



Two-Page Short-Form Request for Proposals (SRFP)



Learning Objectives

- To identify the important elements of SRFPs
- To determine how to write a superior response



Agenda

- Key Procurement Principles
- Finding Opportunities
- SRF P Scope
- SRF P Process
- Writing the SRF P Proposal
- Evaluating SRF P Proposals
- Available Resources

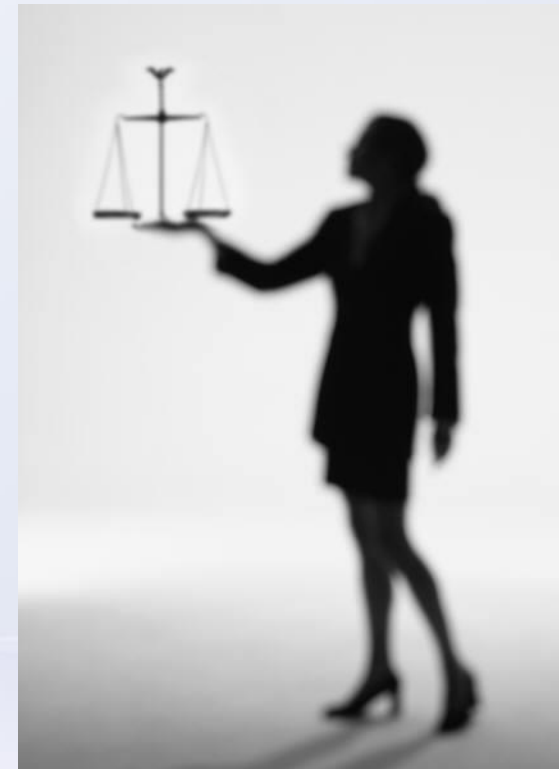


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Key Procurement Principles

Key Procurement Principles

- Procurement Law:
 - Contract “A” and Contract “B”
- Final signed contract cannot be MATERIALLY different
- Must award to a compliant proponent/bidder



Key Procurement Principles

Trade Agreements:

- Agreement on Internal Trade (AIT)
- New West Partnership Trade Agreement (NWPTA)

Policy:

- Direct Awards
- Construction at \$100k
- Services at \$75k
- Goods at \$10k





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Finding Opportunities

Finding Opportunities

BC Bid (www.bcbid.ca)




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B.C. Home > Ministry of Citizens' Services > Procurement > BC Bid®

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Other Jurisdictions
More Construction Tender Sites
Vendor Complaints - Procurements Issued by Ministries

News

Help for BC Bid

Help Desk open from 8:30am - 4:30pm M-F
Contact us by e-mail
Phone Numbers/Help

e-Procurement in B.C.
BC Bid®
Access, create, browse and compete on public sector opportunities anytime.

NEWS: A two-page, short-form request for proposals (SRFP) is now available for ministry staff to use for opportunities valued at less than \$250,000. More details are available at www.gov.bc.ca/SRFP.

Browse for Bid Opportunities or Bid Results

Register now for BC Bid® value added services:

There's a faster, more convenient way for you to access BC public sector bid opportunities. You can take advantage of our value-added bid-matching and e-bidding services.

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Browse Opportunities

You can browse through the currently available opportunities by choosing one of the following search options:

- Browse opportunities by organization
- Browse All Open Opportunities

Browse opportunities arranged by product groupings. Click on the binoculars directly adjacent to the commodity headings (Goods, Services or Construction) to refine the commodity search ...

- Construction, Hydroelectric and Public Works
- Goods
- Services

Or browse using the Advanced Search. Find all open or closed tenders, or narrow your search by entering a date range, tender number, or other criteria:

- Browse Using The Advanced Search.

