



**REQUEST FOR QUALIFICATIONS
Business Advisory Services List
for
Partnerships British Columbia**

Issue Date: January 26th, 2009

RFQ Number: 2519

Submission Location:

Responses to be received at:

Partnerships British Columbia Inc.
P.O. Box 9478
300 – 707 Fort Street
Victoria, B.C. V8W 9W6
Attention: Louise Berry

Submission Time:

Responses to be received at the above Submission Location prior to:

2:30 pm local time, February 16th, 2009

For Submission Time exceptions, please refer to section 4.1 *Submission Time and Location*

Contact Person:

Louise Berry

Fax: (250) 356-2222

E-mail: louise.berry@partnershipsbc.ca

No telephone queries, please

Table of Contents

Preamble	4
1.0 Introduction	5
1.1 Purpose	5
1.2 Eligibility	5
1.3 Nature of the Work	5
2. Establishing the List of Qualified Business Advisors (the List)	7
2.1 Establishing the List	7
2.2 Evaluation Criteria	7
2.3 Review Process	7
2.4 Notification of Results	8
2.5 Maintaining the List	8
2.6 Use of the List	8
3. Nature of Engagements	9
4. Submission Instructions	11
4.1 Submission Time and Location	11
4.2 Mandatory Requirements	11
4.3 Response Format and Content	11
4.4 Receipt of Complete RFQ	11
4.5 Receipt Confirmation Form	12
4.6 Enquiries	12
4.7 Fax and Email Communication	12
4.8 Unofficial Information	13
4.9 Addenda	13
4.10 Inconsistency between paper and Electronic Form	13
4.11 Revisions to RFQ Responses prior to the Submission Time	13
5.0 RFQ Terms and Conditions	14
5.1 No Contract	14
5.2 Freedom of Information and Protection of Privacy Act	14
5.3 Confidentiality of Information	14
5.4 Cost of Preparing Responses	14
5.5 Limitation of Damages	14
5.6 Reservation of Rights	15
5.7 Ownership of Proposals	15
5.8 Disclosure	15
5.9 No Obligation to Accept	16
5.10 No Unauthorized Communication	16
5.11 Form of Contract	17
5.12 No Collusion	17
6.0 Definitions	18
Appendix A: Maintenance and Use of the List	20
Appendix B: Response Guidelines and Evaluation Criteria	23

Appendix C: Receipt Confirmation Form25
Appendix D: Standard Service Contract26
Appendix E: Independent Certifier Terms of Reference.....Error! Bookmark not defined.

Preamble

Partnerships British Columbia Inc. (“Partnerships BC”), a company wholly owned by the Province of British Columbia reports to its shareholder, the Minister of Finance. Partnerships BC’s mandate includes assisting public sector Client agencies in identifying and managing public private partnership opportunities. This includes providing specialized services, ranging from advice to project leadership/management, to government and government agencies with respect to identifying opportunities for maximizing the value of public capital assets and developing public private partnerships.

The company’s Clients are public sector agencies and authorities, including ministries, Crown corporations, post-secondary institutions and health authorities. In addition, Partnerships BC’s Clients include municipalities, regional districts and government entities outside of British Columbia.

1.0 Introduction

1.1 Purpose

Partnerships BC and/or Partnerships BC's Clients often engage Business Advisors in roles related to the procurement and implementation of innovative infrastructure and services delivery projects, including public private partnerships. This RFQ is being issued by Partnerships BC to obtain information from suitably qualified individuals interested in providing Business Advisory Services.

Partnerships BC's List of Qualified Business Advisors (the List) was established in 2006 to facilitate the identification and engagement of suitably qualified Business Advisory service providers for occasions when such services are required. Throughout the intervening period, the List has remained open to individuals and firms seeking to be added (as explained in Appendix A – Maintenance and Use of the List).

Partnerships BC now seeks to provide an opportunity for individuals and firms not included on the 2006 List to submit their information. In addition, Business Advisors included on the 2006 List, who wish to continue to be included, are being asked to update their information. Candidates on the current List will have their names removed from the List if they do not respond to this RFQ. The information provided by all Respondents will be used to establish a renewed List of prequalified advisors.

1.2 Eligibility

Any interested party, or parties, may make a Response to this RFQ. Respondents may be individuals, corporations, joint ventures, partnerships, or any other legal entities.

