



July 18, 2023

Addendum No. 1

Request for Proposal ADM-23-03 Occupational Health and Safety Program Review

The addendum is being issued prior to the closing of the Invitation to Tender to provide further information, make changes to, or to clarify the Contract Documents and is to be read, interpreted and coordinated with all other parts of the Contract Documents. In the case of a conflict with the balance of the documents, this Addendum shall govern. **Proponents shall attach a signed copy of this addendum to their tender.** This addendum shall form part of the Contract Documents.

This addendum is being provided in clarification to RFP ADM-23-03 released June 21, 2023

Question: How many worksites are there per worksite category (i.e. how many office buildings, landfills, transfer stations, etc..)?

Answer: 2 Office Buildings
3 Landfills
18 Transfer Stations
2 Recreational Facilities

Question: Do you have an estimate on the total number and types of documents (i.e., processes, policies, procedures, standards, minutes, etc.) that will be provided by RDIFFG?

Answer: There should be 15 – 20. Types of documents include JHSC Terms of Reference, JHSC Procedure Manual, and Policies/Procedures (Working Alone, Refusal of Unsafe Work).

Question: How many in-person site visits are expected?

Answer: There will be 3 – 5 in-person site visits.

Question: How many training sessions are expected and are training pieces from value-added scope expected to be delivered in-person or virtually?

Answer: There will be 3 – 5 training sessions which can be delivered virtually or in-person training sessions.

Question: For the stakeholder consultations, how many stakeholders do you anticipate? What are your expectations regarding delivery mode?

Answer: Approximately 5 – 10 consultations, delivery mode is flexible.

I/We hereby verify that we have considered this Addendum No 1 in our RFP submission.

Signature of Tenderer

Name of Tenderer

Inquiries relating to this ITT may be directed to:

Sim Kailay
Manager of Human Resources
Phone: 250-960-4400
Email: sim.kailay@rdffg.bc.ca