You can also browse opportunities posted by the Province of Alberta:

- All Categories
- Construction
- Goods



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Opportunities By Organization

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Organization	# of Ten
1 Alberni-Clayoquot Regional District	1
2 Auditor General for Local Government	1
3 BC Ambulance Service	3
4 BC Housing Management Commission	4
5 BC Hydro and Power Authority	9
6 BC Hydro and Power Authority (Planholder List)	1
7 BC Institute of Technology	2
8 BC Pavilion Corporation	1
9 BC Pension Corporation	1
10 BC Timber Sales	35
11 BC Transit	1
12 Capilano University	1
13 Capital Region Housing Corporation	1
14 Capital Regional District	5
15 City of Abbotsford	4
16 City of Burnaby	8
17 City of Campbell River	1



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Legend

Services

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Show Details

Document No	Organization Name	Published Date	Closing Date
1 RFQ 030-2014	WorkSafeBC	2014/06/03	2014/06/05 14:00
Amend: 7	To Provide VR Services - Job Search Support Services (JSS)		
2 RFQ 036-2014	WorkSafeBC	2014/06/02	2014/06/19 14:00
	Scheduling Software Solutions		
3 RFQ 14-003	School District 61 Greater Victoria	2014/06/02	2014/06/11 15:00
Amend: 1	Re-Roofing Various Schools		
4 RFQ 140405	The Board of Education of School District No 41 (Burnaby)	2014/06/02	2014/06/05 14:00
Amend: 2	RFP No. 140405 - 2014 Roofing Projects		
5 RFQ 14-114	Greater Vancouver Regional District (Metro Vancouver)	2014/06/02	2014/06/17 14:00
	Non-Destructive Test & Visual Welding Insp.Services MR Main West		
6 RFQ 14-115	Corporation of Delta	2014/06/02	2014/06/16 14:00

Document No	Organization Name	Published Date	Closing Date
1 RFQ 1220-30-2014-1668	City of Abbotsford	2014/05/29	2014/06/12 15:00
Amend: 4	Garbage Receiving Facility, Abbotsford		
2 RFQ RFPQ 2014-072	Insurance Corporation of BC	2014/05/29	2014/06/09 15:00
Amend: 1	Property Appraisal Services		
3 RFQ 4798	Vancouver Island University	2014/05/27	2014/06/27 14:00
	RFEI 4799 - Alumni Affinity Rewards Program		
4 RFQ 1533	City of Nanaimo	2014/05/21	2014/06/03 15:00
	Traffic Light & Street Light Maintenance Services		
5 RFQ 6346	Regional District of Okanagan Similkameen	2014/05/16	2014/06/20 16:00
	Regional District Okanagan Similkameen Banking Services RFP		
6 RFQ SPO-3329-R1	Ministry of Technology, Innovation and Citizens' Services	2014/01/08	2016/06/30 14:00
Amend: 5	RFQ Professional Consulting Services		
7 RFQ ON-002279	Procurement Services Branch	2012/07/06	2014/07/07 14:00
	Construction of Interfaces to BC Bid		



Finding Opportunities



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Advanced Opportunities Search

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Advanced Search

Select:	<input checked="" type="radio"/> Open	<input type="radio"/> Closed	Sort By:	<input type="text" value="Closing Date"/>
Title Search Word:	<input type="text"/>	Document Number:	<input type="text"/>	
By Organization:	<input type="text"/>	<input type="text"/>		
	<input type="button" value="Find"/>	<input type="button" value="Reset"/>		
Issued Dates between:	From:	To:		
(yyyy/mm/dd)	<input type="text" value="2014/04/08"/>	<input type="text" value="2014/06/03"/>		



Two-Page, Short-Form Request for Proposals (SRFP)

Scope

Scope: When to Use

1. Under \$250k
2. Not currently available in a CSA
3. Direct award does not apply
4. Ministry contract and contract format known
5. More than price is evaluated
6. Primarily services
7. Lower exposure procurements

Important!

If the full contract has elements that will be negotiated, the SRFP is not the appropriate format to use.

Scope: What Kind of Exposure?

