



**British Columbia Ferries Commissioner**

Request for Qualifications  
**Professional Consulting Services**

Request for Qualifications No. BCFC-20160217

Issue date: January 20, 2016

Closing location:

<b>BY MAIL:</b>	<b>BY EMAIL:</b>
Office of the BC Ferries Commissioner <u>Mailing Address:</u> PO Box 9279 Stn Prov Govt Victoria BC V8W 9J7 <u>Courier Address:</u> 1 <sup>st</sup> Floor, 1312 Blanshard Street Victoria BC V8W 2J1 Attention: Candace Koutougos	info@bcferrycommission.ca Attention: Candace Koutougos

**Closing date and time:**

**One** electronic copy by email of each Response must be received before 2:00 PM Pacific Standard Time on **February 17, 2016**.

**Contact Person:**

Candace Koutougos, Assistant to the Commissioner

**E-mail:** info@bcferrycommission.ca

# Table of Contents

<b>1</b>	<b>Overview of the Requirement.....</b>	<b>3</b>
<b>2</b>	<b>Definitions.....</b>	<b>4</b>
<b>3</b>	<b>Request for Qualifications.....</b>	<b>4</b>
<b>4</b>	<b>Services.....</b>	<b>8</b>
<b>5</b>	<b>Use of List.....</b>	<b>10</b>
<b>6</b>	<b>Evaluation Criteria .....</b>	<b>12</b>
<b>7</b>	<b>Response Details.....</b>	<b>14</b>
<b>8</b>	<b>Appendix A .....</b>	<b>16</b>
<b>9</b>	<b>Appendix B – Response Covering Letter .....</b>	<b>17</b>
<b>10</b>	<b>Appendix C – Price Proposal Response Table.....</b>	<b>18</b>

# 1 Overview of the Requirement

The BC Ferries Commissioner (the “Commission”) is a provincial regulatory body with statutory responsibilities under the *Coastal Ferry Act* (the “Act”) for making regulatory decisions affecting ferry operators in the Province, including British Columbia Ferry Services Inc. (“BC Ferries”).

The Commission must adhere to the regulatory principles under s.38 of the Act as follows:

- a) the primary role of the commissioner is to balance, in the manner the commissioner considers appropriate, the interests of ferry users, taxpayers and the financial sustainability of ferry operators;
- b) ferry operators are to be encouraged to adopt a commercial approach to ferry service delivery;
- c) ferry operators are to be encouraged to seek additional or alternative service providers on designated ferry routes through fair and open competitive processes; and,
- d) ferry operators are to be encouraged to be innovative and to minimize expenses without adversely affecting their safe compliance with core ferry services;

A major role of the Commission is to set a ceiling or “price cap” on the weighted average level of fares which BC Ferries can charge. The goal in setting the price cap is to balance the interests of ferry users with the interests of taxpayers while protecting the financial sustainability of the ferry operator. Price caps are set every four years (each four year period known as a “performance term”) and can be adjusted under extraordinary circumstances upon an application from BC Ferries. The next price cap review will commence in October 2018 and will be completed by September 30, 2019.

Other key tasks of the Commission include monitoring BC Ferries’ adherence to the terms of the Coastal Ferry Services Contract, approval of major capital expenditures, regulating unfair competitive advantage and the approval and monitoring of BC Ferries’ customer complaints process.

The purpose of this Request for Qualifications (“RFQ”) is to qualify consulting companies with the capability and capacity to provide certain professional consulting services to the Commission over the next four-year performance term commencing on April 1, 2016 and ending on March 31, 2020 (hereafter “PT4”). Based on the responses to this RFQ the Commission intends to develop a qualified suppliers list with a minimum of three qualified suppliers (the “List of Qualified Suppliers or List”).

The key features of this RFQ are the identification of:

- a) the categories of professional consulting services (“Service Area(s)”) that may be sought by the Commission on an “if, as and when requested” basis; and,
- b) the selection criteria for qualifying as a Qualified Supplier for placement on the List.