However, Business Advisors are listed on an individual basis. Therefore, Respondents wishing to put forward the names of multiple Candidates must follow the submission instructions detailed in Appendix B carefully to ensure that sufficient information is provided for each Candidate.

1.3 Nature of the Work

It is anticipated that the information provided will be used to establish a List of Candidates that will be used to select potential Candidates for a variety of Business Advisory Services during the planning, procurement and post financial close implementation phases of projects contemplated by PBC and/or PBC Clients. These projects may involve, but are not necessarily limited to, the procurement of infrastructure for health, education and transportation projects. The List will include the following categories of Business Advisory

Services, as described in Section 3:

- Corporate advisory services
- Business Case development
- Procurement-related services

These Business Advisory Services may be procured by Partnerships BC or directly by Partnerships BC's Clients.

2. Establishing the List of Qualified Business Advisors (the List)

2.1 Establishing the List

This RFQ asks qualified individuals and firms interested in providing Business Advisory Services to Partnerships BC to follow the submission instructions detailed in Section 4, and to provide the information requested in Appendix B with respect to each Candidate's experience.

Business Advisory service providers who are currently included on the 2006 List must submit a Response to this RFQ as per the submission instructions if they wish to be considered for future assignments. A renewed Response is requested so that information related to Candidates' qualifications and experience is profiled in a consistent manner for all Candidates. Candidates on the current List will have their names removed from the List if they do not respond to this RFQ.

Partnerships BC will review and classify the Responses. Based on that review and classification, Partnerships BC intends to establish a List of qualified Business Advisors.

2.2 Evaluation Criteria

Respondents will be considered for eligibility on the basis of the information presented in the Response and in any subsequent clarifications and reference checks.

Detailed criteria are set out in the Response Guidelines and Evaluation Criteria in Appendix B. The evidence required to support each criterion is to be included in the Response.

2.3 Review Process

Upon receipt, all Responses will be reviewed for completeness in accordance with the Response Format and Content detailed in Table 1, Appendix B.

Each Response will be reviewed by a Partnerships BC Committee, in accordance with the Evaluation Criteria and will take into consideration the following:

- Documents submitted in response to this RFQ;
- Information, provided in writing, in response to questions asked by Partnerships BC; and,
- Reference and other checks.

To assist in reviewing the Responses, Partnerships BC may, at its sole and absolute discretion:

- Conduct reference checks with any or all of the references cited in a Response, and conduct any background investigations that it considers necessary;

- Rely on and consider any information from such cited references;
- Take into consideration information from other sources;
- Seek clarification from any or all Respondents or seek further information from any or all Respondents; and,
- Request in-person meetings with any or all Respondents to clarify any questions and/or considerations based on the information included in the Responses.

2.4 Notification of Results

When the review process is completed and the List from this process finalized, Partnerships BC will notify Respondents in writing of the results.

2.5 Maintaining the List

Any individual or firm may submit their qualifications for consideration to be added to the List at any time during the term of the List, and any person who is included on the List may submit amendments to their qualifications. Partnerships BC may, from time to time and at its sole discretion, review such Submissions received after the Submission Time. The List is expected to be in place for a period of approximately two years from the Submission Time of this Request for Qualifications.

In order to ensure consideration for Business Advisory Services engagements on upcoming projects, Respondents are encouraged to make their Submissions by the Submission Date specified on the cover page to this Request for Qualifications.

2.6 Use of the List

Information on how this List will be used is set out in Appendix A.

3. Nature of Engagements

The nature and scope of Business Advisory Services engagements will vary to suit the requirements of each assignment. The scope of an engagement to provide Business Advisory Services may include some or all of the services and activities set out below:

Table 1 Range of Business Advisory Services

Category of services	Examples of specific services
Corporate Advisory	<ul style="list-style-type: none"> - Tax - Accounting - Policy
Business Case Development	<ul style="list-style-type: none"> - Procurement Options Analysis - Risk Analysis/Discount Rate - Multiple Criteria Analysis - Financial Modelling, Public Sector Comparator, Shadow Bid - PPP Deal Structuring - Funding Analysis
Procurement	<ul style="list-style-type: none"> - Financial/Commercial Support - PPP Deal Structuring - Payment Mechanism - Tolling Structures - Evaluation Criteria & Methodology - Financial Evaluation Support - Negotiations - Financial Modelling, Public Sector Comparator, Shadow Bid - Post-financial close advice

