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## APPENDICES

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### A. GLOSSARY OF COMMON PROCUREMENT TERMS

The following is a list of definitions for many of the common terms used with the government or VANOC bid process.

#### ***Bidder***

A supplier who responds to an Invitation to Quote (ITQ) by submitting a bid is referred to as a bidder. The supplier who is awarded the contract is referred to as the successful bidder.

#### ***Contractor***

A contractor is a supplier who is providing goods or services subject to the terms and conditions of a contract with a purchaser. Most often, the term contractor is used to refer to a supplier of services.

#### ***Invitation to Quote (ITQ)***

Invitation to Quote (ITQ) refers to the process and document used to solicit bids or quotes from suppliers for the provision of clearly specified goods or services. The bids received in response to an ITQ are evaluated on price only.

#### ***Pre-qualification List***

A pre-qualification list is a list of potential suppliers who have been pre-qualified for a specific or future opportunity.

#### ***Proponent***

The term proponent refers to a supplier who responds to a Request for Proposal (RFP) by submitting a proposal. The successful proponent is the supplier who is selected from the competitive process to supply an organization with the goods or services required.

#### ***Expressions of Interest (EOI)***

Request for Expressions of Interest (EOI) refers to a process and document used to obtain information on the level of interest in a planned solicitation opportunity and may be used to pre-qualify suppliers for an opportunity. It is often used when an organization knows that a good or service is available but are not sure if the supplier community is interested or available to compete on the opportunity.

#### ***Request for Proposal (RFP)***

Request for Proposal (RFP) refers to the process and document used to solicit proposals from suppliers which will be evaluated on price as well as other criteria, including supplier qualifications and the proposed solution.

#### ***Request for Qualification (RFQ)***

Request for Qualification (RFQ) refers to the process used to pre-qualify suppliers who are interested in a current opportunity or for pre-qualifying suppliers who are interested in supplying goods or services in the future on an if, as, and when requested basis.

***Solicitation***

The act of obtaining bids, quotes, offers, or proposals.

***Supplier***

The term supplier is often used interchangeably with the term vendor. However, in the context of government procurement, a supplier is a vendor who has been selected through a procurement process to supply government with goods or services.

**B. ROAD MAP OF VENUE / INFRASTRUCTURE CONSTRUCTION AND SPENDING**

Check out the following website (part of the 2010 Commerce Centre) to get more specific details on the construction schedule for competition and non-competition venues that will be used leading up to, during and after the 2010 Games.

[www.2010commercecentre.com/content/opportunities/2010RoadMap](http://www.2010commercecentre.com/content/opportunities/2010RoadMap)

**C. REQUEST FOR PROPOSALS (RFP) GUIDE**

Follow the internet link below to check out this excellent guide that has been developed by the Province of BC to help businesses get a complete understanding of RFPs. The guide is designed to answer questions commonly asked by would-be suppliers about responding to an RFP. It covers only those RFPs issued by the Government of British Columbia.

[www.2010commercecentre.com/cms/documents/ProponentsGuidetoRFP.pdf](http://www.2010commercecentre.com/cms/documents/ProponentsGuidetoRFP.pdf)

**D. SAMPLE RFP FROM VANOC**

You can find an actual Request for Proposal document from VANOC on the 2010 Commerce Centre. If you're interested in being a supplier to VANOC then it's a good idea to become familiar with the format they use for their RFPs and get an understanding of their particular requirements. Visit the 2010 Commerce Centre website ([www.2010CommerceCentre.gov.bc.ca](http://www.2010CommerceCentre.gov.bc.ca)) and follow the links in the Tools & Resources section to find an example.

**E. VANOC SUSTAINABILITY COMMITMENT**

The following provides some detail on VANOC's Sustainability Commitment and their specific sustainability objectives. This is information that is worth being familiar with and should always be considered when preparing your bid.

