



## RISP APPLICATION INSTRUCTIONS FOR OFFICES THAT PROVIDE PROFESSIONAL, TECHNICAL AND ENVIRONMENTAL CONSULTING SERVICES

Applications to the Ministry of Transportation and Infrastructure's consultants' registry are submitted through the *eRISP* online software accessible on the Internet at: <http://www.th.gov.bc.ca/erisp/home.htm>

To access eRISP, the consulting firm must first obtain a BCeID. For instructions to apply for a BCeID, contact Bev Propp, Engineering Branch, Ministry of Transportation and Infrastructure at: Tel. :(250) 387-5655 or [Bev.Propp@gov.bc.ca](mailto:Bev.Propp@gov.bc.ca)

An quick Consultants' Guide to *eRISP* is located on the Internet.

The complete Manual on RISP with appendices is available on the Internet at:  
<http://www.th.gov.bc.ca/erisp/resources.htm>

### The full application consists of:

1. PART 1 – Maintain Office eRISP screen with a Cover Memo entered under “notes” at the bottom of the screen.
  2. PART 2 - Employee Experience screen.
  3. PART 3 - Maintain Office Category Fields screen.
- Copies of these screens are shown in Appendix 3.3. of the RISP Manual.

Read the **Important Information** below.

### IMPORTANT INFORMATION

- The information submitted in all three parts of this application will be used to adjudicate your Office's qualifications within the Ministry's RISP Consultant Registry System.
- The information contained on your application is subject to the laws and regulations of the FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT [RSBC 1996]
- A Separate application **MUST** be submitted by each branch office of the company that is applying for RISP.
- Applications submitted **MUST** be *complete* and *accurate* and accompanied by a Cover Memo included in the “notes” at the bottom of the Part 1 – Maintain Office eRISP screen (refer to Part 1 in the following page for the required contents of the Cover Memo.)
- Incomplete applications will **NOT** be evaluated.
- This application **MUST** be filled in fill-in online through the Internet by logging on the eRISP software with the office's BCeID at: <http://www.th.gov.bc.ca/erisp/home.htm>
- To logon eRISP, your office **MUST** obtain a BCeID. Information on how to obtain a BCeID is available by contacting Bev Propp, Engineering Branch, Ministry of Transportation and Infrastructure at: Tel.:(250) 387-5655 or [Bev.Propp@gov.bc.ca](mailto:Bev.Propp@gov.bc.ca)

# GENERAL DEFINITIONS FOR COMPLETION OF eRISP SCREENS

## PART 1 - BASIC COMPANY INFORMATION - RSP100 - Maintain Office screen

### BEFORE YOU SUBMIT YOUR OFFICE'S APPLICATION .....

You must include a Cover Memo in the "notes" at the bottom of the eRISP part 1- Maintain Office screen. The cover memo should explain the circumstances of this application. For example: This is a first time registration to RISP for this office. Or, if you are sending changes to a current RISP office, it is important that you summarize all the types of changes that you are making in the "note". For example: Added employees A, B, C and so on. Deleted employees E, F, G and so on. Added new categories XX-XX, YY-YY, ZZ-ZZ and experiences to employees H, I, J. Modified the category fees to categories SS-SS, TT-TT, UU-UU.

**Legal Entity Name .....** Must use the same name as identified in the British Columbia Registrar Office. In the case of a sole proprietorship, the owner's name may be used. The consulting contract will be using the same name that is entered as Legal Entity Name in Part 1 of the eRISP registration.

**Street Address .....** The street address of the office must be entered. A P.O. Box number is not sufficient.

**Contact Name.....** This is the name of the individual whom you designate as your contact with the Ministry with respect to eRISP communications.

**Main RISP Office.....** Refer to the definition in section 2.3.1., page 6, or Appendix 3.5. of the RISP Manual – titled RISP Geographic Area Rules for Selection. The RISP Manual can be obtained on the RISP Internet site at:

**Year Established .....** The year in which the applicant office began its consulting practice.

**Insurance .....** Evidence of the insurance coverage required by your contract must be provided prior to starting work on any Ministry of Transportation and Infrastructure and Infrastructure contract. Insurance specifications will be provided with the scope of work or services when you are selected as a candidate for a specific RISP contract. Evidence is to be provided by way of a duly-executed Ministry of Transportation and Infrastructure Certificate of Insurance.

Payments to the Contractor may be withheld and/or all work on the contract may be ordered to cease if the Contractor fails to obtain or maintain insurance as required or if the Ministry does not approve any insurance submitted to them and the Contractor does not comply with the insurance requirements of the contract. The Ministry shall also have the right, but not the obligation, to place and maintain such insurance in the name of the Contractor and the Ministry. The cost thereof shall be payable by the Contractor to the Ministry on demand, and the Ministry may deduct the cost thereof from any monies which are due, or may become due to the Contractor. In addition, failure to comply with the insurance requirements may result in the cancellation of your RISP privileges. Please contact the Manager, Insurance and Bonds with any questions regarding insurance at [InsuranceandBonds@gov.bc.ca](mailto:InsuranceandBonds@gov.bc.ca).

