Provincial Health Services Authority
Province-wide solutions. Better health.

Request for Pre-Qualification

For General Contractor

For BCC VIC – BMS Replacement

RFPQ No.: G012-00

CLOSING DATE AND TIME:
15:00 hrs. Local Time on November 23, 2026

CLOSING LOCATION:
Online Bidding System
https://fraserhealth.bonfirehub.ca/opportunities

Issue date: November 9, 2026

David John
Procurement Consultant
david.john@fraserhealth.ca

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SECTION ONE: RFPQ SUBMISSION PROCESS / GENERAL INFORMATION

1. Introduction and Purpose

The purpose of this Request for Pre-Qualifications ("RFPQ") is to invite interested General Contractors ("Respondents") to submit Responses indicating their interest in and qualifications for the Project: G012-00 BCC VIC – BMS Replacement. Based on these Responses, Provincial Health Services Authority ("Authority") intends to select, in accordance with the terms of this RFPQ, a short-list of Respondents will be invited to participate in the next stage of the Construction Tender process.

This RFPQ is not a tender, an offer, or a request for proposals, and there is no intention by the Authority to make an offer by issuing this RFPQ.

2. Closing Date, Time and Location:

Responses must be received by following date and time (the "Closing Time"):

15:00 HRS local time on November 23, 2026

at the following location (the "Closing Location"):

Online Bidding System
https://fraserhealth.bonfirehub.ca/opportunities

Note: It is the Respondent's sole responsibility to ensure their Response is received at the Closing Location by the Closing Time. The Authority is not responsible for lost, misplaced or incorrectly delivered Responses.

3. Number of Copies and Marking

Respondents should submit 1 signed electronic copy of their Response to the Closing Location. See Section Eight Submission Instructions.

4. Fax / Email

Facsimile or e-mail Responses will not be accepted.

5. Inquiries

All inquiries regarding the RFPQ are to be directed, by email, to the contact person identified below. Inquiries should be submitted no later than 3 business days before the Closing Time.

David John
Procurement Consultant
david.john@fraserhealth.ca

Information obtained from any other source is not official and should not be relied upon. Inquiries or questions may be recorded, answered and distributed by the Authority.

6. Response Contents

6.1 Contents

Respondents should include the following in their Responses:

(a) Section Four: [Request for Pre-Qualification Form];

(b) Section Five: 1. [Statement of Full Disclosure];

(c) Section Five: 2. [Relation Disclosure Form];

(d) Resumes; and

(e) Certificate of Infection Control Course Completion (See Section Four Item 4).

6.2 Language

Responses should be in English. Information in any other language will not be reviewed.

6.3 Signature

The Request for Pre-Qualification Form, Statement of Full Disclosure and Relationship Disclosure Form should be signed by a person authorized to sign on behalf of the Respondent.

SECTION TWO: PROJECT INFORMATION

2.1 BCC VIC – BMS Replacement

2.1.1 Project Scope / Overview

Emergency replacement of the BMS HVAC Control System after a legacy Johnson Controls building automation system (BAS) controller has failed at the Victoria Cancer Centre, resulting in the loss of control and monitoring capability across most of the first floor and portions of the second floor. The affected BAS controls temperature, airflow, and other critical environmental systems throughout the facility. The controller failure presents a significant operational risk due to the presence of temperature-sensitive medical equipment and medications.

Assessment and completion of technical specifications has been completed by BES Engineering. The intent of this project is to replace the failed components of the existing legacy Johnson Controls proprietary building automation system associated with the failed NCM-1 supervisory controller, and to restore control, monitoring, alarming and trending for the affected systems and zones through a new BACnet/IP-based control system integrated with the Owner's existing building management system (Siemens).