Partnerships BC intends to identify prospective providers of Business Advisory Services with experience that is directly relevant to the planning and implementation of public infrastructure-related Projects (and particularly PPP and Design-build Projects) in a wide range of sectors, such as:

- transportation – roads, highways, railways, marine infrastructure, rapid transit, tunnels and bridges;
- education – schools, colleges, universities and student residences;
- health – hospitals, ambulatory care centres, long term care residences;
- utilities – water, waste water, electricity generation and distribution, energy;

- sports & recreation – pools, arenas, multi-use facilities;
- corrections – courthouses, jails, youth detention centres; and,
- others – such as accommodations or other areas that do not fit into the above noted categories.

4. Submission Instructions

4.1 Submission Time and Location

Responses are to be received at the Submission Location as indicated on the cover sheet of this RFQ. Responses received after the Submission Time will be assessed after the initial RFQ evaluation process is completed, and at the discretion of Partnerships BC.

Responses are to be submitted by hand, mail or courier. Each Response is to be delivered in a package or envelope clearly labelled with the “RFQ Title”, “Contact Person”, and “Submission Location” all as shown on this RFQ cover page. The name and mailing address of the Respondent should also be clearly shown.

Responses sent by fax or email will NOT be accepted.

4.2 Mandatory Requirements

Each Response must comply with the following Mandatory Requirements:

MANDATORY REQUIREMENTS
Each Proposal must :
<ol style="list-style-type: none">1. be in English;2. include a cover letter signed by the Authorized Representative.

Substantially non-compliant Responses may not be evaluated, at the sole and absolute discretion of Partnerships BC.

4.3 Response Format and Content

Please submit two (2) hard copies and one (1) electronic copy (pdf version on CD). Each of the two complete hard copies of the Submission should be on 8.5” x 11” paper. Where practical, text should be 1.5 line spaced and not smaller than 11-point typeface. Submissions may be sent in binders. No cerlox binding please.

Detailed information on the format and content of Responses is included in Appendix B.

4.4 Receipt of Complete RFQ

Respondents are responsible for ensuring that they have received the complete RFQ, as listed in the Table of Contents of this RFQ. Each Response is deemed to be made on the basis of the entire RFQ issued prior to the Submission Time. Partnerships BC accepts no responsibility for any Respondent lacking any information.

4.5 Receipt Confirmation Form

Respondents are advised to fill out and return the attached Receipt Confirmation Form (Appendix C). All subsequent information regarding this RFQ, including changes made to this document will be posted on BC Bid and emailed directly only to those parties who return the completed Receipt Confirmation Form.

4.6 Enquiries

All communications or enquiries about this RFQ must be made by the Respondent's Authorized Representative (as identified in Appendix C: Receipt Confirmation Form) in writing, by email or fax, to the Contact Person, as noted on the title page of this RFQ. No telephone enquiries will be accepted.

Partnerships BC reserves the right to:

- a) Not provide an answer,
- b) Communicate the enquiry and the answer to other Respondents.

A Respondent may request that a response to an enquiry be kept confidential if the Respondent considers the enquiry to be commercially sensitive, and if the Contact Person decides that an enquiry must be distributed to all Respondents, then the Contact Person will permit the enquirer to withdraw the enquiry rather than receive a response.

Partnerships BC is not responsible for any error that may occur from submission of communications or enquiry.

Deliveries of communications or enquiries at the office of the Contact Person will be accepted weekdays from 8:30 a.m. to 5:00 p.m. (local time) and shall clearly state "Request for Qualifications – Business Advisory Services – RFQ Enquiry".

4.7 Fax and Email Communication

The following provisions shall apply to any communications with the Contact Person or the delivery of documents to the Contact Person by fax or email where such fax or email communications or delivery are permitted by the terms of this RFQ:

1. Partnerships BC does not assume any risk or responsibility or liability whatsoever to any Respondent:
 - a. for ensuring that any facsimile transmission equipment or electronic email system being operated for Partnerships BC is in good working order, able to receive transmissions, or not engaged in receiving other transmissions such that a Respondent's transmission cannot be received and/or

- b. if a permitted fax or email communication or delivery is not received by Partnerships BC, or received in less than its entirety, within any time limit specified by this RFQ.
2. All permitted fax or email communications with or delivery of documents to the Contact Person will be deemed as having been received by the Contact Person on the dates and times indicated on the Contact Person's facsimile transmission equipment or electronic equipment.

