



*MINISTRY OF JOBS AND ECONOMIC GROWTH*

***Request for Proposals***

**Economic Data Delivered as Web Services**

Opportunity ID	<b>RFP26JEG51</b>
Issue Date	Thursday, October 2, 2025
Closing Date and Time (Pacific Time)	<b>Friday, November 7, 2025 before 2PM</b>

**Note to Suppliers:** Suppliers are encouraged to register for a BC Bid account, and to subscribe to the e-Bidding service. Only registered BC Bid users who are subscribed to the e-Bidding service can make electronic Proposals on BC Bid.

Registered users of BC Bid can also subscribe to BC Bid's email notification service in order to receive notices regarding opportunities organized by commodity codes selected by the registered user, procurements and Amendments.

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. Suppliers should refer to the [BC Bid website](#) or contact 250-387-7301 for further information.

**Delivery of Submissions**

Submissions must be submitted before the Closing Date and Time using one of the following delivery methods:

**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.

Or

**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.

[Procecon@gov.bc.ca](mailto:Procecon@gov.bc.ca)

## Official Contact

Robert Dubicki, Senior Manager Digital Marketing  
[Procecon@gov.bc.ca](mailto:Procecon@gov.bc.ca)

Enquiries related to this RFX may only be directed in writing to the Official Contact using the "enquiries" interface, if available, or the email address identified on the "opportunity details" tab. Information obtained from any other source is not official and should not be relied upon. Other information and rules regarding enquiries are set out in the "process rules" tab or within the attached RFX documents.

**Enquiries Deadline:** Refer to the "overview" tab within BC Bid. Suppliers should send questions to the Official Contact before this time. Questions received after the deadline may not be answered.

## Supplier Meeting

A supplier meeting will **not** be held.

## Table of Contents

1. Summary of the Opportunity.....	5
2. RFP Process Rules.....	6
2.1 Definitions.....	6
2.2 Acceptance of Terms and Conditions .....	8
2.3 Submission of Proposals .....	8
2.4 Amendments and Addenda .....	10
2.5 Additional Information .....	10
2.6 Late Proposals .....	10
2.7 Proposal Irrevocability.....	11
2.8 Pricing.....	11
2.9 Completeness of Proposal .....	11
2.10 Changes to Proposals.....	11
2.11 Conflict of Interest, Unfair Advantage, Bias and No Lobbying .....	12
2.12 Subcontractors .....	13
2.13 Evaluation .....	13
2.14 Contract.....	13
2.15 Contract Finalization Delay .....	14
2.16 Debriefing .....	14
2.17 Limitation of Liability and Proponents Expenses .....	14
2.18 RFP Information Disclaimer .....	15
2.19 No Commitment to Award .....	15
2.20 No Implied Approvals .....	15
2.21 Legal Entities .....	15
2.22 Reservation of Rights.....	16
2.23 Ownership of Proposals .....	17
2.24 Copyright .....	17
2.25 Confidentiality Agreement.....	17
2.26 Alternative Proposals.....	17

2.27	Collection and Use of Personal Information.....	17
2.28	Tax Verification Letter .....	18
2.29	Enquiries to Official Contact .....	18
2.30	Trade Agreements.....	18
3.	Overview .....	19
3.1	Ministry Responsibility .....	19
3.2	Background.....	19
3.3	Scope of Desired Solution .....	19
4.	Contract .....	23
5.	Requirements.....	23
6.	Page Numbering and Hyperlinks .....	24
7.	Evaluation.....	24
7.1	Mandatory Criteria.....	24
7.2	Weighted Criteria .....	25
7.3	Price Evaluation.....	25
7.4	Tie Breaker .....	26
7.5	Reference Check.....	26
Appendix A: Contract Form.....		28
Appendix B: Proposal Response Form – Stage 1 .....		28
Appendix C: Proposal Response Form – Stage 2.....		28

# 1. Summary of the Opportunity

Trade and Invest BC (TIBC) is dedicated to advancing the province of British Columbia's international trade and investment objectives. A key part of this effort is a suite of nine public websites, anchored by BritishColumbia.ca and its localized versions. These websites serve as vital marketing platforms.

BritishColumbia.ca is managed by the International Marketing (IM) business area within the Ministry of Jobs and Economic Growth (Ministry).

TIBC websites are designed to promote British Columbia as a leading destination for global investors, site selectors, and international businesses. To enhance BritishColumbia.ca visitor experiences, the desire is to offer factual and engaging interactive data visualizations and data representations that complement and reinforce topic-based marketing messages and on-page content narratives.

The Ministry is seeking to license a web-based service that delivers economic data through configurable, topic-specific dashboards which help visualize data in a compelling manner.

These data visualization tools will be embedded within TIBC's websites and be subject matter dependent. The solution will be configurable and off-the-shelf as much as possible, a custom built (bespoke) solution is not desirable. The service provider will be responsible to source and deliver data as a web service on a continuous basis.

The Ministry plans to enter into a one-year subscription agreement with the selected provider for the initial Term of April 1, 2026, to March 31, 2027, with options to extend annually for up to four additional years, depending on performance and available funding.