2.1.2 Project Schedule

The successful Proponent is required to ensure that they will have sufficient capacity, dedicated peoplepower and resources to undertake the *Project* and deliverables to meet the schedule. Target dates are noted below:

Milestone	Target Completion Date
Construction Tender	November 2026
Construction Start	January 2027
Construction Substantial Completion	February 2027
Ready-for-Takeover	March 2027

2.1.3 Project Budget

The *Project's* construction budget is estimated at an order of magnitude of **$600K.**

SECTION THREE: EVALUATION PROCESS

1 Evaluation Committee

The evaluation of Responses will be undertaken by an evaluation committee ("Evaluation Committee") made up of representative(s) of the Authority. The Evaluation Committee may consult with others as the Committee may in its discretion decide is required, including Authority, Health Authority staff members and others. The Evaluation Committee will recommend a short-list of Respondents to the Authority.

2 Evaluation Criteria

The Evaluation Committee will evaluate each Response to identify Respondents that the Evaluation Committee judges deem to have the qualifications and experience necessary to be pre-qualified to participate in next stage of the Design Tender process. In evaluating Responses, the Evaluation Committee will consider the following criteria:

Evaluation Criteria	**Points**
(a) Years of business, financial capability and disputes	10
(b) Experience of proposed personnel, working on clinical care or hospital projects of similar scope and complexity	10
(c) Firm experience working on clinical care or hospital projects of similar scope and complexity	10
(d) Quality management, scheduling and work plan preparation experience	20
(e) Evidence provided to meet project requirements including; required response times for critical issues post construction, consistently meet infection control requirements and meet project's target schedule.	40
(f) Project References	10
Total	**100**

3 Clarifications

To assist in evaluation of the Responses, in addition to the information submitted in response to Section 4 [Request for Pre-Qualification Form], the evaluation committee may, at its discretion (but is not required to):

(a) conduct such internal or external reference checks and background investigations as the evaluation committee may consider necessary (the evaluation committee may check with any reference, whether or not the reference is listed in a Response) and consider any relevant information from such references and background investigations in the evaluation of Responses;

(b) seek clarification or additional information from any Respondent with respect to any aspect of its Response and consider such additional information in the evaluation of the Response; and/or

(c) request interviews or presentations with any, some or all of the Respondents to obtain clarification of any Response and consider any information received from any interviews or presentations in the evaluation of Responses.

4. Updates to Pre-Qualification Information

The Pre-Qualified Respondents are requested to notify the Authority in a timely manner of any changes to the business name, key personnel, ownership, financial position or any other information which may affect the firm's pre-qualification status. The Authority may remove from the pre-qualification list any pre-qualified Respondent that fails to keep the Authority up to date with any such changes.

5. Conflict of Interest

If in the Authority's opinion a Respondent has a conflict of interest or an unfair advantage, whether real, perceived, existing now or likely to arise in the future, The Authority may reject the Respondent's Response and not pre-qualify the Respondent, or may pre-qualify the Respondent on such conditions as the Authority may consider to be in the public interest or otherwise required by the Authority.

Refer to Section 5 [Statement of Full Disclosure and Relationship Disclosure Form] regarding relationship and funding disclosure forms. With any relationship disclosure in its Response, the Respondent should include sufficient information and documentation to demonstrate that appropriate measures have been, or will be, implemented to mitigate, minimize or eliminate the actual, perceived or potential conflict of interest or unfair advantage, as may be applicable. The Respondent will provide such additional information and documentation and implement such additional measures as the Authority may require in its discretion in connection with the Authority's consideration of the disclosed relationship and proposed measures.

SECTION FOUR: REQUEST FOR PRE-QUALIFICATION FORM

Respondents are asked to complete this document to provide information on their capacity, skill and experience. Respondents are required to provide complete details as defined within and leave nothing blank. Respondents are requested not to change the format or structure of this document.

The successful Respondents are obligated to inform the Authority, in a timely manner, of any changes to key personnel, ownership, financial position or any other information which may affect its status with the Authority.