## 2 Definitions

Throughout this RFQ, the following definitions will be used:

- a) “BC Bid” means the electronic tendering service maintained by the Province;
- b) “BC Bid Website” means the website maintained by BC Bid at [www.bcbid.ca](http://www.bcbid.ca), or any replacement website;
- c) “Commission” means the BC Ferries Commissioner;
- d) “Contract” means a written contract executed by the Commission on behalf of the Province and a Qualified Supplier;
- e) “List of Qualified Suppliers” or “List” means a list of names of Qualified Suppliers who possess the qualifications described in this RFQ and that have satisfied any conditions set by the Commission for being added to and staying on that list;
- f) “must” or “mandatory” means a requirement that must be met in order for a Response to be considered,
- g) “Province” means Her Majesty the Queen in Right of the Province of British Columbia;
- h) “Qualified Supplier” means a Respondent possessing the qualifications in the Service Area(s) described in this RFQ that has satisfied any and all conditions set by the Commission for being added to, and staying on, the List of Qualified Suppliers;
- i) “Respondent” means a company, whether an incorporated company, partnership, sole proprietorship or other form of corporate organization, that submits, or intends to submit, a Response;
- j) “Response” means a statement of qualifications for a Respondent submitted in reply to this RFQ;
- k) “RFQ” or “Request for Qualifications” means the process described in this document;
- l) “Service Area” means a category of service described in Section 4 of this RFQ ; and,
- m) “should” or “desirable” means a requirement having a significant degree of importance to the objectives of this RFQ.

## 3 Request for Qualifications

### 3.1 Enquiries

All enquiries related to this RFQ are to be directed, in writing, to the contact person at the email address on the front cover of this RFQ. Information obtained from any other source is not official and should not be relied upon. Enquiries and answers may be recorded and distributed to all Respondents at the Commission’s discretion.

### 3.2 Closing Date

**One (1)** electronic copy of each Response must be received before 2:00 PM, Pacific Standard Time, on February 17, 2016 at the email address on the front cover of this RFQ. **Three (3)** complete hard copies must be mailed to the address on the front cover of this RFQ. These hard copies are **not required** to be received by the Closing Date. Responses must not be sent by facsimile. Responses and their envelopes should be clearly marked with the name and address of the Respondent, the RFQ number, and the project or program title.

### 3.3 Signed Responses

The Response must include a cover letter substantially similar to the cover letter set out in Appendix B and the cover letter must be signed by a person authorized to sign on behalf of the Respondent.

### 3.4 Changes to Response Wording

The Respondent will not change the wording of its Response after the Closing Date and time specified on the front cover of this RFQ, and no words or comments will be added to the Response unless requested by the Commission for purposes of clarification.

### 3.5 Qualifications Review Committee

Review of Responses will be by a selections review committee consisting of the BC Ferries Commissioner, the BC Ferries Deputy Commissioner plus a contractor of the Commission.

The qualifications review committee will check Responses against the mandatory criteria. Responses not meeting all mandatory criteria will be rejected without further consideration. Responses that do meet all the mandatory criteria will then be assessed and scored against the desirable criteria. Responses not meeting a minimum score will not be further considered. The Commission intends to select a minimum of three **(3)** of the highest ranked Respondents. The names of successful Respondents will be added to the List of Qualified Suppliers.

### 3.6 Respondent's Expenses

Respondents are solely responsible for their own expenses in preparing a Response and for subsequent negotiations with the Commission, if any. The Commission will not be liable to any Respondent for any claims, whether for costs or damages incurred by the Respondent in preparing the Response, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

### 3.7 Acceptance of Responses

This RFQ is not an agreement to purchase services. The Commission is not bound to enter into a Contract with any Qualified Supplier. Responses will be assessed in light of the qualification

review criteria. The Commission will be under no obligation to receive further information, whether written or oral, from any Respondent.

