



Workers' Compensation Board of British Columbia

Corporate and Health Care Purchasing

Request for Information & Qualification (RFIQ)

Facility, Design and Project Management Services

RFIQ #021-2009

Issue Date: June 5, 2009

WorkSafeBC is seeking submissions from qualified suppliers to provide Facility, Design and Project Management Services to facilitate current and future projects.

WorkSafeBC requests that responses be submitted by:

2:00 PM Pacific Time on June 26, 2009

Delivery Instructions:

Mail / Courier / By Hand:
Worker and Employer Services – Main Entrance/Security Desk WorkSafeBC 6951 Westminster Highway Richmond, BC V7C 1C6 Attn: Corporate and Health Care Purchasing
Electronically
Electronic copies of the RFIQ may be submitted in accordance with the BC Bid instructions for e-bidding. Only pre-authorized e-bidders registered on the BC Bid system will be able to submit electronic bids.
Email & Fax responses will NOT be accepted.

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SECTION I - INSTRUCTION TO RESPONDENTS

1.0 INTRODUCTION

Workers' Compensation Board of BC herein referred to as "WorkSafeBC".

- 1.1 This RFIQ is an inquiry and Request for Information & Qualification only and does not imply a commitment by WorkSafeBC to proceed with the work or to purchase any product(s) and/or solution(s). WorkSafeBC will advise **only** the Respondent(s) it decides to proceed with further, as defined herein.
- 1.2 Until such time as a contract is awarded, WorkSafeBC reserves the right in its sole discretion not to proceed with the work, or purchase any product(s) or solution(s), to proceed by way of a Request for Proposal (RFP), to issue one or more further requests for information by a Request for Information (RFI), Request for Information & Qualification (RFIQ) or Request for Additional Information (RAI) or otherwise, or to negotiate a contract individually with any Respondent to this RFIQ for all or part of the work, product(s), or solution(s).
- 1.3 WorkSafeBC reserves the right to conclude any or all of the processes relating to this requirement should it be in the best interest of WorkSafeBC as determined by WorkSafeBC. WorkSafeBC is not bound to enter into a contract with any qualified Respondent.
- 1.4 If WorkSafeBC elects to proceed by way of an RFP, or if WorkSafeBC elects to request more information by way of a further RFI, RFIQ, or RAI or by any other method, WorkSafeBC may in its sole discretion create a Respondent list using any or all Respondents to this RFIQ; may rank responses based on the evaluation and/or requirements defined herein and select a shortlist of one or more of those which ranked most highly; or if deemed in WorkSafeBC's best interest, it may include additional Respondents.
- 1.5 This RFIQ should not be considered a request for or an authorization to perform any work or to supply any goods or services. Any development work undertaken by the Respondent and any costs and/or expenses involved in the preparation of replying to this RFIQ, and for subsequent presentations and/or demonstrations and/or negotiations will be the sole responsibility of the Respondent, including any travel.
- 1.6 WorkSafeBC is subject to the *Freedom of Information and Protection of Privacy Act (FIPPA)* and as such all submissions to this RFIQ will become the property of WorkSafeBC and as such will be held in confidence by WorkSafeBC subject to the FIPPA disclosure provisions. Any clauses in a document received in response to this procurement process which purports to limit WorkSafeBC's obligations under FIPPA will be considered void and severable from the response. By answering this RFIQ the Respondent will be deemed to have accepted this term.
- 1.7 WorkSafeBC reserves the right to modify this RFIQ at any time and at its sole discretion. This includes the right to cancel this RFIQ at any time without entering into a contract with any Respondent.

2.0 RFIQ SUBMISSION AND DELIVERY INSTRUCTIONS
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- 2.1 It is the Respondents' responsibility to ensure that they have received a complete set of documents as listed by the page numbers. By submitting a Response, the Respondent has verified that they have received a complete set of RFIQ documents including any and all addenda.
- 2.2 WorkSafeBC requests that Respondents complete and return all the following by **2:00 PM Pacific Time on June 26, 2009:**
- **Signed WorkSafeBC RFIQ Response Form contained in Section IV of this RFIQ**
 - **RFIQ Response**
 - **Any appendixes and information requested including;**
 - **Appendix A, References**
 - **Appendix B, Protection of Privacy Assessment**
- 2.3 WorkSafeBC requests that responses be delivered by **one** of the following methods:

