



**Workers' Compensation Board of British Columbia  
Corporate and Health Care Purchasing**

**ADDENDUM #1**  
***Request for Information & Qualification (RFIQ)***  
**Leadership Development, Training, and Products**  
**Services**

**RFIQ #026-2009**

**Issue Date: October 1, 2009**

**WorkSafeBC is seeking submissions to provide leadership development, training and products services.**

**WorkSafeBC requests that responses be submitted by:**

**2:00 PM Pacific Time on Oct. 8, 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.**

---

**ADDENDUM #1**

**1. Section III, item 2.0: Approach and Methodology, point 2.3 which reads:**

- 2.3 Please briefly describe your general approach to projects in any of the subject areas identified in Section II: 3.0, 4.0 and 5.0; including any methodologies you would normally use and the type of deliverables that would normally be produced. (Maximum 1 page).

Will now read:

- 2.3 Please briefly describe your general approach to projects in any of the subject areas identified in Section II: 3.0 and 4.0; including any methodologies you would normally use and the type of deliverables that would normally be produced. If the same approach and same staff will be used for all subject areas, one page is sufficient. If different staff and different approaches will be used for different service processes, please provide a separate page (one page maximum) for each.

**2. The following questions have been submitted. Answers follow each question:**

**Question #1:**

Q: We are requesting a clarification on point number 2.3 on page 14. The question is under the Approach and Methodology section and pertains to Section II.

Are we required to submit a separate document for each service component contained in Sections 4 and separate pages to demonstrate responsiveness to sections in Sections 3.0 and 5.0 in Section II?

A: *Please see addendum item 1., above.*

**Question #2**

Q: When is WorkSafeBC planning on awarding the RFIQ? When would WorkSafeBC start the training?

A: *We plan on awarding contract(s), to begin service in January 2010.*

**Question #3**

Q: What is the maximum number of employees per training session?

A: *This depends on the supplier's recommendations. Normally it ranges from 20 – 25.*

**Question #4**

Q: Is there a rental cost if the WorkSafeBC offices are used for the training?

A: *No, WorkSafeBC provides the training facilities or pays for the rental costs.*

**Question #5**

Q: What is the length of the training for each topic? Are you planning on combining some of the topics to form a workshop/course of 1 or 2 days, or is each topic a stand alone workshop/course?

*A: Currently, we have one workshop/session per topic which run from one to three days in length. We may consider combining topics into longer sessions if this is the best way to respond to the business needs.*

**Question #6**

Q: Do you presently have a contract with a company that is providing this leadership training?

*A: Yes, we presently have contracts with approximately a dozen suppliers that provide leadership training for us.*

**Question #7**

Q: You mentioned that the company would have to have a facilitator/instructor available for 2 days a month per program. When you refer to a “program”, do you mean per topic?

*A: The term “program” refers to a topic or a number of topics that cover a body of related knowledge and skill development. Instructor availability refers to the amount of time required to deliver the content of the course or program. Most of our current courses are one or two days in length.*

**Question #8**

Q: Do I need to complete two separate RFIQ’s or can I simply include information (including two fees tables) about both workshops in one RFIQ?

*A: A separate response for each RFIQ is required.*

**Question #9**

Q: No where in Section III – Format Response is there a request to provide information with regards to course content against the topics listed or a mapping to competencies listed. We only see request to provide personnel information for those we propose to deliver the content. Can you confirm that no course information or mapping is required at this time? If it is required, please provide information as to where it is best to place it in the RFIQ

A: *All three areas of the response criteria in Section 2.0 Approach and Methodology were intended to address course content and topics by requesting examples of previous work and detailed documentation of such work, as shown below in bold text..*

<b>2.0 APPROACH AND METHODOLOGY</b>
-------------------------------------

- 2.1 On Appendix A: Provide three (3) references where you delivered services similar in scope and value to WorkSafeBC's requirements, and which were for large organizations that are similar to WorkSafeBC which you have completed in the past two (2) years. **Provide accompanying documentation in which you describe in detail, the products and services delivered in each case.**
- 2.2 In addition, **please provide documentation for a further three (3) detailed examples of relevant work you have previously done in the past five (5) years, for large organizations, who may or may not be the same as those stated in 2.1, similar to WorkSafeBC.** (Maximum half (1/2) page per example).
- 2.3 Please briefly describe your general approach to projects in any of the subject areas identified in Section II: 3.0, 4.0 and 5.0; including any methodologies you would normally use and the **type of deliverables that would normally be produced.** (Maximum 1 page).

Due to the upcoming closing date and time, we will not be able to respond to any further questions regarding this RFIQ.

Addenda are the only means of verifying, clarifying or changing any of the information contained in this RFIQ. Other than 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. Receipt of all addenda must be acknowledged in the space provided on the Response Form.

Any questions related to the RFIQ must be directed to the Purchasing Officer whose name appears below. The Respondents shall **NOT** contact or ask questions of the WorkSafeBC department for which the contracts being procured, unless so directed elsewhere in this document.

**RFIQ INQUIRIES:**

**Cathie Herbert**

Corporate and Health Care Purchasing

Phone #: (604) 276-3285

Fax #: (604) 276-3260

Email: [purchase@worksafebc.com](mailto:purchase@worksafebc.com)