MINISTRY OF CHILDREN AND FAMILY DEVELOPMENT

Multi-Use List Request for Qualifications

Facilitation of Training Delivery

Opportunity ID:	XCN2022-014RFQ
Issue Date:	2022-07-21
Initial Intake Date and Time (Pacific Time)	2022-09-22 at 2:00 PM
MULRFQ Termination Date and Time (Pacific Time):	2027-07-20 at 2:00 PM
In order to be considered for the Initial Intake, a Response must be received before the Initial Intake Response Date and Time identified above. **Suppliers may submit Responses after the Initial Intake Date and Time and those Responses will be dealt with as described in section 3.6.**	

Delivery of Submissions
Responses must be delivered as follow: **BC Bid Electronic Submission**: Submit an electronic Submission using BC Bid. Submissions must be in accordance with the requirements set out in the process rules of the subject RFx. Only pre-authorized electronic bidders registered on the BC Bid system can make an electronic submission using the BC Bid system. **Email Submission:** Submit a Submission by email. Submissions by email must be submitted to the email address specified below in accordance with the email submission instructions set out in the process rules for the subject RFx. Include the opportunity description and ID in the subject line of the email.

11 April 2022

MCFProcurementServices@gov.bc.ca

All submissions must be received at the email address above.

Proponents should refer to the Guidelines for Vendors for Submissions Via Email for a better understanding of the risks associated with the emailed submissions.

Official Contact
Sruthi Narayanankutty, Procurement and Contract Officer Sruthi.Narayanankutty@gov.bc.ca

Table of Contents

1. SUMMARY OF THE OPPORTUNITY 5
2. DEFINITIONS USED IN THIS REQUEST FOR QUALIFICATIONS 6
3. THE TERMS AND CONDITIONS OF THIS REQUEST FOR QUALIFICATIONS 9

3.1 Copyright 9
3.2 MULRFQ Termination Date 9
3.3 Trade Agreements 9
3.4 Enquires 9
3.5 MULRFQ Amendments and Addenda 10
3.6 Suppliers May Also Submit Responses After the Initial Intake Response Deadline 10
3.7 Qualifications Review Committee 11
3.8 Review and Selection 11
3.9 Responses 11
3.10 Supplier's Expenses and Limitation of Liability 11
3.11 The MULRFQ is not a Contract 12
3.12 Changes to Response Wording 12
3.13 A Response may be withdrawn at any time. 12
3.14 Modification of MULRFQ 12
3.15 Qualified Suppliers to Advise of Changes 12
3.16 Ownership of Responses 13
3.17 Collection and Use of Personal Information 13
3.18 Conflict of Interest, Unfair Advantage, Bias and No Lobbying 13
3.19 Reservation of Rights 14
3.20 Acceptance of Terms and Conditions 15
3.21 Submission of Responses 16
3.22 Supplier Request for Participation in a Procurement 18
3.23 Enquiries to the Official Contact 18

4. SUPPLIER BACKGROUND 18
5. SERVICES 19
5.1 Services Description 19
5.2 Pricing 19
5.3 Security Clearance 19
5.4 Location and Facilities 19
6. HOW RESPONSES WILL BE EVALUATED 20
6.1 Evaluation Process 20
6.1.1 Stage One: Evaluation of Mandatory Criteria 20
6.1.2 Stage Two: Evaluation of Desirable Qualifications 22
6.1.3 Stage Three: Reference Checks 23
6.1.4 Stage Four: Notification and Debriefings 24
7. HOW RESPONSES SHOULD BE ORGANIZED 25
8. HOW THE MULTI-USE LIST OF QUALIFIED SUPPLIERS WILL BE USED 25
8.1 Use of List 25
8.1.1 Use on a Non-exclusive "as, if and when Requested" Basis 25
8.1.2 Selection Methods 26
8.1.3 No Obligation to Contract or Use the Multi-use List 27
8.1.4 Form of Contract 27
8.1.5 Tax Verification Letter 28
8.1.6 Binding and Non-binding Competition Notices 28
APPENDIX A: RESPONDENT QUALIFICATION FORM 29
APPENDIX B: RESOURCE QUALIFICATION FORM 29
APPENDIX C: SUBMISSION DECLARATION 29
APPENDIX D: PRICING SUBMISSION FORM 29

1. Summary of the Opportunity

The Ministry of Children and Family Development, Learning and Development, is looking for qualified suppliers to work with internal subject matter experts to deliver training for Child Welfare, Child and Youth Mental Health, Children and Youth with Support Needs, Permanency and Adoptions, Specialized Intervention and Youth Justice staff, as well as provincial Out-of-Care providers and Foster Caregivers.

Interested Supplier are invited to submit a Response to this MULRFQ for the opportunity to be evaluated and determined whether they are eligible to be added to the Ministry's list of Qualified Supplier of Facilitators for Training Delivery.

As described in section 8, on a non-exclusive "as, if and when requested" basis, Qualified Suppliers may be sent Competition Notices providing the opportunity to compete to provide Services to the Ministry.

Only Qualified Suppliers will be sent and may respond to Competition Notices that may issue from this MULRFQ. No Competition Notices will be issued before the Initial Intake.

Unless otherwise indicated, this MULRFQ is also intended to identify and evaluate Qualified Resources by reviewing the qualifications of specific employees or subcontractors proposed by Respondents. If specific Resources are evaluated as part of this MULRFQ, Qualified Resources, as key personnel of the Contractor will be required to perform the Services under any Contract that results from a Competition Notice that is issued under the MULRFQ.

