



April 14, 2021

CFR22-RCH02
Refugee Claimant Housing Fund
Ministry of Municipal Affairs
Amendment No. 1 – This forms a part of the above CFR

TO ALL RESPONDENTS:

If this is your first time responding to a Call for Responses, please be advised on a few key points about this call:

- 1. All questions regarding the CFR need to be formally submitted to PROCECON@gov.bc.ca and will be responded to in a publicly posted FAQ.** This ensures that all potential respondents have access to the same information. Please frame your questions for public viewing by not including identifiable information. This includes questions from individuals, groups, or organizations. FAQs will be posted on [BC Bid](#) throughout the enquiry period responding to a group of questions as they are received.
- 2. Make no assumptions or speculations.** Instead, ask clarifying questions during the enquiry period so that you have the correct information.
- 3. The question and answer period has a deadline of May 31, 2:00 pm.** Questions received after the deadline may not be responded to. Having a deadline for enquiries ensures that there is time to make any adjustments to your response in time for submission based on any clarifications you receive through the FAQ process.
- 4. Branch representatives will not be available to discuss proposals and plans relating to the creation of refugee claimant housing while the CFR is open.** Government procurement practices ensures that no one proponent has access to information or receives direction that could give them a competitive advantage. Requests for meetings that include discussions that could relate to the procurement will be denied.
- 5. When responding to the call, ensure that you have:**
 - a. Read all instructions carefully. Use the provided templates for your response and budget.
 - b. Respond by the deadline but don't wait until the last minute. Submit your response early to ensure there are no issues that could prevent you from meeting the deadline.
 - c. Respond to all mandatory requirements outlined on Page 20, Appendix A b). Failing to do so can disqualify your response.

- d. Include the necessary documentation and answer all the questions on the response template. Pay attention to the questions that have a minimum score as outlined on Page 36, Section B1.1 Table. Failing a question with a minimum score means your response will not be evaluated further and is rejected.
6. Additional information for a first time responding can be found here:
<https://www2.gov.bc.ca/gov/content/employment-business/business/business-government/learning-and-supports/first-time-responding>

Thank you,

Procurement Services Branch