Further details are provided in the Request for Proposals (RFP).

## 2. RFP Process Rules

### 2.1 Definitions

Throughout this RFP, the following definitions apply (and the singular is interchangeable with the plural). Some definitions contain cross references to other defined terms of like meaning that may be found in BC Bid.

**“Addenda”** means all additional information regarding this RFP including Amendments to the RFP. The “Addenda” menu tab is located on the left margin of the specific opportunity in the BC Bid application. Suppliers may need to select and set the symbol denoted as “>>” to reveal the menu tab items.

**“Amendment”** means a change to the RFP that results in posting an updated version of the RFP requiring Proponents to submit a new Proposal to the RFP as amended. Amendments will be noted in the amendment reason section of the “Overview” menu tab located on the left margin of the specific opportunity in the BC Bid application. Suppliers may need to select and set the symbol denoted as “>>” to reveal the menu tab items.

**“BC Bid”** means BC Bid located at <https://www.bcbid.gov.bc.ca>.

**“Business BCeID”** means a password ID that is required if a supplier intends to prepare and submit Proposals electronically using BC Bid. See [the BCeID website](#) for more information.

**“Closing Date and Time”** means the closing time and date for this RFP 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 RFP.

**“Closing Location”** means, as applicable, the hard copy delivery location; email address; or BC Bid for the submission of Proposals as indicated in the “delivery of submissions” section of the “overview” menu tab; and as initially set out on the cover page to the RFP.

**“Contract”** means a written agreement executed by the Province and the Contractor as a result of this RFP.

**“Contractor”** means the successful Proponent to the RFP who enters into a Contract with the Province.

**“Enquiries Deadline”** means the preferred cut-off date for supplier questions set out on the “overview” tab within BC Bid. Supplier questions received after this date, if applicable, may not be answered.

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

**“Issue Date”** means the date the RFP 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 RFP.

**“Ministry”** means the Ministry of Jobs & Economic Growth issuing this RFP and includes the Province.

**“Must”, or “mandatory”** means a requirement that must be met in order for a Proposal to receive consideration.

**“Official Contact”** means the individual named on the “opportunity details” menu tab for the RFP serving as the official RFP contact person for the Province, and as initially set forth on the cover page of this RFP.

**“Proponent”** means a single legal entity with the legal capacity to contract (excluding its parent, subsidiaries or other affiliates) or natural person with the legal capacity to contract, that submits a Proposal, (see also “You” and “Your”).

**“Proposal”** means a written response to the RFP and includes the information and documentation, if any, required by the applicable Response Form(s), including the Appendix B: Proposal Response Form that is submitted by a Proponent (see also “Submission”).

**“Province”** means His Majesty the King in right of the Province of British Columbia and includes the Ministry.

**“Registered Supplier”** means a Proponent that has a BC Bid account and includes a Proponent with a Business BCeID that is registered to submit its Proposal electronically through BC Bid.

**“Request for Proposals” or “RFP”** 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.

**“Response Form”** means the Appendix B and any other document that is required to be submitted, if any, as part of a Proposal.

**“RFx”** has the same meaning as RFP as the term may appear in BC Bid, the Submission Declaration Form or BC Bid pop-up advisories associated with submitting a Proposal.

**“Should”, or “desirable”** means a requirement having a significant degree of importance to the objectives of the Request for Proposals.

**“Submission”** as used in the Submission Declaration and within BC Bid and its pop-up advisories related to this RFP has the same meaning as Proposal.

**“Submission Declaration”** means the portion of the Appendix B: Proposal Response Form, entitled “Submission Declaration”.

**“Tax Verification Letter”** means a letter issued by the Province’s Ministry of Finance to verify that a Proponent meets its applicable B.C. corporate income tax filing obligations and provincial sales tax (PST) filing and payment obligations, which may be required to be produced by a Proponent as a condition of Contract finalization, as described in Section **Error! Reference source not found..**

**“You”** and **“your”** as used in any pop-up advisories related to this RFP have the same meaning as Proponent.

## 2.2 Acceptance of Terms and Conditions

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

- a) A Proposal must be 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:
- b) For Proposals submitted by a Proponent with a Business BCeID that is registered to submit its Proposal electronically through BC Bid, clicking the “I Agree and Submit” button that follows the pop-up advisory associated with Proposal submission constitutes the signature of the Proponent and is acceptable without additional signature. By submitting its Proposal electronically through BC Bid, the Proponent is agreeing to the terms and conditions of the RFP.

