



BC Used Oil
Management Association

Request for Proposals

Delivery of Community Collection Events 2018 – 2024

Issue Date: **Mon. January 22, 2018**

Closing Date and Time: **Wed. February 28, 2018, 4:00 PM (BC Time)**

Closing Location for Proposals: **By email to**
David Lawes - DLawes@usedoilrecycling.ca

Proponents' Teleconference:

Tue. February 6, 2018 at 2:00 PM (BC Time)

Toll free: 1-877-385-4099

Participant code: 7312588 #

*A Proponent's intention to participate
should be emailed to the Inquiries Contact
Person in advance.*

Inquiries Contact Person:

By email only to

David Lawes - DLawes@usedoilrecycling.ca

E-mail subject line reference:

"RFP Inquiry–Community Collections"



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I. Summary of the Requirement

The British Columbia Used Oil Management Association (BCUOMA) is initiating a new service to the public to increase province-wide accessibility for consumers to recycle lubricating oil, oil filters, oil containers, antifreeze and antifreeze containers.

Beginning in 2018, “Community Collection Events” will be delivered on a regular basis in select communities, some in low population areas that are rural or remote and have no permanent collection facilities, and others in higher-populated areas that are experiencing service disruptions. Other British Columbia stewardship programs, particularly those in the automobile or [hazardous waste](#) sector, may choose to join the BCUOMA program for specific events.

In its inaugural year, a full range of event services will be required for the BCUOMA, including event promotion, product collection and storage, and arrangement for product transport to processors. The Tire Stewardship BC program (TSBC) is interested in participating in *some* events in 2018 but with reduced service needs, providing its own on-site resources to receive, store and ultimately transport its products for recycling. Services for other stewardship programs could range from limited services such as those for TSBC to full services in select communities.

The purpose of this Request for Proposals (RFP) is to engage a qualified firm or firms to deliver the 2018 Community Collection events. While the preference is to engage a single Contractor to deliver all **80 events in the 40 British Columbia communities identified** (using partnership or subcontracting arrangements as needed), the BCUOMA is also open to Proposals to deliver events in only one or more of the provincial regions defined specifically for purposes of this RFP. Proponents may bid for the whole Province or individual regions, but are requested to submit a separate Proposal for each “Bidding Area” in which they would like to be considered. The eight (8) Bidding Areas are identified in [Section VII.2](#).

The BCUOMA expects this opportunity to be of interest to a variety of organizations including transportation companies with an existing presence in the communities/regions identified; automotive product retailers with a significant presence in the province; hazardous waste management groups; and consulting firms with a background in delivering community events.

The services required in 2018, detailed in [Section VII.1](#), include:

- Secure appropriate venues to deliver the Community Collection Events.
- Deliver two (2) Community Collection Events in each community in the Bidding Area.
- With respect to the following services, represent the BCUOMA at all Community Collection Events in the Bidding Area, and represent TSBC only at selected events:
 - Coordinate plans with the participating stewards; conduct event promotion and marketing activities; provide signage; provide trained resources to engage with the public; publish post-event notices with event outcomes.



- With respect to the following services, represent the BCUOMA at all Community Collection Events in the Bidding Area:
 - Provide trained resources to screen/accept/store the products on site and arrange for transport of the products to steward-approved processors. Transport is at no cost to a Contractor – see [Section X.4](#).
- Following each session of events in the Bidding Area (i.e. twice in 2018), provide a summary report to the BCUOMA on the results of the completed session.

Further, subject to successful delivery of the services in 2018, the BCUOMA intends to enter into negotiations with the 2018 Contractor(s) for delivery of Community Collection Event services for a minimum additional term of three (3) years, with an option to extend for an additional three (3) years.

Note that for purposes of any Contract resulting from this RFP, the BCUOMA will remain the lead agency.

II. Definitions and Administrative Requirements

1. Definitions

Throughout this Request for Proposals, the following definitions apply.