Hardcopies:

- **One (1) original plus three (3) copies of the response in hardcopy, and one (1) CD copy**
- Please ensure responses are delivered in an envelope identified with the name and address of the Respondent, **addressed to WorkSafeBC, Attn: Corporate and Health Care Purchasing**; with the **RFIQ number and closing date** clearly identified on the outside of the package to the following address:

**Worker and Employer Services – Main Entrance/Security Desk
WorkSafeBC
6951 Westminster Highway
Richmond, BC V7C 1C6**

Attn: Corporate and Health Care Purchasing

Electronically through BC Bid:

- a. An electronic copy of the response will only be accepted in MS Word or Adobe PDF format, Microsoft Office 2003 or earlier.
 - b. 6 MB maximum file size.
 - c. Please ensure that the entire proposal is submitted as a single file, except for the RFIQ Response Form which requires a signature, digital signatures are acceptable.
 - d. ZIP or like files will not be accepted.
 - e. WorkSafeBC will NOT accept any responsibility for failure to receive or the inability to read any submission for any reason including technical issues, data corruption, failure as a result of BC Bid security system, or failure for any other reason.
- 2.4 **Email & Fax responses will NOT be accepted.**

3.0 REQUESTS FOR ELECTRONIC COPY OF RFIQ

- 3.1 It is the responsibility of the Respondents who retrieve or download this RFIQ document from the BC Bid website (www.bcbid.gov.bc.ca), or the WorkSafeBC website (www.worksafebc.com) to ensure they monitor this site for any addendum to the RFIQ document issued up to and including the closing date.

- 3.2 For requests of electronic copies of this Request for Information & Qualification, please contact Jason Lin at 604-276-3344 and provide the appropriate RFIQ number, your name, phone number and email address.

- 3.3 Respondents who have obtained the RFIQ electronically shall not alter any portion of the document, with the exception of adding the information requested.

4.0 CLARIFICATION

- 4.1 Please direct any question related to the RFIQ to the Purchasing Officer whose name appears below. Respondents shall not ask questions of the WorkSafeBC department for which the contract is being procured or any other department of WorkSafeBC, unless so directed elsewhere in this document.

RFIQ INQUIRIES:	Mercedita (Didit) Lachica, Senior Purchasing Officer Corporate and Health Care Purchasing Phone #: (604) 276-3109 Fax #: (604) 276-3260 Email: purchase@worksafebc.com
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- 4.2 Respondents are asked to submit in writing any questions regarding this RFIQ to the attention of WorkSafeBC not less than three (3) working days before RFIQ Response closing date.

- 4.3 The questions will be reviewed, and where information sought is not already clearly indicated, WorkSafeBC shall issue an addendum to all Respondents which shall become part of the RFIQ documents.

- 4.4 Other than a member of the Corporate and Health Care Purchasing, no employee or agent of WorkSafeBC is authorized to change the content of this RFIQ and/or any addenda.

5.0 GOVERNING LAW / JURISDICTION

- 5.1 This Request for Information & Qualification shall be governed by and construed in accordance with the laws of the Province of British Columbia which shall be deemed to be the proper law hereof and in so doing the Courts of British Columbia shall have exclusive jurisdiction to determine all disputes and claims arising out of or in any way connected with this RFIQ.

6.0 AGREEMENT FOR INTERNAL TRADE
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- 6.1 If the value of any response(s) resulting from this Request for Information & Qualification exceeds the cost thresholds stipulated in Annex 502.1A of the Agreement on Internal Trade then all provisions of Annex 502.1A of the Agreement on Internal Trade will apply.

- 6.2 The language used in all responses to this Request for Information & Qualification shall be English.

SECTION II – BUSINESS OBJECTIVES

1.0 PURPOSE

1.1 WorkSafeBC is seeking an organization(s) to provide Facility and Design Services and Project Management for projects that may vary in size and complexity: e.g. from relocating two (2) staff to design and renovation of 10,000 sq. ft. and 100 staff.

Projects may occur at any WorkSafeBC office located in British Columbia and may require multiple site visits.

1.2 The successful Respondent(s) may also be required to participate in a WorkSafeBC competitive bid processes for goods or services as part of projects that they are working on.

