



**THE RIGHT SKILLS ► A PROVEN ADVANTAGE**

## **REQUEST FOR PROPOSALS**

**(RFP 8506)**

### **ACE IT Program Operational Audit**

**CLOSING:  
2:00 PM Pacific Daylight Time  
January 10th, 2008**

# ACE IT PROGRAM COMPLIANCE AUDIT

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1. Administrative Requirements

**REQUEST FOR PROPOSALS**  
**RFP#8506**  
**ACE IT Compliance Audit**

**PURPOSE**

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The ITA wishes to select a single Agency of Record to provide Operational Audit of the ACE IT program associated with implementing and realizing the ITA's vision for redesigned service delivery processes and new applications and technology.

**BACKGROUND**

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**Business Context**

The Industry Training Authority is a Provincial Crown Agency with a mandate to ensure that British Columbians have affordable access to quality, responsive, integrated, and accountable training that will meet the needs of industry and trainees and apprentices. Under the terms of the *Industry Training Authority Act*, the Authority is established as an occupational standards and certification body for a range of industrial occupations for which apprenticeship training is the predominant method of delivery. In this regard Section 8 of the Act empowers the ITA to:

- a) *designate a training program, including a training program for a trade or an occupation, as a recognized program;*
- b) *recommend to the minister that a training program, including a training program for a trade or an occupation, be designated as an accredited program;*
- c) *develop programs of training and apprenticeship and program standards for the purposes of paragraphs (a) and (b);*
- i) *establish standards, procedures and fees for examinations, assessments and services;*
- j) *set requirements for trainers funded by the authority to deliver industry training programs and conduct examinations and assessments of training and apprenticeship;*

The ITA Board has placed a priority on the establishment of rigorous and well-defined industry training program standards in order to ensure the credibility and broad recognition of the qualifications and credentials it provides to trainees and apprentices. In this respect ITA sees its role as approving and applying standards that have effectively been defined by industry bodies, including national inter-provincial standards mechanisms such as the "Red Seal" program. The basic premise of this approach is that industry is best qualified to define the skills and knowledge required for productive and gainful employment.

The Industry Training Authority (ITA) supports the provision of innovative new training approaches, expanding the training opportunities for British Columbians. ACE IT is one of the

ITA's programs that are designed for high school students. Through ACE IT, students can take courses that will give them both high school graduation credits and a head start towards completion of an apprenticeship program. Students may be involved in both technical and work-based training as part of their ACE IT programs.

ACE IT funding for programs is available for two in-takes per year. The program is designed to offer up to \$2750 dollars to school districts with approved ACE IT programs for each registered ACE IT student. \$1000 is paid to school district upon student registration, \$1000 is paid to district upon successful completion of the technical training and \$750 is paid to districts upon completion of 240 hours of work-based training (WBT).

School districts are responsible for registering, providing training and reporting technical training completion marks and WBT hours to the ITA. The ITA in turn provides funding based upon verification of marks and reporting of hours by the school districts.

## PROJECT REQUIREMENTS & SCOPE

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### Scope

The ITA is seeking the services of a qualified consultant(s) to conduct a program operational audit of school districts offering the ACE IT program. Five school districts will be selected for this project representing a dispersed geographic distribution. Travel to the sites will be required. The scope of the contract will be to verify data from registration through to payment of ACE IT funds for the technical training components of the ACE IT program.

The audit will involve selecting a sample group of ACE IT registrants from five school districts from the in-takes (February and September) covered under the ACE IT contract(s) schedule E to ensure compliance. The following will need to be completed:

- verify ACE IT student registration names and numbers at the registration deadline comply with eligibility criteria
- verify names of students who have dropped out (incompletes) and that they have been withdrawn from the ACE IT on-line system
- verify eligibility of students who have been substituted for withdrawn students (i.e., to maintain initial registration number) and documentation confirming that these students have been registered with the ITA in AIMS and the on-line registration
- verify receipt of funds (verify registration payments; verify final payments against completions)
- verify students completed the program as per the program end date
- verify that technical training marks were sent to the ITA by 30 days after completion of the program

## Services

The consultant (s) will report to the ITA Manager of Youth Initiatives and will be expected to

- Consult with the Manager to develop and document a process for conducting the audit process including the development of recommendations to improve school performance
- Identify and work with school districts who are selected to undergo the audit process
- Report results of the audit
- Make recommendation to improve school performance
- Make recommendation to improve ITA interaction with School Districts
- Undertake the audit project to meet the deliverables of this project

## Expertise

Expertise in secondary school administration, operational audits and knowledge of post secondary training is desirable.

Proponents should demonstrate individual resources with at least 5 years of experience in the following areas:

- Operational audit processes
- Project management
- Term of contract
- The term of the contract would be for two annual audits to cover the 2007/08 and the 2008/09 fiscal year with the ITA having the option to renew after that time for two additional one year periods.
- Either party will have the ability to terminate the agreement on 90 days written notice.