- 1.1 **“Bidding Area”** means any of the eight (8) geographical areas defined for the purpose of responses to this RFP, as detailed in [Section VII.2](#);
- 1.2 **“BCUOMA”** means the [British Columbia Used Oil Management Association](#), a not-for-profit group dedicated to the collection and recycling of lubricating oil, oil filters, oil containers, antifreeze and antifreeze containers in British Columbia;
- 1.3 **“Closing Date”** means the date and time indicated on the cover page of this RFP;
- 1.4 **“Closing Location”** means the closing location for Proposals indicated on the cover page of this RFP;
- 1.5 **“Contract”** means a written agreement resulting from this RFP executed by the BCUOMA and a successful Proponent;
- 1.6 **“Contractor”** means a successful Proponent to this RFP who enters into a written Contract with the BCUOMA;
- 1.7 **“Inquiries Contact Person”** means the contact person identified on the cover page of this RFP;
- 1.8 **“must” or “mandatory”** means a requirement that must be met in order for a Proposal to receive consideration under the RFP;



- 1.9 **“Proponent”** means an individual or a company that submits, or intends to submit, a Proposal in response to the RFP;
- 1.10 **“Proposal”** means a Proponent’s written response to the RFP;
- 1.11 **“Request for Proposals”** or **“RFP”** means this document and any addenda;
- 1.12 **“should”** or **“desirable”** means a requirement having a significant degree of importance to the objectives of the RFP; and
- 1.13 **“TSBC”** means [Tire Stewardship BC](#), a not-for-profit society formed to accept responsibility for British Columbia’s scrap tire recycling program.

2. Administrative Requirements

The Administrative Requirements applicable to this RFP are provided in [Appendix B](#).

III. Intended Schedule

The RFP process is expected to follow the schedule below. The timing and sequence of events resulting from this RFP may vary as ultimately determined by the BCUOMA.

Date	Milestone Event
Mon. January 22, 2018	RFP issued
Wed. January 31, 2018	Deadline for submitting inquiries to Contact Person
Tues. February 6, 2018	Proponents’ teleconference (Proponent inquiries addressed)
Wed. February 28, 2018	RFP closes
Thu. March 8, 2018	Proponents notified of final results
Mon. March 20, 2018	Contract(s) finalized / services commence

IV. BCUOMA Background

The BCUOMA, a not-for profit agency, is a collaboration of manufacturers and first sellers of lubricating oil, oil filters, oil containers, antifreeze and antifreeze containers. Its goal is to provide British Columbians with an eco-friendly and cost-effective way to dispose of these materials.



Each year, approximately 50 million litres of oil, 3 million litres of antifreeze, 6 million oil filters, and 1.8 million kilograms of containers are collected and responsibly managed through the BCUOMA program.

Used oil collected through the program is re-refined into new lubricating oil or processed for use in pulp mills, cement plants and in asphalt plants. Oil filters are crushed and taken to a steel mill to manufacture reinforcing steel, while plastic oil and antifreeze containers are recycled into new oil containers, drainage tiles and parking curbs. Used antifreeze is refined and reused as new antifreeze.

V. Other Stewardship Agencies – Background

1. Tire Stewardship BC

TSBC, an agency that will participate in select Community Collection Events, is a not-for-profit society formed to accept responsibility for the provincial scrap tire recycling program. TSBC's program was launched on January 1, 2007, replacing the provincial government-run program that had been in place since 1991.

On average, between 80% and 90% of the scrap tires collected through TSBC are recycled into products. Most are recycled into crumb rubber, which are granules of rubber with the steel and fibre removed. Recycled rubber is then used to create a variety of products including athletic tracks, synthetic turf fields, playground surfacing; colourful, resilient flooring in recreational facilities; flooring and mats for agricultural and industrial use; and coloured landscaping mulch. The remaining scrap tires collected are used as a fuel supplement in the cement and pulp and paper industries.

2. Additional Agencies

Agencies to be represented in the Community Collection Events may be added in 2018 and/or ensuing years. British Columbia's stewardship agencies are identified on the Recycling Council of BC (RCBC) website at: <https://www.rcbc.ca/recycling-programs/epr>

In most cases, it is expected that the addition of a stewardship program will result in limited added cost to the Contractor, with those costs focused on training resources on the program's products.