1.3 The successful Respondent(s) may be required to support WorkSafeBC Facilities Division and other third party contractors in performance of some or all of the following services on an as required basis.

- | | |
|---|---|
| <ul style="list-style-type: none">• Strategic Facilities Plan• Space programming• Client meetings (with WorkSafeBC staff)• Feasibility Studies• Project Management• Construction Supervision• Working drawings• As-built drawings• CAD Services• Occupancy• Furniture orders and specifications | <ul style="list-style-type: none">• Project Budgets• Safety Evacuation Routes• Facilities Standards Development• Contract Administration (i.e. work with WCB Purchasing on equipment/vendor contracts, tenders and specifications)• Move Management• Warranty Inspection• Support for Business Continuity Plan• Other services as required |
|---|---|

1.4 The Respondent(s) may be involved in part or all of any project and will work under the direction of a WorkSafeBC Facilities Manager and/or a WorkSafeBC Project Coordinator.

2.0 PROCESS

2.1 WorkSafeBC may select a Primary Provider, a Secondary Provider, and create a short-list of Providers to provide these services. The decision regarding whether to create a Primary/Secondary/Shortlist relationship will be made based on WorkSafeBC's review of the responses to this RFIQ, and the structure which WorkSafeBC believes will best meet its objectives.

- 2.2 If WorkSafeBC chooses to create a Primary/Secondary/Shortlist relationship, WorkSafeBC will award projects to the Primary Provider, and if the Primary Provider is unable to perform the work, or previous work has been unsatisfactory, project work may be awarded to the Secondary Provider, and if the Secondary Provider is unable to perform the work, or previous work has been unsatisfactory, project work may be awarded to a Provider on the Shortlist. The Providers in the Shortlist will be further assessed based on the availability of their resources and capability to do the project at the sole discretion of WorkSafeBC. If there is a perceived conflict of interest and/or non-compliance with the Protection of Privacy Assessment, as determined by WorkSafeBC, with the Primary/Secondary/Shortlist of Provider(s), or WorkSafeBC deems that it can obtain better value, WorkSafeBC reserves the right to obtain quotes and to award work to another Provider.
- 2.3 If a Primary/Secondary/Shortlist Provider(s) are selected, WorkSafeBC expects to award contracts using this RFIQ for project initiatives to the Provider(s) for a period of two (2) years, at which time the services which have been provided will be reviewed. Based on this review, WorkSafeBC reserves the right to extend the relationship and continue using the Primary/Secondary/Shortlist Providers for five (5) one (1) year renewals without issuing a new RFIQ.
- 2.4 Based on the responses received for the RFIQ, WorkSafeBC may:
- Decide not to proceed with the project, work, product or solution;
 - Decide to defer the project, work, product or solution;
 - Request further information using an Request For Information (RFI) or Request For Additional Information (RFAI);
 - Develop and issue a formal Request for Proposal (RFP); or
 - Shortlist one (1) or several Respondents to formally present their proposed solution and/or approaches to the WorkSafeBC Selection Committee, or negotiate a contract directly with a Respondent.
- 2.5 WorkSafeBC reserves all rights defined herein Section I, Instructions to Respondents, “1.0 Introduction”, as deemed in the best interest of WorkSafeBC.
- 2.6 If WorkSafeBC requests presentations, short-listed Respondent(s) will be notified after the RFIQ closing of the specific time, date and location for a presentation of their submission. All costs incurred in the preparation of the responses and the presentation, including all travel costs, are the responsibility of the Respondent and are not chargeable to WorkSafeBC. WorkSafeBC will try to accommodate the availability of all Respondent(s). However, WorkSafeBC reserves the right not to continue with Respondent(s) who are not available for a presentation.

