

How to Respond to a Request for Qualifications

What is a Request for Qualifications (RFQ)

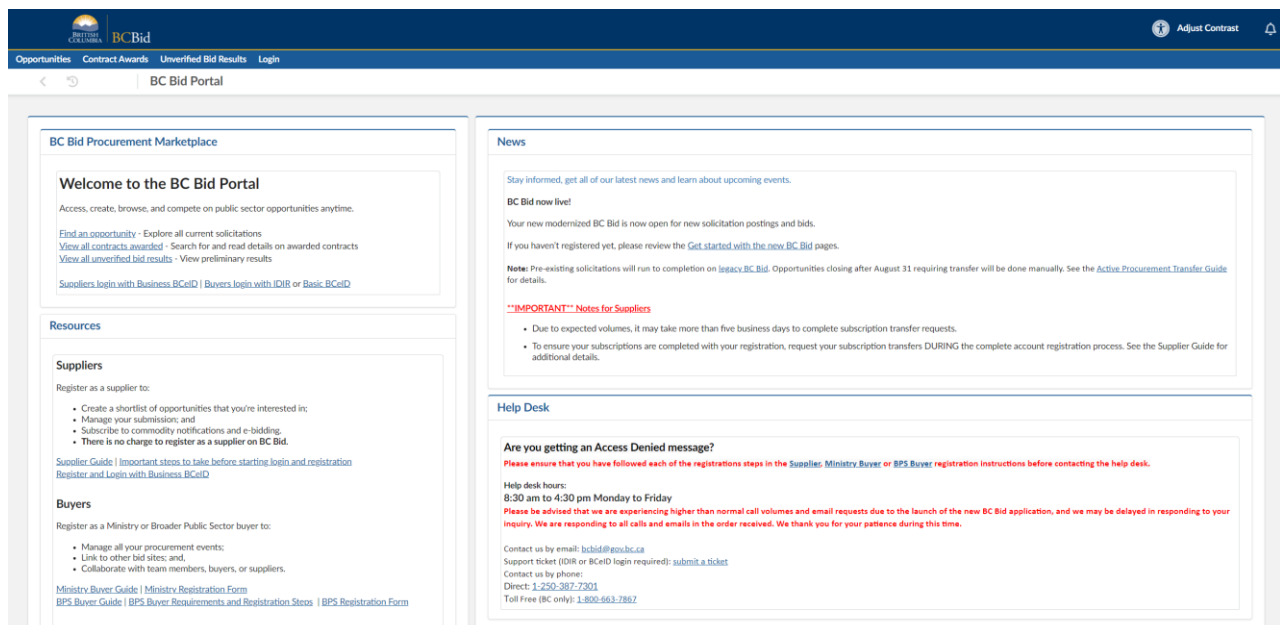
The purpose of an RFQ is to build a pre-qualified list of contractors experienced in a particular category to provide services to Destination BC, and, in some cases, its tourism partners (e.g. Regional Destination Management Organizations, Community Destination Management Organizations, Sector Management Organizations, and other tourism businesses across the province).

If there is a current RFQ posted on BCBid.ca, this means that Destination BC is seeking new contractors in a particular area of expertise. Once the RFQ closes, Destination BC will use this list on an as-needed basis to resource upcoming projects for the type of work indicated, and for the period of time indicated in the RFQ. Tourism partners across the province will also have access to this list, but are not obliged to hire only from the RFQ list.

How do I respond to the RFQ?

Step 1: Go to www.BCBid.gov.bc.ca

BC Bid is a marketplace where public sector organizations (including cities, school districts, health authorities, Crown corporations and the B.C. government) advertise opportunities for contracts for a wide range of goods and services. On this site, you can access, create, browse and compete on public sector opportunities at any time.



The screenshot shows the BC Bid Portal website. The header includes the BC Bid logo and navigation links: Opportunities, Contract Awards, Unverified Bid Results, and Login. The main content area is divided into three columns. The left column, titled 'BC Bid Procurement Marketplace', contains a welcome message, links to find opportunities, view awarded contracts, and view unverified bid results, and sections for Suppliers and Buyers. The middle column, titled 'News', contains a 'BC Bid now live!' announcement and an 'IMPORTANT! Notes for Suppliers' section. The right column, titled 'Help Desk', contains an 'Are you getting an Access Denied message?' section with contact information for the help desk.