VI. Community Collection Events Overview

Commencing in 2018, the Community Collection Events will be an industry-led, multi-material community collection and communication initiative. The twice-annual events are intended to:



- a) increase consumer accessibility to stewardship program collection services in all areas of the province, particularly in rural and remote communities; and
- b) communicate information about the participating stewardship programs and the benefits they provide.

Together with the other participating stewards, the BCUOMA will choose specific communities for the events on an annual basis. Initially, 40 specific communities have been identified for the 2018 events as shown in [Section VII.2](#). These communities are expected to represent the event sites through 2024, subject to minor adjustments.

An appropriate location will be secured for each event, and both the event and participating stewards will be well-promoted in each community. The public will be invited to drop-off their products relevant to the participating stewards for the particular event, and those products will be accepted, organized/stored, and transported to recycling facilities approved by the relevant stewardship agencies.

An important component of the events will be engagement with the public to educate them on the work of the participating stewards, including through handouts and the availability of on-site resources to answer questions.

VII. Project Scope and Requirements

1. Services Scope / Roles & Responsibilities

The BCUOMA is seeking proposals from qualified firms with access to expertise in logistics planning, product handling, product transport and communications.

While some service adjustments may be made with a successful Proponent during the Contract negotiation in March 2018 (and in subsequent years, if applicable), the services below should be assumed for 2018 to provide Proponents a common basis for the cost component of their Proposals.

The table below is intended to clarify the key roles and responsibilities with respect to the service details that follow it.



ROLES & RESPONSIBILITIES SUMMARY

BCUOMA / participating steward(s)	Contractor
Provide Contractor with steward contact names for event liaison purposes (and processor contacts, as applicable)	Provide steward with Contractor contact names for event liaison purposes
Provide Contractor with any specific directions/considerations needed for individual events	Liaise with participating steward in advance of a session of events and during individual events (as needed)
Confirm the communities in which to hold events	Secure event venues in the communities identified
–	Conduct pre-event marketing and promotion through social and/or other media
–	Provide effective event signage
Direct the Contractor to regulations and guidelines relevant to handling, storing and transporting the steward’s products	Provide appropriately trained resources for each event to screen/accept/store and transport (where applicable) the steward’s products
Provide Contractor with materials about the program and its products for dissemination to the public (e.g., brochures, reports) and website links to additional program details, as appropriate	Provide appropriately trained resources for the events to disseminate program handouts and answer questions from the public based on information materials provided by the steward
–	Publish/broadcast post-event notices through social and/or other media to confirm the outcomes of each event and promote the next event at that location
Establish reporting requirements	Summarize the results of each event for the BCUOMA in a post-session report (for sharing with other participating stewards)

Details of 2018 service requirements:

- a) Secure appropriate venues to deliver the Community Collection Events:
 - o Preferred venues are retailer sites that deal in oil, tires, batteries or other automotive products, or other privately-managed sites with appropriate accessibility and space for the event; secondary venue options include public/government managed sites.



- b) Deliver two (2) Community Collection Events in each community in the Bidding Area:
- Each event should be a minimum of 8 hours duration per day.
 - Half of the events are to be delivered in mid to late-Spring, and the other half in early to mid-Fall (i.e. two “sessions”).
 - See [Section VII.2](#) for the Bidding Areas and communities included in 2018.
- c) With respect to the following services, represent the BCUOMA at all Community Collection Events in the Bidding Area, and represent TSBC only at select events as discussed in [Section VII.2](#):
- Prior to and as needed during the events, coordinate activities with a designated contact person for each represented steward (and potentially with designated processor contacts, as directed by the steward).
 - Conduct marketing activities through social and/or other media to promote public participation in the event and the participating stewards.
 - Provide effective event signage at and around the events.
 - Provide appropriately trained resources to engage with the public during the events; this includes providing handout materials and answering questions about the participating stewards and their products.
 - Communicate post-event notices through social and/or other media on each event’s outcome and promote the next event that will be held at that location.
- d) With respect to the following services, represent the BCUOMA at all Community Collection Events in the Bidding Area:
- Provide appropriately trained resources to accept the products from the public, screen the products to ensure they are in the scope of the particular event, and store the products on site. This includes ensuring that resources are trained to handle products designated as [Household Hazardous Waste](#) (HHW).
 - In preparation for transport, provide appropriate receptacles at each site to store the products (lubricating oil, oil filters, oil containers, antifreeze and antifreeze containers). This includes ensuring compliance with all storage regulations and requirements applicable to each product type.
 - Arrange for the products to be picked up in the program’s regular transportation stream for delivery to a steward-approved processor; alternatively, if this is not possible because the event is outside of the regular stream or otherwise, engage qualified resources to transport the products to the steward-approved processors. **This transport will not involve cost to a Contractor** (see [Section X.4](#)). The resources engaged must ensure compliance