4.8 Unofficial Information

Information offered from sources other than the Contact Person with regard to the content, intent or interpretation of this RFQ is not official, may be inaccurate, and should not be relied on in any way, by any person or firm, for any purpose.

4.9 Addenda

Written Addenda are the only means of amending or clarifying this RFQ. Only Partnerships BC, through the Contact Person, is authorized to amend or clarify this RFQ by issuing an Addendum. No other employee or agent of Partnerships BC is authorized to amend or clarify this RFQ. Partnerships BC may, at its absolute discretion through the Contact Person, and with notice in writing to interested parties, amend or clarify the terms or contents of this RFQ before the Submission Time. Partnerships BC will post each Addendum on BC Bid and will make reasonable efforts to deliver each Addendum to all such interested parties. Partnerships BC makes no guarantee of timely delivery of any Addenda to any person or firm.

4.10 Inconsistency between paper and Electronic Form

If there is any inconsistency between the paper form of a document issued by or on behalf of Partnerships BC and the digital, electronic or other computer readable form, the paper form of the document prevails.

4.11 Revisions to RFQ Responses prior to the Submission Time

Revisions to RFQ Responses may be made at any time prior to and after the Submission Time. See Appendix A, Section 1.2

5.0 RFQ Terms and Conditions

5.1 No Contract

This RFQ does not constitute an offer to enter into a Contract with any party and no Contract of any kind is formed under, or arises from, this RFQ.

5.2 Freedom of Information and Protection of Privacy Act

All documents and other records in the custody of or under the control of Partnerships BC are subject to the *Freedom of Information and Protection of Privacy Act* ("FOIPPA") and other applicable legislation. Except as expressly stated in this RFQ and subject to the FOIPPA or other applicable legislation, all documents and other records submitted in Submission to this RFQ will be considered confidential. FOIPPA can be accessed as follows: www.qp.gov.bc.ca/statreg/stat/F/96165_01.htm.

5.3 Confidentiality of Information

Information pertaining to Partnerships BC or a Client obtained by the Respondent as a result of participation in this RFQ is confidential and must not be disclosed without written authorization from Partnerships BC or the Client (as applicable).

5.4 Cost of Preparing Responses

Each Respondent is solely responsible for all costs it incurs in preparing a Response, including costs of providing information requested by Partnerships BC and for subsequent negotiations or competitions arising from, or in connection with, a Contract, if any.

5.5 Limitation of Damages

Each Respondent by submitting a Response, agrees that:

1. in the event any or all Responses are rejected, or this RFQ is modified, suspended or cancelled for any reason, neither Partnerships BC nor any of its employees, advisors or representatives will be liable, under any circumstances, for any Claim or to reimburse or compensate the Respondent in any manner whatsoever, including but not limited to costs of preparation of the Response, loss of anticipated profits, loss of opportunity or for any other matter;
2. the Respondent waives any and all Claims whatsoever, including Claims for loss of profits or loss of opportunity, in the event that the Respondent is rejected or is not successful in this RFQ or for any other reason; and
3. with respect to circumstances not listed in the foregoing subsection 1 and 2, the Respondent will not make any Claim against Partnerships BC or its employees,

advisors or representatives in excess of an amount equivalent to the reasonable costs of preparation of the Responses for any matter relating to the RFQ process.

5.6 Reservation of Rights

Partnerships BC reserves the right, in its sole and absolute discretion, to:

1. amend the scope of work, modify, cancel or suspend this RFQ process or any or all stages, at any time for any reason;
2. accept or reject any Response based on the review and classification criteria as determined in the sole and absolute discretion of Partnerships BC;
3. not accept any or all Responses;
4. reject or Disqualify all or any Response without any obligation, compensation or reimbursement to any Respondent or any of its team members;
5. re-advertise for new Responses, call for tenders, or enter into negotiations for work of a similar nature;
6. make any changes to the terms of the business opportunity described in this RFQ;
7. extend, from time to time, any date, time period or deadline provided in this RFQ, upon written notice to all Respondents;
8. cancel the List of Business Advisory Service providers at any time without entering into any Contracts.