3.0 PRIMARY, SECONDARY AND SHORTLIST OF PROVIDERS
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Removal of Primary/Secondary or Shortlist of Providers

- 3.1 At WorkSafeBC's discretion, WorkSafeBC may remove the Primary or Secondary Provider or a Provider from the Shortlist where in the opinion of WorkSafeBC any occurrence of the following have occurred:
- Failure to notify WorkSafeBC of a change in ownership.
 - Failure to comply with terms of the RFIQ document or any contract awarded.
 - Failure to respond or declining three (3) or more projects. If a Provider fails to inform WorkSafeBC's contact person of changes to contact information, WorkSafeBC will not be responsible to contact Providers to obtain current information.
 - Failure to submit Responses to requests in a timely manner.
 - Failure to have or maintain an account manager responsible for the WorkSafeBC account.
 - False or misleading information in either the Qualification Process or for a project.
 - Submitting invoices that contain errors.
 - Submitting invoices past the accepted thirty (30) day invoice terms.
 - Contacting WorkSafeBC staff other than the contacts designated under this Qualification process to provide Responses or solicit business.
 - Exhibiting any type of inappropriate behavior as determined by WorkSafeBC, including behaviour which contravenes the WorkSafeBC's Standards of Conduct or Personal Harassment Policy.
 - Providing unacceptable service levels as determined by WorkSafeBC Performance Reviews.
 - Employing or attempting to recruit any employee, contractor or subcontractor who is engaged to perform work for WorkSafeBC.
 - Failure to register and maintain WorkSafeBC assessment coverage, if required to be registered by the Workers' Compensation Act.
 - Requests by Providers to be removed from the Primary/Secondary/Shortlist.
- 3.2 WorkSafeBC will notify the Provider in writing of its intent to remove the Provider from the Primary/Secondary/Shortlist. Such removal will be effective immediately.
- 3.3 WorkSafeBC reserves the right to reinstate the Provider at WorkSafeBC's discretion, if the Provider provides corrective action that is satisfactory to WorkSafeBC.

- 3.4 Should any Provider be removed the following may apply to replace the Provider:
- If the Primary Provider is removed then the Secondary Provider becomes the Primary Provider. The new Secondary Provider will be with the next highest evaluated Provider from the Shortlist.
 - If a Provider is removed from the Shortlist either as a promotion to the Secondary Provider or through any of the reasons noted under 3.0 WorkSafeBC may or may not replace the Provider. Should WorkSafeBC add a new Provider to the Shortlist the next highest evaluated Provider will be added.
- 3.5 WorkSafeBC reserves the right to increase or decrease the quantity of Providers on the Shortlist based upon but not limited to the following:
- Volume of projects
 - Industry changes
 - Changes to WorkSafeBC requirements
- 3.6 WorkSafeBC reserves the right to use the same Provider for multi phases of any project.
- 3.7 WorkSafeBC reserves the right to re-open this RFIQ during the period of time indicated in Section II 2.3 to accept new responses for the shortlist to this RFIQ. All new responses will be evaluated and if any Providers are deemed to be qualified they may be added to the Shortlist.

4.0 REQUIREMENTS

- 4.1 The Respondents should have the following qualifications:
- Minimum of five (5) years experience in Facility and Design Services;
 - Experience in use of AutoCAD 2007 and Microsoft Office 2007;
 - Ability to work independently with clients;
 - Excellent communication and interpersonal skills.
 - Experience relevant to WorkSafeBC Scope of Services/Requirements within the last three (3) years.

5.0 EVALUATION

5.1 Evaluation and short-listing of Respondents shall be based on WorkSafeBC’s evaluation of the responses using criteria that include, but are not limited to:

Company Profile	5%
Project References, Company Experience and Sustainability	15%
Key Staff Resume and Qualifications	20%
Key Staff Experience on Related Projects	20%
Hourly Rates and Fees	20%
Availability	15%
Value Add	5%
Total:	100%

- 5.2 WorkSafeBC may invite Respondent(s) to make a presentation to WorkSafeBC.
- 5.3 Respondents that score highly in the initial evaluation process will be assessed to determine their ability to comply with the Protection of Information and Personal Privacy. WorkSafeBC reserves the right not to award a contract to Respondents that score unsatisfactory on Appendix B, Protection of Privacy Assessment.
- 5.4 If WorkSafeBC requests presentation(s) the Respondent will be responsible to ensure that staff attending the presentation are able to respond to detailed business and/or technical questions.
- 5.5 Upon completion of the initial evaluation, WorkSafeBC may award one (1) or more pilot projects to the Respondents(s) in order to further evaluate their ability to perform the work defined in this RFIQ. Upon successful completion of the pilot project a Respondent may be added as the Primary, Secondary Respondent or added to the Shortlist.