## EVALUATION CRITERIA

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### Mandatory Criteria

The following are mandatory requirements. Responses not clearly demonstrating that they meet the mandatory criteria will receive no further consideration during the evaluation process.

1. The proposal must be received by email at [info@itabc.ca](mailto:info@itabc.ca) before the specified closing date and time
2. The proposal must be in English
3. The proposal must be sent in electronic copy (Word or PDF format) by e-mail
4. The proposal is electronically signed as required by this RFP

### Desirable Criteria

Each proposal will be reviewed prior to the selection process for completeness and adherence to the format. A proposal will be considered complete if all required sections are present.

All proposals will be evaluated against the desirable criteria listed below.

- A. Demonstrated expertise in operational audit (30%)
- B. Demonstrated knowledge and understanding of the k -12 school administration (20%)
- C. Experience in working with the Post-secondary and k-12 school system on operational audits (20%)
- D. Price (30%)

Only proposals that the ITA has determined meet the mandatory criteria will be evaluated against the desirable criteria.

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## PROPOSAL FORMAT

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Any portions of a proposal which proponents wish to be treated by ITA as proprietary and confidential must be clearly marked as such. *Clarity and brevity are important.* All proponents must provide, at a minimum, the following information:

**A. Proposal Cover Page** (1 page maximum)

The proposal should include a title page citing the RFP number and the closing date and time

**B. Transmittal Letter** (1 page maximum)

The transmittal letter must be electronically signed by a person authorized to bind the proponent and must include wording substantively the same as the following:

The enclosed proposal is submitted in response to the above-referenced Request for Proposal. Through submission of this proposal we agree to all of the terms and conditions of the Request for Proposal.

We have carefully read and examined the Request for Proposal and have conducted such other investigations as were prudent and reasonable in preparing the proposal. We agree to be bound by statements and representations made in this proposal and to any agreement resulting from the proposal.

We further acknowledge and agree to the conditions for participating in this procurement as set out in the "Conditions for Participation" section of the Request for Proposal.

**C. Table of Contents** (1 page maximum)

Include a table of contents with page numbers.

**D. Key Features of the Proposal** (2 pages maximum)

Proponents should present a concise summary of their submission suitable for review by executive management.

**E. Overview of Proponent** (2 pages maximum)

Present a brief description of the company or companies submitting the proposal. In the event that the proponent includes more than one company, briefly describe the

contractual or other arrangements between the companies involved. Please note that one firm **must** be the general contractor with responsibility for all work and work products of all members of the bid team.

**F. Qualifications of Personnel (2 pages maximum per person)**

Proponents should summarize the qualifications of the personnel who will provide services to the ITA consistent with the desirable criteria. Ideally, the ITA is looking to have a single individual act as the prime consultant for the project. Please note this section **must** be limited to qualifications of the persons that the proponent will assign to the project.

All proposals should address.

**G. Demonstrated expertise in operational audit (1 page maximum)**

Proponents should provide evidence of projects they have completed on where project objectives and deliverables have been achieved on time and on budget.

**H. Demonstrated knowledge and understanding of the k-12 school administration.**

Proponents should provide evidence of project completion related to school district audits. (1 page maximum)

**I. Experience in working with the Post-secondary and k-12 school system on compliance operational audits.** Proponents should provide evidence of conducting compliance audits. (2 page maximum)

**J. Price (1 page maximum)**

Proponents should submit the per diem rates of each consultant who may be assigned to the project.

**K. References for Each Assigned Consultant (1 page maximum)**

Proponents should provide references for each consultant assigned to provide services to the ITA, provide a minimum of two references for similar project-related work completed within the past three years. These references should include:

- Project description;
- Project location;
- Contact name, telephone number, and e-mail address; and
- Date of completion.



**L. Resumes for Each Assigned Consultant** (2 page maximum per assigned consultant)

Provide resumes outlining the education and work history for each consultant assigned to the project.

Proponents should conform to this outline, including page limits, when preparing their submissions.

## **QUESTIONS RELATING TO THE RFP**

No pre-proposal bidder's meeting will be held. Proponents may submit questions relating to the RFP to Mia Riback at [mr Riback@itabc.ca](mailto:mr Riback@itabc.ca) via e-mail within the prescribed timeline. All questions and answers will be shared by posting on BC Bid.

## **PROCUREMENT SCHEDULE**

The following timetable outlines the anticipated schedule for the Request for Proposal and contract process. The timing and the sequence of events resulting from this Request for Proposal may vary and shall ultimately be determined by the ITA.