Lower Exposure

- a) Known Services
- b) Well Defined Scope
- c) Standards and/or performance measures exist
- d) Requirements can be described in two pages
- e) Answers to questions can be managed through addenda only
- f) Only need to evaluate one aspect of experience
- g) Price can be clearly described and evaluated

Higher Exposure

- a) New Services
- b) Vague Scope with multiple solutions
- c) No Standards and/or performance measures exist
- d) Requirements are difficult to describe in two pages
- e) A proponent's meeting or shortlist is needed
- f) Need to evaluate more than one aspect of experience
- g) Price is complex, requiring considerable descriptions

Opportunities that fall mostly in the low exposure category are in scope

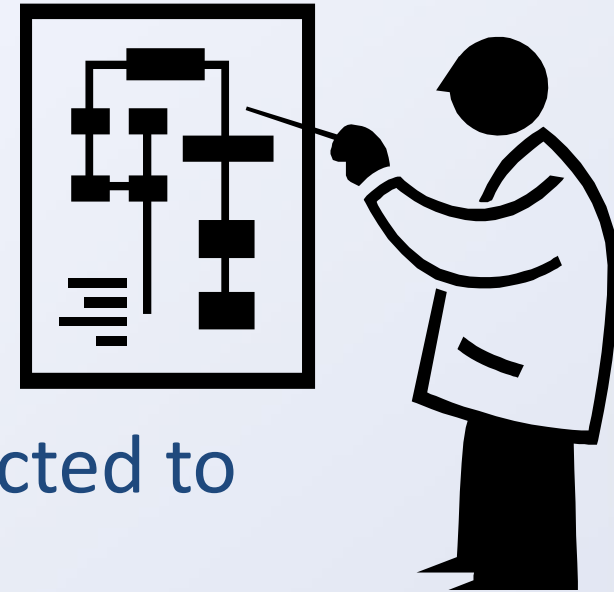


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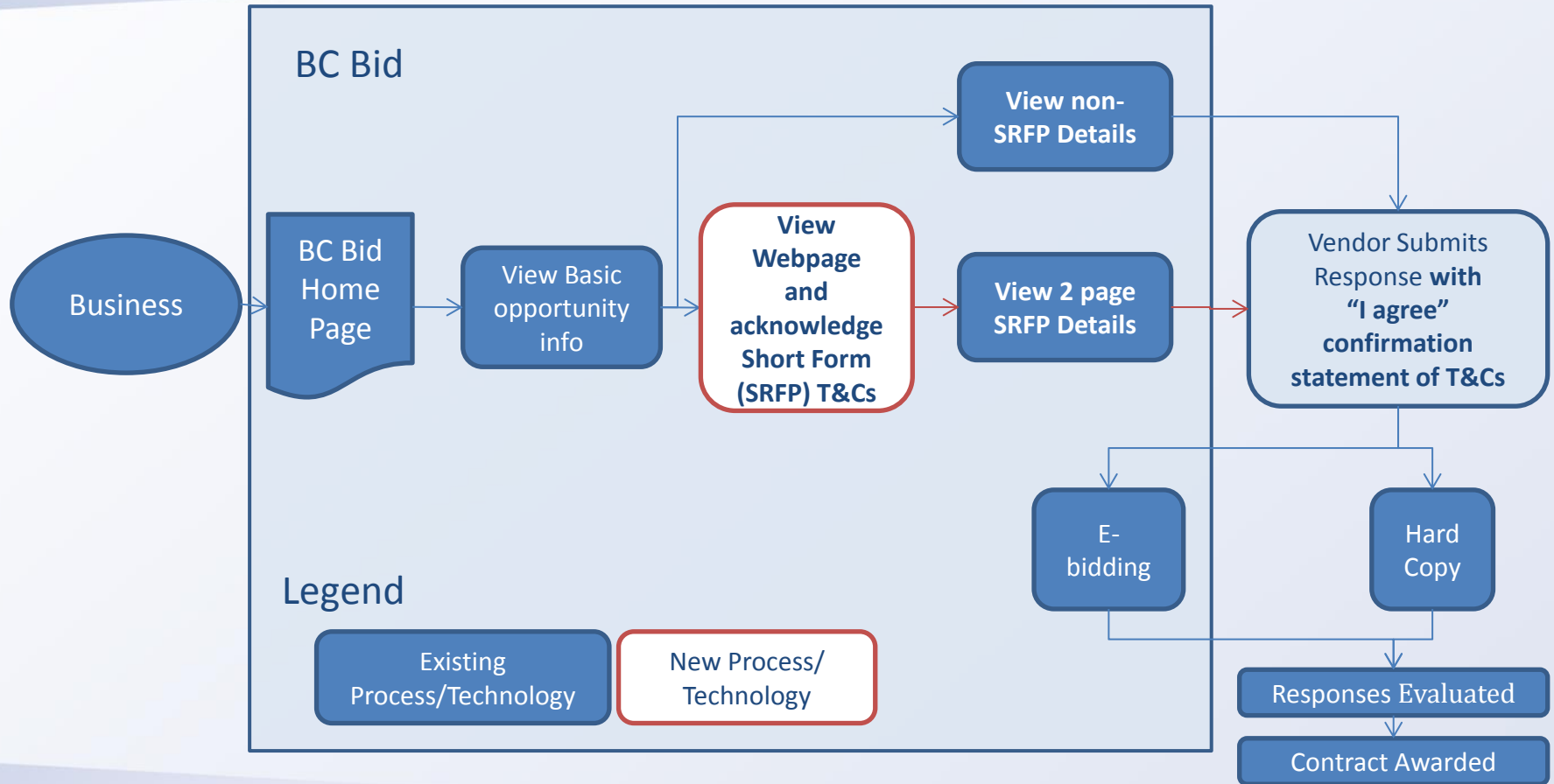
Process

