

CONSULTING OFFICE – USER GUIDE 1

RFEI Invitation

Last Updated: Nov 16, 2009

In order to allow for fairness, the ministry ensures that:

- All offices are initially considered for all RFEI
- RFEI invitations are sent to all invited offices at the same time
- Offices submission responses are not opened by the ministry until after the response period
- Questions and responses related to an RFEI are available to all participating offices
- All office responses are reviewed during the same period of time
- RFEI results are sent to offices at the same time

Phase 1:

Every office in RISP is automatically considered for every consulting opportunity. In the initial stage, the RISP system will consider the categories and size (dollar value) of a project, and compare that to all offices, to find matches. If your office does not meet the criteria, you will be excluded from that particular opportunity.

If however, your office does meet the initial criteria, then you move to the next phase.

Phase 2:

There are two branches within phase 2: contracts valued at \leq \$75K, and contracts valued at $>$ \$75K and less than \$1M.

Opportunities valued at \leq \$75K

Your office matches the initial category and dollar value (capacity) criteria. If the opportunity is for work valued at equal to or less than \$75K, one office is selected. Criteria for this selection can include any or all of the following: location of office, last award (contract) date, and past performance.

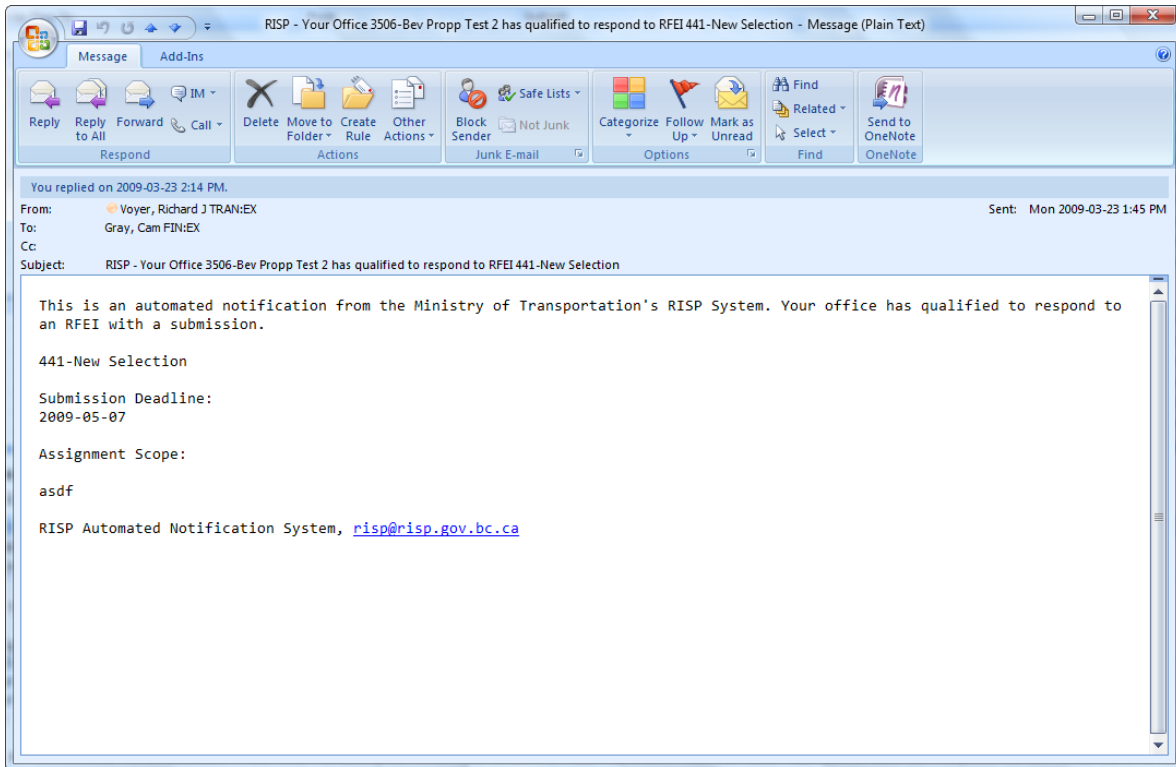
The process for this type of selection is the same under TILMA and RISP 3.0 as it was previously.

Opportunities valued between $>$ \$75K and $<$ \$1M

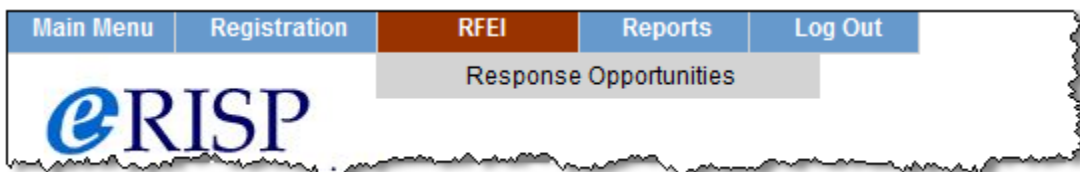
For these opportunities, the skill set and qualifications of all local / branch offices are consolidated (.e.g ACME Victoria, ACME Vancouver, ACME Edmonton, ACME Calgary). If the aggregate qualifications of your offices match the criteria for the consulting opportunity, your office will be invited to participate in an RFEI process.

The contact person for the main office of your company will receive an email notification (invitation)

The email will contain the invitation itself, RFEI number, project name, and submission deadline. A sample is shown on the next page.



When your office receives the email invitation, you can log into RISP, navigate through Response Opportunities.



The Response Opportunities will take you to the RSP 220 RFEI Opportunities page, which will display RFEI's in which your office has been invited to participate.

[Main Menu](#) | [Registration](#) | [RFEI](#) | [Reports](#) | [Log Out](#)

RSP220 - RFEI Opportunities

The following is a list of all RFEI opportunities that your office has been invited to respond to. For more information on RFEI's please consult the [RFEI manual](#).

RFEI Opportunities for your Office

ID	Project Title	Due Date	RFEI Status	Office Response	Decision Status			
441	New Selection	2009-05-07	Open	New	Not Started	Read RFEI	Q&A/Addenda	Respond
442	Bridge Project 123	2009-03-23	Open	New	Not Started	Read RFEI	Q&A/Addenda	Respond
421	cam day	2009-03-23	Open	Submitted	Not Started	Read RFEI	Q&A/Addenda	Modify
262	Test Dealine #24	2009-03-17	Expired	Submitted	Short Listed	Read RFEI	Q&A/Addenda	Review
361	more than 75k more than 3 offices	2009-03-04	Expired	Submitted	Short Listed	Read RFEI	Q&A/Addenda	Review
141	Test Eval Score 2	2009-03-04	Expired	No Response	In Progress	Read RFEI	Q&A/Addenda	Review

For details on reviewing and responding to an RFEI, please review **OFFICE USERGUIDE 2**.