

Request for Inclusion on the Qualified Contractor's List
for **Corporate Services**

Issue Date: May 13, 2025

Closing Location:

E-mail:

Matthias Splittgerber
Manager, Audits and Investigations
matthias.splittgerber@bcfpb.ca

Mail:

Forest Practices Board
PO Box 9905 Stn Prov Govt
Victoria BC V8W 9R1
Attention: Matthias Splittgerber

Closing Date:

Requests will be accepted anytime between May 13, 2025 and March 31, 2028.

Contact person:

Matthias Splittgerber
Manager, Audits and Investigations
Phone: 250 213-4731
Email: matthias.splittgerber@bcfpb.ca

1. Overview of the Requirement

The Forest Practices Board conducts audits and investigations of government and agreementholders under the *Forest and Range Practices Act* (FRPA) and the *Wildfire Act* (WA). The Board also audits the appropriateness of government enforcement. The Board must also investigate any complaints it receives from the public regarding FRPA and WA and can initiate special investigations. When the Board determines that a specific topic is in the public interest, it can initiate a special project to help complete a special report.

Board audits and investigations can involve forestry, range, oil and gas, independent power projects, or other resource developments that are subject to the requirements of the *Forest and Range Practices Act* and/or the *Wildfire Act*.

As an independent Board, the Forest Practices Board maintains its own Information Systems. The Forest Practices Board relies heavily on in-house provided Information Systems in the delivery of the Board's mandated functions. These systems serve as business-critical tools to enable staff to fulfill their role in accomplishing the Board's mission. The Board maintained Information Systems also serve as an important communication link to the staff working centrally and throughout the province in remote offices. As such, the Board retains qualified contractors to assist in maintaining these systems. The Board maintains 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 a contract(s) for the provision of the services described in section 4. To be considered for inclusion on the List of Qualified Suppliers, consultants must complete and submit the attached appendices A and B, describing their qualifications in the following Service Areas, as described in sections:

○ 2.1.1 Information Systems

Submissions may be made by e-mail to matthias.splittgerber@bcfpb.ca, or by mail to:

Forest Practices Board
Attn: Matthias Splittgerber, Re: Qualified Contractors List
Box 9905, Stn Prov Govt
Victoria, BC, V8W 9R1

1.1 Review and Selection

The Board 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 (if specified) in a category will not be further considered. The names of successful Respondents will be added to the Province's List of Qualified Suppliers.

1.2 Acceptance of Responses

Addition to the List of Qualified Suppliers is not an agreement to purchase services. The Board is not bound to enter into a Contract with any Qualified Supplier. Responses will be assessed in light of the qualification review criteria. The Board will be under no obligation to receive further information, whether written or oral, from any Respondent.

1.3 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 Board enter into a subsequent full written Contract will a Respondent acquire any legal or equitable rights or privileges.

1.4 List of Qualified Suppliers Not Binding

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

1.5 Ownership of Responses

All documents, including Responses, submitted to the Board become the property of the Board. They will be received and held in confidence by the Board, subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.

1.6 Form of Contract

Any Contract with a Qualified Supplier will be substantially similar to the terms and conditions of the Province's Service Contract General. A copy is available at the BC government website: [General Service Agreement Information](#)

2. Services

2.1 Service Areas

The following sub-sections list the Service Areas and details of the types of services that the Province may require from Qualified Suppliers:

2.1.1 Information Systems Contractors

Contractors may require skills from among the following

The Contractor will provide:

- Adhoc computer services for the Forest Practices Board's Information Systems, including computer hardware and software support for servers, workstations, notebook computers, and printers; computer networking troubleshooting and support; and support for any other information systems related items, including: SAN storage, tape backup systems, VMware virtualization, firewall and IPS systems, and VPN infrastructure, etc. Where existing service agreements are in place with hardware and software vendors, the Contractor agrees to use these resources in providing a resolution.
- Checkpoint Firewall and IT Security maintenance and support for the Forest Practices Board's information systems.
- Software support and development for the Forest Practices Board's in-house tracking and reporting applications, including related MS Word templates. No specific Service Level Agreement is in place. However, the contractor will respond to issues on a best-effort basis.
- Develop, Maintain the Forest Practices Board's WordPress website. Ensuring that the site is developed in accordance with best coding practices. Additionally, the site will be developed and maintained to ensure that the site is optimized to improve the Board's standing relating to key Search Engine metrics, such as Page Rank, key word density, etc. Offer guidance on improving site speed, provide training to internal staff to achieve this. And implementation where internal staff do not have the resources to do so.

2.2 Pricing

Respondents are required to provide the Appendix B pricing information for each Consultant. Fee rates will be used in evaluating and qualifying Consultants. Price will not be the primary consideration, but will be considered, especially where consultants have similar specialist qualifications and availability.