Process

- SRFP Attachments:
 - SRFP
 - SRFP Proposal Form
 - Other Appendices (optional)
- SRFP is posted on BC Bid or directed to selected vendors
- Proposals received and evaluates
- Contract is finalized
- Notify and de-brief unsuccessful proponents



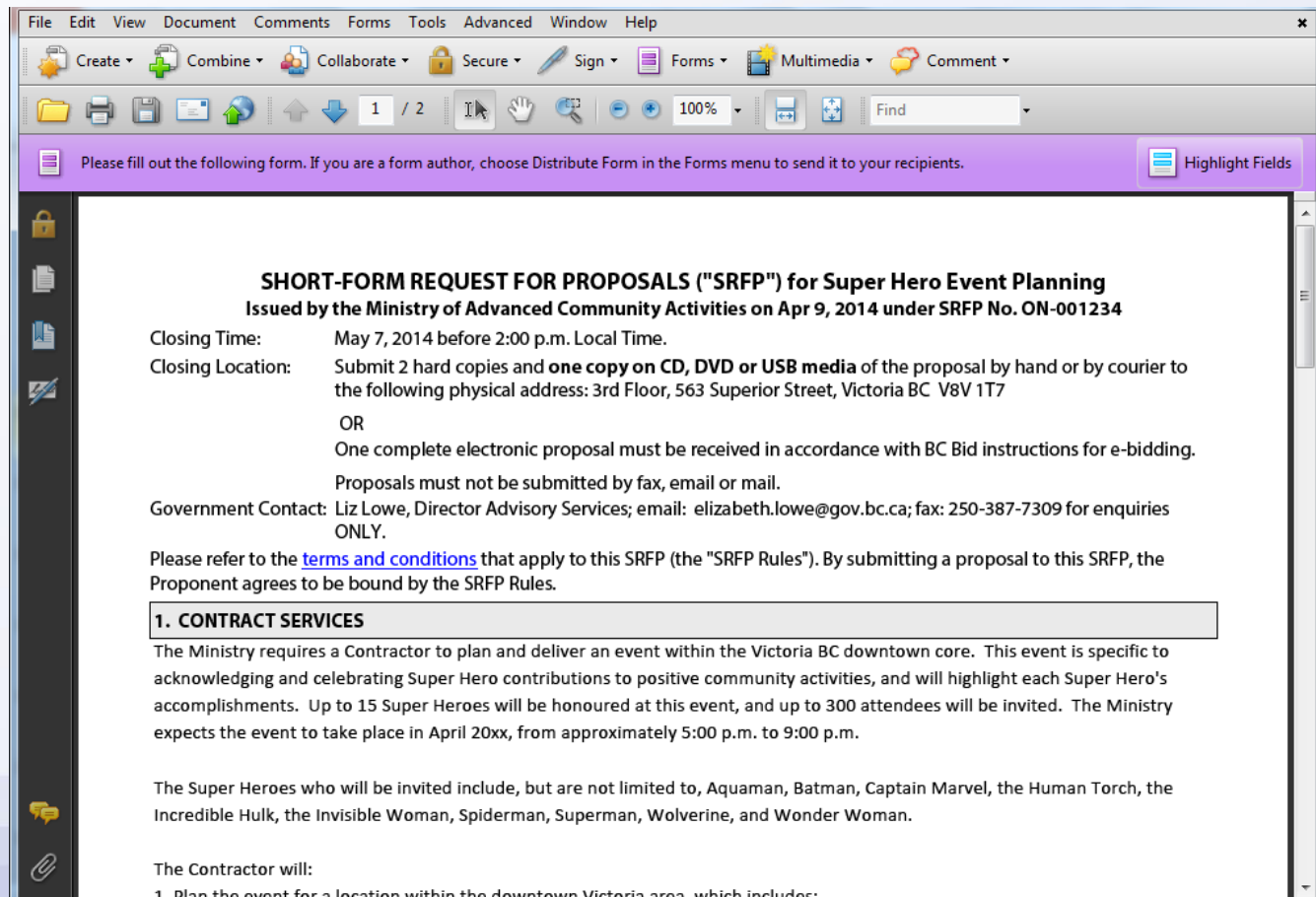
Process – BC Bid





Writing the SRFP Proposal

SRFP Structure



Please fill out the following form. If you are a form author, choose Distribute Form in the Forms menu to send it to your recipients. Highlight Fields

SHORT-FORM REQUEST FOR PROPOSALS ("SRFP") for Super Hero Event Planning
Issued by the Ministry of Advanced Community Activities on Apr 9, 2014 under SRFP No. ON-001234

Closing Time: May 7, 2014 before 2:00 p.m. Local Time.

Closing Location: Submit 2 hard copies and **one copy on CD, DVD or USB media** of the proposal by hand or by courier to the following physical address: 3rd Floor, 563 Superior Street, Victoria BC V8V 1T7

OR

One complete electronic proposal must be received in accordance with BC Bid instructions for e-bidding.

Proposals must not be submitted by fax, email or mail.

Government Contact: Liz Lowe, Director Advisory Services; email: elizabeth.lowe@gov.bc.ca; fax: 250-387-7309 for enquiries ONLY.

Please refer to the [terms and conditions](#) that apply to this SRFP (the "SRFP Rules"). By submitting a proposal to this SRFP, the Proponent agrees to be bound by the SRFP Rules.

1. CONTRACT SERVICES

The Ministry requires a Contractor to plan and deliver an event within the Victoria BC downtown core. This event is specific to acknowledging and celebrating Super Hero contributions to positive community activities, and will highlight each Super Hero's accomplishments. Up to 15 Super Heroes will be honoured at this event, and up to 300 attendees will be invited. The Ministry expects the event to take place in April 20xx, from approximately 5:00 p.m. to 9:00 p.m.

