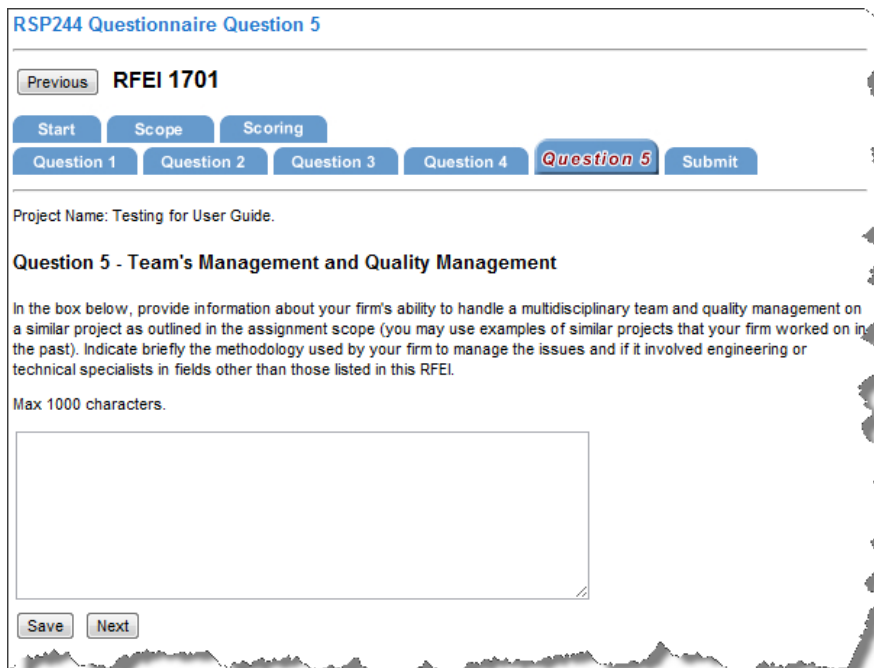
RSP244 Questionnaire Question 4

Previous **RFEI 1701**

Start | Scope | Scoring
Question 1 | Question 2 | Question 3 | **Question 4** | Question 5 | Submit

Project Name: Testing for User Guide.

Question 4 - Understanding of Scope and Proposed Methodology

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.

Max 1000 characters.

Save | Next

When complete, click "Save", then click the "Next" button or navigate to the "Question 5" tab.

2.3.4.5 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.
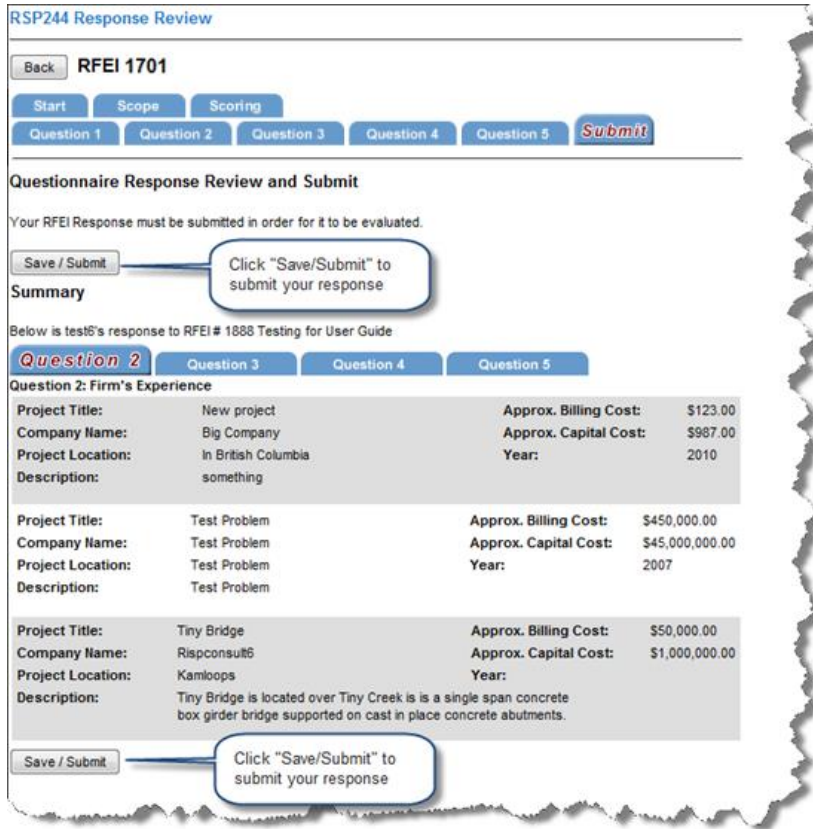
RSP244 Questionnaire Question 5

Previous **RFEI 1701**

Start | Scope | Scoring
Question 1 | Question 2 | Question 3 | Question 4 | **Question 5** | Submit

Project Name: Testing for User Guide.