1. Submitted by:

Firm Name: Contact Person:

Address:

Phone: Fax: Email

2. Legal Structure of Your Firm:

Year Established _____ Corporation ☐, Partnership ☐, Sole Proprietor ☐,

Joint Venture ☐ Other

Names and Titles of Officers, Partners, Principals:

3. Financial References

a. Bank Name

Location

Contact Person

Phone: Fax: Email

b. Surety Company Name

Location

Contact Person

Phone: Fax: Email

4. The Respondent is expected to be familiar with the current infection control guidelines, policies and recommendations, including CSA 317.13-17. If not, the key team members are expected, at their own cost and prior to start of work, to take at least: (This requirement also applies to the above site/project personnel for major sub-trades, such as: Mechanical, Electrical, Hoarding, Drywall, and Flooring)

a. Course 1 – CSA standards : Fundamentals of Infection Control During the Construction and Renovation of Healthcare Facilities
b. Course 2 – CSA standards : Practical Applications in Infection Control During the Construction, Renovation and maintenance of Healthcare Facilities

Please indicate your understanding and compliance with this standard and submit a copy of proof of course completion for all key personnel.

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5. Dispute Resolution / Quality Control

a. List Quality Control certifications and describe approach. Include specific examples and references to demonstrate successful quality control.

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b. Has the Respondent been involved in any legal disputes or litigation over past 5 years? Describe type of dispute, period and duration.

C. Does the Respondent have any outstanding claim or litigation against it?

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6. List your firm's approach and experience in scheduling and work plan preparation.

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7. This project will be taking place in an active cancer treatment facility where appropriate infection control measures are essential. Please list infection control measures that will be taken to ensure patient safety.

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8. The BAS controls temperature, airflow, and other critical environmental systems throughout the facility. Timely support of newly installed system is required due to the presence of expensive, temperature-sensitive medical equipment and medications. The expected level of support for critical issues identified by Island Health FMO requires a 30-minute response and requested 60-minute on-site attendance. To ensure this response time is achievable, list the local service/support capability.

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9. This project will be taking place in an active cancer treatment facility where appropriate infection control measures are essential. Please list infection control measures that will be taken to ensure patient safety.

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10. This project will be taking place in busy active cancer treatment facility where patient care can not be impacted. This will require detailed coordinator of work and clear communication with many departments and leads. Please list communication and scheduling plan that will be taken to ensure appropriate coordination of access to areas.

11. BC Cancer serves a vulnerable patient population. Please describe how you intend to enforce the requirements to keep construction noise and other disruptive activities to a minimum?

12. Will you be able to meet the project's target schedule? If any deviations from the schedule are anticipated, please provide the reason for the anticipated deviation.

13. Provide a statement that your firm is registered to conduct business in BC.

14. Provide a statement that your firm is in good standing with Worksafe BC and provide a Worksafe BC registration number.

15. Has this organization operated under any other name? ☐ Yes ☐ No
If yes, under what name and when?

16. List key personnel – proposed for the Project & attach resumes showing qualifications and experience including project size, contract value and dates of construction. The Authority endorse the Canadian Healthcare Engineering Society (CHES). www.chesconference.com/CHCC/Program.htm

Role	Name	Title	Canadian Healthcare Construction Certificate
			Yes / No
			Yes / No
			Yes / No
			Yes / No

17. The Authority require that all contractors and their staff working on health care projects follow the Provincial Health Officer (PHO) COVID 19 vaccine status order(s).
https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/archived-docs/covid-19-pho-order-vaccination-status-information-aug20.pdf

Please indicate your compliance with the PHO order(s). Failure to comply with the PHO order(s) will result in disqualification from this RFQ process.

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18. Project Experiences

Describe 5 Projects the Respondent has completed in the past 5 years. Respondents should reference only those projects that the Respondent's key personnel (Section Four Item 10) have been directly involved with.