## 2.3 Submission of Proposals

- a) For Proposals submitted by hard copy to a physical address or Proposals submitted by email, Proponents must prepare and submit the Submission Declaration that forms part of Appendix B: Proposal Response Form. Proposals must be received before the Closing Date and Time at the Closing Location using one of the permitted submission methods specified on the cover page of this RFP or as may be set out in the “delivery of submissions” section of the “overview” menu tab of this RFP. Proposals must not be sent in a manner not authorized by the RFP, except in the circumstances set out in the paragraph g) in this section below. The Proponent is solely responsible for ensuring that, regardless of the submission method selected, the Province receives a complete Proposal, including all attachments or enclosures, before the Closing Date and Time.
- b) For electronic submissions (BC Bid or email), the following applies:



- i. The Proponent is solely responsible for ensuring that the complete electronic Proposal, including all attachments, is received before Closing Date and Time;
  - 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 (Proponents are solely responsible for ensuring that email Proposal submissions comply with any size restrictions imposed by the Proponent's internet service provider);
  - iv. Proponents should submit email Proposal submissions 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 Proponent 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; Proponents should identify the order and number of emails making up the email Proposal submission (e.g. "email 1 of 3, email 2 of 3...");
  - v. For email Proposal submissions sent through multiple emails the Province reserves the right to seek clarification or reject the Proposal if the Province is unable to determine what documents constitute the complete Proposal;
  - vi. Attachments cannot be compressed, contain a virus or malware, or be corrupted. Attachments need to be able to be opened. Proponents submitting by electronic submission are solely responsible for ensuring that any emails or attachments are not corrupted. The Province may reject Proposals that are compressed, cannot be opened or that contain viruses or malware or corrupted attachments.
- c) For email Proposal submissions, including any withdrawal of a Proposal or any changes to a Proposal referred to in Section 2.10, the subject line of the email and any attachment should be clearly marked with the name of the Proponent, the RFP opportunity ID, and the opportunity description.
  - d) The Province strongly encourages Proponents using electronic submissions to submit Proposals with sufficient time to complete the upload and/or transmission of the complete Proposal and any attachments before the Closing Date and Time.
  - e) The Proponent bears all risk associated with delivering its Proposal by electronic submission, including but not limited to delays in transmission between the Proponent's computer and the Government Electronic Mail System or BC Bid.
  - f) While the Province may allow for email Proposal submissions, the Proponent acknowledges that email transmissions may be unreliable. The Proponent is solely responsible for ensuring that its complete email Proposal submission and all attachments have been received before the Closing Date and Time. If the Government

Electronic Mail System rejects an email Proposal submission for any reason, and the Proponent does not resubmit its Proposal by the same or other permitted submission method before the Closing Date and Time, the Proponent will not be permitted to resubmit its Proposal after the Closing Date and Time. If the Proponent receives any email confirmation from the Province that is associated with an email Proposal submission, despite the content of such email, any such email will not serve to confirm that a complete, sufficient, or timely Proposal or other related submission has been made by the Proponent or received by the Province.

- g) An alternate submission method not initially permitted by the RFP may be made available, at the Province's discretion, before the Closing Date and Time, and it is the Proponent's sole responsibility for ensuring that a complete Proposal (and all attachments) submitted using an approved alternate submission method is received by the Province before the Closing Date and Time. The Province makes no guarantee that an alternative submission method will be available or that the alternate method available will ensure that a Proponent's Proposal is received before the Closing Date and Time.
- h) Should a Proponent elect to use submission methods (if allowed) other than submitting through BC Bid, the Proponent consents to the Province taking such steps that are necessary to input information from Proponent's Proposal into BC Bid for evaluation purposes.
- i) For Proposals submitted by e-mail and for hard copy Proposals delivered to a physical address, by submitting a clear and detailed written notice by email to the Official Contact, the Proponent may revise or withdraw its Proposal before the Closing Date and Time. Upon the Closing Date and Time, all Proposals become irrevocable as set out in Section 2.7.

## 2.4 Amendments and Addenda

Proponents should continually monitor the RFP as published on BC Bid in the event any Amendment or Addenda to the RFP have the effect of requiring a Proponent to submit a new Proposal to the RFP in lieu of any Proposal to the RFP that a Proponent 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.

## 2.5 Additional Information

It is the sole responsibility of the Proponent to check for Addenda and Amendments on BC Bid.

## 2.6 Late Proposals

Proposals will be marked with their receipt time at the Closing Location. Only Proposals received and marked before the Closing Date and Time will be considered to have been received on time. Proposals received late will be marked late and not considered or evaluated. In case of a dispute, the Proposal receipt time as recorded by the Province at the Closing Location will prevail whether accurate or not.

## 2.7 Proposal Irrevocability

Proposals will be open for acceptance and irrevocable for at least 120 days after the Closing Date and Time.

## 2.8 Pricing

Without limiting any terms or conditions set by the Province in this RFP, including any applicable Response Form, the following terms and conditions apply to pricing for the RFP:

- a) Prices will be firm for the entire Contract period unless the RFP specifically states otherwise.
- b) Regardless of the allowed Proposal submission method, if unit pricing is required to be proposed and the sum total of that unit pricing is being evaluated, whether or not the Proponent is required to provide a sum total of that unit pricing, so long as all of the required unit pricing components are proposed, if the Proponent has made a mathematical error in adding up the sum total of all required unit pricing, then and in that event the Province will compute and take the mathematically correct sum total of the proposed unit pricing for purposes of evaluation and contracting.

## 2.9 Completeness of Proposal

By submitting a Proposal, the Proponent covenants and warrants that, if the RFP 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 additional charge.