6.0 AVAILABILITY

- 6.1 WorkSafeBC requires all Respondents to this RFIQ to ensure that all requests to provide resources on future projects be a top priority.
- 6.2 Failure to provide resources may result in being removed as a Primary or Secondary Provider or removal from the shortlist.

7.0 SUSTAINABILITY

- 7.1 WorkSafeBC has a commitment towards environmental best practices in operations and management of their buildings. The Contractor will follow WorkSafeBC's Sustainability Policy for construction waste and material selection.
- 7.2 WorkSafeBC is committed to reducing the construction waste in all its facilities to help in the conservation of natural resources. WorkSafeBC shall, through our own forces and through contractors, employ processes to encourage a practice of reduce, reuse, recycle and rethink.
- 7.3 WorkSafeBC is committed to using low level environmental impact building materials in its facilities. WorkSafeBC shall encourage use of environmentally friendly materials in construction and renovation projects. Materials specified shall minimize land impact, reduce energy use & eliminate the generation of pollutants, toxins, and other hazardous materials.

SECTION III - RESPONSE FORMAT

Respondents are invited to be creative and address any other approaches and other deliverables that may achieve the goals. WorkSafeBC requests that you include the following minimum information in your response.

- Please enclose the **signed** Section IV. **RFIQ Response Form ON TOP of your submission package.**
- Please provide your response in the same sequence of topics as listed below.
- Please provide a Table of Contents for your submission.

1.0 COMPANY PROFILE

1.1 Please include the following:

- Letter of introduction with an overview of your company background and profile. (Maximum 2 pages).

1.2 Please provide a copy of your Insurance Coverage which should meet WorkSafeBC requirements indicated below.

- During the Term, the Contractor will carry, at a minimum, Comprehensive General Liability Insurance in an amount of not less than \$2,000,000.00 per occurrence. In addition, Error & Omissions Insurance in an amount of not less than \$1,000,000.00 per occurrence may be required for some projects.

2.0 PROJECT REFERENCES, COMPANY EXPERIENCE AND SUSTAINABILITY

2.1 Please enclose Appendix A (References) and attach it to the RFIQ Response Form. Provide a minimum of **THREE** (3) company references for work of a similar nature include a brief description of the services provided.

2.2 For each service listed in Section II 1.3 please indicate your company's years of experience.

2.3 In Section II 7.0 is WorkSafeBC's sustainability policy, please provide a description on how you would meet the objective of the policy while providing the services. (limit to 1 page)

3.0 RESUME AND QUALIFICATIONS

3.1 Please provide a brief overview of the qualifications for i) your company's and ii) for each key staff member who is expected to provide services to WorkSafeBC: (limit 1 page per staff member/company not including the resume and professional disciplines)

- a. A Resume for each key staff member.
- b. An outline of applicable skills, experience and full particulars as it pertains to each of the potential services indicated in Section II 1.3.
- c. Include all professional designations

4.0 KEY STAFF EXPERIENCE ON RELATED PROJECTS

- 4.1 Please provide a brief overview of related project experience for a) your company and b) for each key staff member who is expected to provide services to WorkSafeBC: (limit 1 page per staff member/company). Reference the services in Section II 1.3.
- a. Include the role each staff member provided for the project.

5.0 HOURLY RATES AND FEES

- 5.1 Provide an estimated hourly rate Fee Schedule for each position indicated below:
- a. Principal
 - b. Senior Designer/Project Manager
 - c. Intermediate Designer/Project Manager
 - d. Technologist/Draft Person
 - e. Junior Designer/Project Manager
 - f. General Administration Staff

Note: if you do not have the same titles as above please provide a comparable position and the rates.

- 5.2 For the rates provided in 5.1, how long would you agree to keep the rates firm, what rate increase would you expect to implement on an annual basis and based on what factors?
- 5.3 Please list any other project direct related costs that are not indicated above that you may charge WorkSafeBC to provide the services expected in this RFIQ?

6.0 AVAILABILITY

- 6.1 Please provide information regarding the number of days required to:
- a. provide project costing and schedule (including site visit if applicable) _____ days
 - b. number of days to mobilize after WorkSafeBC approval to proceed _____ days
- 6.2 Indicate the willingness of your company to consider the WorkSafeBC services as a top priority.
- 6.3 Some projects may require one (1) or multiple site visits varying in length to a WorkSafeBC office located within British Columbia, would you be able to provide this service?
- a. Have you provided multiple site visits in the past? If so please provide a 1 to 2 paragraph summary of the project including activities performed?