The Services include facilitation of in-person, blended and online training programs. The Services are described in greater detail, including in section 5 and the Appendices.

Interested Supplier should familiarize themselves with the entirety of this MULRFQ and submit a Response as described in section 7.

2. Definitions used in this Request for Qualifications

Throughout this Multi-Use List Request for Qualifications, the following definitions will be used (and the singular is interchangeable with the plural):

1. Definitions

Throughout this MULRFQ, the following definitions apply (and the singular is interchangeable with the plural):

"**Addenda**" means all additional information regarding this MULRFQ including Amendments to the MULRFQ.

"**Amendment**" means a change to the MULRFQ that results in posting an updated version of the MULRFQ requiring a Respondent to submit a new Response to the MULRFQ as amended.

"**BC Bid**" means BC Bid located at https://www.new.bcbid.gov.bc.ca; or any replacement website.

"**Closing Location**" means, as applicable, the hard copy delivery location; email address; or BC Bid for the submission of Responses as indicated on the cover page of the MULRFQ and in the "delivery of submissions" section of the "overview" menu tab on BC Bid.

"**Competition Notice**" means the Province's standard request for proposals solicitation document or such other custom solicitation document that is allowed by Core Policy for the Ministry's use.

"**Contract**" means a written contract between the Ministry and a Qualified Supplier in the form referenced in a Competition Notice.

"**Contractor**" means a Qualified Supplier that has entered into a Contract.

"**Government Electronic Mail System**" means the electronic mail system of the Province.

"**Initial Intake**" means the initial intake and evaluation of Responses that are received before the Initial Intake Response Deadline. After the Initial Intake Response Deadline, Responses will be received on a continuous basis as further described in section 3.6.

"**Initial Intake Date and Time**" means the date and time set out on the cover page of the MULRFQ and the "RFx general information" section of the "overview" menu tab on BC Bid for the MULRFQ that applies to the Initial Intake of Responses.

"Issue Date" means the date the MULRFQ was posted to BC Bid as set out in the "RFx general information" section of the "overview" menu tab; and as initially set out on the cover page to the MULRFQ.

"**Ministry**" means the ministry of the government of British Columbia issuing this MULRFQ.

"**MULRFQ**" or "**Multi-Use List Request for Qualifications**" means this solicitation process described on BC Bid, including any attached or referenced appendices, schedules or exhibits and as may be modified in writing from time to time by the Province by Addenda.

"**Multi-Use List of Qualified Suppliers**" or "**Multi-Use List**" means the Qualified Suppliers, that have been determined by the Ministry to possess the qualifications described in this MULRFQ (or any subsequent modifications thereof, if any) and that have satisfied any conditions set by the Ministry for remaining on the Multi-use List.

"**must**" or "**mandatory**" means a requirement that must be met in order for a Response to receive consideration.

"**Official Contact**" means the individual set out on the cover page of the MULRFQ and named on the "opportunity details" menu tab for the MULRFQ serving as the official MULRFQ contact person for the Province.

"**Province**" means Her Majesty the Queen in right of the Province of British Columbia and includes the Ministry.

"**Qualified Resource**" means a Resource that has been evaluated under this MULRFQ and meets the qualifications described in this MULRFQ and any condition set by the Ministry for continuing to be considered qualified.

"**Qualified Supplier**" means a Respondent that meets the qualifications described in this MULRFQ and that has satisfied any conditions set by the Ministry for being added to, and staying on, the Multi-use List.

"**Resource**" means an employee or subcontractor of a Respondent or Qualified Supplier that is proposed in the Response or, if Resources are not evaluated in this MULRFQ, a Resource proposed in response to a Competition Notice.

"**Resource Qualification Form**" means the Response Form that is used to solicit Resource information for evaluation.

"**Respondent**" means a Supplier that submits a Response.

"**Respondent Qualifications Form**" means the Response Form that is used to solicit Respondent information for evaluation.

"**Response**" means a written response to the MULRFQ and includes the information and documentation, if any, required by the applicable Response Form(s) that is submitted by a Respondent or Qualified Supplier, as the case may be (*see also* "Submission").

"**Response Form**" means the Appendix A Respondent Qualification Form, and as applicable, the Appendix B Resource Qualification Form, and any other document that is required to be submitted, if any, as part of a Response, including, if applicable, the Submission Declaration Form.

any document published with the MULRFQ that calls for information to be provided by the Respondent or the Qualified Supplier, as the case may be, as part of the Response and includes any fields within BC Bid that call for information that is required as part of the Response.

"**RFx**" has the same meaning as MULRFQ as the term may appear in BC Bid, the Submission Declaration or BC Bid pop-up advisories associated with a Response.

"**Services**" means the services described in the MULRFQ as set out in section 5.

"**should**" or "**desirable**" means a requirement having a significant degree of importance to the objectives of this MULRFQ.

"**Submission**" as used in the Submission Declaration form and any pop-up advisories related to this MULRFQ has the same meaning as Response.

"**Submission Declaration Form** means the form so identified and named in the MULRFQ for use with Responses submitted by email or hard copy delivery if such submission methods are allowed by the MULRFQ.

"**Supplier**" means a natural person or single legal entity (excluding its parents, subsidiaries or other affiliates) with the legal capacity to contract that seeks to supply or supplies goods or services and includes Respondents and Qualified Suppliers.

"**Tax Verification Letter**" means a letter issued by the Province's Ministry of Finance to verify that, if required, a Qualified Supplier prior to becoming a

Contractor, meets its applicable B.C. corporate income tax filing obligations and provincial sales tax (PST) filing and payment obligations. See, section 8.1.5.

