



OFFICE OF THE  
INFORMATION & PRIVACY  
COMMISSIONER  
*for British Columbia*

**O.R.L.**  
office of the  
registrar  
of lobbyists  
BRITISH COLUMBIA

## **REQUEST FOR QUALIFICATIONS**

**General Advice and Services Relating to Information Technology to the  
Office of the Information and Privacy Commissioner for BC  
and for the  
Office of the Registrar of Lobbyists for BC**

**Issue Date of RFQ:** January 16, 2019

**Closing location:**

4th Floor, 947 Fort Street, Victoria, BC, V8V 3K3  
PO Box 9038 Stn Prov Govt, BC V8W 9A4

**Closing date and time:**

Before 2:00 PM Pacific Time on February 28, 2019

**OIPC/ORL Contact:**

Jeannette Van Den Bulk  
Deputy Commissioner  
[JVanDenBulk@oipc.bc.ca](mailto:JVanDenBulk@oipc.bc.ca)  
(250) 953-4107

## **1 Description of the OIPC/ORL**

The Commissioner is an officer of the Legislature appointed under the *Freedom of Information and Protection of Privacy Act* (FIPPA) and is independent of government. The Commissioner has compliance oversight functions and other duties under FIPPA and the *Personal Information Protection Act* (PIPA). The Commissioner is also the Registrar of Lobbyists under the *Lobbyists Registration Act* (LRA). The OIPC/ORL's core activities are investigation and adjudication of appeals and complaints under the access to information and privacy provisions of FIPPA and PIPA.

## **2 Purpose of this RFQ**

The purpose of this document is to obtain information from consultants about their qualifications to provide general advice and services relating to information technology to the Offices of the Information and Privacy Commissioner and the Registrar of Lobbyists (OIPC/ORL). The OIPC/ORL will assess responses to this request for qualifications (RFQ) and establish a list of consultants qualified to provide these services to the OIPC/ORL.

Based on the review of the RFQ Responses the Commissioner intends to establish a List of Qualified consultants who, at the Commissioner's sole discretion, may be asked to enter into a contract for provision of consultation services. The Commissioner's intention is to enter into contracts with qualified adjudicators on an "if, as and when needed basis". The contracts will be in the range of \$10,000 - \$50,000.

## **3 Service Areas**

The following are the services that the Commissioner may require for general advice and services:

- technical assessments of IT architectures, systems, applications, security and processes in relation to access and privacy legislation requirements;
- forensic examinations of IT hardware;
- advice on current and emerging information and communications technologies;
- development and implementation of IT training and information sessions for OIPC/ORL staff;
- identification of risks and IT solutions; and
- advice on IT security and privacy architecture.

## **4 Enquiries**

All enquiries related to this RFQ are to be directed, in writing, to the contact person identified on the front cover of this RFQ.

## **5 Closing Date**

All responses to the RFQ must be received before 2:00 PM, Pacific Time, on the date and at the address specified on the front cover of this RFQ.

## **6. How to Submit**

Responses must be received by the OIPC/ORL, in accordance with the procedure set out below.

Responses can be received by email or courier at the address set out on the front cover of this RFQ.

Responses must be addressed to the attention of Jeannette Van Den Bulk, Deputy Commissioner.

Any questions about this process must be directed in writing to Jeannette Van Den Bulk, who will answer only in writing. Communications for this purpose only can be by email. The email address is [JVanDenBulk@oipc.bc.ca](mailto:JVanDenBulk@oipc.bc.ca).

## **7. Content of Submission**

Submissions to the RFQ must be in writing and must include a description of the consultant's experience and expertise in the required areas.

Submissions may contain other information that the person submitting considers desirable, including supplementary materials such as lists of relevant representative clients and/or a resume.

## **8. Pricing**

The OIPC/ORL pays for its general advice and services on an hourly basis. The hourly rate at present paid by the OIPC/ORL is \$150 per hour. In extraordinary cases the Commissioner may approve a higher hourly rate.

## **9. Not a Contract**

This RFQ is not an agreement to purchase services. Notice in writing to a consultant that he/she has been identified as a qualified consultant on the List of Qualified IT Consultants will neither constitute a contract nor give the consultant any legal or equitable rights or privileges relative to the this RFQ. Only if a consultant and the Commissioner enter into a subsequent written and executed contract will a consultant acquire any legal or equitable rights or privileges.

The Commissioner has no obligation to enter into a contract with any consultant on the List of Qualified IT Consultants.

### **10. List is not binding**

A consultant may withdraw his/her name from the List of Qualified Consultants by notifying the OIPC in writing. The OIPC may withdraw a name of a consultant from the List of Qualified Consultant by notifying that consultant in writing.

The OIPC reserves the right, in its sole discretion, to:

- retain any consultant external to the List of Qualified IT Consultants;
- at any time, cancel, extend, expand or make a call to the market-place to renew the List of Qualified IT Consultants; and
- consider requests for inclusion on the List of Qualified IT Consultants at any time during the term of the List. Any such requests will be subject to those lawyers submitting their qualification information for review in the same manner as originally outlined in this RFQ.

### **11. Use of List**

The List of Qualified consultants will be in effect until March 31, 2024.

The OIPC may, in its sole discretion, from time to time, invite a consultant from the List of Qualified Consultants to enter into a contract to provide the consultation services required. The criteria for selecting a consultant from the List to enter into a contract will vary, depending upon the requirements of the task, the specific experience and proficiency level of the adjudicator and the adjudicator's availability.

The OIPC has the sole discretion to remove an a consultant from the List of Qualified consultants for unsatisfactory performance or for failing to meet the requirements for the List of Qualified Consultants as set out in this RFQ or as may be communicated by the OIPC from time to time.

### **12. Confidentiality of Information**

Information pertaining to the Commissioner and the OIPC obtained by the adjudicator as a result of participation in this RFQ is confidential and must not be disclosed without written authorization from the Commissioner.

### **13. Collection of personal information**

Personal information is collected through this process, under the authority of s. 26(c) of the *Freedom of Information and Protection of Privacy Act*, for the purpose of assessing

suitability for possible provision of consultation services to the OIPC/ORL and will not be used or disclosed for any other purpose.

Personal information will be retained by the OIPC/ORL for at least one year after the date on which the OIPC/ORL determines which consultants are qualified to provide investigation services to the OIPC/ORL.

Any questions about this collection of personal information or RFQ may be addressed to the undersigned, at the email address and telephone number above.

January 16, 2019

Jeannette Van Den Bulk  
Deputy Commissioner  
Office of the Information and Privacy Commissioner