**Declaration .....** The RISP applicant (consultant) certifies that all information contained within this application is accurate to the best of his/her knowledge, and that this information will be used to register this Company with the Ministry of Transportation and Infrastructure Consultant Registry System (RISP). The consultant also understands that registration in this system does not guarantee the availability or award of Ministry assignments, and hereby waive all claims resulting from system errors or omissions.

Offices registered in RISP must agree to abide with the terms of the Quality Management Accord (refer to Appendix 3.9. of the RISP Manual or contact Richard Voyer at (250) 387-7761) or <mailto:Richard.Voyer@gov.bc.ca>.

**PART 2 – EMPLOYEE EXPERIENCE - RSP115 - Employee screen**

Each office staff who provides consulting services must fill-in a part 2 registration screen on eRISP as part of the office's registration. **A person can only register in one RISP office.**

For each category that an employee is applying for, projects or supporting work experience must be listed in chronological order, starting with the most recent project. Ministry's adjudicators will be assigning a greater value to work done within the last five years and lesser value to work completed prior to the last ten years. The most relevant experience is that which is acquired on roadway project work, particularly within British Columbia. Work done for clients other than roadway agencies, firms or contractors may not be sufficient to qualify. Limit the list of experiences to five per category applied for by each employee.

**Important Note**..... Professional, Technical and Environmental employees can list in their part 2 Categories contained in the category glossary located in appendix 3.1. of this guide. Each category that is listed in part 2 of the application must be substantiated by relevant experience. The experience for all categories that are applied for by each employee will be reviewed by Ministry adjudicators. 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.

**Client**..... The client for whom the Company or employee was providing services.

**Project**..... It is preferable that work experience be tied to an identifiable roadway project.

**Fees Amount**..... The gross fees received from the client in exchange for the engineering services as defined in the listed project.

**Capital Cost**..... The total value of the completed project for which the applicant office provided engineering services. An estimated amount may be acceptable, if you do not have the exact value.

**Description** ..... A short description of the project.

**Responsibility** ..... A concise explanation of the nature of work, tasks and responsibilities undertaken by the *individual* for which the form is being completed. **Generic descriptions of an entire engineering team's duties are not acceptable. Category codes** must be supported by the description. Refer to the category description (Appendix 3.1.) and RISP Adjudication Criteria (Appendix 3.2.) to ensure that the information that you enter is appropriate to the category. Give a descriptive title of the employee as engineer, technician or professional for the purposes of the project or work experience (e.g., Highway Design Engineer, Bridge Designer, construction supervisor, Environmental Coordinator, etc.)

**Prime Consultant**

**(Yes or No)**..... Indicate if the Company was engaged as the prime consultant or as a sub-consultant.

**Category Codes** ..... Category codes are entered first by each employee. For each category code entered the employee enters his/her relevant working experience descriptions of the nature of the individual's role and responsibilities on the projects that support his/her application for this specific category. The same project work experience can be used in applying for more than one RISP category. All category codes and their descriptions can be referenced in the list provided in Appendix 3.1. of the RISP Manual. Also, the applicant should refer to Appendix 3.2. of the RISP Manual – titled "RISP Adjudication Criteria by Fields" at: <http://www.th.gov.bc.ca/erisp/resources.htm>

## **FILLING-IN PART 3 - RSP180 - MAINTAIN OFFICE CATEGORY FIELDS eRISP SCREEN AND SUBMITTING THE APPLICATION**

**Before you press the SUBMIT BUTTON:** A complete application package *must* be submitted using the eRISP online software accessible from the Ministry of Transportation and Infrastructure's Internet site under **RISP Consultant Registry** and *must* include *all* of the following:

- 1) PART 1 - Basic Company Information. In the "notes", in part 1, a summary the circumstances of your office's application (i.e.: to register a new office, make personnel changes or change the Preferred Contract Amounts to an existing RISP registered office. When making changes to an existing RISP registered office, please provide a summary of what these changes consist of in your notes.).
- 2) PART 2 - Personnel Experience (one part 2 application is filled-in by each individual applicant).
- 3) PART 3 – RSP180 - Maintain Office Category Fields eRISP screen is filled in by the office contact once all of the office's consulting staff have entered their employee experiences in Part 2. The eRISP system compiles in Part 3 the list of Work Categories that the office is applying for based on the categories entered by each of the office's employees in Part 2. The office's contact must enter the office's preferred contract amount for each category applied for. If you do not enter a value in the "Preferred" or "Requested change" category amount, the value will default to 5000 which is a low value. To estimate the office's "Preferred" or "Requested change" amounts for each category, refer to section 2.2.1. (page 4) of the RISP Manual or Appendix 3.10. Frequently Asked Questions about RISP at <http://www.th.gov.bc.ca/erisp/resources.htm>.

**ONLY THOSE APPLICATIONS AND CHANGES TO REGISTRATIONS  
THAT ARE SUBMITTED ONLINE USING eRISP WILL BE EVALUATED!**