Question 5 - Team's Management and Quality Management

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.

Max 1000 characters.

Save | Next

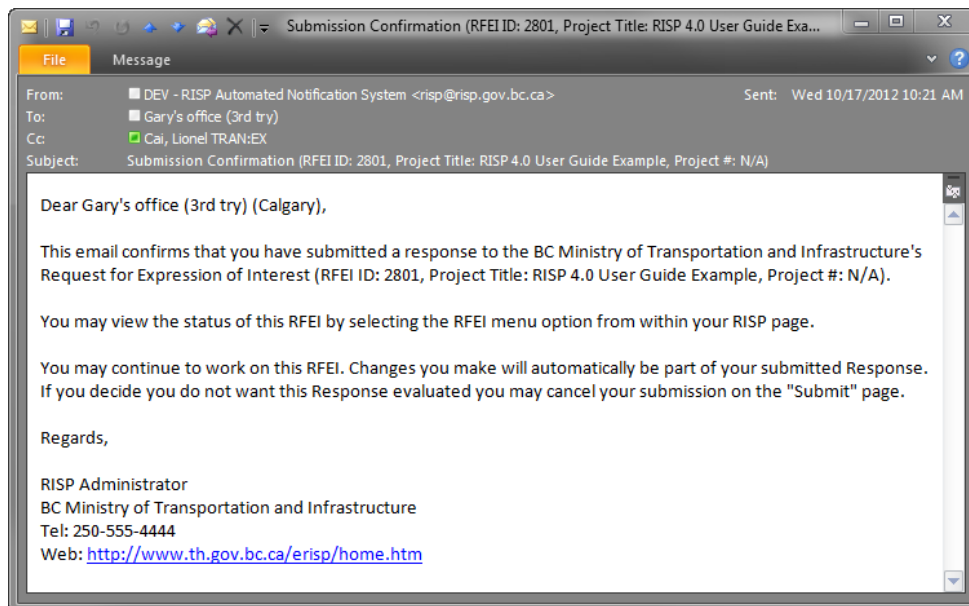When complete, click "Save", then click the "Next" button or navigate to the "Submit" tab.

2.3.5   Review and Submit

You may review your responses to each question by navigating through the question response tabs. To 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.
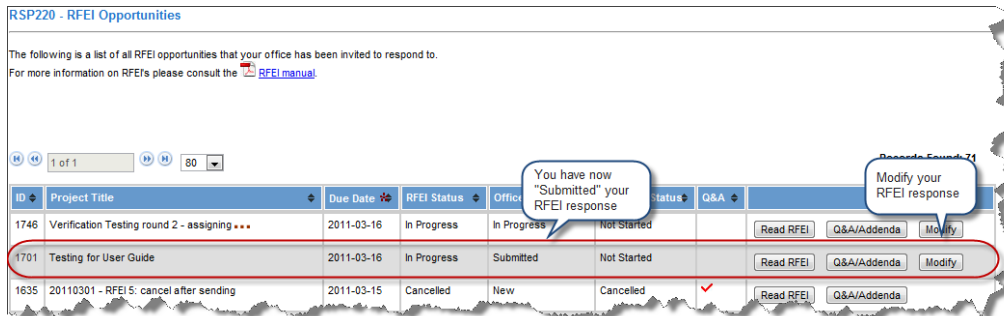

After reviewing your response, click "Save/Submit" and confirm your submission to submit your RFEI response. Upon submitting your response, the system will set you "Last Submission" time stamp on the RFEI Details page and send an automated email confirmation to your main office contact. An example email is shown below.
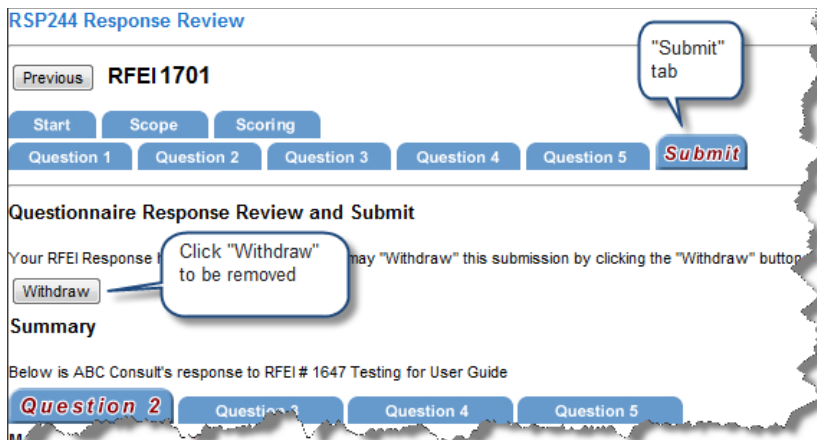
2.3.6 Modifying a Response