1) Project Name and Location:

Initial Budget $ | Final Budget $

Explain Variance

Project Initial Schedule | Project Final Schedule

Explain Variance

Project Description

List key personnel proposed in Section Four Item 10 and their role in this Project:

Project Procurement Method / Contract Type
(i.e. Stip Sum, Design Build, P3, Construction Management, Fast Track, Integrated Project Delivery, Cost Plus)

Owners Contact Information
Name | Tel | Email

Engineering Team Information
Name | Tel | Email

2) Project Name and Location:

Initial Budget $	Final Budget $
Explain Variance	
Project Initial Schedule	Project Final Schedule
Explain Variance	

Project Description

List key personnel proposed in Section Four Item 10 and their role in this Project:

Project Procurement Method / Contract Type
(i.e. Stip Sum, Design Build, P3, Construction Management, Fast Track, Integrated Project Delivery, Cost Plus)

Owners Contact Information Name	Tel	Email
Engineering Team Information Name	Tel	Email

3) Project Name and Location:

Initial Budget $	Final Budget $
Explain Variance	
Project Initial Schedule	Project Final Schedule
Explain Variance	

Project Description

List key personnel proposed in Section Four Item 10 and their role in this Project:

Project Procurement Method / Contract Type
(i.e. Stip Sum, Design Build, P3, Construction Management, Fast Track, Integrated Project Delivery, Cost Plus)

Owners Contact Information Name	Tel	Email
Engineering Team Information Name	Tel	Email

4) Project Name and Location:

Initial Budget $ | Final Budget $

Explain Variance

Project Initial Schedule | Project Final Schedule

Explain Variance

Project Description

List key personnel proposed in Section Four Item 10 and their role in this Project:

Project Procurement Method / Contract Type
(i.e. Stip Sum, Design Build, P3, Construction Management, Fast Track, Integrated Project Delivery, Cost Plus)

Owners Contact Information
Name | Tel | Email

Engineering Team Information
Name | Tel | Email

5) Project Name and Location:

Initial Budget $ | Final Budget $

Explain Variance

Project Initial Schedule | Project Final Schedule

Explain Variance

Project Description

List key personnel proposed in Section Four Item 10 and their role in this Project:

Project Procurement Method / Contract Type
(i.e. Stip Sum, Design Build, P3, Construction Management, Fast Track, Integrated Project Delivery, Cost Plus)

Owners Contact Information
Name | Tel | Email

Engineering Team Information
Name | Tel | Email

Declaration

I declare that the information provided in this document is true and correct to the best of my knowledge.

Signature | *Date*

Name and title of contact person (please print)

Phone | *Email*

SECTION FIVE: STATEMENT OF FULL DISCLOSURE AND RELATIONSHIP DISCLOSURE FORM

1. STATEMENT OF FULL DISCLOSURE

The Respondent declares on its own behalf and on behalf of each member of the Respondent's team that the following is a full disclosure of all funding support (including gifts), if applicable, that has been provided by the Respondent or any member of the Respondent's team to the Authority during the 3 (three) year period prior to the date of issuance of this RFPQ.

TYPE OF FUNDING SUPPORT	SITE/ LOCATION	DEPARTMENT	RECIPIENT	MARKET VALUE
Capital Equipment				
Seminars				
Travel				
Supplies				
Educational Support				
Research Support • Drug Trials • Projects • Publications • Other				
Major Donations				
Other Funding (specify)				
Corporate Agreement				
TOTAL				

NAME OF RESPONDENT

Address

Email Address

Telephone

Name of Authorized Signatory for Respondent

Signature

2. RELATIONSHIP DISCLOSURE FORM

The Respondent declares on its own behalf and on behalf of each member of the Respondent's team that:

a) this declaration is made to the best of the knowledge of the Respondent and, with respect to relationships of each member of the Respondent's team, to the best of the knowledge of that member.

b) the following is a full disclosure of all known relationships that the Respondent and each member of the Respondent's team has, or has had, with:

i. the Authority;

ii. any employees of the Authority;

iii. any former employees of any of the Authority who ceased to hold such position within one calendar year prior to the Closing Time; and/or

iv. any other person who, on behalf of the Authority, has been involved in the RFPQ.