BC Bid Procurement Marketplace

Welcome to the BC Bid Portal

Access, create, browse, and compete on public sector opportunities anytime.

[Find an opportunity](#) - Explore all current solicitations
[View all contracts awarded](#) - Search for and read details on awarded contracts
[View all unverified bid results](#) - View preliminary results
[Suppliers login with Business BCeID](#) | [Buyers login with IDIR or Basic BCeID](#)

Resources

Suppliers

Register as a supplier to:

- Create a shortlist of opportunities that you're interested in;
- Manage your submission; and
- Subscribe to commodity notifications and e-bidding.

• There is no charge to register as a supplier on BC Bid.

[Supplier Guide](#) | [Important steps to take before starting login and registration](#)
[Register and Login with Business BCeID](#)

Buyers

Register as a Ministry or Broader Public Sector buyer to:

- Manage all your procurement events;
- Link to other bid sites; and,
- Collaborate with team members, buyers, or suppliers.

[Ministry Buyer Guide](#) | [Ministry Registration Form](#)
[BPS Buyer Guide](#) | [BPS Buyer Requirements and Registration Steps](#) | [BPS Registration Form](#)

News

Stay informed, get all of our latest news and learn about upcoming events.

BC Bid now live!

Your new modernized BC Bid is now open for new solicitation postings and bids.

If you haven't registered yet, please review the [Get started with the new BC Bid](#) pages.

Note: Pre-existing solicitations will run to completion on [legacy BC Bid](#). Opportunities closing after August 31 requiring transfer will be done manually. See the [Active Procurement Transfer Guide](#) for details.

****IMPORTANT** Notes for Suppliers**

- Due to expected volumes, it may take more than five business days to complete subscription transfer requests.
- To ensure your subscriptions are completed with your registration, request your subscription transfers DURING the complete account registration process. See the [Supplier Guide](#) for additional details.

Help Desk

Are you getting an Access Denied message?

Please ensure that you have followed each of the registrations steps in the [Supplier](#), [Ministry Buyer](#), or [BPS Buyer](#) registration instructions before contacting the help desk.

Help desk hours:
8:30 am to 4:30 pm Monday to Friday

Please be advised that we are experiencing higher than normal call volumes and email requests due to the launch of the new BC Bid application, and we may be delayed in responding to your inquiry. We are responding to all calls and emails in the order received. We thank you for your patience during this time.

Contact us by email: bcbid@bc.gov.bc.ca
Support ticket (IDIR or BCeID login required): [submit a ticket](#)
Contact us by phone:
Direct: 1-250-387-7301
Toll Free (BC only): 1-800-663-7867

Step 2: Click on “[Find an Opportunity](#)”

BC Bid Procurement Marketplace

Welcome to the BC Bid Portal

Access, create, browse, and compete on public sector opportunities anytime.