with all transportation regulations and requirements applicable to the product types being transported.

Note: For clarity, at the selected events in which TSBC participates, it will have its own resources on site to manage the receipt, screening, storage and ultimate transport of the scrap tires.

- e) Following each session of events (i.e. twice in 2018), provide a summary report to the BCUOMA on results of the completed session in the Bidding Area. This includes an assessment of the success of individual events, approximate traffic reach, and general feedback by the public; the report is also expected to include statistics on the numbers and types of products collected for the BCUOMA at each individual event in the Bidding Area (collection statistics are not required for TSBC).

2. Communities Scope / Bidding Areas

Below is a list of the under-served, rural or remote communities, by Bidding Area, selected for the 2018 collection events.

While some adjustments to the communities may be made with a successful Proponent during the Contract negotiation in March 2018 (and in subsequent years, as applicable), the communities below should be assumed for 2018 to provide Proponents a common basis for the cost component of their Proposals. Note that subsequent to Contract finalization, the Contractor may be requested to add other event locations on short notice to address emerging needs.

BIDDING AREAS (8)

BIDDING AREA #	BIDDING AREA NAME	British Columbia Regional District*	Community #	Community Name	TSBC participation
1	PROVINCE	See below	1 - 40	See below	See NOTE below table
2A	Cariboo	Bulkley Nechako	1	Houston	
		Bulkley Nechako	2	Vanderhoof	
		Fraser-Fort George	3	Prince George	
		Kitimat-Stikine	4	New Hazelton	
		Peace River	5	Chetwynd	
		Peace River	6	Tumbler Ridge	
2B	Kootenays	Central Kootenay	7	Castlegar	
		Central Kootenay	8	Creston	
		Central Kootenay	9	Silverton	
		Columbia-Shuswap	10	Golden	

BIDDNG AREA #	BIDDING AREA NAME	British Columbia Regional District*	Community #	Community Name	TSBC participation
		East Kootenay	11	Fernie	
		East Kootenay	12	Invermere	
2C	Lower Mainland	Fraser Valley	13	Abbotsford	
		Fraser Valley	14	Chilliwack	
		Fraser Valley	15	Mission	
		Greater Vancouver	16	Bowen Island	
		Greater Vancouver	17	Burnaby	
		Greater Vancouver	18	Coquitlam	
		Greater Vancouver	19	Delta	
		Greater Vancouver	20	Langley	
		Greater Vancouver	21	Maple Ridge	
		Greater Vancouver	22	North Vancouver	
		Greater Vancouver	23	Richmond	
		Greater Vancouver	24	Surrey	
		Greater Vancouver	25	White Rock	
		Greater Vancouver	26	Vancouver	
		Greater Vancouver	27	West Vancouver	
		Squamish-Lillooet	28	Whistler	
2D	North	Northern Rockies	29	Fort Nelson	
2E	North Coast	Skeena-Queen Charlotte	30	Port Clements	
		Skeena-Queen Charlotte	31	Queen Charlotte	
2F	Okanagan	Central Okanagan	32	Kelowna	
		Okanagan Similkameen	33	Oliver	
		Okanagan Similkameen	34	Princeton	
		Thompson Nicola	35	Kamloops	
2G	Vancouver Island	Alberni-Clayoquot	36	Ucluelet	
		Capital	37	Saanich/Victoria	
		Capital	38	Sooke	
		Nanaimo	39	Nanaimo	
		Strathcona	40	Gold River	

*A map of British Columbia's Regional Districts can be referenced on the RCBC website at:

<https://www.rcbc.ca/holiday-info/regionaldistrict>



NOTE: *The specific regions/communities in which TSBC will be represented by the Contractor(s) will be finalized before Contract negotiations commence. While subject to change, at the time of this RFP, TSBC anticipates participating in between 20 to 24 events across the province per year.*

VIII. Contract and Term

A successful Proponent under this RFP will be expected to enter into a Contract negotiation with the BCUOMA for delivery of the 2018 Community Collection Events. The BCUOMA intends to enter into a Contract with the Proponent with the highest scoring Proposal for the Provincial Bidding Area or with the combination of Proponents required to best address the scope of communities and services under this RFP.

Further, subject to successful delivery of the services in 2018, the BCUOMA intends to enter into negotiations with the 2018 Contractor(s) for delivery of Community Collection Event services for a minimum additional term of three (3) years, with an option to extend for an additional three (3) years. The addition of a collection volume bonus structure *may* be considered by the BCUOMA following 2018.

Note: In the event that a successful Proponent is a partnership, one organization must be identified as the lead agency for purposes of the Contract.

IX. Proposal Evaluation Criteria

1. Mandatory Criteria

Following are mandatory requirements under this RFP. Proposals not clearly demonstrating that they meet these requirements will receive no further consideration during the evaluation process.

Mandatory Criteria

The Proposal must be received at the Closing Location and by the specified Closing Date.

The Proposal must be in English and must be submitted as an email attachment only.



2. Desirable Criteria

Proposals meeting the mandatory requirements will be further assessed against the following desirable criteria. Proposals not achieving the minimum score in an individual category (where applicable) will receive no further consideration during the evaluation process.

Desirable Criteria	Points Available	Minimum score 60% (where applicable)
1. Qualifications and Experience – see section X.1	25	15
2. Project Approach / Work Plan – see section X.2	20	12
3. Understanding of Environmental Stewardship Programs – see section X.3	10	6
4. Cost – see section X.4	45	
TOTAL POINTS AVAILABLE	100	

X. Guide to Proponent’s Response

In order to receive full consideration during evaluation of the Desirable Criteria, Proposals should include detailed responses on all of the following points.

A separate Proposal should be submitted for each Bidding Area of interest to the Proponent. In addition, Proponents bidding on the whole Province are encouraged to include in their Proposal a separate cost response for each of the seven (7) regional Bidding Areas, recognizing that their Provincial cost may reflect efficiencies not available at a regional level.

1. Qualifications and Experience

- Provide a one or two-page corporate information overview of the Proponent’s firm, including the types of services offered, length of time in business, and significant accomplishments.
- Describe the Proponent’s experience providing services relevant to those described in this RFP. Include specific examples that best demonstrate the Proponent’s experience providing logistics planning, materials handling and communication services, ideally including examples of work completed across a significant geographic scope and involving the environmental/recycling sector. Experience of partners or subcontractors may be included but should be clearly identified as such.



- Identify the Project Manager and all other key resources (including contracted resources) that would be involved in the project, including their roles. Provide an overview of the qualifications and relevant experience of each of the proposed key resources.
- Confirm the transporter(s) that would be engaged to pick up the products from the event sites and deliver them to approved processors. Include information on their experience with transporting products such as those under the BCUOMA's mandate and meeting regulated transport requirements.

2. Project Approach / Work Plan

- Explain and interpret the services required under this RFP (see [Section VII.1](#)).
- Describe the Proponent's overall approach to the successful delivery of those services.
 - Include the resource training initiatives that would be conducted.
 - Include the names of the steward-approved processors that have agreed to accept delivery of the in-scope products collected at the Community Collection Events.
- Provide a high-level work plan for 2018 that includes project status reporting points.

3. Understanding of Environmental Stewardship Programs

- While no separate Proposal section is required, the overall Proposal should demonstrate a clear understanding and knowledge of environmental stewardship initiatives.