Name of Respondent Team member	**Name of Party with Relationship (e.g., list Authority, employee of the Authority, etc.)**	**Details of the Nature of the Relationship**
e.g. John Smith	*Fraser Health Authority*	*Employee of FHA from 19XX – 20XX*
e.g. Firm Name Ltd.	*Fraser Health Authority*	*Firm Name Ltd. is working with Fraser Health Authority on Project X.*

(Each Respondent should submit one form. Add additional pages as may be required. Disclosures for a company only need to be provided once and not repeated for every individual of that company).

NAME OF RESPONDENT
Address
Email Address
Telephone
Name of Authorized Signatory for Respondent
Signature

SECTION SIX: PRIVACY PROTECTION SCHEDULE

Purpose

1. The purpose of this Schedule is to:
   (a) enable the Public Body to comply with its statutory obligations under the Act with respect to personal information; and
   (b) ensure that, as a service provider, the Contractor is aware of and complies with its statutory obligations under the Act with respect to personal information.

Definitions

2. In this Schedule,
   (a) "**Act**" means the *Freedom of Information and Protection of Privacy Act* (British Columbia), as amended from time to time;
   (b) "**contact information**" means information to enable an individual at a place of business to be contacted and includes the name, position name or title, business telephone number, business address, business email or business fax number of the individual;
   (c) "**personal information**" means recorded information about an identifiable individual, other than contact information, collected or created by the Contractor as a result of the Agreement or any previous agreement between the Public Body and the Contractor dealing with the same subject matter as the Agreement.

Requests for access to personal information

3. If the Contractor receives a request for access to personal information from a person other than the Public Body, the Contractor must promptly advise the person to make the request to the Public Body unless the Agreement expressly requires the Contractor to provide such access and, if the Public Body has advised the Contractor of the name or title and contact information of an official of the Public Body to whom such requests are to be made, the Contractor must also promptly provide that official's name or title and contact information to the person making the request.

Protection of personal information

4. The Contractor must protect personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or disposal, including any expressly set out in the Agreement.

Storage and access to personal information

5. Unless the Public Body otherwise directs in writing, the Contractor must not store personal information outside Canada, access personal information from outside Canada, or permit access to personal information from outside Canada. No services that require access to personal information shall be provided or performed by the Contractor in any location outside of Canada.

Audit

6. The Contractor shall permit the Public Body and/or its representatives and agents to conduct periodic audits of records related to performance by the Contractor, its employees, agents, representatives, associates and permitted subcontractors, if any, of the Contractor's obligations under this Schedule.
7. The Contractor will at all times maintain and make available to the Public Body an "Audit Log" of access to personal information. The Audit Log will list who, when and for what reason personal information was accessed.

Use of personal information

8. Unless the Public Body otherwise directs in writing, the Contractor may only access personal information if that access is:
   (a) for the performance of the Contractor's obligations, or the exercise of the Contractor's rights, under the Agreement; and
   (b) in accordance with section 13.

Disclosure of personal information

9. Unless the Public Body otherwise directs in writing, the Contractor may only disclose personal information inside Canada to any person other than the Public Body if the disclosure is for the performance of the Contractor's obligations, or the exercise of the Contractor's rights, under the Agreement.
10. Unless the Agreement otherwise specifies or the Public Body otherwise directs in writing, the Contractor must not disclose personal information outside Canada.

Employee Access

11. The Contractor will provide a list of employees that will have access to personal information. Each of the specified employees will execute a confidentiality agreement. Approval of the public body must be obtained before any employee of the Contractor accesses personal information. Employees who have not obtained approval from the Public Body must not access personal information.
12. In addition to any other rights of inspection the Public Body may have under the Agreement or under statute, the Public Body may, at any reasonable time and on reasonable notice to the Contractor, enter on the Contractor's premises to inspect any personal information in the possession of the Contractor or any of the Contractor's information management policies or practices relevant to its management of personal information or its compliance with this Schedule and the Contractor must permit, and provide reasonable assistance to, any such inspection.

