

# Appendix B: Proposal Response Form – Stage #1

## Proponent's Proposal Opportunity ID RFP26JEG51 for Economic Data Delivered as Web Services

### Part 1: Instructions for Proponents

Areas for Proponents to enter text are identified with **orange text fields**. Click on the field and you can start entering text. The fields should expand to accommodate your text. **Note:** This Appendix B Proposal Response Form or a form substantially similar to this template must be prepared and completed to the extent applicable; and must be submitted as the Proponent's Proposal.

This Proposal Response Form includes "Response Guidelines" which are intended to assist Proponents in the development of their Proposals.

The Response Guidelines are not intended to be comprehensive. Proponents should use their own judgement in determining what information to provide to demonstrate that the Proponent meets or, if applicable exceeds the Province's expectations with respect to a particular response guideline.

Proposals should not contain links to information that is not set down directly in the Proponent's Proposal. Should this occur, the Province may disregard any referred to source of information that is not contained in the Proposal being evaluated.

Please expand any response tables in this Appendix as needed to accommodate Proponent's response. Proponents should not cross reference any answer pertaining to one question in relation to an answer that may be made to a different question.

Proponents should include a detailed response to each of the Response Guidelines using this Appendix B.

## Part 2: Proponent Identification

Proponent's Legal Name, as well as "Doing Business as Name", if applicable	Proponent: Click here to enter text.
Proponent's Primary Office Address (Add all details relating to the street address. Do not use a P.O. Box)	Proponent: Click here to enter text.
Proponent's Toll-free Telephone Number, if applicable	Proponent: Click here to enter text.
Proponent's Website Address, if applicable	Proponent: Click here to enter text.
Authorized Representative's Name	Proponent: Click here to enter text.
Authorized Representative's Title	Proponent: Click here to enter text.
Authorized Representative's Email Address	Proponent: Click here to enter text.
Authorized Representative's Phone Number	Proponent: Click here to enter text.
Authorized Representative's After-Hours Emergency Number	Proponent: Click here to enter text.

## Part 3: Proponent Contact Information

If the Proponent would like someone other than the authorized representative identified in Part 2 to receive any future communications regarding this Proposal, please identify that person below.	
Proponent Contact's Name	Proponent: Click here to enter text.
Proponent Contact's Title	Proponent: Click here to enter text.
Proponent Contact's email Address	Proponent: Click here to enter text.
Proponent Contact's Phone Number	Proponent: Click here to enter text.
Proponent Contact's Address	Proponent: Click here to enter text.

## Part 4: Subcontractor Information

If the Proponent intends to use any subcontractor(s), the Proponent should provide the information called for below (expand Table as necessary).

Legal Name of the Subcontractor, as well as "Doing Business As" name if applicable	Proponent: Click here to enter text.
Subcontractor's business address	Proponent: Click here to enter text.
Subcontractor role in the delivery of the goods and/or services	Proponent: Click here to enter text.

## Part 5: Submission Declaration

This Part 5 is required to be prepared and signed by a person authorized to sign on behalf of the Proponent with the intent to bind the Proponent to the RFP and to the statements and representations in the Proponent's Proposal.

**Signature Requirements for Proposals Submitted Electronically Through BC Bid:** In the case of Proposals submitted electronically through BC Bid (if permitted) by a Proponent with a Business BCeID and that is registered to submit its Proposal electronically through BC Bid, the signature requirement will be met by clicking the "I Agree and Submit" button that follows the pop-up advisory associated with Proposal submission without the need for a signature in the space below.

**Signature Requirements for Email and Hardcopy Submissions:** For Proposals submitted by email or hardcopy (if either submission method is permitted), this signature requirement must be met through a signature of the Proponent's authorized representative in the space below.

**Note to Proponents:** the permitted delivery methods are initially set out in the "Delivery of Submissions" table on the cover page to the RFP and are indicated in the "delivery of submissions section" of the "overview" menu tab of BC Bid.