## 2.10 Changes to Proposals

- a) For Proposals submitted by e-mail, the Proponent may revise or withdraw its Proposal before the Closing Date and Time. Upon the Closing Date and Time, all Proposals become irrevocable as set out in Section 2.7. The Proponent will not change any part of its Proposal after the Closing Date and Time unless requested by the Province for purposes of clarification. Proposals cannot be amended after the Closing Date and Time.

- b) For Proposals submitted through BC Bid, in order to amend the Proposal electronically through BC Bid, the Proponent will need to copy the previous submission using the “other actions” menu and submit a new Proposal before the Closing Date and Time.
- c) For Proposals submitted through BC Bid, in order to withdraw a Proposal electronically through BC Bid, the Proponent will need to go to the “submission history” tab and select “submission withdrawn” from the dropdown in the “withdrawn” column of the table on that screen. Withdrawn Proposals cannot be recovered. This must be done before the Closing Date and Time or the Proposal will not have been withdrawn. Proposals cannot be withdrawn after the Closing Date and Time.
- d) In lieu of amending or withdrawing a Proposal in accordance with above subsections b) or c) as applicable (instances where the Proposal was initially submitted electronically through BC Bid), the Proponent may withdraw its Proposal by submitting a clear and detailed written notice by email to the Official Contact before the Closing Date and Time. In the case of an amendment under this subsection d) the Proponent should transmit a complete Proposal containing all revisions sent by email to the Official Contact as a separate attachment; and by doing so the Proponent is reaffirming its agreement to all of the terms and conditions of the RFP, including these RFP process rules.

## 2.11 Conflict of Interest, Unfair Advantage, Bias and No Lobbying

- a) By submitting a Proposal, the Proponent confirms that the current or past employment or other interests or relationships of the Proponent (including a Proponent’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 Proponent (including a Proponent’s subcontractors and named personnel, if any) with respect to the procurement process. A Proponent may be disqualified if the Proponent’s (including a Proponent’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 Proponent (including a Proponent’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 Proponent (including a Proponent’s subcontractors and named personnel, if any) in the preparation of the RFP or a relationship with any employee, contractor or representative of the Province involved in preparation of the RFP, participating on the evaluation committee or in the administration of the Contract. If a Proponent is in doubt as to whether there might be a conflict of interest, unfair advantage or reasonable

apprehension of bias, the Proponent should consult its own advisors and notify and consult with the Official Contact prior to submitting a Proposal.

- b) A Proponent must not attempt to influence the outcome of the RFP process by engaging in lobbying activities. Any attempt by the Proponent 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 Proponent.

## 2.12 Subcontractors

- a) Unless the RFP states otherwise, the Province will accept Proposals where more than one organization or individual is proposed to deliver the services described in the RFP, so long as the Proposal identifies the lead entity that will be the Proponent and that will have sole responsibility to deliver the services under the Contract. The Province will enter into a Contract with the Proponent only. The evaluation of the Proponent will include evaluation of the resources and experience of proposed sub-contractors, if applicable.
- b) All subcontractors, including affiliates of the Proponent, should be clearly identified in the Proposal.
- c) A Proponent may not subcontract to a firm or individual whose current or past corporate or other interests, may, in the Province's opinion, give rise to a conflict of interest, unfair advantage, bias or reasonable apprehension of bias as set out in RFP section 2.11.
- d) Where applicable, the names of approved subcontractors listed in the Proposal will be included in the Contract. No additional subcontractors will be added, nor other changes made to this list in the Contract without the written consent of the Province.

## 2.13 Evaluation

Proposals will be assessed in accordance with the evaluation criteria and will be by an evaluation committee formed by the Province and may include employees and contractors of the Province. The Province will be under no obligation to receive further information, whether written or oral, from any Proponent.

- a) The Province is under no obligation to perform any investigations or to otherwise verify any statements or representations made in a Proposal.
- b) Proposals from not-for-profit agencies will be evaluated against the same criteria as those received from any other Proponents.
- c) The Province 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.

## 2.14 Contract

- a) By submitting a Proposal, the Proponent agrees that should its Proposal be successful, the Proponent will enter into a Contract with the Province on substantially the same terms and conditions set out in Appendix A and such other terms and conditions to be finalized to the satisfaction of the Province, if applicable.
- b) Written notice 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 providing the goods or services until the occurrence of both such events.
- c) Proponents should avoid adding content or text to their Proposals that means, or could be construed to mean, that the Proponent does not accept the Appendix A (or any associated content, Schedules, etc.) If a Proposal contains content or text that means, or could be construed to mean, that the Proponent does not accept the Appendix A (or any associated content, Schedules, etc.), such Proposal content or text may result in the Proposal being noncompliant and eliminated from the RFP process.
- d) If an interested supplier has any questions about the form of contract, the supplier should pose any questions to the Official Contact before the Closing Date and Time or, if applicable, any Enquiries Deadline.

In addition, interested suppliers and Proponents should carefully review the entire RFP, including these RFP process rules, including sections 2.2 and 2.3.

## 2.15 Contract Finalization Delay

If a written Contract cannot be finalized with provisions satisfactory to the Province within thirty days of notification of the successful Proponent, the Province may, at its sole discretion at any time, thereafter, terminate discussions with that Proponent and either commence finalization of a Contract with the next qualified Proponent or choose to terminate the RFP process and not enter into a Contract with any of the Proponents.