5.7 Ownership of Proposals

All documents, including Responses submitted to Partnerships BC become the property of Partnerships BC. They will be received and held in confidence, subject to the provisions of this RFQ and the Freedom of Information and Protection of Privacy Act.

5.8 Disclosure

1. Partnerships BC is committed to an open and transparent process, while understanding the Respondents' need for protection of confidential commercial information. To assist Partnerships BC in meeting its commitment, Respondents will cooperate and extend all reasonable accommodation to this endeavour.
2. Partnerships BC expects to disclose the following information: the RFQ document and the number of Respondents.
3. To ensure that all public information generated about this RFQ process is fair and accurate and will not inadvertently or otherwise influence the outcome of this RFQ, all public information generated in relation to the process, including communications

with the media and the public, must be coordinated with, and is subject to prior approval of Partnerships BC.

4. Respondents will notify Partnerships BC of requests for information or interviews from the media.

5.9 No Obligation to Accept

Partnerships BC is not obligated to accept a Response where, at the sole and absolute discretion of Partnerships BC:

- 1) It does not comply with the requirements of this RFQ unless it can be remedied or clarified under section 2.3; or
- 2) It includes a false or misleading statement, Claim or information; or
- 3) background investigations:
 - a) reveal any false statements in the Response;
 - b) reveal any criminal affiliations or activities by the Respondent and such affiliations or activities would, in the sole opinion of Partnerships BC, interfere with the integrity of the List;

5.10 No Unauthorized Communication

All communications with respect to this RFQ must be made by the Respondent's Authorized Representative (as identified in Appendix C: Receipt Confirmation Form) in writing, by email or fax, to the Contact Person, as noted on the title page of this RFQ. No telephone enquiries please.

Respondents will not communicate directly or indirectly on matters related to this Request for Qualifications with any representatives of Partnerships BC, elected officials, or any other government employees involved in the Competitive Selection Process.

Respondents will not engage in any form of political or other lobbying whatsoever with respect to this Request for Qualification, or otherwise attempt to influence the outcome of this Request for Qualifications. In the event of any such lobbying or communications, Partnerships BC, at its sole and absolute discretion, may at any time, but not be required to, reject any Response by that Respondent without further consideration, and either terminate that Respondent's right to continue participating in the Request for Qualifications stage, or impose such conditions on that Respondent's continued participation in the List as Partnerships BC, at its sole discretion, may consider in the public interest or otherwise appropriate.

5.11 Form of Contract

It is expected that any Candidate retained by Partnerships BC will enter into a Contract with Partnerships BC. Any Contract between a Candidate and Partnerships BC will be substantially similar to the terms and conditions of the standard Partnerships British Columbia Service Contract (General), in use by Partnerships BC at the time of the Contract.

The basis of compensation and form of Contract between a Candidate and a Client will be as agreed between the parties.

5.12 No Collusion

Each Respondent will be responsible to ensure that its participation in this RFQ process is conducted fairly and without collusion or fraud.

6.0 Definitions

In this RFQ:

Addenda or Addendum means each and every written document issued by the Contact Person for the purpose of amending or clarifying this RFQ;

Authorized Representative means the person(s) or firm(s) having the authority to legally bind the Respondent;

Candidate(s) means any Respondent who is included in the List of Qualified Quantity Surveying service providers;

Claim means any claim, demand, liability, damage, loss, suit, action, or cause of action and all costs and expenses relating thereto;

Client means the Province of British Columbia, a Public Sector Agency, a municipality, regional district or any other public sector entity which has engaged, or proposes to engage, Partnerships BC;

Competitive Selection Process means the overall process for the selection of a preferred proponent for an engagement, including, but not limited to, the RFQ;

Contact Person means the person identified as such on the RFQ cover page;

Contract means a written contract executed by a Candidate, and by Partnerships BC or a Client as the case may be, for the performance of Business Advisory Services;

Disqualify means exclusion of a Response from a Respondent by Partnerships BC from the Competitive Selection Process;

Evaluation Criteria means the criteria defined in Appendix B;

List of Qualified Business Advisors or **List** means the list of Respondents, prepared and maintained by Partnerships BC, who have satisfied the review and classification committee that they possess the qualifications described in this RFQ for being added to, and staying on, that list;

Mandatory Requirements means the requirements identified in Section 4.2;

Partnerships BC means Partnerships British Columbia Inc.;