Compliance with the Act and directions

13. The Contractor must in relation to personal information comply with:
    (a) the requirements of the Act applicable to the Contractor as a service provider, including any applicable order of the commissioner under the Act; and
    (b) any direction given by the Public Body under this Schedule.
14. The Contractor acknowledges that it is familiar with the requirements of the Act governing personal information that are applicable to it as a service provider.

Notice of non-compliance

15. If for any reason the Contractor does not comply, or anticipates that it will be unable to comply, with a provision in this Schedule in any respect, the Contractor must promptly notify the Public Body of the particulars of the non-compliance or anticipated non-compliance and what steps it proposes to take to address, or prevent recurrence of, the non-compliance or anticipated non-compliance.

Termination of Agreement

16. In addition to any other rights of termination which the Public Body may have under the Agreement or otherwise at law, the Public Body may, subject to any provisions in the Agreement establishing mandatory cure periods for defaults by the Contractor, terminate the Agreement by giving written notice of such termination to the Contractor, upon any failure of the Contractor to comply with this Schedule in a material respect.

Interpretation

17. In this Schedule, references to sections by number are to sections of this Schedule unless otherwise specified in this Schedule.
18. Any reference to the "Contractor" in this Schedule includes any subcontractor or agent retained by the Contractor to perform obligations under the Agreement and the Contractor must ensure that any such subcontractors and agents comply with this Schedule.
19. The obligations of the Contractor in this Schedule will survive the termination of the Agreement.
20. If a provision of the Agreement (including any direction given by the Public Body under this Schedule) conflicts with a requirement of the Act or an applicable order of the commissioner under the Act, the conflicting provision of the Agreement (or direction) will be inoperative to the extent of the conflict.
21. The Contractor must comply with the provisions of this Schedule despite any conflicting provision of this Agreement or the law of any jurisdiction outside Canada.

SECTION SEVEN TERMS AND CONDITIONS

1. No Obligation to Proceed and Right to Cancel RFPQ Process

Issuance of this RFPQ or selection of a short-list Respondents does not commit the Authority to issue a call for tenders or proposals for any project, award a contract for any project or proceed with any project. The Authority reserves the right to terminate this RFPQ at any time for any reason whatsoever at its discretion.

2 Respondent's Expenses

Respondents are solely responsible for all their own costs and expenses in relation to this RFPQ, including the cost of preparing and submitting a Response.

3 No Claims

By submitting a Response, each Respondent:

(a) agrees that the Authority and their employees, advisors and representatives will not under any circumstances be liable for any costs, expenses, claims, losses, damages or liabilities which are or may be incurred or suffered by any Respondent arising from or in any way connected to the RFPQ including if the Authority accepts a materially non-compliant response or otherwise breaches any express or implied term of the RFPQ; and

(b) waives any and all claims against the Authority and any of their employees, advisors or representatives.

4 Confidentiality

The Authority will make the award information of this RFPQ available to the public but the Authority will otherwise keep Responses confidential, except as may be required by law. Respondents will treat all information received through the RFPQ process as confidential.

5 Freedom of Information and Protection of Privacy Act (FOIPPA)

The Authority is subject to legislation governing the protection of personal privacy. FOIPPA governs the collection, use, retention, security and disclosure of "Personal Information" managed by public organizations. Under FOIPPA, Authority's records are subject to access by the public. The Authority will keep confidential all such information provided by Respondents to the extent permitted under FOIPPA and will comply with the provisions of FOIPPA relating to third party information. Respondents will at all times comply with all requirements of the Authority to protect confidential information from disclosure.

6 Ownership of Responses

All Responses submitted become the property of the Authority.

7 Trade Agreements

This RFPQ is subject to Chapter 5 of the Canadian Free Trade Agreement (CFTA). The Pre-Qualification List may be used for procurement that is covered by Chapter 5 of the CFTA and/or Chapter 19 of the Canada-European Union (EU) Comprehensive Economic and Trade Agreement (CETA).