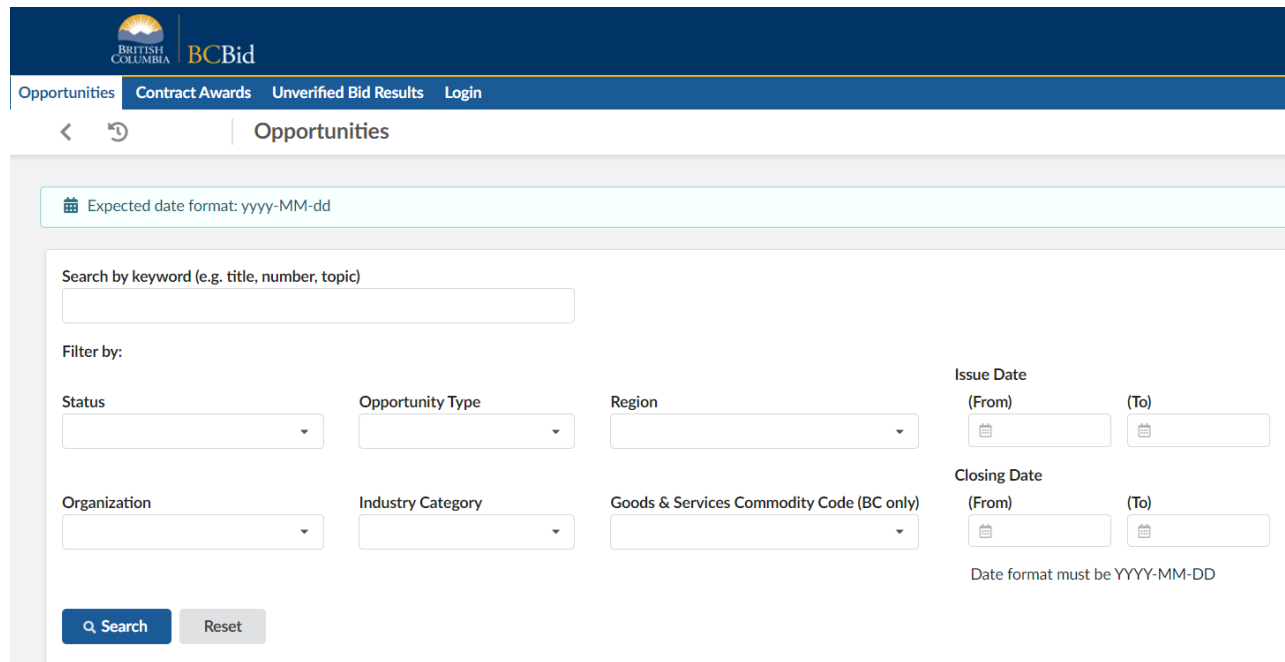
[Find an opportunity](#) - Explore all current solicitations

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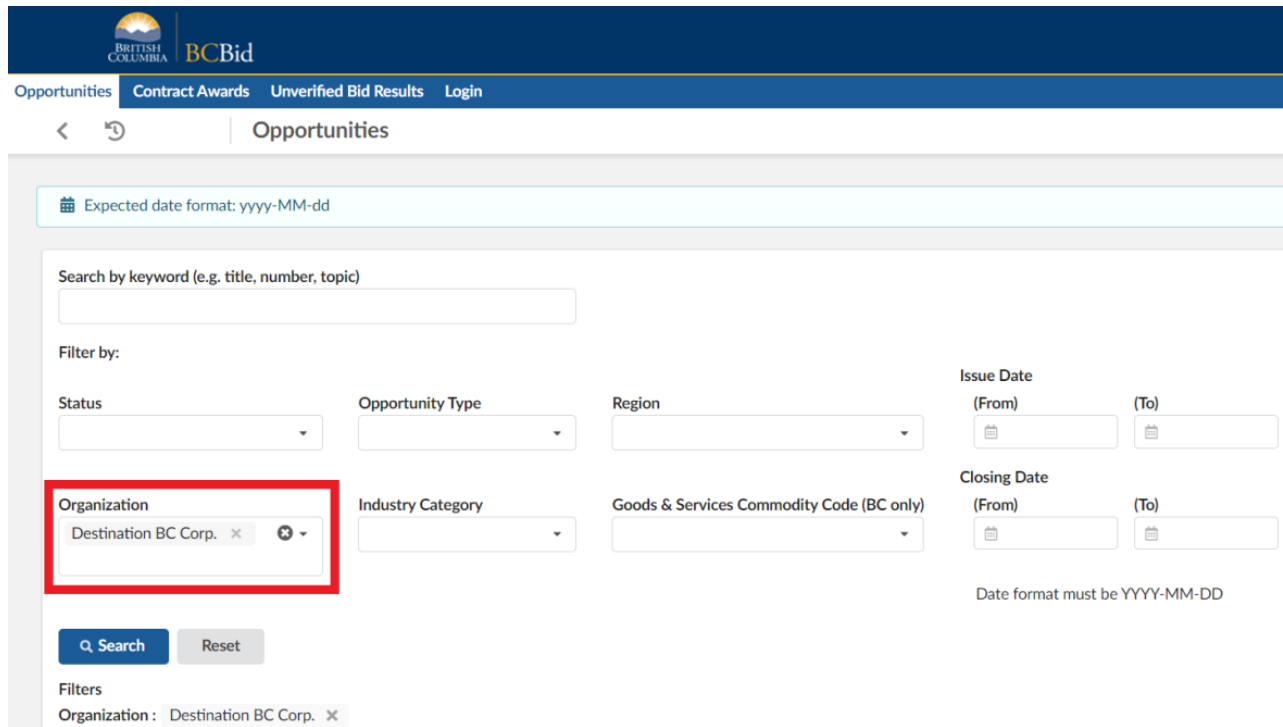
[Suppliers login with Business BCeID](#) | [Buyers login with IDIR](#) or [Basic BCeID](#)

