

### **Frequently Asked Questions**

This document provides answers to the most commonly asked RISP related questions.

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1. *What's the difference between RISP and eRISP?*

There is no difference between RISP and eRISP. These terms can, and are, used interchangeably.

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2. *Is there training available for RISP?*

From time to time, when there is sufficient demand, the Ministry of Transportation and Infrastructure holds training and information seminars for consultants, consulting firms, and their staff. Please refer to the ['training'](#) portion of the RISP site for more information, and for a schedule of upcoming training events.

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3. *How are consulting opportunities awarded?*

A consulting opportunity can only be awarded to an office that has been adjudicated and accepted for the RISP categories for a dollar value equal to or greater than the estimated value of a consulting opportunity. In addition, staff experience, the number and relevance of related past projects, the value of project assignments, the timeframe and location of relevant past assignments, RFEI responses (where applicable), and past performance with the Ministry of Transportation and Infrastructure may be considered when awarding an opportunity.

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4. *Do I have to be a company located in British Columbia to register in RISP?*

You do not need to be a BC based company. However, awarding consulting opportunities can have a geographic component. RISP categories are classed as Provincial, Regional or Local. Local categories and Regional categories cover services which by their nature require either a rapid response, familiarity with local conditions, or other reasons for having these consulting services to be available close to the site or the Ministry's office where the contract is managed.

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5. *How do I log into the RISP website?*

Click on the 'eRISP Logon' button located at the top of the RISP main page, located here: <http://www.th.gov.bc.ca/erisp/home.htm>. From the logon page, select the option to log in as a Business/Organization.

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6. *How do I register my office in RISP?*

You can register your office once you have a valid BCeID. With this ID, log into the RISP site, and complete the necessary screens outlined in the ['application instructions'](#).

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7. *What is a BCeID?*

Many government services, including RISP, are available online. A BCeID account is a single user ID and password that provides secure electronic access to these services. A BCeID is the form of authentication required to successfully log into the RISP website.

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8. *How do I get a BCeID?*

A BCeID can be obtained by registering through the Government of British Columbia's BCeID website, located at <http://www.bceid.ca>.

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9. *My BCeID doesn't work, who do I contact?*

For BCeID support, please phone 1-888-356-2741 or email [BCeID@gov.bc.ca](mailto:BCeID@gov.bc.ca).

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10. *What steps are involved in registration?*

There are three steps in registering your office in RISP. These steps are: Maintain Office RISP Screen; Employee Experience Screen; and Maintain Office Category Fields Screen. For detailed information on these steps, please review the '[application instructions](#)' file.

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11. *What information will I need to complete my registration?*

Please refer to the '[application instructions](#)' file for complete information on what's required to complete the RISP application.

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12. *Who can I contact for answers to questions?*

For BCeID support, please phone 1-888-356-2741 or email [BCeID@gov.bc.ca](mailto:BCeID@gov.bc.ca) or visit the BCeID site at <http://www.bceid.ca>. For RISP specific support issues, please use the contact information provided on our contact page.

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13. *What is a 'Preferred Contract Amount'?*

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

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14. *What constitutes a registered RISP office?*

A registered RISP office must have a physical street address and qualified Professional, Technical or Environmental persons working full-time, part-time or on contract at this address. At least one staff member 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 database. For 'Local' or 'Regional' selections, the staff working on the contract must have the selected office as their work base for the duration of the contract.

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15. *May I register a person who is not working at my RISP office?*

All staff registered with your RISP office must use that office address as its base for RISP work in a 'Regional' or 'Local' selection.

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16. *May I register a person in more than one office?*

No. A person can only be registered in one RISP office.

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17. *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?*

No. As explained in the previous question, a person can only be registered in one RISP office.

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

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.

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19. *Who can use Professional/Technical categories?*

Categories termed 'Professional' are for consulting work requiring the supervision of a qualified Association of Professional Engineers and Geoscientists of British Columbia (APEGBC) member including those with Professional Engineer (P.Eng) or Professional Geoscientist (P.Geo) designations, or holders of a limited license to practice in the appropriate field. In addition, all 'Professional' resources must be a member in good standing with APEGBC.

Experienced technicians and engineers-in-training (EIT) may include relevant experiences under 'Professional' categories in RISP (RSP110 - Maintain Employee screen) however they will not be recognized as full, independent resources (accepted resources) under these professional categories.

Technicians, Environmental specialists, Professional Engineers/Geoscientists and E.I.T.s can apply and may be approved for 'Technical' categories.

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

The Ministry reserves the right to reject an office selected by RISP if the selected office included out-dated or erroneous information. The most common reasons for rejecting an office selected by RISP are:

- A staff resource is registered in one office location but is in reality, working from another office location.
- The contractor wants to assign work to staff not registered adjudicated and accepted by the RISP system.

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21. *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 RISP selection?*

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.

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22. *Under what name can I register my office?*

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.

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23. *Can my firm register more than one office in RISP?*

Yes. These offices will be registered as "local" offices within the geographic area (maintenance contract/service area) in which they are located. At the time of registration, your firm's RISP contact will be asked to select which one of these offices will function as the 'Main' office for province wide RISP selections. Refer to the [RISP User's Guide](#) for more detailed explanations.

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24. *Can my firm register more than one "Main" office as defined in the RISP Guide located on the Ministry's RISP Web page?*

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.

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

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, contact the Insurance & Bonds Officer at [insuranceandbonds@gov.bc.ca](mailto:insuranceandbonds@gov.bc.ca).

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