By submitting a Proposal, the Proponent:

- i. if the Proponent is not a Registered Supplier, the Proponent agrees to the terms and conditions of the [BC Bid Terms and Conditions of Use](#);
- ii. agrees to all of the terms, conditions, and process rules of the RFP;
- iii. agrees to be bound by the statements and representations made in the Proposal;

- iv. confirms it has conducted such investigations as were prudent and reasonable in preparing its Proposal; and
- v. for those Proponents submitting by email or hardcopy, affirms and declares that the Proponent's authorized representative's name being signed, or an image of that signature being affixed on this form, will constitute the Proponent's legally binding signature.

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Signature of the Proponent's authorized representative

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Print name of the name of the Proponent's authorized representative

Date: \_\_\_\_\_

## Part 6: Requirements and Response Guidelines (Questions and Answers)

Proponents are reminded to carefully review and comply with the instructions in Part 1 of this Appendix B: Proposal Response Form.

### 1. Experience & Capabilities

Response Guideline	Points Available	Minimum Score
	10	7
<b>Instructions for Proponents:</b> The Province is seeking Proponents with significant capabilities and practices of providing the same types of, and similarly comparable services the Ministry is seeking, to contribute to the successful delivery of Professional Services as described in section 3.3 of the RFP.		
1. Describe Proponent's organization capabilities, history, and background. (Please limit your answer to no more than one page)		
Response Guideline: <ul style="list-style-type: none"><li>• Overview of your organization and lines of business and mission/vision.</li><li>• Number of years in business.</li><li>• Number of employees and staff.</li><li>• Locations and geographic scope of operations.</li></ul>		
Proponent: <a href="#">Click here to enter text. The field will expand to accommodate your text.</a>		
2. Please describe your organization's reputation, core competencies and recognized expertise in delivering web services comprising data and data visualization capabilities. (Please limit your answer to no more than one page)		
Response guideline <ul style="list-style-type: none"><li>• Please identify pertinent strategic partnerships and industry affiliations.</li><li>• Provide links to case studies of implemented solutions of similar scope.</li><li>• Describe the capacity for ensuring business continuity over the long term.</li><li>• Please describe the business vision over the short and long-term.</li></ul>		
Proponent: <a href="#">Click here to enter text. The field will expand to accommodate your text.</a>		

## 2. Solution Requirements

Response Guideline	Points Available	Minimum Score
	45	28
<p><b>Instructions for Proponents:</b></p> <p>Proponents are expected to present a comprehensive solution that aligns with the RFP's strategic goals, demonstrating how their service delivers economic data through configurable dashboards and supports a scalable, user-friendly, and secure digital experience.</p> <p>The response should reflect a clear understanding of the Ministry's business needs and commitment to long-term service excellence.</p>		
<p>1. Please provide an overall description of the proposed solution and how it aligns with JEG business needs. Demonstrate how your solution meets the full scope of desired capabilities outlined in Section 3.3 of the RFP.</p> <p>Response Guideline:</p> <ul style="list-style-type: none"> <li>• Describe how your solution delivers economic data as a web service, including how dashboards are embedded within web pages and configured.</li> <li>• Address topic-specific dashboards and coverage of provincial and regional data by sector and geography as described in Section 3.3 of the RFP.</li> <li>• Highlight key features such as: <ul style="list-style-type: none"> <li>○ Rich data visualizations (charts, maps, infographics)</li> <li>○ Mobile responsiveness</li> <li>○ SEO/AI bot compatibility</li> <li>○ Translation support (e.g., WPML)</li> <li>○ Branding and data attribution</li> </ul> </li> <li>• Include mock-ups or screenshots of dashboards, especially regional and sectoral examples.</li> <li>• Explain data update schedules, primary sources (e.g., StatsCan, BC Stats), and how accuracy and recency are maintained.</li> <li>• Describe how dashboards can be reconfigured over time to meet evolving Ministry needs.</li> <li>• Outline usage analytics, performance benchmarks, and how performance is monitored.</li> </ul>		
<p>Proponent: <a href="#">Click here to enter text. The field will expand to accommodate your text.</a></p>		

2. Outline how you intend to configure the service to align with the scope of services described in Section 3.3 of this RFP. (Please limit your answer to no more than two pages)

Response guideline

- List all services included in your quoted implementation price.
- Identify any work required from Ministry contractors to support integration.
- Describe the training process for Ministry staff (if applicable).
- Provide a timeline with key milestones for delivery.
- Explain how your solution complies with BC's FOIPPA privacy legislation.
- Describe the security architecture and data flow of your service.