### **3.8 Definition of Contract**

Notice in writing to a Respondent that it has been identified as a Qualified Supplier will neither constitute a Contract nor give the Respondent any legal or equitable rights or privileges relative to the service requirements set out in this RFQ. Only if a Qualified Supplier and the Commission enter into a subsequent full written Contract will a Respondent acquire any legal or equitable rights or privileges.

### **3.9 List of Qualified Suppliers Not Binding**

A Qualified Supplier may withdraw its name from the List of Qualified Suppliers by notifying the Commission in writing. The Commission may withdraw a name of a Qualified Supplier from the List of Qualified Suppliers by notifying that Qualified Supplier in writing.

### **3.10 Modification of Terms**

The Commission reserves the right to modify the terms of this RFQ at any time in its sole discretion. This includes the right to cancel this RFQ or the List of Qualified Suppliers at any time without entering into a Contract.

All subsequent information regarding this RFQ, including changes made to this document, will be posted on the BC Bid website at [www.bcbid.ca](http://www.bcbid.ca). It is the sole responsibility of the Respondent to check for amendments on the BC Bid website.

### **3.11 Ownership of Responses**

All documents, including Responses, submitted to the Commission become the property of the Commission. They will be received and held in confidence by the Commission, subject to the provisions of the Freedom of Information and Protection of Privacy Act. The Commission reserves the right, in its sole discretion, to publish the names of Qualified Suppliers who have been added to the List.

### **3.12 Confidentiality of Information**

Information pertaining to the Commission obtained by the Respondent as a result of participation in this RFQ is confidential and must not be disclosed without written authorization from the Commission.

### **3.13 Collection and Use of Personal Information**

Respondents are to familiarize themselves, and ensure that they comply, with the laws applicable to the collection and dissemination of information, including resumes and other personal

information concerning employees and employees of any subcontractors. If this RFQ requires Respondents to provide the Commission with personal information of employees who have been included as resources in Response, Respondents are required to obtain written consent from each of those employees before forwarding such personal information to the Commission. Such written consents are to specify that the personal information may be forwarded to the Commission for the purposes of responding to this RFQ and use by the Commission for the purposes set out in the RFQ. The Commission may, at any time, request the original consents or copies of the original consents from Respondents, and upon such request being made Respondents are to immediately supply such originals or copies to the Commission.

### **3.14 Receipt Confirmation Form**

Respondents are advised to immediately fill out and return the attached Receipt Confirmation Form in the event that they intend to submit a proposal.

### **3.15 Respondent Meeting**

A Respondent meeting will not be held. Any questions regarding this Request for Qualification should be referred to the contact listed on the front cover of this document. The Commission reserves the right to post any or all questions regarding this Request for Qualification to the BC Bid website.

### **3.16 Debriefing**

The Commission may, on request, offer a debriefing at a mutually agreeable time to Respondents who did not make the List of Qualified Suppliers.

### **3.17 Form of Contract**

Any Contract with a Qualified Supplier will be substantially similar to the terms and conditions of the Province's General Service Agreement for Professional Services, a copy of which is available on the Internet at: <http://www2.gov.bc.ca/gov/content/governments/services-for-government/bc-bid-resources/templates-and-tools/service-contract-templates/general-service-agreement-information>

### **3.18 Subcontractors**

Respondents may include subcontractors in their proposal, including the corporate capability and capacity and the service area experience and expertise of the subcontractor. Respondents must disclose when submitted material pertains to the subcontractor(s). The Respondent remains solely responsible for the representations of the proposal and for fulfilling any obligations arising from a contract which may result from this RFQ.

## 4 Services

### 4.1 Consulting Services and Requirements

During the next performance term, PT4, which commences on April 1, 2016 and ends on March 31, 2020, the Commission may require on an “if, as and when basis” consulting services from Qualified Suppliers.