2.3 Security Clearance

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

2.4 Location and Facilities

Projects will require Consultants to work on site from time to time, but Consultants should be prepared to work at their own off-site work location and must be able to be contacted by telephone and e-mail. Consultants should have access to standard office automation tools (i.e., e-mail, MS Word, MS Excel, and MS PowerPoint).

3. Use of List

3.1 Guidelines

The guidelines set out in this Section 3 regarding the use of the List of Qualified Suppliers are subject to change from time to time as the Province may deem necessary, without notice to the Consultants or firms on the List.

3.1.1 The List of Qualified Suppliers will be in effect until **December 31, 2025**.

3.1.2 The Province may, in its sole discretion, from time to time, use the List of Qualified Suppliers in connection with projects or assignments. The criteria for selecting Qualified Suppliers for each project or task will vary, depending upon the requirements of the applicable project or task and could involve requiring a Consultant to have a certain demonstrated experience and proficiency level in one or more Service Areas depending on the specific requirements of the project or assignment.

3.1.3 Any Contracts entered into with a Qualified Supplier will be:

- a) Between the Province and the individual Consultant where the Qualified Supplier is the individual Consultant, and
- b) Between the Province and a company and specifying the individual Consultant(s) to be engaged where the Qualified Supplier is a Respondent company.

3.1.4 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 3.1.5 or as revised by the Province and communicated to all Qualified Suppliers from time to time. If a Qualified Supplier's requested Consultant is unavailable for a contemplated project or assignment, the Qualified Supplier may propose a substitute resource to the Province for evaluation and consideration.

3.1.5 The Province may select a Qualified Supplier from the List using one or more of the following selection methods:

- a) If the estimated Contract value is less than \$25,000 the Province may directly invite a Qualified Supplier to provide a quotation based on Consultant availability and on specified requirements (e.g., deliverables, milestones, term etc.) of the project or

assignment with the intent to enter into Contract negotiations with that Qualified Supplier;

- b) If the estimated Contract value is \$25,000 or more and less than \$75,000, the Province may directly invite a Qualified Supplier to provide a quotation based on Consultant availability and on specified requirements (e.g., deliverables, milestones, term, etc.) of the project or assignment with the intent to enter into Contract negotiations with that Qualified Supplier if it can be verified by the Province that only one Qualified Supplier has a Consultant that:
 - i. is available to undertake the project or assignment; or,
 - ii. has the necessary qualifications to carry out the project or assignment based on the Province's specific assessment of the Consultant qualifications.
- c) If the estimated Contract value is \$25,000 or more and less than \$75,000, and more than one Qualified Supplier has a Consultant available who has the necessary qualifications to carry out the project or assignment based on the Province's specific assessment of the Consultant qualifications, the Province may, in its sole discretion, use a competitive or other selection process between a minimum of three (if available) such Qualified Suppliers that evaluates each Qualified Supplier's available Consultants, proposed approach, pricing, or other elements required for the project or assignment. The Province may in its sole discretion consider other Qualified Suppliers' available Consultants that, in the Province's sole opinion, meet the Province's qualification criteria for the project or assignment (e.g., specialization, experience level, etc.).
- d) If the estimated Contract value is \$75,000 or more, and more than one Qualified Supplier has a Consultant available who has the necessary qualifications to carry out the project or assignment based on the Province's specific assessment of the Consultant qualifications, the Province will invite all such Qualified Suppliers to compete for the project or assignment.
- e) Notwithstanding subparagraphs a), b), c), and d), the Province may directly negotiate a contract with a Qualified Supplier where one of the following exceptional conditions applies:
 - i. only one available Consultant is qualified to provide the services;
 - ii. an unforeseeable emergency exists and the services could not be obtained in time by means of a competitive process;
 - iii. a competitive process would interfere with the Province's ability to maintain security or order or to protect human, animal or plant life or health; or
 - iv. the acquisition is of a confidential or privileged nature and disclosure through an open bidding process could reasonably be expected to compromise government confidentiality, cause economic disruption or be contrary to the public interest.

- 3.1.6 Qualified Suppliers will immediately, during the period that the List is in effect, advise the Province of any material changes to the information contained in their Response.
- 3.1.7 The Province 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 Province from time to time.
- 3.1.8 The Province has no obligation to:
- a) Inquire as to the availability of a substitute Consultant when advised by a Qualified Supplier that the Consultant named on the List is not available for a particular project;
 - b) Evaluate or accept any substitute Consultant proposed by a Qualified Supplier;
 - c) Enter into a Contract with any one or more Qualified Suppliers; or
 - d) Invite any one or more Qualified Suppliers to participate in competitive processes for a Contract.
- 3.1.9 The Province reserves the right, in its sole discretion, to:
- a) Employ open competitions that include suppliers external to the List of Qualified Suppliers;
 - b) Otherwise engage suppliers external to the List of Qualified Suppliers in connection with any project required by the Province; and
 - c) At any time, cancel, extend, expand or make a call to the market-place to renew the List of Qualified Suppliers.
- 3.1.10 The Province may not necessarily select the Qualified Supplier offering the lowest rates, and may also review the qualifications or other criteria required for a specific project.