"**Termination Date**" means the date (including any modifications thereof) that marks the termination and end of the period of validity for the MULRFQ and the Multi-use List as set out on the cover page of the MULRFQ and in the "RFx general information" section of the "overview" menu tab in BC Bid.

"**You**" and "**Your**" as used in the Submission Declaration and any pop-up advisories related to this MULRFQ has the same meaning as Respondent.

3. The Terms and Conditions of this Request for Qualifications

3.1 Copyright

This document is subject to copyright and may be used, reproduced, modified and distributed to the extent necessary for the Supplier to prepare and submit a Response.

3.2 MULRFQ Termination Date

Unless terminated earlier, or extended, the MULRFQ and its period of validity ends and is terminated on the date set out on the "overview" menu tab of BC Bid and the cover page of the MULRFQ.

3.3 Trade Agreements

The List of Qualified Suppliers established under this MULRFQ may be used for procurements covered by the following trade agreements:

a) Trade, Investment and Labour Mobility Agreement;

b) New West Partnership Trade Agreement;

c) Canadian Free Trade Agreement;

d) Canada-European Union Comprehensive Economic and Trade Agreement;

e) World Trade Organization Agreement on Government Procurement;

f) Canada-UK Trade Continuity Agreement; and

g) Comprehensive and Progressive Agreement for Trans-Pacific Partnership.

3.4 Enquires

All enquiries related to this MULRFQ are to be directed, in writing, to the contact person at the **Email address** on the front cover of this MULRFQ. Information obtained form any other source is not official and should not be relied upon. Do not contact the Ministry/agency involved unless indicated as the contact person. Enquiries and answers may be recorded and distributed to all Respondents at the Province's option.

3.5 MULRFQ Amendments and Addenda

Subject to above section 3.4 all subsequent information regarding this MULRFQ, including modifications made to the MULRFQ, will be posted on the BC Bid website. It is the sole responsibility of the Respondents, Suppliers and Qualified Suppliers to check for Addenda and Amendments on BC Bid.

Suppliers are encouraged to become registered users of BC Bid and to subscribe to BC Bid's email notification service in order to receive notices regarding Amendments and procurements or other opportunities organized by commodity codes selected by the registered user. BC Bid's email notification service is an annual fee-based subscription service and the duration of the registration process may vary for different users. Suppliers should refer to the BC Bid website for more information.

Respondents, Suppliers and Qualified Suppliers should continually monitor the MULRFQ as published on BC Bid in the event any Amendment or Addenda to the MULRFQ have the effect of requiring a Supplier to submit a new Response to the MULRFQ in lieu of any Response to the MULRFQ that a Supplier or Qualified Supplier may have submitted before such Amendment or Addenda. All Amendments will be noted in the amendment reason section of the "overview" menu tab on BC Bid. All Addenda will be noted on the "addenda" menu tab.

3.6 Suppliers May Also Submit Responses After the Initial Intake Response Deadline

Suppliers may submit a Response at any time before the MULRFQ Termination Date.

Any Response received after the Initial Intake Response Deadline will be subject to that Respondent submitting its Response in the manner as outlined in this MULRFQ and will be evaluated and considered for inclusion on the Multi-Use List within a reasonably short period of time after the Response is received, accounting for the Ministry to

reasonably and practicably convene a qualifications review committee to evaluate such Response.

A Respondent who is not successful in becoming a Qualified Supplier may submit a new Response after the Initial Intake Date and Time. The Ministry will evaluate all such new Response(s) without consideration to any past Response(s) and consistent with the evaluation process described in this MULRFQ.

If this MULRFQ is also intended to qualify Resources, Qualified Suppliers may submit additional Resources for consideration without having to submit a new Respondent Qualification Template; however the Qualified Supplier will be required to submit a new Resource Qualification Template (and any other documents applicable to reviewing the qualifications of Resources) for the new Resource(s) for evaluation by the Ministry.

3.7 Qualifications Review Committee

Responses will be assessed by a qualifications review committee formed from time to time by the Ministry. The qualifications review committee may change in composition from time-to-time and may include contractors of the Province.

3.8 Review and Selection

The qualifications review committee will check Responses against the mandatory criteria. Responses not meeting all mandatory criteria will be rejected without further consideration. Responses that do meet all the mandatory criteria will then be assessed and scored against the desirable criteria. Responses not meeting a minimum score (if specified) in a category will not be further considered.

The qualifications review committee will evaluate Responses as described in section 6.

3.9 Responses

By submitting a Response, the Respondent agrees that such Response will be deemed to have been submitted with all due authorization of the Respondent and that the Respondent is agreeing to the terms and conditions of the MULRFQ, including how procurements are conducted under section 8 and the minimum time that a Qualified Supplier may have to respond to a Competition Notice as set out in section 8.1.2.

3.10 Supplier's Expenses and Limitation of Liability

Suppliers are solely responsible for their own expenses in preparing a Response. The Ministry will not be liable to any Supplier for any claims (in contract, tort or otherwise) including for costs or damages incurred in preparing a Response, any errors or technical difficulties associated with transmitting Responses by or email or hard-copy, or any other matter whatsoever.

Notwithstanding the foregoing, nothing in this section shall limit the right of a Respondent to access and utilize the Bid Protest Mechanism established under the New West Partnership Trade Agreement.

3.11 The MULRFQ is not a Contract

This MULRFQ is neither an offer nor an agreement to purchase any Services from any Supplier. Nor is this MULRFQ an offer or an agreement to enter, or to select any Respondent to enter into a Contract. The Ministry is not bound to enter into a Contract with any Supplier.