- 6.4 Some projects may require in-house representation from your company while conducting certain activities. It is expected that the staff member may be conducting project activities out of the WorkSafeBC office 3 – 5 days a week over a period of time.
- a. Have you provided in-house services for an extended period of time in the past? If so please provide a 1 to 2 paragraph summary of the project, include activities performed.

7.0 VALUE ADD

- 7.1 Please provide a very brief description of other business advisory services offered by your firm in addition to those described previously.
- 7.2 Briefly describe any capabilities that make your firm uniquely qualified to provide the requested services, including any innovative approaches you have successfully used with other clients.

8.0 RISK ASSESSMENT REGARDING THE PROTECTION OF PRIVACY
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- 8.1 Please provide information requested in Appendix B, Protection of Privacy Assessment, and include in your submission of response to this RFIQ.

SECTION IV - RFIQ RESPONSE FORM – RFIQ #021-2009

WORKERS' COMPENSATION BOARD OF BRITISH COLUMBIA (WORKSAFEBC)
6951 WESTMINSTER HIGHWAY, RICHMOND, BC V7C 1C6

<i>Company Name:</i>

I/We hereby offer the information in our response to WorkSafeBC for review. I/We understand that this information is provided in response to a Request for Information & Qualification and that nothing in the RFIQ document should be construed as binding on WorkSafeBC or that a contract need be awarded.

APPENDIX(ES) TO RFIQ:

WorkSafeBC requests that any appendixes as called for in the RFIQ be completed and attached to this RFIQ Response form. All appendixes form an integral part of this response. I/We enclose:

Appendix A	References
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ADDENDA

I/We acknowledge receipt of the following applicable Addenda to the RFIQ:

ADDENDUM:	DATE OF ADDENDUM	FROM PAGES	TO PAGES
Addendum No. 1			
Addendum No. 2			

Authorized signing officer

<i>Legal / Business Name:</i>	
<i>Other names under which your Company operates:</i>	
<i>Address:</i>	<i>Telephone Number:</i>
<i>City, Province, Postal Code:</i>	<i>Fax Number:</i>
<i>Signature:</i>	<i>Title:</i>
<i>Print Name:</i>	<i>Date:</i>
<i>Official Email Address:</i>	
<i>WorkSafeBC Registration Number:</i>	

Any clauses in a document received in response to this procurement process which purports to limit WorkSafeBC's obligations under FIPPA will be considered void and severable from the response. By answering this RFIQ the Respondent will be deemed to have accepted this term.

APPENDIX A - REFERENCES

<i>Company Name:</i>	
<i>Address:</i>	<i>Telephone Number:</i>
<i>City, Province, Postal Code:</i>	<i>Fax Number:</i>

Provide a minimum of three (3) references your organization has completed in BC in the past three (3) years that are similar in scope and value to WorkSafeBC's requirements.

1 COMPANY NAME & ADDRESS	
Contact Name	
Telephone No.	
Brief Description of Project	
2 COMPANY NAME & ADDRESS	
Contact Name	
Telephone No.	
Brief Description of Project	
3 COMPANY NAME & ADDRESS	
Contact Name	
Telephone No.	
Brief Description of Project	

APPENDIX B – PROTECTION OF PRIVACY ASSESSMENT

PROTECTION OF INFORMATION AND PERSONAL PRIVACY

The Freedom of Information and Protection of Privacy Act (FIPPA) requires WorkSafeBC and any Service Provider to it, ensures personal information in its custody or under its control is stored or accessed only in Canada except in limited circumstances. As a condition of contract award, the Contractor must provide evidence of their compliance. Submit the following information as an attachment to your submission.

Further information is available regarding this requirement at: <http://www.msar.gov.bc.ca/privacaccess>.