## 2.16 Debriefing

At the conclusion of the RFP process, all Proponents will be notified. Proponents may request a debriefing meeting with the Province. At the option of the Province, any debriefing meeting will be held by telephone conference, in-person meeting, or some other method acceptable to the Province that satisfies its security and other requirements.

## 2.17 Limitation of Liability and Proponents Expenses

By submitting a Proposal, the Proponent agrees on behalf of itself and its predecessors, successors, parent companies, subsidiary companies, affiliates and successors or assigns, that they will not make claims for and otherwise irrevocably waives any claims whatsoever (whether arising under contract law, tort law, administrative law or otherwise) and howsoever arising, including claims for compensation, costs, damages, expenses, losses, and loss of profits, relating to the RFP or with respect to the RFP competitive process, including claims for costs, expenses and loss of profits if no Contract is made with the Proponent, including any other Proponent.

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

Proponents are solely responsible for their own expenses in participating in the RFP process, including costs in preparing a Proposal and for subsequent finalizations, if any, with the Province. Notwithstanding and without any waiver of the foregoing provisions of this section, at the sole discretion of the Province, the Province reserves the right to pay a Proponent an amount equivalent to the reasonable costs incurred by the Proponent in preparing its Proposal.

## 2.18 RFP Information Disclaimer

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

## 2.19 No Commitment to Award

The RFP should not be construed as an agreement to purchase goods or services. The lowest priced or any Proposal will not necessarily be accepted. The RFP does not commit the Province in any way to award a Contract.

## 2.20 No Implied Approvals

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 licence pursuant to any federal, provincial, regional district or municipal statute, regulation, or by-law.

## 2.21 Legal Entities

The Province reserves the right in its sole discretion to:

- a) disqualify a Proposal if the Province is not satisfied that the Proponent is clearly identified;
- b) prior to entering into a Contract with a Proponent, request that the Proponent provide confirmation of the Proponent's legal status (or in the case of a sole proprietorship, the Proponent's legal name and identification) and certification in a form satisfactory to the Province that the Proponent has the power and capacity to enter into the Contract;
- c) not enter into a Contract with a Proponent if the Proponent cannot satisfy the Province that it is the same legal entity that submitted the Proponent's Proposal; and
- d) require security screenings for a Proponent who is natural person, subcontractors, and key personnel before entering into a Contract and decline to enter into a Contract with a Proponent or to approve subcontractor or key personnel that fail to pass the security screenings to the Province's satisfaction.

## 2.22 Reservation of Rights

In addition to any other reservation of rights set out in the RFP, the Province reserves the right, in its sole discretion:

- a) to modify the terms of the RFP at any time prior to the Closing Date and Time, including the right to cancel the RFP at any time prior to entering into a Contract with a Proponent;
- b) in accordance with the terms of the RFP, to accept the Proposal or Proposals that it deems most advantageous to itself;
- c) to waive any non-material irregularity, defect or deficiency in a Proposal;
- d) to request clarification(s) from a Proponent with respect to its Proposal, including clarification(s) with respect to its Proposal on non-material administrative matters (e.g., a matter that is not scored); or where Proposal provisions are ambiguous, without any obligation to make such a request to any other Proponents, and consider such clarification(s) in evaluating the Proposal;
- e) to reject any Proposal due to unsatisfactory references or unsatisfactory past performance under contracts with the Province, or any material error, omission or misrepresentation in the Proposal;
- f) at any time, to reject any or all Proposals;
- g) at any time, to terminate the competition without award and obtain the goods and services described in the RFP by other means (including, a future solicitation) or do nothing; and



- h) to exclude a Proponent from participation in the RFP, at any point in the RFP process, where there is supporting evidence, on grounds of Proponent:
- i. bankruptcy;
  - 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. 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;
  - vi. professional misconduct or acts or omissions that adversely reflect on the commercial integrity of the Proponent; or
  - vii. failure to pay taxes.

## 2.23 Ownership of Proposals

All Proposals and other records submitted to the Province in relation to the RFP become the property of the Province and, subject to the provisions of the Freedom of Information and Protection of Privacy Act and the RFP, will be held in confidence.

## 2.24 Copyright

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

## 2.25 Confidentiality Agreement

The Proponent acknowledges that prior to the Closing Date and Time it may be required to enter into a confidentiality agreement with the Province in order to obtain access to confidential materials relevant to preparing a Proposal.

## 2.26 Alternative Proposals

If more than one approach to deliver some or all of the services described in the RFP are offered, Proponents should submit the alternative approach in a separate Proposal clearly identified as an alternative to a different Proposal submitted by the Proponent in response to the RFP. Failure to abide by this rule may result in the disqualification of a Proposal.