Notice in writing to a Respondent that it has been identified as a Qualified Supplier will not give the Respondent any legal or equitable rights or privileges relative to the Services that a Qualified Supplier may render as a Contractor. Only if a Qualified Supplier and the Ministry enter into a subsequent full written Contract will a Respondent acquire any legal or equitable rights or privileges. The Ministry makes no representations whatsoever with respect to the number of Competition Notices or Contracts that may be issued under the MULRFQ.

3.12 Changes to Response Wording

The Respondent will not change the wording of its Response after the Response is submitted, and no words or comments will be added to the Response unless requested by the Ministry for purposes of clarification. If the Respondent wishes to amend its submitted Response, the Respondent will need to withdraw the Response in accordance with below section 3.13 and submit a new Response.

3.13 A Response may be withdrawn at any time.

A Respondent or Qualified Supplier may withdraw its Response, or as the case may be, withdraw from the MULRFQ at any time by notifying the Official Contact in writing by email.

3.14 Modification of MULRFQ

The Ministry reserves the right to modify this MULRFQ at any time in its sole discretion, including changing the MULRFQ Termination Date, or cancelling this MULRFQ.

3.15 Qualified Suppliers to Advise of Changes

Qualified Suppliers will promptly advise the Official Contact of any change in submitted qualifications for the Qualified Supplier, or, if applicable, a Qualified Resource; point of contact information for notices; business entity structure; business name; or other such changes that would affect the Qualified Supplier's or Qualified Resources.

If this MULRFQ is intended to qualify Resources and a Qualified Supplier no longer has any Qualified Resources (e.g. because the last Qualified Resource has left the Qualified Supplier's employment, has had its eligibility withdrawn by the Ministry, or is otherwise no longer available), the Qualified Supplier is required to notify the Official Contact and will no longer be considered a Qualified Supplier. Despite the foregoing, a Qualified Supplier can reapply to the MULRFQ by submitting a new Response.

3.16 Ownership of Responses

All documents, including Responses, submitted to the Ministry become the property of the Ministry. They will be received and held in confidence by the Ministry, subject to the provisions of the *Freedom of Information and Protection of Privacy Act*. Documents will not be returned to Respondents even if the Response is withdrawn. For more information on the application of the Act, go to http://www.cio.gov.bc.ca/cio/priv_leg/index.page.

3.17 Collection and Use of Personal Information

Suppliers are solely responsible for familiarizing themselves with, and ensuring that they comply with, the laws applicable to the collection and dissemination of information, including resumes and other personal information concerning any Resources. If this MULRFQ requests Suppliers to provide the Ministry with personal information of Resources, Suppliers will ensure that they have obtained written consent from each of those Resources before forwarding such personal information to the Ministry. Such written consents are to specify that the personal information may be forwarded to the Ministry for the purposes of responding to this MULRFQ and used by the Ministry for the purposes set out in the MULRFQ. The Ministry may, at any time, request the original consents or copies of the original consents from Suppliers, and upon such request being made, Suppliers will immediately supply such originals or copies to the Ministry.

All Qualified Suppliers, including any of their Resources, expressly consent to their respective names being published in a publicly facing manner on the Multi-Use List, if the Ministry, in its discretion, decides to make such information public.

3.18 Conflict of Interest, Unfair Advantage, Bias and No Lobbying

a) By submitting a Response, the Respondent confirms that the current or past employment or other interests or relationships of the Respondent (including a Respondent's subcontractors and named personnel, if any) do not create or lead to any actual, potential or perceived conflict of interest, unfair advantage, bias or reasonable apprehension of bias that would favor the Respondent (including a Respondent's subcontractors and named personnel,

if any) with respect to this procurement process. A Respondent may be disqualified if the Respondent's (including a Respondent's subcontractors and named personnel, if any) current or past corporate or other interests, may, in the Province's opinion, give rise to an actual or potential conflict of interest, unfair advantage or reasonable apprehension of bias that would favor the Respondent (including a Respondent's subcontractors and named personnel, if any) and thereby import unfairness into the Procurement process. This includes, but is not limited to, involvement by a Respondent (including a Respondent's subcontractors and named personnel, if any) in the preparation and administration of the MULRFQ or Competition Notices or a relationship with any employee, contractor or representative of the Province involved in preparation of and administration of the MULRFQ, Competition Notices or participating on the evaluation committee or in the administration of a Contract.

b) If a Respondent is in doubt as to whether there might be a conflict of interest, unfair advantage or reasonable apprehension of bias, the Respondent should consult its own advisors and notify and consult with the Government Contact prior to submitting a Response.

c) A Respondent must not attempt to influence the outcome of the MULRFQ process by engaging in lobbying activities. Any attempt by the Respondent to communicate for this purpose directly or indirectly with any employee, contractor, or representative of the Province, including members of the evaluation committee and any elected officials of the Province, or with the media, may result in disqualification of the Respondent, and/or Qualified Supplier as the case may be.