Partnerships BC Committee means a committee, including sub-committees, established by Partnerships BC to evaluate the Responses;

Public Sector Agency means a government body as defined in the Financial Administration Act R.S.B.C. 1996, c.138, including taxpayer-supported and commercial Crown corporations and their subsidiaries, and local agencies such as school districts, health authorities, universities and colleges;

Business Advisory Services means the services described in Section 3, Table 1;

Receipt Confirmation Form refers to the form in Appendix C;

Request for Qualifications or **RFQ** means this document, and any appendices attached to it, as they may be amended from time to time by Partnerships BC;

Respondent(s) means an individual or firm who submits a Submission to this RFQ;

Response means the formal response by a Respondent to this RFQ and is the statement of information that substantially complies with the form and content requirements of this RFQ;

Submission means the formal submission by a Respondent in response to this RFQ;

Submission Location means the location identified as such on the RFQ cover page;

Submission Time means the time and date indicated as such on the RFQ cover page.

Appendix A: Maintenance and Use of the List

1. Maintenance of the List

1.1 Changes to the List

Partnerships BC may, at its sole discretion, and from time to time:

- a) extend the period during which the List is valid;
- b) invite additional Candidates to submit their materials for consideration of being added to the List;
- c) request or permit one or more Candidates to submit additional information, including updated experience, availability and fee information;
- d) update the List at any time by adding new Candidates and removing Candidates from the List;
- e) update the List based on revised eligibility criteria; and
- f) categorize Candidates on the basis of their stated areas of expertise.

1.2 Candidate Changes

Candidates named to the List are requested to promptly notify the Contact Person in writing of any material changes to the information contained in their Submission. Partnerships BC may, but will not be obligated to, update the List, at any time, in its discretion, to reflect such changes.

Candidates named to the List who wish to make any addition, deletion, or other change to their Submission, will notify the Contact Person as to the proposed change in writing.

Partnerships BC may, but is not obligated to, consider such additions or changes and to update the List at any time, at its discretion.

Any proposed change may be disallowed.

1.3 Withdrawal or Removal from the List

Any Candidate may withdraw its name from the List at any time by notifying the Contact Person in writing.

Partnerships BC may remove any Candidate from the List at any time, by notifying the Candidate in writing.

2. Use of the List

Partnerships BC may, at its discretion, and from time to time:

- a) use the List to identify providers of Business Advisory Services with relevant expertise in connection with specific projects or distinct tasks in connection to such projects or proposed projects, or related project or policy development,
- b) use the List on behalf of a Client; or
- c) make the List available to a Client in connection with public private partnership projects, capital projects, proposed projects, distinct tasks in connection with projects, or related policy development. If the List is provided to a Client, the use, if any, of the List and the selection, retention and instruction of Candidates in association with specific projects will be at the discretion of the Client.

Each of Partnerships BC and the Client shall have the right, at its discretion, to:

- a) invite any or all of the Candidates on the List to participate in selection processes for one or more Contracts;
- b) develop and implement processes and criteria for identifying, classifying, and selecting Candidates from the List;
- c) develop shortlists of Candidates in connection with specific tasks and projects and invite the shortlisted Candidates to be considered for one or more Contracts in connection with the tasks and projects;
- d) select Candidates to enter into one or more Contracts directly from the List; in accordance with Provincial procurement policies.
- e) not engage any Candidates in connection with a project or task;
- f) not utilize the List in any way whatsoever, including without limitation, by not selecting any Candidates to enter into, or by not inviting any Candidates to compete for any one or more Contracts;
- g) employ other means or mechanisms to identify prospective Business Advisory Services external to the List or otherwise engage Business Advisory Services external to the List, in connection with any public private partnership project, capital project, proposed project, distinct tasks in connection with projects, or related policy development; or
- h) screen Candidates for conflicts of interest or other relationships that require them to commit to strict confidentiality obligations.

There is no obligation whatsoever on Partnerships BC or the Client to:

- a) contact any one or more Candidates on the List;

- b) to consider or invite any one or more Candidates to enter into, or compete to enter into, any Contracts; or
- c) to enter into one or more Contracts.