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.
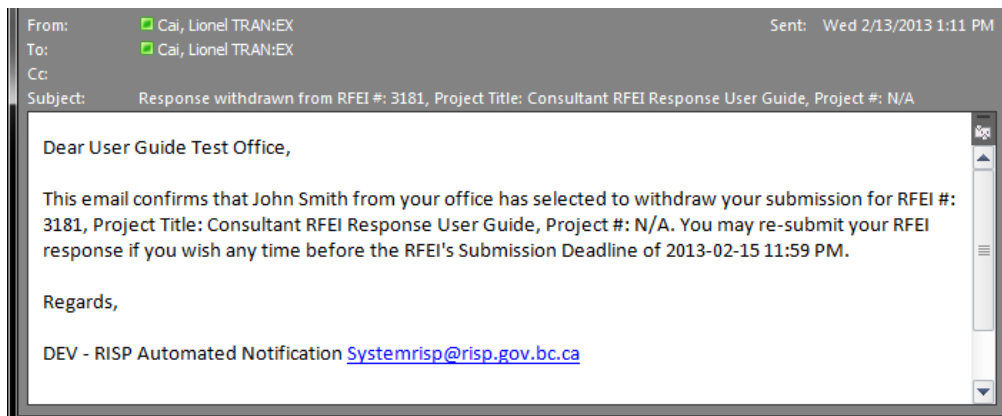

Note: You do not need to resubmit. The system will automatically save the most recent version of your submission.

2.3.7 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.

Upon withdrawing your response, an automated email confirmation will be sent to your main office contact. An example is shown below.
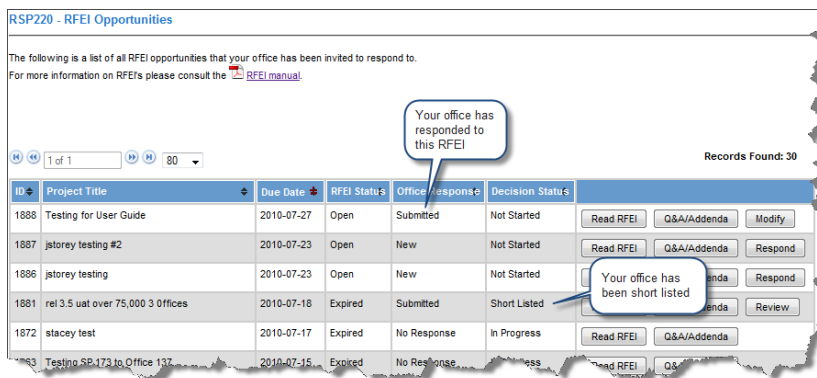

Note: You still have until midnight of the submission due date to change your mind and resubmit a response.

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, depending on the number of contracts to be awarded, the top scoring offices will be shortlisted. These shortlisted offices are then invited to participate in an RFP competition. For opportunities where a single contract will be awarded, 3 offices will be shortlisted. For multiple awards opportunities, twice the number of offices will be shortlisted per award. For example, 2 awards, the top 4 offices will be shortlisted. 3 awards, the top 6 offices will be shortlisted.