3.19 Reservation of Rights

In addition to any other discretionary rights or reservation of rights allowed the Ministry, the Ministry reserves the right, in its sole discretion:

a) to waive any non-material irregularity, defect or deficiency in a Response;

b) to request clarification(s) from a Supplier with respect to its Response, including clarification(s) with respect to its Response on non-material administrative matters (e.g., a matter that is not scored) or where Response provisions are ambiguous, without any obligation to make such a request to any other Suppliers, and consider such clarification(s) in evaluating the Response;

c) to reject any Response due to unsatisfactory references or unsatisfactory past performance under contracts with the Province, or any material error, omission or misrepresentation in the Response;

d) to exclude a Supplier from participation in the MULRFQ, at any point in the MULRFQ process, or to exclude a Supplier from participation in a subsequent procurement associated with a Competition Notice issued under this MULRFQ, where there is supporting evidence, on grounds of one or more of the following:

i) bankruptcy or insolvency;

ii) false declarations or misrepresentations;

iii) significant or persistent deficiencies in performance of any substantive requirement or obligation under a prior contract or contracts with the Province

iv) final judgments in respect of serious crimes or other serious offences;

v) professional misconduct or acts or omissions that adversely reflect on the commercial integrity of the Respondent or Qualified Supplier; or

vi) engaging in conduct prohibited by the *Competition Act* such as bid-rigging as described in section 47 of the *Competition Act*, or engaging in conspiracies, agreements or arrangements between competitors as described in section 45 of the *Competition Act*;

vii) failure to pay taxes; and

e) To remove a Qualified Supplier from the MULRFQ or, if applicable, remove a Qualified Resource's eligibility, for failing to meet the requirements for staying on the MULRFQ of Qualified Suppliers as set out in this MULRFQ, or as may be communicated by the Ministry from time to time. On request by such Qualified Supplier, the Ministry will provide written reasons for the removal.

3.20 Acceptance of Terms and Conditions

Submitting a Response indicates acceptance of all the terms and conditions set out in the MULRFQ, including all appendices, Addenda and these MULRFQ process rules.

A Response must be signed by a person authorized to sign on behalf of the Respondent:

a) For Responses submitted through BC Bid, clicking the "I Agree and

Submit" button that follows the pop-up advisory associated with Response submission constitutes the signature of the Respondent and is acceptable without additional signature. By submitting its Response electronically through BC Bid, the Respondent is agreeing to the terms and conditions of the MULRFQ and terms and conditions set out in the pop-up advisory that BC Bid displays prior to Response submission.

b) For Responses submitted by hard copy to a physical address or Responses submitted by email, Respondents must prepare and submit the Submission Declaration form that is available for download and located in the "RFx documents" section of the "overview" menu tab for the MULRFQ.

c) Should a Respondent elect to use submission methods (if allowed) other than submitting through BC Bid, the Respondent consents to the Province taking such steps that are necessary to input information from Respondent's Response into BC Bid.

3.21 Submission of Responses

a) For electronic submissions (BC Bid or email), the following applies:

(i) The Respondent is solely responsible for ensuring that the complete electronic Response, including all attachments, is received by Province;

(ii) The maximum size of any attachment uploaded to BC Bid electronically, is required to be 500 MB or less;

(iii) The maximum size of each email attachment is required to be 20 MB or less (Respondents are solely responsible for ensuring that email Response submissions comply with any size restrictions imposed by the Respondents 's internet service provider);

(iv) Respondents should submit email Responses in a single email and avoid sending multiple email submissions for the same opportunity. If the file size of an electronic submission exceeds the applicable maximum size, the Respondent may make multiple submissions (BC Bid upload or multiple emails for the same opportunity) to reduce attachment file size to be within the maximum applicable size; Respondents should identify the order and

number of emails making up the email Responses submission (e.g. “email 1 of 3, email 2 of 3…”);

(v) For email Response submissions sent through multiple emails the Province reserves the right to seek clarification or reject the Response if the Province is unable to determine what documents constitute the complete Response;

(vi) Attachments must not be compressed, must not contain a virus or malware, must not be corrupted and must be able to be opened. Respondents submitting by electronic submission are solely responsible for ensuring that any emails or attachments are not corrupted. The Province may reject Responses that are compressed, cannot be opened or that contain viruses or malware or corrupted attachments.

b) Respondents are encouraged to become a registered e-bidding user of BC Bid. Only registered e-bidding users of BC Bid can make electronic Responses on BC Bid. BC Bid e-bidding is an annual fee-based subscription service and the duration of the registration process for e-bidding may vary for different users. Respondents should refer to the BC Bid website for further information

c) For email or hard copy Response submissions, including any changes to a Response or any withdrawal of a Response referred to in sections 3.12 and 3.13, the subject line of the email and any attachment should be clearly marked with the name of the Respondent, the MULRFQ opportunity ID and the opportunity description.

d) The Respondent bears all risk associated with delivering its Response by electronic submission, including but not limited to delays in transmission between the Respondent’s computer and the Government Electronic Mail System or BC Bid.

e) While the Province may allow for email Response submissions, the Respondent acknowledges that email transmissions may be unreliable. The Respondent is solely responsible for ensuring that its complete email Response submission and all attachments have been received. The Respondent is strongly advised to contact the Official Contact immediately to arrange for an alternative submission method if:

(i) the Respondent’s email Response submission is rejected by the Government Electronic Mail System; or

(ii) the Respondent does not receive an automated email response from the Province confirming receipt of the email and all attachments.

3.22 Supplier Request for Participation in a Procurement

Where the Ministry rejects a Supplier's request for participation in a procurement conducted under section 8, the Ministry will promptly inform the Supplier and, on request of that Supplier, offer that Supplier a debriefing regarding its decision. The debriefing will be, at the sole option of the Ministry, by telephone conference or some other means. On request of the Supplier, the Ministry will promptly provide a written explanation for its decision.