Qualified Suppliers are expected to have a broad and substantial corporate experience working in an advisory capacity to public sector clients or regulatory agencies. The Supplier will have demonstrated experience and capacity in the following Service Area and its categories below (items (a)-(n) ).

#### 1) **Service Area: Project, Operational and Financial Management Evaluation Expertise:**

- a) Conducting performance reviews or performance audits of large scale business enterprises, including, without limitation, project design, fieldwork, and report development;
- b) Conducting evaluations of major capital expenditures or large infrastructure projects;
- c) Assessment of value for money performance;
- d) Assessment of risk management policies and procedures;
- e) Assessment of general operating efficiency;
- f) Assessment of procurement policies and procedures including contract management;
- g) Assessment of supplier management practices;
- h) Assessment of human resource management practices, including overtime management, employee training and labour relations;
- i) Assessment of marketing and promotion effectiveness;
- j) Assessment of customer service policies and practices;
- k) Assessment of organizational effectiveness;
- l) Assessment of asset management policies and practices;
- m) Assessment of investment management policies and practices; and,
- n) Assessment of financing and debt management policies and practices.

### 4.2 Optional Services

In addition to the services defined in Section 4.1 above, the Commission may, at its sole discretion, request proposals for additional services from Qualified Suppliers in accordance with the provisions of Section 5 below. These additional services may include:

- 1) **Naval Architecture Services:** expert advisory services, including but not limited to



advising on ferry design features, current trends in ferry design, fuel/propulsion systems, and other matters pertaining to the acquisition of new vessels for the BC ferry fleet.

2) **Transportation Econometrics Services:** expert advisory services, including but not limited to advising on:

- a) Application of best practice econometric models to transportation preferably marine transportation;
- b) Forecasting traffic growth using best practices;
- c) Analysis and interpretation of traffic demand;
- d) Identifying current and emerging trends in price cap regulation on a global basis; and,
- e) Conducting research and analysis.

### 4.3 Pricing

Respondents are required to provide the Appendix C pricing information. A single set of time and materials hourly rates (mid-level and senior level) must be quoted that will apply to the Service Area set out in Section 4.1 above. Rates proposed will be evaluated in order to assign a score for price as described in Section 6 below. Note that rates are to include all expenses, with the exception of items covered in section 4.4 below.

In addition, the time and materials rates proposed will apply as quoted for the duration of the Qualified Supplier List with no adjustment. The Commission will not entertain future proposals from a Qualified Supplier that include time and materials rates which are different than those provided in that Qualified Supplier's proposal.

### 4.4 Expenses

The Commission will only pay for pre-approved travel, accommodation and related expenses. Expense reimbursement will only be based on the provincial government's Group 2 policy for travel, irrespective of the Qualified Supplier's actual costs.

### 4.5 Security Clearance

The Commission may, in its sole discretion, require security clearances, in a form satisfactory to the Commission, from the Supplier before entering into a Contract. Any costs associated with obtaining such security clearances will be borne by the Qualified Supplier under the Contract.

## 4.6 Location and Facilities

Projects may require Qualified Suppliers to work on BC Ferries' site in Victoria, BC from time to time, but Qualified Suppliers should be prepared to work at their own off-site work location and must be able to be contacted by telephone, fax and e-mail. Qualified Suppliers should have access to standard office automation tools (i.e., e-mail, MS Word, MS Excel, and MS PowerPoint). MS Project may be required for certain assignments.

## 5 Use of List

The guidelines set out in this Section 5 regarding the use of the List of Qualified Suppliers are subject to change from time to time, as the Commission may deem necessary, without notice to the Suppliers or firms on the List.