1.1 Is your company a subsidiary and/or has any affiliation of any type with any entity outside of Canada? If yes, state their names and relationships:	<input type="checkbox"/> Yes or <input type="checkbox"/> No
1.2 State the legal status of the business. E.g. Sole proprietor, partnership or limited company. 1.2.1 If the business is a partnership, state the countries where the partners reside; 1.2.2 If the business is a limited company, state the countries where the directors reside.	
1.3 Is your company wholly owned by a Canadian entity? If no, state the nature of the foreign ownership:	<input type="checkbox"/> Yes or <input type="checkbox"/> No
1.4 Is your company controlled and operated by a Canadian entity? If no, state the nature of the foreign control and operations:	<input type="checkbox"/> Yes or <input type="checkbox"/> No
1.5 State the location where personal information is currently stored, by whom and who would have access to this information.	

<p>1.6 State how and the location where you propose to store and access personal information you obtain from WorkSafeBC, if successful.</p>
<p>1.7 State who provides systems & equipment maintenance and data recovery services for your data systems and state their location. If it is not an employee, answer 1.1 to 2.0 in relation to the proposed subcontractor.</p>
<p>1.8 Provide a description of current employee procedures and rules relating to disclosure, access and control of personal information (e.g. levels of access, circumstances, frequency and familiarity with FIPPA, security clearance requirements).</p>
<p>1.9 Provide a description of an existing operational privacy plan in the event of a security or privacy breach relating to personal information (eg. email breach, home invasion, theft).</p>
<p>2.0 If you propose to subcontract any portion or all of the work under the contract, if you are successful, state where and to whom you intend to subcontract with, and answer 1.1 to 2.0 in relation to the proposed subcontractor.</p>

APPENDIX C – WORKSAFEBC OVERVIEW CORPORATE PROFILE

WorkSafeBC (the Workers' Compensation Board) is an independent statutory agency that serves nearly 2.3 million workers and about 197,000 employers throughout British Columbia. It is funded through insurance premiums paid by registered employers and through investment returns. The *Workers Compensation Act* empowers WorkSafeBC to enforce occupational health and safety standards, provide legislated compensation and rehabilitation benefits to injured workers or their dependents, and collect funds from businesses to operate the workers' compensation system. In administering the Workers Compensation Act, WorkSafeBC remains separate and distinct from government. However, WorkSafeBC is accountable to the public through the provincial government, which is responsible for protecting and maintaining the overall well-being of the workers' compensation system.

WorkSafeBC is dedicated to:

- Working with our partners to achieve our vision: keeping workers and workplaces safe and secure from injuries, disease and fatalities.
- Rehabilitating injured workers and returning them to productive, safe employment.
- Providing sound financial management for a viable workers' compensation system.
- Protecting the public interest.

Most of WorkSafeBC's head office operations are located at 6951 Westminster Highway, in Richmond, B.C.

Major regions throughout B.C. are represented by area offices in Abbotsford, Courtenay, Kamloops, Kelowna, Nanaimo, Nelson, Prince George, Terrace, and Victoria. Four Lower Mainland offices are located in Burnaby, Coquitlam, North Vancouver, and Surrey.

WorkSafeBC currently employs in excess of 2,500 people; approximately 2,000 work in the head office facilities, with the balance located in regional centres.

Our mandate to provide insurance coverage to employers and rehabilitation/compensation to injured workers and their families is just the beginning of our commitment. Our mission is to assist the workers and employers of BC to create and sustain a culture of health and safety in the workplace through our compassionate and supportive services, sound decisions and advice, and solid financial stewardship.

Our commitment is to make a difference one human being at a time.

APPENDIX D – WORKSAFEBC FACILITIES DIVISION CORPORATE PROFILE

The Facilities Division is committed to quality and environmentally responsible cost-effective service. Our mission is to anticipate and provide a clean and functional physical environment that will enable the organization to serve the employers and injured workers of British Columbia. The Facilities Division values continuous and measurable service improvements. Our key performance indicator is the satisfaction of our internal stakeholders occupying and using the corporate facilities. We strive to deliver excellent service by addressing our customers' needs and being an innovative leader in facilities management.

Amongst other responsibilities, WorkSafeBC's Facilities Division provides the following services to the corporation:

- Strategic Facilities Planning
- Space and Occupancy Management
- Real Estate Asset Management, including Leasing and Property Management
- Operations and Maintenance of buildings and facilities assets
- Facilities Projects and Construction Management
- Environmental Sustainability
- Corporate Vehicle Fleet Administration & Management of the Richmond Vehicle Pool
- Corporate Parking
- Mail Services
- Cafeteria services