3.23 Enquiries to the Official Contact

Enquiries related to this MULRFQ including any requests for information or clarification may only be directed in writing to the Official Contact using the "enquiries" interface or the email address identified on the "opportunity details" menu tab. Information obtained from any other source is not official and should not be relied upon. Enquiries and any responses providing new information will be recorded and posted to BC Bid or otherwise distributed to Supplier. Despite the foregoing, the Province may choose in its sole discretion not to respond, respond in whole or in part, or reformulate enquiries in whole or in part. The Province may in its sole discretion choose whether to post any such enquiries (as reformulated if reformulated) and responses to BC Bid or otherwise distribute to Supplier.

4. Supplier Background

Across the province, ministry staff work with Indigenous Child Family Service Agencies, First Nations, Inuit and Métis service partners, contracted community social service agencies, caregivers, cross-government, and social sector partners to deliver inclusive, culturally respectful, responsive, and accessible services that support the well-being of children, youth, and families.

The ministry offers a variety of programs and services, including adoption and childcare funding, programs for children with support needs and mental health concerns, community resources for children and youth in or transitioning from government care, child welfare, and support for youth involved in the justice system. These programs and services are coordinated through a provincial office located in Victoria and delivered through 13 geographic Service Delivery Areas.

5. Services

This section describes the Services for which the List of Qualified Suppliers may be used.

5.1 Services Description

Facilitation of predominately online training, except for some face to face and blended training opportunities:

a) Delivering a variety of innovative learning and training activities, through the use of adult learning techniques and tools in a face-to-face / blended / online environment;
b) Incorporating knowledge of issues and trends in at least one of the following social service sectors: Child Welfare, Child and Youth Mental Health, Children and Youth with Support Needs, Permanency and Adoptions, Specialized Intervention and Youth Justice, and Out-of-Care and Foster Caregiving; Providing feedback to learners regarding progress / performance;
c) Providing feedback to learners regarding progress / performance;
d) Providing feedback related to training effectiveness and recommendation of improvements or revisions to training design and materials when appropriate;
e) Collaborating with stakeholders and/or co-facilitators, and team to support training delivery on a number of different projects at any one time; and
f) Providing coaching and mentoring.

5.2 Pricing

Pricing will not be evaluated for the MULRFQ.

Respondents must submit their Hourly Rate in Appendix D for each Consultant.

The Maximum amount payable per contract will be specified by the Ministry prior to initiation of the contract.

5.3 Security Clearance

The Province may, in its sole discretion, require security clearances, in a form satisfactory to the Province, from the Consultant before entering into a Contract. Any costs associated with obtaining such security clearances will be borne by the Qualified Supplier under the Contract.

5.4 Location and Facilities

Projects may require Consultants to work on-site from time to time in larger urban centers through out the province BC. Consultants should be prepared to

work at their own off-site work location or travel within the province to deliver and facilitate training and must be able to be contacted by telephone and email. When travel is necessary expenses for travel will be paid by the Province according to Appendix 1 - Group 1 Rates Expenses for Contractors (Version dated April 1st 2021).

Consultants should have access to standard office automation tools (i.e., BCeID, email, MS Word, MS Excel, MS PowerPoint, MS team, Skype, and SharePoint). Vendors' technology must be compatible with Microsoft Windows.

When required to work on-site by the Ministry, Consultants may have access to a workspace that has a desk, phone, and computer with LAN/WAN and Internet connectivity, as well as Ministry standard office automation tools as necessary.

6. How Responses will be Evaluated

6.1 Evaluation Process

The Ministry's evaluation of Responses includes four stages as follows:

6.1.1 Stage One: Evaluation of Mandatory Criteria

Responses not clearly demonstrating that they meet the following mandatory criteria will be excluded from further consideration during the evaluation process. Please refer to Appendix A for specific information regarding the education, experience, and knowledge required for each facilitation opportunity. The respondent is required to complete a minimum of one of the six response guidelines, but may choose to complete more if applicable.

Please note the criteria listed below is inclusive of all six facilitation categories.

Education

a) Bachelor of Laws Degree; or higher in Social Work; or, Bachelor Degree or higher in Child and Youth Care; or, Master's Degree in Educational Counselling Psychology/Master of Arts in Counselling Psychology with completion of a practicum in family and child welfare; or, related degree, or related post-graduate diploma; or related post-graduate certificate in a human services field and a minimum of two years of post-degree related

experience*. Other relevant equivalent combinations of education and experience will be considered.

*Post-degree related experience includes:

Experience (2 years within last 5 years) in at least one of the following services sectors: Child Welfare, Child and Youth Mental Health, Children and Youth with Support needs, Permanency and adoptions, Specialized Intervention and Youth Justice, and Out-of-Care and Foster Caregiving.

Experience

b) Recent experience (3 years within the past 5 years) delivering a varity of innovative learning and training activities, using adult learning techniques and tools in a face-to-face / blended / online training environment.

c) Recent experience (2 years within past 5 years) with issues and trends in at least one of the following social service sectors: Child Welfare (e.g. child welfare court skills), Child and Youth Mental Health (e.g. responding to suicide risk; mental health first aid), Children and Youth with Support Needs, Permanency and Adoptions, Specialized Intervention and Youth Justice (e.g. youth custody, probations, and restorative justice), and Out-of-Care Providers and Foster Caregiving (e.g. supporting Indigenous children, youth, and families in out-of-home placements).

d) At least 3 years of demonstrated experience providing feedback to learners regarding progress / performance.

e) At least 3 years of demonstrated experience providing feedback related to training effectiveness and recommendation of improvements or revisions to training design and materials when appropriate.

f) Experience using Microsoft Office applications, including Word, SharePoint, PowerPoint, Outlook, and Online conferencing tools (e.g. Microsoft Teams, Skype).

g) Experience using Online Learning Tools as a learner or facilitator (e.g. Learning Management System, Moodle, Blackboard, Zoom).