The Super Heroes who will be invited include, but are not limited to, Aquaman, Batman, Captain Marvel, the Human Torch, the Incredible Hulk, the Invisible Woman, Spiderman, Superman, Wolverine, and Wonder Woman.

The Contractor will:

1. Plan the event for a location within the downtown Victoria area, which includes:

SRFP “Rules” www.gov.bc.ca/SRFP

Please refer to the [terms and conditions](#) that apply to this SRFP (the "SRFP Rules"). By submitting a proposal to this SRFP, the Proponent agrees to be bound by the SRFP Rules.

B.C. Home > Government > Services for Government > Procurement and Supplies > Procurement Services > SRFP Main Page

- ▼ Procurement Services
 - ▶ LED Street Lights
 - Consulting Services
 - Goods Procurement
- ▼ SRFP Main Page
 - Information Seekers for the SRFP
 - Buyer SRFP Info
 - Supplier SRFP Info
 - [SRFP Rules: Terms & Conditions](#)
 - SRFP Videos
 - SRFP Training
- ▶ Printing & Signage
- ▶ Supply Arrangements
- ▶ Government Supplies
- ▶ Mail Services
- ▶ Asset Recovery & Disposal
- ▶ QP Publication Services
- BC Bid

SRFP Rules: Terms & Conditions

This webpage contains the terms and conditions that apply to the Short-form Requests for Proposals (the "SRFP Rules") issued by the Province of British Columbia. Vendors intending to respond to any Short-form Request for Proposals must read and understand the SRFP Rules, as submission of a proposal constitutes acceptance of an agreement to be bound by these SRFP Rules.

