



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

ADDENDUM #1

Retirement Planning Workshop Services

RFIQ #028-2009

Issue Date: August 14, 2009

WorkSafeBC requests that responses be submitted by:

2:00 PM Pacific Time on August 20, 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

WorkSafeBC is issuing this Addendum to all potential Proponents to advise the following:

Questions & Answers

Question #1

On at least 2 occasions in the RFIQ, there are guidelines noted for length (e.g., company profile). Is there a maximum acceptable length for the overall response?

Answer #1

Other than questions specifying a minimum or maximum length of response, there is no limit to the size of your response and any supporting information you would like to include. However, since your responses to the criteria outlined in RFIQ 028-2009 are being scored, it is in your best interest to respond to criteria in the order and format they are presented, so your responses can be easily identified.

Question #2

On page 6, point 3.1 references the current two day format of the retirement planning workshops. Are these workshops available for review as a part of the RFIQ process? It is our understanding that the services required are to organize, coordinate, and deliver the retirement planning workshops. Will content development also be required?

Answer #2

Section II, item 1.4 page 5 outlines some of expected topic subjects. Although the successful respondent will work with WorkSafeBC HR staff in designing an agenda, it is expected that the successful respondent will bring their expertise and provide topic content.

Question #3

On page 10 of the RFIQ, point 3.3 requests the minimum and maximum participant level for the workshop. It is our understanding that "participant level" in this case refers to number of participants. Could you please confirm if this is correct?

Answer #3

Yes, this is correct.

Question #4

Do you require a complete listing of potential speakers (i.e., names) required within the response to the RFIQ?

Answer #4

Yes. Please answer the question, as worded in item 2.1G (Section III; 2.0).

Question #5

It is our understanding that WorkSafeBC has wonderful spaces within the Richmond head office that would work well as a venue for the retirement planning workshops. Is it possible that a location could be found internally to host the workshops?

Answer #5

Although we may not always be able to rely on sufficient space being regularly available and although there is a benefit of having employees away from regular worksite distractions, we are certainly interested in using onsite facilities whenever and wherever it is feasible.

Question #6

Section IV (RFIQ Response Form) of the RFIQ, under *Authorized signing officer*, there is a field that asks for a *WorkSafeBC Registration Number*: Could you please confirm what we need to fill in this field?

Answer #6

The registration number refers to your account number for WorkSafeBC insurance coverage.

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, Senior Purchasing Officer
Corporate and Health Care Purchasing
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