Knowledge:

h) Knowledge of Ministry of Children and Family Development (MCFD) legislation and application in at least one of the service sectors: Child Welfare, Child and Youth Mental Health, Children and Youth with Support Needs, Permanency and Adoptions, Specialized Intervention and Youth Justice, and Out-of-Care and Foster Caregiving.

i) Familiar with recognized adult learning principles

Mandatory Criteria
The Response must be delivered in accordance with the delivery instructions on the cover page of this RFQ and as may be set out "delivery of submissions" located in the "overview" menu tab in BC Bid.
The Respondent Qualifications Template (Appendix A), including an unedited Part 1: Respondent's Statement, must be submitted as part of the Response.
If a Respondent is required to propose Resources for evaluation, one Resource Qualifications Template (Appendix B) must be submitted as part of the Response for each Resource being proposed.
Respondent is required to submit the pricing submission form (Appendix D). The Respondent must submit their hourly rate for each consultant.
The Response must be in English
A Submission Declaration signed and prepared by Respondent for Responses submitted by email to MCFProcurementServices@gov.bc.ca.
The Response submitted in electronic form must be able to be opened and read by the Ministry. If the Ministry cannot read or open any attachment to a Response, the Response will be rejected in its entirety.
All files must be attached to the submission in Microsoft Office (Word, Excel) or PDF format.

6.1.2 Stage Two: Evaluation of Desirable Qualifications

Responses that meet all mandatory criteria will be further assessed against the desirable qualifications.

The Ministry will first evaluate the Respondent's qualifications and, if the Respondent passes that portion of the evaluation, the Ministry will then evaluate Resource qualifications (if applicable).

The desirable qualifications for Respondents are identified in the Respondent Qualification Template. If this MULRFQ is intended to qualify Resources, desirable qualifications for Resources are identified in the Resource Qualification Template. Response guidelines, which provide guidance about what Respondents should provide to demonstrate they, and their Resources (if applicable), meet the qualifications are also provided in those templates.

The Ministry will evaluate the Respondent's response to each response guideline and assign points based on how well the response demonstrates that the Respondent or Resource, as the case may be, meets or exceeds the associated desirable qualifications.

Each response guideline identifies how many points it is worth in the evaluation of desirable qualifications and if it has a minimum score associated with it.

6.1.2.1 Respondent's Qualifications

To pass this stage of the evaluation, Respondents are required to:

1.) Meet or exceed any minimum scores associated with individual response guidelines in the Respondent Qualification Template; and

2.) Meet or exceed any minimum overall score identified in the Respondent Qualification Template.

The Response of any Respondent that does not meet the criteria above will not pass this stage and will receive no further consideration.

6.1.2.2 Resource's Qualifications

If this MULRFQ is intended to qualify Resources, to pass this stage of the evaluation, Resources are required to:

1.) Meet or exceed any minimum scores associated with individual response guidelines in the Resource Qualification Template; and

2.) Meet or exceed any minimum overall score identified in the Resource Qualification Template.

Any Resource that does not meet the criteria above will not pass this stage and will receive no further consideration.

If this MULRFQ is intended to qualify Resources, and none of a Respondent's Resources pass this stage of the evaluation, the Respondent will not pass this stage of the evaluation.

6.1.3 Stage Three: Reference Checks

The Ministry may conduct due diligence reference checks on Respondents, including, if applicable, any Resources proposed, that have passed stage two.

Reference checks may be conducted on the Respondent, and if applicable, proposed Resources on a pass-fail basis. The Ministry may reject any Respondent or proposed Resource for which references requested are not provided or if requested, the references, in the Ministry's sole opinion, are deemed to be unsatisfactory. If a Respondent was allowed to propose

Resources in the MULRFQ and all the Resources proposed by the Respondent fail the reference check, if any, the Respondent will be deemed to have failed the reference check.

Any reference cannot be a contact internal to the Respondent's or Resource's organization e.g. the reference cannot be a co-worker, supervisor, or other internal contact. References need to be from a party that is not the Respondent or the Resource. For each reference, the Respondent should provide the following information:

a) Name of the reference and their organization, together with the position, mailing address, telephone number and email address of the reference; and

b) Current relationship with the Respondent or Resource, if any, with the reference.

Failure to provide the references, if requested, will result in the Respondent, the Resource, or both the Respondent and the Resource, failing the reference check.

In addition, the Ministry reserves the right to contact and use references that are not among those references provided to the Ministry (including obtaining a substitute referee from the same reference). The Ministry reserves the right, on a pass-fail basis, to reject any Respondent or, if applicable, proposed Resource if any of these other references, if any, in the Ministry's sole opinion, are deemed to be unsatisfactory.

Stage three does not supersede any other reservation of rights in favour of the Ministry, including any reservation of rights set out in section 3.19.

In addition to the Stage three reference check, the Ministry reserves the right to recheck Qualified Supplier and Qualified Resource references, and to recheck proposed references in connection with a particular Competition Notice.

6.1.4 Stage Four: Notification and Debriefings

Respondents will be notified as to whether the Respondent has become a Qualified Supplier and, if applicable, which proposed Resources have become Qualified Resources.

The Ministry will offer a debriefing to Respondents. The debriefing will be at a mutually agreeable time and, at the sole option of the Ministry, by telephone

conference or some other means. On request of the Respondent, the Ministry will promptly provide a written explanation for its decision.