4. Cost

a) Base Cost:

- For the **BCUOMA services** identified in [Section VII.1](#) (i.e. **not** including TSBC), confirm your **Fixed Cost** for the Bidding Area in 2018, inclusive of expenses and all applicable taxes.
 - Include any assumptions you have made including with respect to the event locations or any aspects of the services.
 - **Do not** include any costs of transporting BCUOMA mandated products to the steward-approved processors:

Any transporter(s) engaged directly by the Contractor must arrange with the processors to receive payment for their services. If the transporter is not already registered under the BCUOMA, it will be required to do so to facilitate these payments. Payments to transport BCUOMA products are based on



provincial “zones”, which are described at: <http://bcusedoil.com/collectors/>
The rates for each zone, by BCUOMA product type, are available at:
<http://bcusedoil.com/wp-content/uploads/2017/01/BCUOMA-RI-Rate-Schedule-Zones-2017-01-01.pdf>

- b) **Cost Adjustment to include TSBC in a community:**
 - Identify your approach to calculating a **Cost Adjustment** (considering expenses and applicable taxes) to add TSBC services to a community in your Bidding Area for one Spring or one Fall Community Event, taking into consideration TSBC’s reduced service requirements. Include any assumptions you have made. (This adjustment approach would also be considered applicable where TSBC joins a newly ‘added’ community – see c) below.)
- c) **Cost Adjustment to add a community to those identified in [Section VII.2](#):**
 - Identify your approach to calculating a **Cost Adjustment** (considering expenses and applicable taxes) to add a community to your Bidding Area for one Spring or one Fall Community Event for the BCUOMA services only. Include any assumptions you have made.
- d) **Cost Adjustment to add a stewardship agency:**
 - Identify your approach to calculating a **Cost Adjustment** (considering expenses and applicable taxes) to add a stewardship agency to your Bidding Area for one Spring or one Fall Community Event (i.e. over and above BCUOMA and TSBC as described in this RFP). Assume that the agency added would require the full range of services as required by the BCUOMA as opposed to the reduced service requirements of TSBC. Include any assumptions you have made.

XI. Proposal Format

The following Proposal sequence and instructions should be applied in order to provide consistency in Proponent responses and ensure each Proposal receives full consideration.

- a) Respond by e-mail with subject line reference: “RFP–Community Collection Events”
- b) Include the following attachments in the e-mail (may be submitted as a single attachment or multiple attachments):
 - 1) The signed Proposal covering letter, as set out in [Appendix A](#) of the RFP.
 - 2) The Proposal, beginning with a Table of Contents that includes page numbers.
 - 3) A one or two-page summary of the key features of the Proposal that clearly identifies the **Bidding Area** covered by the response.



- 4) The Proposal body, preferably presented in the same order as set out in [Section X](#) of the RFP.
- 5) Appendices: any other information determined by the Proponent to be directly relevant to the RFP requirements, each of which should be reasonable in length.

Appendix A Proposal Covering Letter

(Letterhead or Proponent's name and address)

Date: _____

British Columbia Used Oil Management Association (BCUOMA)

David Lawes - DLawes@usedoilrecycling.ca

Subject: Community Collection Events – Request for Proposals

The enclosed Proposal for Bidding Area #____ is submitted in response to the above-referenced Request for Proposals including any addenda and/or clarifying information subsequently provided.

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

Yours truly,

Signature

Name: _____

Title: _____

Telephone Number: _____

E-mail address: _____

Legal name of Proponent: _____

Appendix B Administrative Requirements

1. Terms and Conditions

The following terms and conditions will apply to the RFP. Submission of a Proposal in response to this RFP indicates acceptance of all the terms that follow and any terms or conditions that may be included in addenda issued by the BCUOMA.

2. Additional Information about the RFP

Subsequent information regarding this RFP, including changes made to this document, may be posted under [“What’s New” on the BCUOMA website](#). It is the sole responsibility of Proponents to check for any amendments and addenda on the website.

3. Inquiries about the RFP

All inquiries related to this RFP must be directed in writing to the Contact Person identified on the cover page of the RFP by the [deadline for inquiries](#). Proponents must not communicate directly or indirectly with any other employee, contractor or representative of the BCUOMA or TSBC regarding the RFP.

4. Proponents’ Teleconference

A Proponents’ Teleconference will be held at the time and location identified on the cover page of the RFP. All questions received by the [deadline for inquiries](#) will be addressed by the BCUOMA at the Proponents’ Meeting.