Proponent: Click here to enter text. The field will expand to accommodate your text.

3. Demonstrate your ability to provide responsive, reliable, and transparent support services. (Please limit your answer to no more than one page)

Response guideline

- Describe the support services offered (e.g., helpdesk, technical assistance).
- Explain how service requests are tracked and communicated.
- Provide details on support hours, including after-hours availability.
- Outline issue escalation procedures and uptime commitments.
- Share how uptime reports, maintenance schedules, and roadmap updates are communicated.
- Describe how breaking changes are handled and how long legacy versions remain available.
- Explain your backup strategy, last verified restore, and disaster recovery targets (RPO/RTO).

Proponent: Click here to enter text. The field will expand to accommodate your text.

4. Provide a clear technical overview of your solution and its integration capabilities. (Please limit your answer to no more than one page)

Response guideline

- Describe how the proposed web service can be integrated into TIBC web pages and how performance is assured over HTTPS/SSL. (Please provide sufficient detail so that our website development contractor is able to fully understand the proposed technical approach used to implement the web service).
- Highlight technical innovations that support scalability and flexibility.
- Provide a detailed overview of the web service's underlying hosting infrastructure, data flow, and maintenance; including the location of any server, storage, and network components, and the locations of the support team.

- The Province may execute periodic vulnerability scans as part of regular application maintenance. Share results of a recent vulnerability scan and how issues were resolved
- Describe any value-added capabilities beyond the RFP requirements.

Proponent: [Click here to enter text. The field will expand to accommodate your text.](#)

## 3. Pricing

### 3.1 Pricing Rules and Requirements

Response Guideline	Points Available	Minimum Score
	25	
<p><b>Instructions for Proponents:</b></p> <p>Proponents take note of the following pricing rules and requirements.</p> <p>a) Proponent pricing quoted will be taken to mean and deemed to be:</p> <ol style="list-style-type: none"> <li>in Canadian dollars;</li> <li>inclusive of all duties and delivery charges or other costs or expenses that may be incurred with respect to the RFP goods and/or services being delivered to the destination(s) specified by the RFP, and until such delivery as specified in the RFP, all risk of loss and title (if any) remains with the Proponent (as Contractor); and</li> <li>exclusive of any applicable taxes.</li> </ol> <p>b) In addition, the following rules apply to pricing bid by Proponents:</p> <ol style="list-style-type: none"> <li>RFP section 2.8 regarding pricing and its provisions are incorporated herein by this reference.</li> <li>Rates should not be expressed as a range. If hourly rates are called for by the RFP, then if any hourly rate is expressed as a range of hourly rates, then and in that event the Province will take the lowest numerical value in the range for purposes of evaluation and any resulting Contract.</li> <li>Discounts should not be expressed as a range. If a discount on some stated pricing item(s) is called for by the RFP, then if any discount is expressed as a numerical range, then and in that event the Province will take the highest numerical value in the range for purposes of evaluation and any resulting Contract.</li> <li>All pricing bid is required to be unconditional and unqualified. If any pricing bid does not meet this requirement, the Proponent's Proposal may be rejected resulting in the Proponent being eliminated from the RFP competition.</li> <li>Failure to provide pricing where required by the RFP will result in the Proponent's Proposal being rejected resulting in the Proponent being eliminated from the RFP competition.</li> </ol>		



- vi. A fixed fee should not be expressed as a range. If the RFP calls for a fixed fee to bid and the fixed fee is expressed as a range, then and in that event the Province will take the lowest numerical value in the range for purposes of evaluation and any resulting Contract.
- vii. Entering the numerical figure of “\$0”, “\$zero”, or the like in response to a call for a specific dollar amount will result in the Proponent’s Proposal being rejected resulting in the Proponent being eliminated from the RFP competition.