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.
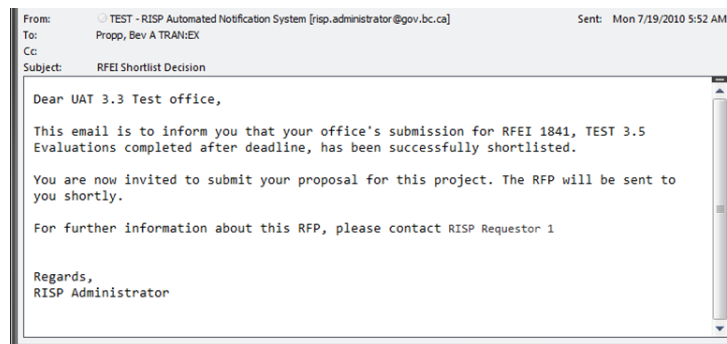

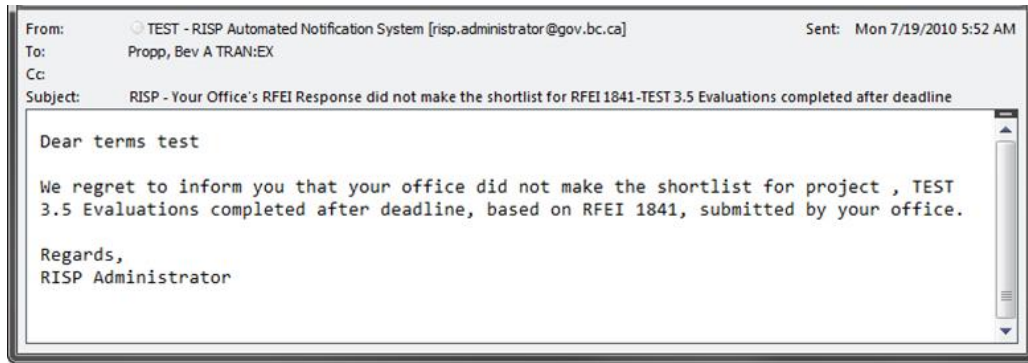Under the Decision Status column, you will see up to four status types:

- **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

When the ministry reaches a decision, the system will provides email notification to all offices. These emails are sent to the main office contact. For shortlisted offices, an RFP may be attached to the email, or will follow shortly after. If your office was shortlisted, your main office contact will receive an email similar to this:

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. Debriefing on RFEI responses would be very time-consuming as all consultants who did not make the shortlist could request a debriefing. This would result in significant cost and time to the Ministry. However, in the RFP stage, the Ministry is willing to provide debriefing upon request. This is consistent with the approach used by BC Bid.

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 on RISP for all participating offices to view. In this way, all offices are assured equal access to information.

Note: Do not contact the Requestor outside of RISP. All questions posted outside of RISP will not be responded to.

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.

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.
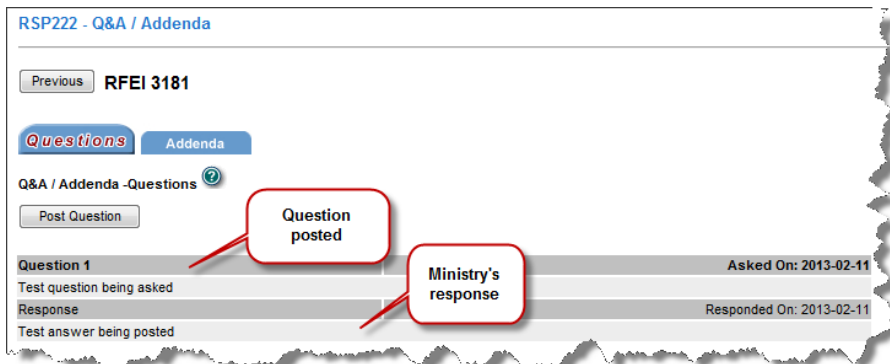
To view previously asked questions and their responses, or to ask a question, click on the "QA/Addenda" button next to the specific RFEI. This will take you to the RSP222– Q&A/Addenda Page.

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. 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 invited offices will be able to review the response online. In addition, an email will be sent to all invited offices (including the office that posted the question), informing them that a response has been posted.

```
From:        ○ TEST - RISP Automated Notification System [risp.administrator@gov.bc.ca]    Sent:  Fri 7/23/2010 7:57 AM
To:          Cai, Lionel TRAN:EX
Cc:
Subject:     TEST - Response Posted, RFEI 1888
```

Dear test6,

This email is to inform you that a ministry response to a question regarding RFEI# 1888, Testing for User Guide, has been posted on the RISP website.