## 2.27 Collection and Use of Personal Information

Proponents are solely responsible for familiarizing themselves, and ensuring that they comply, with the laws applicable to the collection, use, disclosure, and disposal of information, including

resumes and other personal information concerning employees and employees of any subcontractors. If the RFP requires Proponents to provide the Province with personal information of employees who have been included as resources in response to the RFP, Proponents will ensure that they have obtained written consent from each of those employees before forwarding such personal information to the Province. Such written consents should specify that the personal information may be forwarded to the Province for the purposes of responding to the RFP and used by the Province for the purposes set out in the RFP. The Province may, at any time, request the original consents or copies of the original consents from Proponents, and upon such request being made, Proponents will immediately supply such originals or copies to the Province.

## 2.28 Tax Verification Letter

- a) As a condition of Contract finalization as described in Section 2.15, the successful Proponent (or any successor to that Proponent) will be required to provide the Ministry with a valid Tax Verification Letter, unless an exception applies as described below. If a Proponent is not able to produce the required Tax Verification Letter during Contract finalization, then the Province will be entitled to terminate discussions with that Proponent and proceed as described in Section 2.15.
- b) A Tax Verification Letter will not be required if:
  - i. the Contract is valued at less than CAN\$100,000, including all fees, expenses, and all options to extend or renew the Contract; or
  - ii. the Contract is in relation to a government transfer as described in Chapter 21 of the Province's Core Policy and Procedures Manual.
- c) If a Tax Verification Letter is required, the Contract will contain, in addition to all other applicable schedules, a schedule that describes the Tax Verification Letter requirements of the Contract.

## 2.29 Enquiries to Official Contact

Enquiries related to this RFP 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, who (subject to the Enquiries Deadline, the preferred cut-off date and time for enquiries set out in the RFx general information section of the "overview" tab), will respond if time permits before the Closing Date and Time. 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 Proponents. 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 Proponents.

## 2.30 Trade Agreements

This RFP is covered by the following trade agreements:

- a) New West Partnership Trade Agreement
- b) Canadian Free Trade Agreement

## 3. Overview

### 3.1 Ministry Responsibility

The Ministry manages government services that help support and maintain the strong and diverse economy that British Columbians need for long-term prosperity. The Ministry's mandate is to grow B.C.'s industrial sectors, champion innovation, nurture small businesses, support economic development throughout the province, and promote B.C. internationally as a preferred place to invest and do business.

The Ministry's International Marketing business area (IM) is tasked with the responsibility of developing and implementing international brand, marketing strategies and programs that nurture the growth of exports, the development of international partnerships and the attraction of foreign direct investment.

IM contracts with a digital marketing agency (VERB Interactive) to help manage and host TIBC websites, anchored by BritishColumbia.ca. IM is responsible for all website content.

### 3.2 Background

The target audience for the promotional information published on TIBC sites includes site selectors, international trade and investment representatives, corporate investors, location search consultants, researchers, policy makers, local and regional economic development representatives and international business development representatives. These audiences often seek information when making location-based investment decisions. Site content aims to be engaging and insightful to align with the information needs of the target audiences and their user journeys.

IM does not have the capacity to continuously collect, gather and manage the array of data needed to support the wide range of marketing narratives published via BritishColumbia.ca, thus, intends to rely on an external service provider to deliver this capability as a web service.

IM has implemented economic data delivered as a web service for the last number of years through the incumbent company: LocalIntel.

BritishColumbia.ca is built on WordPress and is localized using WPML and is hosted with Cloudflare.

### 3.3 Scope of Desired Solution

The high-level site information structure of TIBC websites are as follows:

- Why British Columbia
- About British Columbia
- Opportunities (Industry Sectors)
- Invest
- Expand
- Buy

Under this high-level site structure, there are numerous web pages that support more-detailed topic specific marketing narratives and where data complements these narratives.

Dashboards are currently embedded throughout the site where best suited to support topic-specific narratives. The following lists the envisioned dashboard requirements based on existing site information structure; however, this list may be subject to change. The service provider will need to ensure that data presented aligns with the theme and narrative intent of subject-specific web pages.

B.C. provincial level general economic profiles data.

- B.C. Economy and Business Climate
- Workforce and Talent
- Infrastructure
- FDI by Sector and Source Country
- Trade Flows by Market

B.C. province level aggregated sectoral profiles data.

- Aerospace
- Agrifoods and Seafoods
- Clean Energy
- Clean Technology
- Critical Minerals and Mining
- Digital Media & Entertainment
- Forestry

- Information and Communications Technology
- Marine
- Natural Gas

B.C. province level market profiles showing B.C. international bi-lateral trade and foreign direct investment.

- United States
- Mexico
- China
- Japan
- South Korea
- India
- Vietnam
- Taiwan
- Philippines
- Indonesia
- Singapore
- United Kingdom
- European Union

B.C. has 8 economic regions, and the regions are aligned with how data is published by Statistics Canada.

- Lower Mainland/Southwest
- Vancouver Island & Coast
- Thompson/Okanagan
- Kootenay
- Cariboo
- Northeast
- North Coast
- Nechako

At a B.C. regional level (2 dashboards for each of 8 economic regions) is envisioned.

- Economy and Workforce
- Infrastructure (Broadband networks, roads, ports, trains, etc...)

Design wise, the province does not wish to publish data at a more granular level beyond regions, such as census metropolitan area (CMA) and census sub-divisions (CSD).