8. Online Bidding System

By submitting a Proposal, each Respondent agrees to the following terms related to use of the Online Bidding System:

(a) Compatibility of Respondent's Computer System. Each Respondent is solely responsible for ensuring that its computer hardware and software are compatible with that required to use the Online Bidding System.

(c) Online Documents and Communications. Each Respondent acknowledges that online documents and / or communications may be distorted in the process of transmission or may be displayed differently to different Respondents for technical reasons related to their computer systems. It is the responsibility of each Respondent to ensure it has received all information related to this RFPQ and the accuracy of all documents and communications the Respondent provides to the Authority.

(d) Access Information Security. Each Respondent will keep its ID, password, personal identification number and / or online signature (collectively the "Access Information") strictly confidential, and will notify Online Bidding System promptly if any such information is lost or stolen or if the Respondent becomes aware of any unauthorized use of the Online Bidding System or Access Information. Each Respondent warrants that it has put in place, and will at all times maintain, reasonable security procedures regarding use of the Online Bidding System. The Authority will not be responsible to confirm the identity or authority of any individual using is under no obligation to confirm the actual identity or authority of any individual using the Respondent's Access Information.

(e) No Warranties. The Online Bidding System is provided on an as is, as available basis. The Authority specifically disclaim any warranties, representations and conditions of any kind, whether express or implied, including without limitation implied warranties, representations and conditions of non-infringement, availability, security, reliability, accuracy, fitness for a particular purpose or merchantability.

(f) Limitation of Liability. The Authority, and any employee, agent or representative of any of them, cannot guarantee continual, uninterrupted or error free service as disruptions or malfunctions may delay, interfere with or disrupt the online bidding process, including the online transmission and receipt of Proposals. Each Respondent that uses the Online Bidding System acknowledges that the submission of Proposals is conducted online and relies on hardware and software that may malfunction without warning. Without limiting section 7 Item 3 of this RFPQ, no Respondent will have any claim against the Authority for compensation as a result of the disruption or malfunction of the Online Bidding System, including in relation to: (i) inability to access or use or delays in accessing or using the Online Bidding System; (ii) unauthorized access to, use, disclosure, or alteration of information submitted by a Respondent, or unauthorized use or misuse of any Access Information; (iii) acts of any third party using the services; or (iv) any other matter relating to the services or the content accessible through use of the Online Bidding System.

SECTION EIGHT SUBMISSION INSTRUCTIONS

Please follow these instructions to submit via our Public Portal.

1. Prepare your submission materials:

Requested Information

Name	Type	# Files	Requirement
RFPQ Proposal	File Type: PDF p(.pdf)	1	Contain your entire response.

Requested Documents:

Please note the type and number of files allowed. The maximum upload file size is 100 MB.

Please do not embed any documents within your uploaded files, as they will not be accessible or evaluated.

2. Upload your submission at:

https://fraserhealth.bonfirehub.ca/opportunities

Your submission must be uploaded, submitted, and finalized prior to the Closing Time**.** We strongly recommend that you give yourself sufficient time and **at least ONE (1) hour** before Closing Time to begin the uploading process and to finalize your submission.

Important Notes:

Each item of Requested Information is instantly sealed and will only be visible after the Closing Time.

Proposals will be opened in private by the Authority after the Closing Time

Uploading large documents may take significant time, depending on the size of the file(s) and your Internet connection speed.

You will receive an email confirmation receipt with a unique confirmation number once you finalize your submission.

Minimum system requirements: Internet Explorer 8/9/10+, Google Chrome, or Mozilla Firefox. Javascript must be enabled.

Need Help?

The Authority uses a Bonfire portal for accepting and evaluating proposals digitally. Please contact Bonfire at Support@GoBonfire.com for technical questions related to your submission. You can also visit their help forum at https://bonfirehub.zendesk.com/hc