7. How Responses should be organized

Responses should be organized as follows:

a) Respondents should take care to prepare and submit their Response in conformity with the mandatory criteria table in section 6.1.1., including providing the Respondent Qualifications Template (Appendix A) and, if this MULRFQ is intended to also qualify Resources, one Resource Qualification Template (Appendix B) for each Resource being proposed.

b) Additional attachments that should be included in a Response may be identified in the Respondent Qualification Template and the Resource Qualification template.

c) Unless specifically requested by the Ministry, the Response should not include any additional attachments or appendices. In its evaluations the Ministry may only consider material that is included in the Response. The Ministry may not, for example, consider the content of a website or online document even if the URL or a hyperlink to it is provided in the Response.

d) All pages should be consecutively numbered.

8. How the Multi-use List of Qualified Suppliers will be used

8.1 Use of List

This section describes how the Ministry may use the Multi-use List to select Qualified Suppliers to deliver Services as Contractors.

Only Qualified Suppliers will be sent Competition Notices and allowed to participate in procurements that may issue from this MULRFQ.

These rules are subject to change, from time to time, as the Ministry may deem necessary, with notice to Qualified Suppliers posted as Addenda on BC Bid.

By submitting a Response, the Respondent agrees to the process below, including the minimum time frame within which the Qualified Supplier, may have to respond to a Competition Notice as set out in section 8.1.2.

8.1.1 Use on a Non-exclusive "as, if and when Requested" Basis

The Ministry may, in its sole discretion, from time to time, use the Multi-use List in connection with the acquisition and provision of the Services described in the MULRFQ.

Qualified Suppliers may be contacted on a non-exclusive "as, if and when requested" basis to compete on opportunities for the provision of Services in accordance with the selection methods set out in this section 8. The selection of a Qualified Supplier to serve as a Contractor will not be based on the scores assigned to a Response associated with becoming a Qualified Supplier under this MULRFQ, but will be based upon the requirements and evaluation criteria included in a Competition Notice issued with respect to a specific project or assignment for Services.

8.1.2 Selection Methods

The Ministry may select a Qualified Supplier to act as a Contractor using the following selection methods:

a) The Ministry will invite, by written Competition Notice, all Qualified Suppliers to compete to supply the Services described in a given Competition Notice, except as otherwise provided in section 8.

b) No Competition Notices will be issued before the Initial Intake.

c) The Competition Notice will specify the requirements of a particular project or assignment and the criteria upon which a Qualified Supplier will be evaluated. These criteria may include, but not necessarily be limited to:

- **i)** a Qualified Supplier's pricing;
- **ii)** Resources proposed; and
- **iii)** other requirements as detailed in the Competition Notice.

d) If this MULRFQ is intended to qualify Resources, Qualified Resources will be among the Resources required to perform the Services under any Contract that results from the MULRFQ.

e) A Qualified Supplier will have not less than ten calendar days from the date on which a Competition Notice is issued by the Ministry (the actual response deadline to be specified in the Competition Notice) to submit a written response to the Competition Notice.

f) The Ministry may directly negotiate a Contract with a supplier of the Ministry’s choice or a Qualified Supplier where one or more of the following conditions applies:

i) only one Qualified Supplier has been qualified under the MULRFQ;

ii) an extreme urgency brought about by event unforeseeable by the Ministry and the Services could not be obtained in time by means of a competitive process;

iii) a competitive process would interfere with the Ministry's ability to maintain security or order or to protect human, animal or plant life or health;

iv) the acquisition is of a confidential or privileged nature and disclosure through an open bidding process could reasonably be expected to compromise government confidentiality, cause economic disruption or be contrary to the public interest; or

v) other allowed grounds that may be provided for by applicable trade agreements and policy.

8.1.3 No Obligation to Contract or Use the Multi-use List

The Ministry has no obligation to:

i) enter into a Contract with any one or more Qualified Supplier(s); or

ii) use the Multi-use List in an exclusive manner, and reserves the right, in its sole discretion to:

a) employ open competitions that include suppliers external to the Multi-use List of Qualified Suppliers; and

b) otherwise engage suppliers external to the Multi-use of Qualified Suppliers in connection with any project required by the Ministry.

8.1.4 Form of Contract

The Competition Notice will identify the form of the applicable Contract (or alternately select contract clauses that may be applicable) that may result from it. Any Contract will be between the Ministry and Qualified Supplier (as Contractor) and, as applicable, will name specific Qualified Resources as key personnel who the Contractor will cause to perform the Services on the Contractor’s behalf.

Contracts are likely to include terms and conditions similar to those included in the Province’s standard “General Services Agreement”, “Information Technology & Management Consulting Professional Services Agreement”, or

"Financial Review and Assurance Services Agreement". Copies of these agreements can be found here.

The form of Contract will also require Suppliers to comply with Province policies, as they may be established and or updated from time to time, including the Province COVID vaccination policy located here.

8.1.5 Tax Verification Letter

A Competition Notice will indicate whether a Tax Verification Letter will be required as part of Contract finalization.

8.1.6 Binding and Non-binding Competition Notices

A Competition Notice may be a binding process that is intended to create what is known in Canadian tendering law as "contract A" or it may be a negotiated, non-binding process that is not intended to create any contract A.

Appendix A: Respondent Qualification Form

Document is available for download in the “RFx documents” section for this RFP.

Appendix B: Resource Qualification Form

N/A

Appendix C: Submission Declaration

Document is available for download in the “RFx documents” section for this RFP.

Appendix D: Pricing Submission Form

Document is available for download in the “RFx documents” section for this RFP.