This takes you to “Opportunities”



The screenshot shows the 'Opportunities' search page on the BC Bid Portal. At the top, there is a navigation bar with the BC Bid logo and menu items: 'Opportunities', 'Contract Awards', 'Unverified Bid Results', and 'Login'. Below the navigation bar, there are navigation icons (back, refresh) and the page title 'Opportunities'. A light blue banner indicates the expected date format: 'Expected date format: yyyy-MM-dd'. The main search area includes a text input field for 'Search by keyword (e.g. title, number, topic)'. Below this, there are several filter options: 'Filter by:' with dropdown menus for 'Status', 'Opportunity Type', 'Region', 'Organization', 'Industry Category', and 'Goods & Services Commodity Code (BC only)'. There are also date pickers for 'Issue Date' (From and To) and 'Closing Date' (From and To). At the bottom, there are 'Search' and 'Reset' buttons. A note at the bottom right states 'Date format must be YYYY-MM-DD'.

Step 3: Click on “Filter by organization” and enter “Destination BC Corp.”



Expected date format: yyyy-MM-dd

Search by keyword (e.g. title, number, topic)

Filter by:

Status Opportunity Type Region Issue Date (From) (To)

Organization Industry Category Goods & Services Commodity Code (BC only) Closing Date (From) (To)

Date format must be YYYY-MM-DD

Filters
Organization: Destination BC Corp. x

Step 4: Review Destination BC’s Current RFQ Opportunities



B.C. HOME

BC Bid™ Home

Opportunities
Contract Awards
Unverified Bid Results
My Profile
My Documents
My Company Details

Register Now

Guides

Help for BC Bid
Need help?

Browse Opportunities

[Back](#) [Legend](#)

Browse opportunities by organization

[Show Details](#)

Document No	Organization Name	Published Date	Closing Date
1 RFQ20-DBC0D-010 Amend: 1	Destination BC Corp. Independent Graphic Design Services	2019/10/11	2019/11/06 14:00
2 RFQ20-DBCP-011 Amend: 1	Destination BC Corp. Photographer Services	2019/10/11	2019/11/07 14:00
3 RFP20-DBC-007 Amend: 1	Destination BC Corp. Managed Print Services	2019/10/07	2019/10/24 14:00

In the example above, you can see current RFQ opportunities for Destination BC:

1. There are 3 current RFQs for Destination BC
2. The PDFs with the relevant documents are indicated by links beside each number
3. The published date and the closing dates are indicated for each RFQ (typically most RFQs are posted for 3-4 weeks)
4. The amendments are indicated - this indicates the number of question and answer documents posted related to each RFQ

Step 5: Click on the relevant RFQ Opportunity



The screenshot shows the 'Browse Opportunities' page on the B.C. Bid website. The left sidebar contains navigation links such as 'B.C. HOME', 'BC Bid™ Home', 'Opportunities', 'Contract Awards', 'Unverified Bid Results', 'My Profile', 'My Documents', 'My Company Details', 'Register Now', 'Guides', and 'Help for BC Bid'. The main content area is titled 'Browse Opportunities' and includes a 'Back' button and a 'Legend' icon. Below this, there is a section 'Browse opportunities by organization' with a 'Show Details' link. A table lists three opportunities:

Document No	Organization Name	Published Date	Closing Date
1 RFQ20-DBC GD-010 Amend: 1	Destination BC Corp. Independent Graphic Design Services	2019/10/11	2019/11/06 14:00
2 RFQ20-DBC P-011 Amend: 1	Destination BC Corp. Photographer Services	2019/10/11	2019/11/07 14:00
3 RFP20-DBC-007 Amend: 1	Destination BC Corp. Managed Print Services	2019/10/07	2019/10/24 14:00

Clicking on this link will open a new page that summarizes the opportunity (the RFQ Summary Page).