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|---|---|
| 1. RFP Released                                       | 7 <sup>th</sup> December 2007                         |
| <b>2. <i>Deadline for Submission of Proposals</i></b> | <b><i>10<sup>th</sup> January 2008, 2:00 P.M.</i></b> |
| 3. Proposal Evaluation                                | 16 <sup>th</sup> January 2008                         |
| 4. Contract Award                                     | 22 <sup>nd</sup> January 2008                         |
| 5. Project Initiation                                 | 25 <sup>th</sup> January 2008                         |

Please note that the ITA may, at its sole discretion, establish a shortlist of submissions. The ITA may also elect to invite short listed proponents to present their submission and respond to questions from the selection committee. Based on these interviews, the selection committee may adjust ratings of the proposals against the desirable criteria.

## **PROPOSAL SUBMISSION**

Proponents must submit by email one electronic copy (in Word or PDF format) of their proposal on or before 2:00 PM Pacific Daylight Time January 10<sup>th</sup>, 2008.

Proposals should be emailed to: [info@itabc.ca](mailto:info@itabc.ca).

The subject line of the email should read: RFP 8506 ACE IT Compliance Audit

# **APPENDIX 1**

## **ADMINISTRATIVE REQUIREMENTS**

**REQUEST FOR PROPOSALS  
(RFP # 8506)  
CHANGE MANAGEMENT AGENCY OF RECORD**

## **ADMINISTRATIVE REQUIREMENTS**

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The following terms will apply to this Request for Proposal and to any subsequent Contract. Submission of a proposal in response to this Request for Proposal indicates acceptance of all the following terms.

### **Request for Proposal Terminology**

Throughout this Request for Proposal, terminology is used as follows:

- “Authority” or “ITA” means the Industry Training Authority;
- “Contract “ means the written agreement resulting from this Request for Proposal executed by the ITA and the Contractor;
- “Contractor” means the successful Proponent to this Request for Proposal who enters into a written Contract with the Authority;
- “Must”, or “mandatory” means a requirement that must be met in order for a proposal to receive consideration;
- “Proponent” means an individual or a company that submits, or intends to submit, a proposal in response to this “Request for Proposal”;
- “Purchasing Commission” means the Purchasing Commission pursuant to the Purchasing Commission Act, RSBC 1996, Chapter 392;
- “Should” or “desirable” means a requirement having a significant degree of importance to the objectives of the Request for Proposal.

### **Request for Proposal Process**

#### *Subsequent Information*

All subsequent information regarding this Request for Proposal, including changes made to this document will be posted on the BCBID website at [www.bcbid.gov.bc.ca](http://www.bcbid.gov.bc.ca).

#### *Enquiries*

All enquiries related to this Request for Proposal are to be directed, in writing and by email, to the following person. Information obtained from any other source is not official and should not be relied upon. Enquiries and responses will be recorded and may be posted on BCBID.

E-mail: [mriback@itabc.ca](mailto:mriback@itabc.ca)

#### *Closing Date*

One electronic copy of the proposal in PDF or Word format must be received by 2:00 P.M Pacific Daylight Time on 1January 10<sup>th</sup> 2008 at: [info@itabc.ca](mailto:info@itabc.ca)

The subject line of the email should read: RFP 8506 ACE IT Compliance Audit

### *Late Proposals*

Late proposals will not be accepted and will be returned to the Proponent via email.

### *Eligibility*

Proposals will not be evaluated if the Proponent's current or past corporate or other interests may, in the ITA's opinion, give rise to a conflict of interest in connection with this project.

### *Evaluation Committee*

Evaluation of proposals will be by a committee formed by the Authority and may include a representative of the Purchasing Commission or other government agencies.

### *Evaluation and Selection*

The evaluation committee will check proposals against the mandatory criteria. Proposals not meeting all mandatory criteria will be rejected without further consideration. Proposals that do meet all the mandatory criteria will then be assessed and scored against the desirable criteria. The ITA's intent is to enter into a Contract with the Proponent who has the highest overall ranking.

At the Authority's discretion, the ITA may establish a shortlist of submissions. The ITA may further, at its discretion, invite short listed proponents to present their proposals to the selection committee and to respond to questions by the committee. Based on the results of the presentation / interview, the selection committee may adjust the ratings of the short listed proponents.

### *Negotiation Delay*

If a written Contract cannot be negotiated within ten days of notification of the successful Proponent, the ITA may, at its sole discretion at any time thereafter, terminate negotiations with that Proponent and either negotiate a Contract with the next qualified Proponent or choose to terminate the Request for Proposal process and not enter into a Contract with any of the Proponents.

### *Debriefing*

At the conclusion of the Request for Proposal process, all Proponents will be notified. Unsuccessful Proponents may request a debriefing meeting with the ITA.

## Proposal Preparation

### *Signed Proposals*

The proposal must be electronically signed by a person authorized to sign on behalf of the Proponent and must bind the Proponent to statements made in response to this Request for Proposal.