5. Modification of Terms

The BCUOMA reserves the right to modify the terms of the RFP at any time at its sole discretion. This includes the right to cancel this RFP at any time prior to entering into a Contract with a successful Proponent.

6. Liability for Errors

While the BCUOMA has used considerable efforts to ensure information in the RFP is accurate, the information is supplied solely as a guideline for Proponents. The information is not guaranteed by BCUOMA to be accurate, nor is it necessarily comprehensive or exhaustive.

7. Late Proposals

Only complete Proposals received at the Closing Location before the Closing Date will be considered to have been received on time. Late Proposals will not be accepted and will be returned to the Proponent.

8. Eligibility

Proposals will not be evaluated if the Proponent’s current or past corporate or other interests may, in the opinion of the BCUOMA, give rise to a conflict of interest in connection with the project described in this RFP.

9. Proposal Evaluations

Proposals will be assessed based on the evaluation criteria identified in the RFP. Evaluations will be by a committee formed by the BCUOMA. All personnel will be bound by the same standards of confidentiality.

10. Changes to Proposals

By submission of written notice, the Proponent may amend or withdraw its Proposal prior to the Closing Date. Upon closing time, all Proposals become irrevocable. The Proponent will not change the wording of its Proposal after closing and no words or comments will be added to the Proposal unless requested by BCUOMA for purposes of clarification.

11. Proposal Validity

Proposals will be open for acceptance for at least thirty days after the Closing Date. Proposals that do not comply with the requirements described in this RFP may be rejected in whole or in part or not considered by the BCUOMA.

12. Currency and Taxes

Prices quoted by Proponents are to be in Canadian dollars and inclusive of Goods and Services Tax.

13. Acceptance of Proposals

This RFP is not an agreement to purchase goods or services. The BCUOMA is not bound to enter into a Contract with the Proponent who submits the lowest priced Proposal, or with any Proponent.

14. Contract

By submission of a Proposal, the Proponent agrees that should its Proposal be successful, the Proponent will enter into a Contract negotiation with BCUOMA.

15. Contract Negotiation

Notice in writing to a Proponent that it has been identified as a successful Proponent and the subsequent full execution of a written Contract will constitute a Contract for the services, and until such time, no Proponent will acquire any legal or equitable rights or privileges relative to the services.

If a written Contract cannot be negotiated within thirty days of notification to a successful Proponent, the BCUOMA may, at its sole discretion at any time thereafter, terminate negotiations with that Proponent and either negotiate a Contract with the next qualified Proponent or choose to terminate the RFP process and not enter into a Contract with any Proponent.

16. Proponent Expenses

Proponents are solely responsible for their own expenses in preparing a Proposal and for any subsequent negotiations with the BCUOMA. If the BCUOMA elects to reject all Proposals, it will not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in preparing the Proposal, loss of anticipated profit in connection with a final Contract, or any other matter.

17. Ownership of Proposals

All Proposals submitted become the property of the BCUOMA. They will be received and held in confidence by the BCUOMA.

18. Use of RFP

Any information supplied by the BCUOMA in relation to this RFP may not be used or disclosed for any purpose other than for the submission of Proposals. By submitting a Proposal, the

Proponent agrees to hold in confidence all information supplied by the BCUOMA in relation to this RFP.

19. Collection and Use of Personal Information

Proponents are solely responsible for familiarizing themselves, and ensuring that they comply, with the laws applicable to the collection and dissemination of information, including resumes and other personal information concerning employees and sub-contractors. Proponents should obtain consent from employees and sub-contractors proposed as resources under the RFP before sharing any of their personal information with the BCUOMA.

20. Liability

The Proponent will not make a claim against the BCUOMA for any reason whatsoever or howsoever relating to this RFP and the Proponent hereby waives and releases the BCUOMA from any demands, liability, claim, costs, expenses, or damages incurred whatsoever or howsoever arising out of or relating to this RFP or any Proposal prepared in response to it.

The BCUOMA will have no liability whatsoever or howsoever to any Proponent, in connection with this RFP or any Proposal prepared in response to it.