### 5.1 Guidelines

- 5.1.1 The List of Qualified Suppliers will be in effect for the period of PT4;
- 5.1.2 The Commission may, in its sole discretion, from time to time, use the List of Qualified Suppliers in connection with projects or assignments. Qualified Suppliers may be contacted on an 'as, if and when requested' basis and may be contacted directly or asked to compete on opportunities for the provision of services in accordance with the selection method set out in paragraph 5.1.3 or as revised by the Commission and communicated to all Qualified Suppliers from time to time. The criteria for selecting Qualified Suppliers for each project or assignment may vary, depending upon the requirements of the applicable project or assignment and could involve requiring a Supplier to have a certain demonstrated experience and proficiency level in specific areas of expertise set out in Section 4, depending on the specific requirements of the project or assignment.
- 5.1.3 The Commission reserves the right, in its sole discretion, to:
  - a) directly negotiate and enter into a Contract with any one or more Qualified Suppliers on the List for a Contract with a term of up to 12 months;
  - b) use a competitive or other selection process between three or more (if available) Qualified Suppliers on the List;
  - c) employ open competitions that include suppliers external to the List;
  - d) otherwise engage suppliers external to the List in connection with any project or assignment of the Commission;
  - e) at any time, cancel, extend, expand or make a call to the market-place to renew the List of Qualified Suppliers; or
  - f) consider qualifications and criteria other than price in selecting a Qualified Supplier for a particular project or assignment.

- 5.1.4 The Commission has no obligation to:
- a) enter into a Contract with any one or more Qualified Suppliers;
  - b) invite any one or more Qualified Suppliers to participate in competitive processes for a Contract;
  - c) select the Qualified Supplier offering the lowest rates.
- 5.1.5 As a condition of being awarded a Contract, Qualified Suppliers may be required to sign a non-disclosure agreement in a form satisfactory to the Commission;
- 5.1.6 Notwithstanding the terms of a Contract, by responding to this RFQ Qualified Suppliers acknowledge that, due to the confidential nature of some project work, a Contract for work on a particular project may result in the Qualified Supplier being precluded from bidding on subsequent procurement opportunities related to the underlying BC Ferries' project.
- 5.1.7 In the event that, at any time, a Qualified Supplier is engaged, or potentially will be engaged to provide services to both BC Ferries and to the Commission, the nature of the engagements may require the establishment of an "ethical wall" within the Qualified Supplier's organization. Specifically, the Commission may require a number of measures to ensure the confidentiality of information arising from the engagement and also to ensure that there are no conflicts of interest on the part of the Qualified Supplier in delivering the services. Such measures may include, but are not limited to: (a) exclusivity in management and staff assignments between engagements with BC Ferries and the Commission; and, (b) engagement specific non-disclosure agreements for all staff assigned, including terms and conditions pertaining to the custody, distribution and access to engagement related information within the Qualified Supplier's organization. The Commission may, at its sole discretion, make a Qualified Supplier's compliance with such measures a mandatory requirement for any Contract.
- 5.1.8 Any Contracts entered into by the Commission with a Qualified Supplier will be for a maximum term up to 12 months unless established as a result of competition according to the process described in 5.1.3(b) in a particular Service Area in which case the term will be stipulated in the competition process.
- 5.1.9 Qualified Suppliers will immediately, during the period that the List is in effect, advise the Commission of any material changes to the information contained in their Response.
- 5.1.10 The Commission has the sole discretion to remove a Qualified Supplier from the List of Qualified Suppliers for unsatisfactory performance by a Qualified Supplier in a Contract or for failing to meet the requirements for staying on the List of Qualified Suppliers as set out in this RFQ or as may be communicated by the Commission from time to time.
- 5.1.11 The Commission may, in its sole discretion, consider subsequent requests for inclusion on the List of Qualified Suppliers after two years and during the term of the List. Any such

requests will be subject to those Respondents submitting their qualification information for review in the same manner as originally outlined in this RFQ. There is no assurance that the Commission will require any future additions to the List or will accept any requests for inclusion.

## 6 Evaluation Criteria

### 6.1 Mandatory Criteria

The following are mandatory requirements. Responses not clearly demonstrating that they meet these mandatory requirements will receive no further consideration during the evaluation process.