Step 6: Review the Request for Qualifications (RFQ) Summary Page

This page provides you with all of the key information related to the particular RFQ; in the example below you will see:

- Name of the company issuing the RFQ - Destination BC Corp
- Category of the RFQ - in this example, Independent Graphic Design Services
- Supplier attachments exist
- Contact person
- Solicitation number
- Most recent Amendment
- Publishing and closing dates
- Amount of time remaining before submissions are due
- Summary of the opportunity

Logon

Attachments

View Interested

Send Me Amendments

Print

Refresh

Exit Document

 Help Desk


• [Need help?](#)

Request for Qualifications e-Advertisement

Destination BC Corp.

Independent Graphic Design Services

Graphic Design

- All Locations Specified
-  Supplier Attachments Exist
- This document may be responded to Online

For more information contact:

Hilary Dempsey
Project Manager

Destination BC Corp.
DBC
510 Burrard Street
Vancouver, British Columbia
V6C 3A8

Phone:

Fax:

Email: Hilary.Dempsey@DestinationBC.ca

Final	
Solicitation Number:	RFQ20-DBC GD-010 Amendment #1
Original Publish Date:	2019/10/09
Publish Date:	2019/10/11
Close Date & Time:	2019/11/06 14:00
Time Zone:	Pacific Time
Approx. Time Left: 22day 3hr 21min 46sec	

All dates are yyyy/mm/dd

Summary Details:

Addendum # 1 - October 11, 2019 - Questions & Answers #1

Destination BC wishes to create a list of Qualified Suppliers with expertise in the area of graphic design. This posting is to provide an opportunity for independent graphic designers to become Qualified Suppliers for Destination BC.

The selected Respondents should be willing to work within an ecosystem of collaboration with other Destination BC ("DBC") marketing agency partners and suppliers, as well as with Destination BC's tourism partners (e.g. Regional Destination Management Organizations, Community Destination Management Organizations, Sector Management Organizations, tourism businesses). The selected Respondents will support Destination BC's goal of becoming the most highly recommended destination in North America through engaging design that meets the objective and is on-brand.

Based on the review of the Request for Qualifications (RFQ) Responses, Destination BC intends to establish a List of Qualified Suppliers who, on an "as, if and when requested" basis, may be contacted directly, or asked to compete, to enter into Contract(s) for provision of design services. This list will also be shared with, and used by, our tourism partners across the province.

Please refer to the attachments for full details.

Step 7: Click on “Supplier Attachments Exist”



Request for Qualifications e-Advertisement

Destination BC Corp.
Independent Graphic Design Services
Graphic Design

- All Locations Specified
- Supplier Attachments Exist**
- This document may be responded to Online

For more information contact:
Hilary Dempsey
Project Manager
Destination BC Corp.
DBC
510 Burrard Street
Vancouver, British Columbia
V6C 3A8
Phone:
Fax:
Email: Hilary.Dempsey@DestinationBC.ca

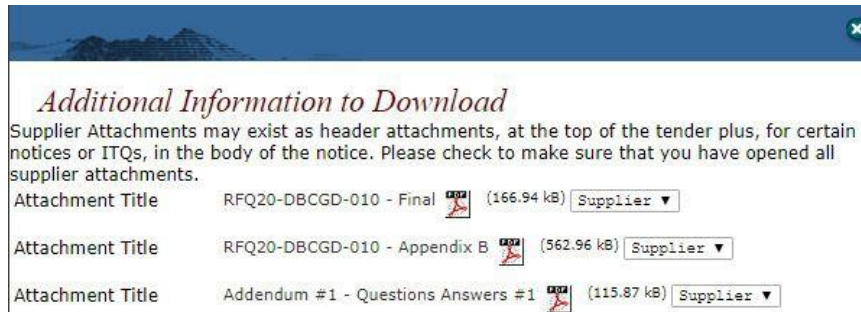
Final

Solicitation Number: RFQ20-DBC GD-010
Amendment #1
Original Publish Date: 2019/10/09
Publish Date: 2019/10/11
Close Date & Time: 2019/11/06 14:00
Time Zone: Pacific Time