***Sustainability Commitment***

VANOC is committed to incorporating sustainable economic, social, environmental and inclusive practices in planning and operating the 2010 Olympic and Paralympic Winter Games. There are many reasons to embrace sustainability. Global reality necessitates it. The Olympic Movement is committed to it. Local community visions have incorporated it and our citizens expect it. VANOC believes that the 2010 Olympic and Paralympic Winter Games can do it as well or better than anyone else can.

In order to integrate sustainability thinking into all aspects of VANOC's Bid plans, a sustainability policy based on six key principles was developed. These principles define the values and beliefs that form the basis of the understanding of sustainability, and the corresponding policy continues to guide VANOC's performance.

***VANOC Sustainability Principles***

ECOLOGICAL LIMITS	SOCIETY MUST LIVE WITHIN THE EARTH'S CAPACITY TO SUSTAIN LIFE.
INTERDEPENDENCE	ECONOMIC AND SOCIAL PROSPERITY ARE DEPENDENT UPON THE NATURAL ENVIRONMENT.
LONG TERM VIEW	TODAY'S DECISIONS AND ACTIONS MUST NOT COMPROMISE THE CHOICES AVAILABLE TO FUTURE GENERATIONS.
INCLUSIVENESS	PARTICIPATION BY ALL PEOPLE MUST BE PROMOTED AND DECISIONS MUST BE BASED ON INPUT FROM KEY STAKEHOLDERS.
EQUITY	PEOPLE MUST BE EMPOWERED TO LIVE SUSTAINABLY AND RESOURCES MUST BE USED FAIRLY AND EFFICIENTLY IN ORDER TO MEET BASIC HUMAN NEEDS WORLDWIDE.
HEALTHY COMMUNITIES	COMMUNITY HEALTH AND QUALITY OF LIFE IS INTEGRAL TO GLOBAL SUSTAINABILITY.

VANOC's sustainability principles and policy were developed using best practices drawn from past Games and the advice of experts and stakeholders. They were used during the Bid phase to impact transportation, venue, village and accommodation plans and were intended to promote best efforts to set a new sustainability standard for 2010 Olympic and Paralympic Winter Games. VANOC is committed to sport development and sustainable environmental, economic and social practices in its plans and actions. It intends to meet this commitment to sport development and sustainable environmental, economic and social practices. For more information on VANOC's sustainability commitments visit their website at [www.vancouver2010.com](http://www.vancouver2010.com).

**F. RESOURCES FOR PREPARING YOUR BID*****Assessing the Opportunity to Bid Checklist***

The following are some questions to ask yourself and to consider as you review a potential bidding opportunity. You should be answering 'yes' to most of these questions if you wish to be successful in the bid process.

- › Is there enough time to respond with a strong bid?
- › Are you prepared with marketing materials and other company profile information?
- › Can you afford the potential costs (real and opportunity) associated with submitting a bid?
- › Does the opportunity play to one of your core strength areas?
- › Have you assessed the competition and do you feel confident you can compete?
- › Would it be more advantageous to form a strategic alliance to fulfill the requirements?
- › Is there a good candidate to approach?
- › Would it be better to seek a subcontracting opportunity with a successful bidder?

### ***Assembly Process Checklist***

The following are some of the key steps to follow in preparing your response to an RFP.

- › Check the closing date to confirm when the proposal is due
- › Read the RFP once from cover to cover
- › Read it again and highlight or flag all critical information and special requirements
- › Submit a Notice to Bid form if one is requested
- › Make note of any Bidders meetings or notification procedures
- › Confirm the exact format required for the response
- › Develop a plan to prepare your response identifying roles, tasks and deadlines
- › Conduct thorough research on the issuing organization
- › Draft or assemble all of the required sections of the proposal
- › Ensure pricing is an 'apples to apples' comparison
- › Read and edit all aspects of the proposal

### **Double-check all calculations related to pricing / scheduling**

- › Insert any 'value-add' information in the appropriate sections
- › Prepare the proposal cover, table of contents, executive summary and letter of transmittal

### **Re-read the entire proposal and make edits as required**

- › Ensure that all signatures have been obtained and are signed-off
- › Package and submit your proposal to ensure delivery at least one day prior to the deadline