3. Limitations

Partnerships BC, in establishing and maintaining the List and the information contained in the List, in classifying Candidates on the List, in distributing or giving access to the List as contemplated in this RFQ, and in permitting the Client to utilize and give access to the List to others, is neither intending to, nor endorsing, recommending or otherwise making any representation, express or implied as to the List, the information (including its accuracy or completeness) contained in the List, the suitability of Candidates classified on the List, or the use that may be made of the List or the information the List, the information contained in the List, or the classification of any or all Candidates on the List must not be held out as an endorsement, recommendation, or representation whatsoever, express or implied by Partnerships BC.

Appendix B: Response Guidelines and Evaluation Criteria

TABLE 1 – RESPONSE FORMAT AND CONTENT

Section.	Title	Contents
1.	Contact Information	<p>Provide the name and contact details for the Authorized Representative of the Respondent.</p> <p>Please note: The Authorized Representative of the Respondent will be the <u>only</u> contact person to receive communication from PBC regarding this RFQ.</p> <p><u>Authorized Representative:</u></p> <ol style="list-style-type: none"> 1. Name 2. Company 3. Mailing/Courier Address 4. Telephone Number 5. Facsimile Number 6. E-mail address
2.	Experience on assignments of significant scope, scale or complexity	<p>Provide a current CV for each person who would typically lead a Business Advisory assignment. Please include, at a minimum, the following information:</p> <ul style="list-style-type: none"> • Name • Professional experience • Professional or technical designation(s), if any • Education/qualifications <p>Provide the following information for relevant assignments completed within the last three (3) years. Please limit responses to 2 pages or less, per project.</p> <ul style="list-style-type: none"> • Relevant Business Advisory Services or infrastructure project experience – please see Table 2 AREAS OF EXPERIENCE; • Project name and location (City, Province/State, Country); • Project description (including date, contract method, i.e. public private partnership; design build etc) and current status; • Project capital cost (estimated in C\$); and, • Role of individual including a description of scope/experience within the overall project, and which areas of Business Advisory experience the project applies to.
3.	Professional reputation as a credible provider of Business Advisory Services.	<ol style="list-style-type: none"> 1. Client references (including client name, contact name, location, phone number, and email address) for each of the above projects 2. References may be asked to verify the information in the Submission and attest to the Respondent’s relevant professional experience.
4.	Areas of Experience	Complete Table 2 “ AREAS OF EXPERIENCE ”.

Please submit one table per Candidate.

TABLE 2 – AREAS OF EXPERIENCE (PLEASE INDICATE RELEVANT EXPERIENCE WITH A ✓)

Candidates Name:	Sector								PROJECT SIZE		
	Corporate	Transportation	Education	Health	Utilities	Real Estate Development	Cultural / Non-Profit	Other (please specify)	< \$100M	\$110M to \$250	>\$250M
1. Partnerships BC Corporate											
Tax											
Accounting											
Policy											
Other (specify)											
2. Business Case Development											
Procurement options analysis											
Risk analysis / discount rate											
Multiple criteria analysis											
Financial modelling, PSC, shadow bid											
PPP deal structuring											
Other (specify)											
3. Procurement											
Financial / commercial support											
PPP deal structuring											
Payment mechanism											
Tolling structure											
Negotiations											
Evaluation criteria & methodology											
Financial evaluation support											
Financial modelling, PSC, shadow bid											
Post financial close advice											
Other (specify)											

Appendix C: Receipt Confirmation Form

**Request for Qualifications
Business Advisory Services
RFQ #2519**

For any further distributed information about this RFQ,
return this form as soon as possible to:

Attention: Louise Berry

MAIL ONLY:	COURIER/BY HAND:
Partnerships British Columbia Inc., P.O. Box 9478 Victoria, B.C. V8W 9W6 Attention: Louise Berry	Partnerships British Columbia Inc., 300 – 707 Fort Street Victoria, B.C. V8W 3G3 Attention: Louise Berry

Fax: (250) 356-2222

COMPANY: _____

MAILING ADDRESS: _____

CITY: _____ **POSTAL CODE:** _____

PROVINCE/STATE: _____ **COUNTRY:** _____

FAX NUMBER: (____) _____

PHONE NUMBER: (____) _____

E-MAIL ADDRESS: _____

AUTHORIZED REPRESENTATIVE:

Unless it can be sent by fax or email, please send any further correspondence about this RFQ by:

Courier Collect: Courier Name and Account No. _____

SIGNATURE: _____ **TITLE:** _____

Appendix D: Standard Service Contract

Available from the Contact Person on request.