4. Qualifications Review Criteria

4.1 Mandatory Criteria

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

Mandatory Criteria
a) The Response must be in English.
b) The Response must include a completed form, in substantially the same form as Appendix B, or resume for each Consultant to be considered.
c) Each consultant must have a minimum of 5 years experience with Information Systems specific to the task required.

4.2 Desirable Criteria

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

Desirable Criteria	Points available	Minimum score (if applicable)
Demonstrated Service Area experience and/or equipment required	40	n/a
Relevant education and demonstrated skills.	20	n/a
References demonstrating indicated skills.	20	n/a
Hourly fee rate	20	n/a
TOTAL POINTS AVAILABLE	100	

4.3 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: For each Service Area, Consultants will be assessed on their education, professional and other designations, skills, relevant experience and hourly fee rate as presented in their submitted Appendix B and résumé. The Province reserves the right to interview Consultants when reviewing these criteria for clarification purposes.

Stage 3: Reference checks may be done by the Province during the qualifications review and the term of the List to confirm any submitted Appendix B information about Consultants. The Province reserves the right to contact references other than those provided by the Respondent. If any of the references are unsatisfactory to the Province, the Consultant may be excluded or removed from the List of Qualified Suppliers in the Province's sole discretion.

Stage 4: Respondents will be notified of their status on the List of Qualified Suppliers.

5. 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) The Response covering letter set out in Appendix B;
- b) A 1 to 2 page corporate information overview of the Respondent firm, e.g., types of services offered, length of time in business, and accomplishments;
- c) A completed form, in substantially the same form as Appendix B, for each Consultant.
- d) List the Experience/Skill Areas by letter (e.g., a. and d.) in the Skill Areas column of Appendix B for a described project or assignment. For example, if a Consultant is applying for **Forestry, Range and Natural Resource Auditors** (2.1.1) and has the following experience:
 "a. Organizing, and leading forestry or natural resource compliance audits or participating on audit teams as a specialist member." then put an (a) in the skills area column for that project or assignment.
- e) A résumé (maximum two pages, please) for each Consultant, containing information on the Consultant's education, relevant employment history including positions held and their duration, relevant skills and experience and professional designations and affiliations.

Appendix A – Response Covering Letter

Letterhead or Respondent's name and address

Date:

BC Forest Practices Board
Box 9905, Station Prov Govt
Victoria, BC V8W 9R1

Attention: **Qualified Suppliers List**

Subject: **Request for Inclusion on the Forest Practices Board List of Qualified Suppliers**

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

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

Yours truly,

Signature

Name:

Title:

Telephone Number:

e-mail address:

Legal name of Respondent:

Date:

Appendix B – Consultant Qualification Summary

Consulting Firm's Legal Name:			
Consultant's Name:			
Consultant's Requested Service Area [e.g. 2.1.1(a)(b)(c)]			
Consultant's Primary Office Address:			
Consultant's Contact Information:	Office Phone	Mobile Phone	e-mail

Consultant's Degrees, Certificates, Diplomas or Professional Designations Held or Earned:	Degree, Diploma, Certificate or Designation	Issuing Institution or Association	Date Conferred or Awarded

Hourly Fee Rate ¹	Consultant's Availability
	<i>Please provide details of your expected availability over the coming months.</i>

Consultant's Demonstrated Service Area Experience – Assignments/Projects		
2.1.1 Information Systems	Skill Areas	Client Reference(s)
Provide specific details about a project/assignment you have been engaged on to clearly demonstrate your expertise in your selected Service Area. For example, indicate the time length of the assignment, details about its value and impact of the client organization, your role and accomplishments in the assignment etc.	Indicate the experience/skills employed in the assignment or project from those listed in subsections a-c in section 2.1.1.	Provide: Client Organization (i.e., project or assignment owner) Client Contact Contact's Title Contact's telephone number Contact's e-mail (Note: If it is a Board contact, just the name is sufficient)

Add additional assignments/projects as you wish.

Expertise in Information Systems subject areas (section 2.1.1 (c)) : Please indicate what experience (in years) you have in the following subject areas, and in each region for the subject area. Please also indicate whether you consider yourself to be an expert in any of these subject areas.

Declaration: "In my opinion, I consider myself an expert in the subject area(s) that I have indicated a 'Yes' below in the 'Expert' column. This opinion is based on the number of years of experience in this/these subject area(s) as indicated below"

Subject Area	Expert (yes/no)	# years experience	Comment, if any
Microsoft Servers			
VMWare			
Active Directory / Azure			
Certificates			
Client Operating Systems and Systems			
Checkpoint FW systems			

TCP/IP Networking			
WordPress Development			
SEO best practices			
VOIP telephony			
SQL DB and .net development and support			
Other (please specify)			