<b>Mandatory Criteria</b>
a) The Response must be sent and received via email in both MS Word and PDF format by the specified Closing Date and time. The Response is to be emailed to the email address shown on the cover page of this RFQ.
b) The Response must be in English and must not be sent by facsimile.

### 6.2 Desirable Criteria

Responses meeting the mandatory requirements described in Section 6.1 will be further assessed against the following desirable criteria. A Respondent not reaching the minimum score in a given category will receive no further consideration during the qualifications review.

Respondents should ensure that their submission for corporate capability reflects the full capability of their organization for the Service Area set out in Section 4.

<b>Desirable Criteria</b>	<b>Points Available</b>	<b>Minimum score (if applicable)</b>
Corporate Capability and Capacity	30	20
Demonstrated Service Area experience: Project, Operational and Financial Management Evaluation Expertise.	60	40
Price Proposal: Project, Operational and Financial Management Evaluation Expertise.	10	
<b>TOTAL POINTS AVAILABLE</b>	<b>100</b>	

## 6.3 Qualifications Review Stages

### Stage 1

Responses will be checked for compliance with the Mandatory Criteria. Responses that do not meet the mandatory requirements will receive no further consideration.

### Stage 2

Respondents will be assessed on their submission pertaining to corporate capability and capacity. A corporate score for corporate capability and capacity will be assessed. If the minimum score for corporate capability and capacity is not achieved, the response will receive no further consideration.

Then, a score will be assessed for the Service Area. If the minimum score is not achieved the response will receive no further consideration.

### Stage 3

Price will be evaluated by means of the following formula to determine the points to be assigned. Each Respondent's Average Blended Rate \$/ hour (from the Price Proposal Response Table) will be used. Respondents must fully complete the Price Proposal Response Table.

$$S = (\text{LOW AR/RAR}) \times M$$

Where:

S = Score

LOW AR = Lowest Average Blended Rate \$/ hour proposed by a Respondent

RAR = the Respondent being assessed's Average Blended Rate \$/ hour

M = Total points available for price

### Stage 4

Reference checks may be done by the Commission during the qualifications review and the term of the List to confirm any information provided. The Commission reserves the right to contact references other than those provided by the Respondent. If any of the references are unsatisfactory to the Commission, the Supplier may be excluded or removed from the List of Qualified Suppliers in the Commission's sole discretion.

### Stage 5

For each Respondent a total score for corporate capability and capacity, demonstrated service area expertise and price proposal will be summed and a total score assigned. Scores will be compared and based on the rank order of Respondents, highest to lowest, up to **three**

Respondents will be qualified to be placed on the List.

## Stage 6

Respondents will be notified of their status on the List of Qualified Suppliers.

## 7 Response Details

Responses are to be submitted in the following format and sequence to ensure that they receive full consideration during evaluations and that the evaluations themselves may be handled in an efficient and consistent manner. All pages should be consecutively numbered.

- a) **Cover Letter:** Complete and include the cover letter provided in Appendix B in the response.
- b) **Corporate Capability and Capacity:** Provide a corporate profile that details background information on the Respondent, corporate ownership and hierarchy, jurisdiction, corporate strategic direction, area of recognized expertise (e.g. IM/IT, healthcare services, environmental etc.) in the market place, and an overview of the corporate information including size, revenues, market and geographic presence. Provide information on resource depth, consulting/ practice areas, location of staff, use of contractors on engagements and any other information needed to demonstrate the Respondent's capability and capacity to deliver services in the Service Area. Sufficient detail needs to be provided to demonstrate to the Commission that a Respondent possesses sufficient corporate capacity and capability to deliver complex projects for the services described in the Service Area.
- c) **Demonstrated Service Area Experience:** Provide specific details about projects or consulting engagements (at least 3 for the Service Area within the past 3 years) performed by the Respondent in the Service Area. As each category within the Service Area will be evaluated please be sure to clearly link the project details provided to the specific categories for Service Area. While it is acceptable to use the same projects for all categories, the Commission is looking at depth and breadth of the Respondent's service delivery experience. Sufficient detail needs to be provided in order to demonstrate to the Commission that the Respondent has the intellectual capital, resource depth, skills set and breadth of engagements at the middle to senior level of expertise for each of the categories within the Service Area. Please be sure to indicate the length of assignment, details of value and impact to the client, key success factors, challenges, and final outcomes. For each project please indicate the status of staff who worked on the assignment and whether the individuals were staff or subcontractors. Describe the Respondent's strategy in retaining knowledge and expertise in the Service Area and what is being done to ensure that the Respondent