Please log into RISP and click on the 'Q&A / Addenda' button next to the RFEI# 1888 if you would like to review the response.
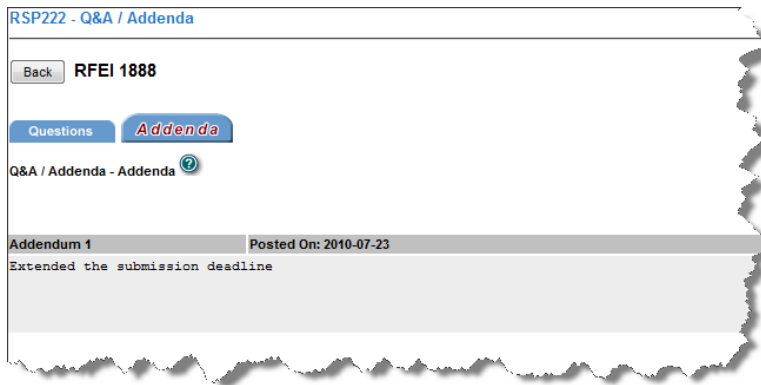
Regards,

RISP Administrator

4.4   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.
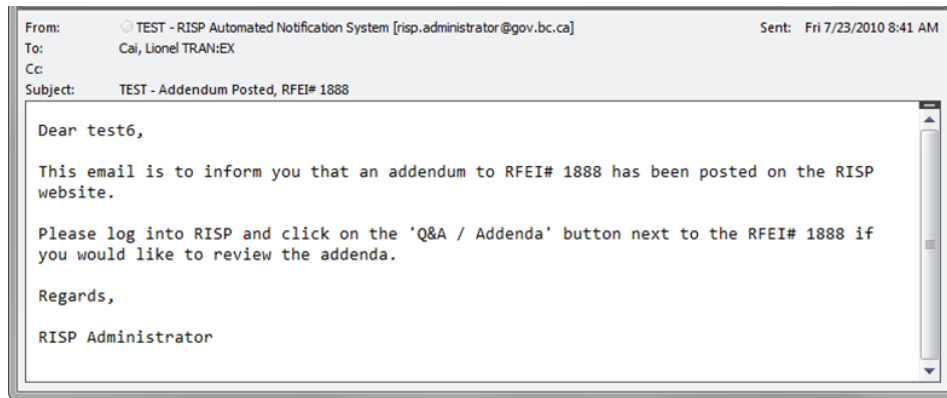
4.5   Q&A on Closed RFEI

Offices are able to view all Q&A for all RFEI (past and present) in which they have participated.

4.6   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 / Addenda

| Back | **RFEI 1888** |

| Questions | **Addenda** |

Q&A / Addenda - Addenda

| Addendum 1 | Posted On: 2010-07-23 |
Extended the submission deadline
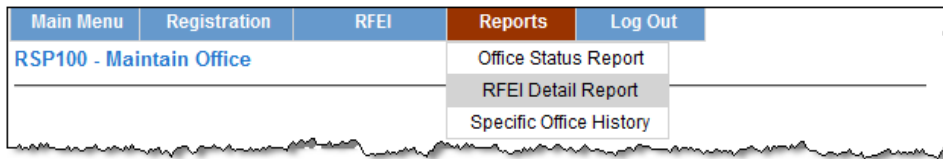
When the ministry posts an addendum, all invited offices are sent an email notification informing them an addendum has been posted.

From: ○ TEST - RISP Automated Notification System [risp.administrator@gov.bc.ca]   Sent: Fri 7/23/2010 8:41 AM
To: Cai, Lionel TRAN:EX
Cc:
Subject: TEST - Addendum Posted, RFEI# 1888

Dear test6,

This email is to inform you that an addendum to RFEI# 1888 has been posted on the RISP website.

Please log into RISP and click on the 'Q&A / Addenda' button next to the RFEI# 1888 if you would like to review the addenda.
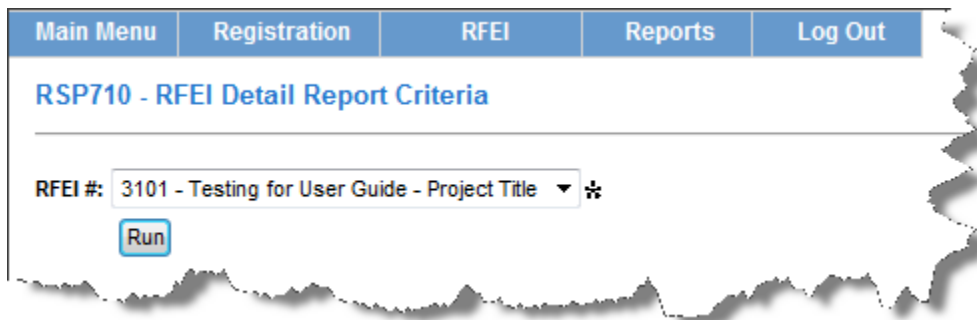
Regards,

RISP Administrator

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".

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

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