Approx. Time Left: 22day 3hr 21min 46sec
All dates are yyyy/mm/dd

Summary Details:
Addendum # 1 - October 11, 2019 - Questions & Answers #1

Step 8: Open all attachments in “Additional Information to Download”



Additional Information to Download

Supplier Attachments may exist as header attachments, at the top of the tender plus, for certain notices or ITQs, in the body of the notice. Please check to make sure that you have opened all supplier attachments.

Attachment Title	RFQ20-DBC GD-010 - Final	(166.94 kB)	Supplier ▼
Attachment Title	RFQ20-DBC GD-010 - Appendix B	(562.96 kB)	Supplier ▼
Attachment Title	Addendum #1 - Questions Answers #1	(115.87 kB)	Supplier ▼

1. RFQ - this is the PDF file that contains all of the information about the opportunity as well as the questions you will need to respond to in order to apply. Read all sections very carefully, making sure to answer all questions.
2. Appendix B - sample contract which must be reviewed and the terms within it agreed to in the relevant section.
3. Addenda - Questions & Answers related to the RFQ are posted regularly during the posting period; make sure to check back frequently to ensure you are aware of all clarifications and any changes to the RFQ.

Examples of each of these documents follow here:

Document Example A: Sample Request for Qualifications (RFQ) - cover page



Request for Qualifications

Independent Graphic Design Services Request for Qualifications No. RFQ20-DBCQD-010

Issue date:
October 9, 2019

Closing Location:
Destination British Columbia
12th Floor – 610 Burrard Street
Vancouver BC V6C 3A8

One complete electronic Response must be received before 2:00 PM Pacific Time on November 6, 2019 (the "Closing Time") using one of the following submission methods:

Via email to Hilary.Dempsey@DestinationBC.ca

Or

Respondents may submit an electronic Response using BC Bid. Responses must be submitted in accordance with the BC Bid requirements and e-bidding key requirements (www.bcbid.ca). Only pre-authorized electronic bidders registered on the BC Bid system can submit an electronic proposal using the BC Bid system. Use of an e-bidding key is effective as a signature.

Contact Person:
Hilary Dempsey
Hilary.Dempsey@DestinationBC.ca

Document Example B: Sample General Service Agreement (GSA) - cover page

This is the typical contract that Destination BC uses to create a contract with a successful pre-qualified supplier



GENERAL SERVICE AGREEMENT

For Administrative Purposes Only	
Contract No.:	Template version: April, 2017
Requestion No.:	

Sample C: Addendum #1: Questions and Answers

This is a sample of typical questions, received by the Contact Person via email, and with their respective answers responded to in the Addendum on www.BCBid.gov.bc.ca.



Destination British Columbia
RFQ20_DBCP_011_Photography Services
Addendum #1: Questions and Answers

Question 1:

Can companies from outside Canada apply for this opportunity?

Answer 1:

Yes, independent photographers from outside Canada can apply for this opportunity. However, please review the following carefully to ensure you qualify:

- To capture BC's diversity, we are looking for photographers who are located throughout the province, both within and beyond Metro Vancouver, and especially in more remote locations outside of major urban centres.
- All travel outside of British Columbia is the responsibility of the Respondent, only travel expenses confirmed in a specific photography contract will be covered by Destination BC or its partners.
- Respondents must be available for meetings or communication between 8am – 6pm PST.
- The Mandatory Requirements state: Respondents must be familiar with British Columbia and have captured photography in similar landscapes and conditions to those of BC.

Question 2:

Do Respondents need to come to Vancouver/British Columbia for meetings?

Answer 2:

Successful respondents may need to attend meetings between 8am - 4pm PST in Destination BC's (or its partners') offices within 48 hours' notice. All travel expenses associated with these meetings would be at the photographer's expense.