retains skills to deliver on the engagements. For greater clarity, no material pertaining to the Respondent's qualifications in respect of the Optional Services is required, nor will any such submitted materials be evaluated.

- d) Pricing:** Respondents should use the template provided in Appendix C to provide pricing information. Note that the Appendix is also provided as an Excel file. For the Service Area the Respondents must provide an hourly rate for a mid-(expertise) level consultant and for a senior (expertise) level consultant and the average blended rate for each of the categories, as provided for in the Pricing Proposal Response Template.
- e) References:** Provide references (with contact information) that can validate the information provided in the Response for each project described in section (c) above.

## 8 Appendix A

### Receipt Confirmation Form

#### PROFESSIONAL CONSULTING SERVICES

REQUEST FOR QUALIFICATIONS No. BCFC-20160217

#### BC FERRIES COMMISSIONER

**CLOSING DATE: February 17, 2016**

**Candace Koutougos, Assistant to the  
Commissioner**

Email: [info@bcferrycommission.com](mailto:info@bcferrycommission.com)

COMPANY: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ POSTAL/ZIP CODE: \_\_\_\_\_

PROVINCE/STATE: \_\_\_\_\_

COUNTRY: \_\_\_\_\_

MAILING ADDRESS, IF DIFFERENT: \_\_\_\_\_

FAX NUMBER: ( \_\_\_\_ ) \_\_\_\_\_

PHONE NUMBER: ( \_\_\_\_ ) \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

TITLE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_



## 9 Appendix B – Response Covering Letter

Letterhead or Respondent’s name and address

Date:

BC Ferries Commissioner  
PO Box 9279 Stn Prov Govt  
Victoria BC V8W 9J7

Attention: Candace Koutougos

Subject: **List of Qualified Suppliers**  
**Request for Qualifications No. BCFC-20160217 including any amendments or additions (the “Request For Qualifications”)**

**NOTE: Amendments and additions may be posted to the BC Bid website at [www.bcbid.gov.bc.ca](http://www.bcbid.gov.bc.ca). It is the Respondent’s sole responsibility to check for amendments and additional information.**

The enclosed Response is submitted in response to the above-referenced Request for Qualifications.

We have carefully read and examined the Request for Qualifications and have conducted such other investigations as were prudent and reasonable in preparing the Response. We are authorized to submit this Response on behalf of the Respondent.

Yours truly,

\_\_\_\_\_  
*Signature*

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Legal Name of Respondent: \_\_\_\_\_

Date: \_\_\_\_\_

## 10 Appendix C – Price Proposal Response Table

<b>APPENDIX C: Price Proposal Response Table:</b>				
<b>Category Number</b>	<b>Categories of Service</b>	<b>Mid-Level \$/hr</b>	<b>Senior Level \$/hr</b>	<b>Average Blended Rate \$/ hour</b>
1	Project, Operational and Financial Management Evaluation Expertise	\$ -	\$ -	\$ -
<p>Notes:</p> <p>a) The Average Blended Rate per hour is calculated as the simple average of the two rates.</p> <p>b) as noted in the RFQ, the Mid-Level and Senior Level rates per hour will not be evaluated, but will be considered binding on the Respondent.</p>				

Respondents should use the attached Excel spreadsheet version of this table for their submission.