

Appendix 3.10
Frequently Asked Questions
About RISP

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Q1. What is “Preferred Contract Amount”?

A1. The “Preferred Contract Amount”, also referred to as “Preferred Maximum Contract Capacity Amount”, is an amount entered in eRISP step 3 (part 3: RSP180 - Maintain Office Category Fields screen) for each of the categories that the office is applying for. This amount is an estimate of the maximum contract value that your office is willing to undertake for a specific work category. This value is based on the number of registered staff and their respective knowledge level for this particular category. A suggested method to estimate this amount is to calculate the full time monthly billing for the staff registered in this category and multiply this amount by ten. The preferred amounts applied for may be modified by the Ministry’s adjudicators.

Q2. What constitutes a registered RISP office?

A2. A registered RISP office must have a physical street address and qualified Professional, Technical or Environmental registered RISP persons working full time, part-time or on contract at this address. At least one of these staff must be working full time at this address. A Post Office Box is not sufficient. The street address where the office is located must be entered in the data base. For “local” or “regional” selections, the staff working on the contract are expected to have the selected office as their work base for the duration of the contract.

Q3. Can I register a person who is not working at my RISP office?

A3. All staff registered with your RISP office must use that office address as its base for RISP work in a “Regional” or “Local” selection (Refer to the RISP GUIDE main document for definitions of “Regional” and “Local” selections).

Q4. May I register a person to more than one office? Or: If I am registered in RISP as my own company, can I also register in RISP as a part time, full time or contract employee with another RISP office?

A4. No. A person can register only in one RISP office.

Q5. Can I register a person who does part time subcontracting work for my office?

A5. Yes. However, please note that a person that is registered with a RISP office is assumed to use this office as his/her work base when RISP contracts are the result of a “local” or “regional” selection.

Q6. Who can use Professional/Technical categories?

A6. Only members of the Association of Professional Engineers and Geoscientists of British Columbia (APEGBC) can apply for Professional Categories (these are categories that have an even number after the dash, such as 01-32 and marked with P in

column 2 on the Glossary). The only exceptions are the design categories that start with 05 before the dash (such as 05-66). For the design categories, experienced design technicians and design EITs may enter their design experiences for the appropriate design categories (Technical or Professional) in part 2 of the application. These experiences may be approved if they meet the adjudication criteria. The technical employee and EIT will not be approved for these Professional categories but their approved Professional category experiences will count in approving the office's requested maximum preferred contract amount.

Technicians, Environmental specialists, Professional Engineers/Geoscientists and E.I.T.s can apply and may be approved for Technical categories.

Q7. What happens if the RISP registration information for my office is out-of-date or erroneous?

A7. The Ministry reserves the right to reject an office selected by eRISP if the selection was based on out-dated or erroneous information. The most common reasons for rejecting an office selected by eRISP are:

- Staffs registered under the selection category are working from another location when the work specifically requires locally based consultants.
- The contractor wants to assign the work to staff that are not registered in RISP.

Q8. What happens if I choose to assign work corresponding to a RISP category to staff not included in my office's RISP registration in a proposal call originating from an eRISP selection?

A8. The proposal may be rejected by the Ministry representative on the basis that you are assigning RISP category work to staff that did not go through the RISP adjudication process.

Q9. My office is located outside British Columbia. Can it be registered in RISP?

A9. Yes. Your office can be registered in RISP as an out-of-Province office if it meets the conditions outlined in A10 below. Note that staff that want to be registered for professional categories must meet the conditions outlined in A6.

Q10. Under what name can I register my office?

A10. The RISP office must be registered under a name that identifies it as a legal entity in British Columbia. This can be the name that your firm used when it registered in the British Columbia Registrar's Office or, as in the case of a sole proprietorship, the name of the owner. The name that the office uses in its RISP registration in will be the one used on the consulting contract with the Ministry.

Q11. Can my firm register more than one office in eRISP?

A11. Yes. These offices will be registered as “local” offices within the maintenance contract/service area they are located in. At the time of registration, your firm’s RISP contact will be asked to select one of these offices as the “Main” office for province wide RISP selections. Refer to the RISP Guide for more detailed explanations.

Q12. Can my firm register more than one “Main” office as defined in the RISP Guide located on the Ministry’s RISP Web page?

A12. Your firm can register more than one “Main” office only when these offices are registered in RISP for different category fields. In the RISP categories glossary, the first two digits of the work category code indicate a category field. For example: 01-XX indicates bridge engineering and 05-XX highway design. For example, firm ABC Consulting may wish to register in RISP with two separate RISP “Main” offices: One “Main” office as ABC Structural with RISP bridge engineering categories and a second as ABC Highway Design with highway design categories. These two “Main” offices cannot have in common a same “local” RISP office.

Q13. What type of insurance is my consulting office required to carry as a contractor with the Ministry of Transportation?

A13. Proof of insurance coverage is not required to register your office in RISP. However, insurance coverage will be required to meet the terms of your contract with the Ministry. Most contracts require both comprehensive and professional liability insurance coverage. The type and amount of insurance will depend on the type of consulting assignment. For more information on the Ministry’s insurance requirements for contracts with the Ministry of Transportation, contact the Insurance & Bonds Officer at <mailto:INSURANCEandBONDS@gov.bc.ca>