The overall site structure simply serves as a guide for the types of information that economic dashboards can communicate, and thus, may change over time.

The Ministry seeks an existing productized solution (not custom-built software) that will offer economic data delivered as a web service, where data dashboards can be easily embedded into web pages (e.g. within an iFrame or other convention) to support the topic-specific marketing narratives noted above.

Other desired features of the web service include:

### *Rich Data Visualization Capabilities*

The web service will offer visually rich, appropriately interactive data visualization capabilities through time-series charts, tables, maps, images, graphs and infographics – presenting data in an engaging manner.

### *Mobile Device and Desktop Viewing*

The web service will need to work (display properly and effectively) on mobile device form factors such as smartphones and tablets over and above desktop presentation. At a minimum, this implies respecting responsive web design practices to ensure proper rendering on mobile devices. This may entail reformatting of visual elements such as buttons, reduced size graphics and images, simplified use of JavaScript, alternative titles, etc.

### *SEO and AI Bot Friendly*

The published visualizations will ideally be capable of being consumed by bots and consumed as content, providing valuable TIBC content visibility on the web.

### *Translation and WPML*

Given TIBC is an international site, the ability to translate and/or display dashboards in potentially nine localized site languages via WPML in WordPress is desirable.

### *Data Accuracy*

The Ministry requires all data to be accurate and current and from an authoritative data source such as Statistics Canada, BC Stats, and/or Data BC. Frequency of data updates

should follow the data source's update frequency as closely as possible. Data accuracy will be a contractor responsibility.

### *Data Source Attribution*

Data visualizations will need to include a display feature that allows users to easily ascertain data sources for sets of data being presented and dates represented.

### *Branding*

All content will need to be presented to be aligned with the look and feel of the branded sites. Vendor branding and self-promotion by the web service provider is not desirable. The colours and look of the dashboards will ideally need to conform to standardized TIBC visual style guidelines, including fonts and colours.

### *Speed and Performance*

Given TIBC is global in nature, performance is paramount. Dashboards embedded within TIBC website pages through an SSL connection will be required to be presented within 3 seconds anywhere when loaded over a broadband connection. The presentation and rendering of data should be transparent to the end-user with minimal delays.

### *Privacy*

Given data is being transmitted by the web services provider, it noted that one part of BC's privacy regulation (FOIPPA) is the requirement of informed user consent before collecting personal information or storing personal information outside of Canada. As such, user IP addresses will need to either be anonymized (removing the last octet in IPv4 or the last 64 bits in IPv6) before being stored, including in server access logs, or the service needs to be hosted within Canada.

### *Alternate Data Sourcing*

In special circumstances, the web service backend may need to consume specialized data provided by the Ministry that complements primary sources such as StatsCan or BC Stats. The ability to integrate with B.C. provided data sources (if needed) is highly desirable.

### *System Integrity*

The Province may execute periodic vulnerability scans as part of regular application maintenance and/or prior to implementation. Satisfactory remediation of any vulnerabilities found will become a contingency to move forward.

## 4. Contract

Appendix A sets out the form of contract or the select base terms and conditions. Proponents should carefully review RFP process rule 2.14 and the terms and conditions set out in Appendix A, including the Schedules.

Any form of Contract will also require Contractors to comply with Province policies, as they may be established and or updated from time to time.

## 5. Requirements

For a Proposal to be considered, a Proponent must clearly demonstrate that they meet the mandatory requirements set out in Section 7.1 (Mandatory Criteria) of the RFP. Proposals that do not meet all mandatory criteria will not be considered further.

Please refer to **Section 3.3: Scope of Desired Solution** as a reference. The RFP Appendix B form or a form substantially like Appendix B must be prepared and completed to the extent applicable; and must be submitted as the Proponent's Proposal.

Appendix B includes the evaluated requirements and response guidelines that are intended to assist Proponents in the development of their Proposals in respect of the weighted criteria as set out in Section 7.2 of the RFP. The Response Guidelines are not intended to be comprehensive. Proponents should use their own judgement in determining what information to provide relative to a specific response guideline to demonstrate that the Proponent meets or exceeds the Province's expectations.

## 6. Page Numbering and Hyperlinks

Proposals should:

- a) be consecutively numbered; and
- b) not contain links to information that is not set down directly in the Proponent's Proposal.

The Province may disregard any information that is not contained in the Proposal being evaluated including anything referenced via hyperlink.

## 7. Evaluation

Evaluation of Proposals will be by a committee formed by the Province and may include employees and contractors of the Province and other appropriate participants.



The Province's intent is to enter a Contract with the Proponent who has met all mandatory criteria and minimum scores (if any) and who has the highest overall ranking.

Proposals will be assessed in accordance with the entire requirement of the RFP, including mandatory and weighted criteria.

**Requirements will be evaluated through a two-step process. Proponents will be first evaluated based on their written response (Stage 1). Based on the scoring of the responses, a short list of up to three vendors will be invited to an interview and demonstration of their solution (Stage 2).**

## 7.1 Mandatory Criteria

Proposals not clearly demonstrating that they meet the following mandatory criteria will be excluded from further consideration during the evaluation process.