- ▶ Download the SRFP Rules, updated April 1, 2014, through this [attachment](#).
- ▶ SRFP Rules (effective from January 13, 2014 to March 31, 2014) are available through this [attachment](#) for all SRFPs posted before April 1, 2014.


SHORT-FORM REQUEST FOR PROPOSAL RULES

Mandatory Process Requirements:

- ▶ The proposal must be in English.
- ▶ The proposal must comply with the delivery requirements set out in the SRFP.
- ▶ The proposal must be signed by an authorized representative of the Proponent or by using the e-bidding key on BC Bid (if electronic submissions are permitted).
- ▶ The proposal must be submitted using the SRFP Proposal Form.

Appendix A

Please fill out the following form. If you are a form author, choose Distribute Form in the Forms menu to send it to your recipients.

 Highlight Fields

SRFP PROPOSAL FORM - APPENDIX A

SRFP TITLE **Super Hero Event Planning** SRFP No. **ON-001234** Closing Time **May 7, 2014** before 2:00 p.m. Local Time
Issued by the **Ministry of Advanced Community Activities** on **Apr 9, 2014**

REQUIREMENTS:

Complete this form, providing the information requested in accordance with the requirements in the SRFP. Do not include attachments and/or URLs unless specifically requested in this SRFP.

Completed proposal forms should not be more than 20 pages in overall length using no less than a 10 pt font exclusive of any URLs or appendices specifically requested; the Province will not evaluate any pages that exceed this maximum page count.

1. Mandatory Requirements

For the Province to consider the proposal, Proponents must meet the mandatory process requirements in the SRFP Rules and the following additional mandatory requirement: Proponents must have experience working with at least one of the named Super Heroes within the past three years.

This mandatory requirement is addressed in Section 4

2. Proposed Subcontractors

The Proponent proposes to use the following subcontractor(s) to provide the services described in the SRFP (specify or indicate none. If subcontractors will be used but are not yet identified, indicate this). This section is informational only and will not be evaluated separately from any evaluation of information relating to experience provided under section 4 of this SRFP Proposal Form.

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Appendix A Smart Form Functionality

- Blank boxes
- Add experience boxes
- Saving
- Highlight fields
- Comments



Writing the SRFPP Proposal

In your table groups, write a response to the Super Heroes' Event SRFPP

- Questions submitted in writing
- Answers will be projected
- Proposals **MUST** be submitted **BEFORE** 2:00



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Writing the SRF Proposal

Debrief on Proposal Writing



In your table groups, evaluate another group's response

- Evaluation handbooks are available
- Ask questions as needed



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Evaluating SRF P Proposals

Debrief on Evaluation Process

Available Resources

- SRFP Resource Page (www.gov.bc.ca/SRFP)
 - SRFP templates, videos and guides
- BC Bid (www.bcbid.ca)
- GNPI RFP videos
(<http://www2.gov.bc.ca/gov/content/governments/services-for-government/bc-bid-resources/reference-resources/how-to-videos>)
- Corporate Supply Arrangements
(<http://www.gov.bc.ca/goodsandservicescatalogue>)
 - Listing of current CSAs available & authorized CSA users



Available Resources

- Procurement Services Branch
(www2.gov.bc.ca/gov/content/governments/services-for-government/bc-bid-resources/support-services/procurement-services)
- Grants (<http://www.gaming.gov.bc.ca/Grants/>)
 - [First application for a gaming grant?](#)
 - [Determining the correct type of gaming grant for your organization](#)
 - [Acknowledgement of gaming funds](#)
 - [Grant applications, guidelines and conditions](#)
 - [Forms](#)
 - [Application status](#)



Thank You!

A link to a survey will be emailed to you.

We appreciate any feedback you have to improve this training!

<http://fluidsurveys.com/surveys/ebrooke/srfp-training/>