Question 3:

Can we perform the tasks (outlined in the RFQ) outside Canada?

Answer 3:

No. As stated throughout the RFQ, we are looking for photographers who can capture the diversity of British Columbia, Canada, therefore the photography must be captured within British Columbia, Canada.



Destination British Columbia
RFQ20_DBCP_011_Photography Services
Addendum #1: Questions and Answers

Question 4:

Can we submit the proposals via email?

Answer 4:

Proposals must be submitted via email or on BC Bid as per instructions on the front cover of the RFQ.

Question 5:

How do I respond to the RFQ?

Answer 5:

Please review all sections in the RFQ document, especially Section 11: RFQ Response Requirements which outlines all sections that must be completed and how the response must be submitted.

Question 6:

We have seen that Destination BC has posted several RFQs for different creative services – can we apply once for all categories?

Answer 6:


No. Each RFQ must be responded to separately as each one is for a distinctly different category with unique requirements.

Step 9: Review the RFQ document and respond to all RFQ questions

1. The RFQ document contains extensive background information and legal terms, which should be read carefully; these sections are followed by a series of questions that you need to respond to in writing in order to apply for the RFQ category opportunity.
2. After reading the entire document, look for a section typically called **Response and Review Criteria**. Review these two tables within the Response and Review Criteria section:
 - a. Mandatory Requirements
 - b. Desirable Requirements

You must ensure that you meet **all** of the Mandatory Criteria, before beginning to respond to the questions outlined in Desirable Criteria.

3. Respond to the RFQ criteria following the checklist provided in the Section **RFQ Response Requirements** (sample below). You must respond in exactly the format indicated e.g. if a single PDF with a maximum size is required, ensure you submit a PDF file and do not exceed the file size. Read each question under Mandatory Requirements and Desirable Requirements carefully to ensure you provide all required information.



11. RFQ Response Requirements

Please ensure **all** of the following are completed and submitted as a single PDF (maximum 2MB) by the closing date and time indicated on the front cover of this Request for Qualification to ensure full consideration. The PDF should be named as follows:
*Your name/company - RFQ2019_DBCP_007.pdf

Responses should be in the following format and sequence:

- Letter-size pages
- Consecutively numbered
- 11-point font and single-spaced

Appendix A – complete and signed plus three references

Appendix B – Contract Form confirmation and agreement to details within

Mandatory Criteria must be confirmed as met - indicate Yes or No for each one below:

Mandatory Criteria	Yes	No
a) The response must be received before the specified closing time.		
b) The response must be in English, and English must be the primary language spoken and communicated.		
c) Responses must be submitted as a single PDF file.		
d) Respondents must be familiar with British Columbia and have captured photography in similar landscapes and conditions to those of BC.		
e) All images purchased by Destination BC, or its partners, must include third-party rights.		
f) The Response must include a completed form, in substantially the same form as Appendix A, originally signed by a person authorized to sign on behalf of the Respondent.		

Desirable Criteria response—please provide answers to all five sections in 10.2 Desirable Criteria (BC Knowledge/Brand Alignment, Professional Experience, and Core Study plus Pricing and Corporate Experience) including all requested items. Maximum of 4.5 pages

4. Send your completed response to the contact person indicated on the front page of the RFQ document before the deadline indicated on the front page of the RFQ. The deadline is specific e.g. 2pm on November 1, 2019 - any responses received after this deadline (even a few minutes after 2pm) will not be accepted. It is a good idea to attach a “Read receipt” request to your email before you send it; no individual confirmations will be sent.

Step 10: Review all Documentation carefully and check back regularly on BCBid.ca for each RFQ's updated Questions and Answers (indicated as Amendments>Addenda).

If you have questions related to the RFQ, please direct them to the Contact Person indicated on the front cover of the RFQ.

Please note: individual questions sent to the Contact Person will not be answered directly, but instead, answers to these, and similar questions will be grouped together and posted on www.BCBid.gov.bc.ca every 2 - 5 days, depending on the volume of questions, as an amendment entitled "Addendum 1, 2, 3" etc.