### **Mandatory criteria:**

- ☐ The Proposal must be in English
- ☐ The Proposal must be received at the Closing Location before the Closing Date and Time
- ☐ The Proposal must comply with the Response delivery submission method requirements set out in the "Delivery of Submissions" section located on the "overview" menu tab of BC Bid, the RFP cover page of this document, and in accordance with RFP section 2.3.
- ☐ The Proposal must include a Submission Declaration (located in the Appendix B: Proposal Response Form) signed by an authorized representative of the Proponent.
- ☐ The RFP Appendix B or a form substantially similar to Appendix B must be prepared and completed to the extent applicable; and must be submitted as the Proponent's Proposal.
- ☐ The RFP Appendix C or a form substantially similar to Appendix C must be prepared and completed **should the Proponent move on** to that portion of the evaluation process.

## 7.2 Weighted Criteria

Proposals meeting all the mandatory criteria set out above will be further assessed against the following weighted criteria.

<b>Weighted Criteria Categories</b>	<b>Weight</b>	<b>Minimum Score (if applicable)</b>
Proponent Experience ( <i>Stage #1</i> )	10	7
Proposed Solution ( <i>Stage #1</i> )	45	31.5
Price ( <i>Stage #1</i> )	25	n/a
Sub-total	80	38.5
Demo/Interview Evaluation ( <i>Stage #2- Shortlisted proponents only</i> )	20	14
Total	100	

### 7.3 Price Evaluation

Proponents take note: Pricing information and rules related to pricing are set out in the Appendix B: Proposal Response Form.

### 7.4 Tie Breaker

If there is a tie between one or more Proponents, then the Proponent with the highest score in the Proposed Solution category set out in above section 7.2 will be considered the lead Proponent. If after the foregoing a tie remains between one or more Proponents, then the Proponent with the highest score in the Price category set out in above section 7.2 will be considered the lead Proponent. If after all of the foregoing, there remains a tie between one or more Proponents, then in that event, the tie shall be finally broken by utilizing [List Randomizer](#). All tied Proponents authorize the Province to utilize [List Randomizer](#) and the tied Proponents' names in relation to randomly generating the lead Proponent using [www.random.org](http://www.random.org), which will be deemed the final and conclusive method to break the tie.

The Province will enter the tied Proponent names into the [List Randomizer](#) application (in no particular order) and select the button "randomize" once. The order returned will be used to rank the tied Proponents. For further clarity, the Proponent that is assigned number "1" will become the lead Proponent.

The order assigned to the tied Proponent by [List Randomizer](#) shall also serve as the order of Proponents for the purpose of the RFP, including in relation to section **Error! Reference source not found..**

The Official Contact will notify all tied Proponents in the event of a tie and offer all tied Proponents the opportunity to witness the tie breaking procedure. In such a case, all tied Proponents consent to their respective identities being made known to each other and consent

to the tiebreaking procedure being conducted and broadcast through, at the option of the Province: video conferencing technology; or in person, or some combination thereof.

## 7.5 Reference Check

The Province may conduct reference checks on the Proponent and, if applicable, any Proponent resources proposed by the Proponent.

The Proponent, on request by the Province, will provide referee information set out below for itself and for any Proponent resource (if applicable) that corroborates the relevant work experience.

References need to be from a referee that is not the Proponent. For each Proponent and resource reference (if applicable), the Proponent should provide the following information:

- a) Company name (if applicable) of referee;
- b) Current contact name, position, mailing address, telephone number and email address of the referee; and
- c) Brief description of work performed by the Proponent and the Proponent resources, if applicable.

Failure to provide the referee information set out above will result in the Proponent and Proponent resource, if applicable, failing the reference check. Reference checks will be conducted, on a pass-fail basis, on the Proponent and Proponent resource, if applicable. The Province reserves the right to reject the Proponent and any Proponent resource whose references, in the Province's sole opinion, are deemed to be unsatisfactory.

In addition, the Province reserves the right to contact referees that were not provided to the Province by the Proponent to obtain references pertaining to the Proponent and Proponent resource (if applicable). This includes contacting substitute referees from the same reference company as the one provided by the Proponent.

The Province reserves the right, on a pass-fail basis, to reject any Proponent if any of these other references, if any, in the Province's sole opinion, are deemed to be unsatisfactory. These reference check provisions do not replace and should not be deemed to replace or be inconsistent with any reservation of rights in favour of the Province, including any reservation of rights set out in section 2.22 of this RFP.

## Appendix A: Contract Form

By submitting a Proposal, the Proponent agrees that should its Proposal be successful, the Proponent will enter into a Contract with the Province on substantially the same terms and conditions of the following, and such other terms and conditions to be finalized to the satisfaction of the Province:

Information Technology and Management Consulting Professional Services Agreement on the [Solicitation processes and templates page](#).

## Appendix B: Proposal Response Form – Stage 1

The Proposal Response Form is available for download in the “RFx documents” section for this RFP.

## Appendix C: Proposal Response Form – Stage 2

The Proposal Response Form is available for download in the “RFx documents” section for this RFP. This is only required for those proponents who move on to stage #2.