### *Irrevocability of Proposals*

By submission of a clear and detailed written notice, the Proponent may amend or withdraw its proposal prior to the closing date and time. Upon closing time, all proposals become irrevocable. By submission of a proposal, the Proponent agrees that should its proposal be successful the Proponent will enter into a Contract with the ITA.

### *Changes to Proposal Wording*

The Proponent will not change the wording of its proposal after closing and no words or comments will be added to the proposal unless requested by the Industry Training Authority for purposes of clarification.

### *Working Language of the Industry Training Authority*

The working language of the Industry Training Authority is English and all responses to this Request for Proposal must be in English.

### *Proponents' Expenses*

Proponents are solely responsible for their own expenses in preparing a proposal and for subsequent negotiations with the Industry Training Authority, if any. If the Industry Training Authority elects to reject all proposals, the Authority will not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in preparing the proposal, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

### *Limitation of Damages*

Further to the preceding paragraph, the Proponent, by submitting a proposal, agrees that it will not claim damages, for whatever reason, relating to the Contract or in respect of the competitive process, in excess of an amount equivalent to the reasonable costs incurred by the Proponent in preparing its proposal and the Proponent, by submitting a proposal, waives any claim for loss of profits if no agreement is made with the Proponent.

### *Proposal Validity*

Proposals will be open for acceptance for at least 90 days after the closing date.

### *Firm Pricing*

Prices will be firm for the entire Contract period unless this Request for Proposal specifically states otherwise.

### *Currency and Taxes*

Prices quoted are to be:

- in Canadian dollars;
- inclusive of duty, where applicable;
- FOB destination, delivery charges included where applicable; and
- exclusive of Goods and Services Tax.

### *Completeness of Proposal*

By submission of a proposal the Proponent warrants that, if this Request for Proposal is to design, create or provide a system or manage a program, all components required to run the system or manage the program have been identified in the proposal or will be provided by the Contractor at no charge.

### **Additional Terms**

#### *Sub-Contracting*

- Using a sub-contractor (who should be clearly identified in the proposal) is acceptable. This includes a joint submission by two Proponents having no formal corporate links. However, in this case, one of these Proponents must be prepared to take overall responsibility for successful performance of the contract and this should be clearly defined in the proposal.
- Sub-contracting to any firm or individual who's current or past corporate or other interests may, in the opinion of the ITA; give rise to a conflict of interest in connection with this project will not be permitted. This includes, but is not limited to, any firm or individual involved in the preparation of this Request for Proposal.
- Where applicable, the names of approved sub-contractors listed in the proposal will be included in the Contract. No additional subcontractors will be added or other changes made, to this list in the Contract without the written consent of the Authority.

#### *Acceptance of Proposals*

- This Request for Proposal should not be construed as an agreement to purchase goods or services. The Authority is not bound to enter into a Contract with the Proponent who submits the lowest priced proposal or with any Proponent. Proposals will be assessed in light of the evaluation criteria. The Authority will be under no obligation to receive further information, whether written or oral, from any Proponent.
- Neither acceptance of a proposal nor execution of a Contract will constitute approval of any activity or development contemplated in any proposal that

requires any approval, permit or license pursuant to any federal, provincial, regional district or municipal statute, regulation or by-law.

#### *Definition of Contract*

Notice in writing to a Proponent that it has been identified as the successful Proponent and the subsequent full execution of a written Contract will constitute a Contract for the goods or services, and no Proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events.

#### *Form of Contract*

By submission of a proposal, the Proponent agrees that, should it be identified as the successful Proponent, it is willing to enter into a Contract with the Industry Training Authority in accordance with the terms set out at the end of this Appendix.

#### *Liability for Errors*

While the ITA has used considerable efforts to ensure an accurate representation of information in this Request for Proposal, the information contained in this Request for Proposal is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the ITA, nor is it necessarily comprehensive or exhaustive. Nothing in this Request for Proposal is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in this Request for Proposal.

#### *Modification of Terms*

The Authority reserves the right to modify the terms of this Request for Proposal at any time at its sole discretion. This includes the right to cancel this Request for Proposal at any time prior to entering into a Contract with the successful Proponent.

#### *Ownership of Proposals*

All documents, including proposals, submitted to the ITA become the property of the ITA. They will be received and held in confidence by the Authority, subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.

#### *Use of Request for Proposal*

This document, or any portion thereof, may not be used for any purpose other than the submission of proposals.

#### *Confidentiality of Information*

Information pertaining to the Industry Training Authority obtained by the Proponent as a result of participation in this project is confidential and must not be disclosed without written authorization from the ITA.

*Reciprocity*

The Authority may consider and evaluate any proposals from other jurisdictions on the same basis that the government purchasing authorities in those jurisdictions would treat a similar proposal from a British Columbia supplier.