## 3.2 Pricing Evaluation

### Response Guideline

#### Instructions for Proponents:

Proponents should provide detailed pricing for the following components of the proposed web-based economic data service. Pricing must be in Canadian dollars, firm, unconditional, and exclusive of applicable taxes. Do not provide ranges. Ensure clarity on what is included and excluded in each price. If progress billing is proposed, specify milestones.

5. Implementation Fees - At the vendor’s discretion, any one-time fees, to configure the web services and enable integration of the web service to meet TIBC MVP core requirements.

#### Response Guideline

- Based on the desired scope of the solution described in this RFP, please provide a proposed one-time fixed price to configure, implement, integrate and deliver the full scope web services required to “live” status based on Ministry requirements (if applicable).
- If progress billing is proposed, please identify specific milestones.

**Proponent: Click here to enter text. The field will expand to accommodate your text.**

6. Annual Subscription/License Fees for Ongoing Delivery of the Web Service - Upon completion of the implementation of the proposed web service. The pricing should consider public access to any data through iFrames, and an estimate for changing dashboard and chart details as needed.

#### Response Guideline

- What will be the annual licensing/subscription fee to provide the service? Please also be clear what the fees include (such as support, maintenance and product enhancements) and exclude.
- Describe the model for licensing fees, and how the pricing model can provide flexibility to support increases or reductions in the number of dashboards licensed.
- Given licensing may be renewed annually, please indicate for what period of time the proposed license pricing remains in effect.
- Confirm when subscription pricing takes effect.
- Include a total cost of ownership value for 1 year and over 5 years.

Proponent: Click here to enter text. The field will expand to accommodate your text.

Please complete the pricing grid below with clear, fixed pricing in Canadian dollars. Do not use ranges. Ensure all applicable costs are included and specify any exclusions. Pricing must be firm and unconditional.

Pricing Category	Description	Unit	Price (CAD)	Comments
<b>Year 1 Subscription</b>	Annual license for web service delivery	Annual	Proponent: Click here to enter text. The field will expand to accommodate your text.	Proponent: Click here to enter text. The field will expand to accommodate your text.
<b>Optional Year 2 Extension</b>	Annual license renewal (optional)	Annual	Proponent: Click here to enter text. The field will expand to accommodate your text.	Proponent: Click here to enter text. The field will expand to accommodate your text.
<b>Optional Year 3 Extension</b>	Annual license renewal (optional)	Annual	Proponent: Click here to enter text. The field will expand to accommodate your text.	Proponent: Click here to enter text. The field will expand to accommodate your text.
<b>Optional Year 4 Extension</b>	Annual license renewal (optional)	Annual	Proponent: Click here to enter text. The field will expand to accommodate your text.	Proponent: Click here to enter text. The field will expand to accommodate your text.

<b>Optional Year 5 Extension</b>	Annual license renewal (optional)	Annual	Proponent: Click here to enter text. The field will expand to accommodate your text.	Proponent: Click here to enter text. The field will expand to accommodate your text.
<b>Support Services</b>	Ongoing technical support and maintenance	Annual	Proponent: Click here to enter text. The field will expand to accommodate your text.	Proponent: Click here to enter text. The field will expand to accommodate your text.
<b>Other Costs</b>	Any additional applicable costs (specify)	Variable	Proponent: Click here to enter text. The field will expand to accommodate your text.	Proponent: Click here to enter text. The field will expand to accommodate your text.

### Total Cost of Ownership:

Period	Total Cost (CAD)	Comments
<b>1-Year Total</b>	Proponent: Click here to enter text. The field will expand to accommodate your text.	Proponent: Click here to enter text. The field will expand to accommodate your text.
<b>5-Year Total</b>	Proponent: Click here to enter text. The field will expand to accommodate your text.	Proponent: Click here to enter text. The field will expand to accommodate your text.

## FOIPPA Collection Notice

Any personal information [as defined in the British Columbia *Freedom of Information and Protection of Privacy Act* ("FOIPPA")] provided on this Proposal to the Request for Proposals (RFP) is being collected pursuant to section 26(c) of FOIPPA and will be used to assess the Proponent's Proposal. If you have any questions about the collection or use of this personal information, please contact:

Elena Bersenev, Privacy Officer, Elena.Bersenev@gov.bc.ca

[End of Appendix B]