

**Appendix 3.10**  
**Frequently Asked Questions**  
**About RISP**

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Q1. What is “**Preferred Contract Amount**”?

A1. The “Preferred Contract Amount”, also referred to as “Preferred Maximum Contract Capacity Amount”, is an amount entered in eRISP step 3 (part 3: RSP180 - Maintain Office Category Fields screen) for each of the categories that the office is applying for. This amount is an estimate of the maximum contract value that your office is willing to undertake for a specific work category. This value is based on the number of registered staff and their respective knowledge level for this particular category. A suggested method to estimate this amount is to calculate the full time monthly billing for the staff registered in this category and multiply this amount by ten. The preferred amounts applied for may be modified by the Ministry’s adjudicators.

Q2. What constitutes a registered RISP office?

A2. A registered RISP office must have a physical street address and qualified Professional, Technical or Environmental registered RISP persons working full time, part-time or on contract at this address. At least one of these staff must be working full time at this address. A Post Office Box is not sufficient. The street address where the office is located must be entered in the data base.

Q3. Can I register a person who is not working at my RISP office?

A3. No. All staff registered with your RISP office must use that office address as its base for RISP work in a “Regional” or “Local” selection (Refer to the RISP GUIDE main document for definitions of “Regional” and “Local” selections).

Q4. May I register a person to more than one office? Or: If I am registered in RISP as my own company, can I also register as a part time, full time or contract employee with another RISP office?

A4. No. A person can register only in one RISP office.

Q5. Can I register a person who does part time subcontracting work for my office?

A5. Yes. However, please note that a person that is registered with a RISP office is assumed to use this office as his/her work base. Therefore, the Ministry of Transportation will only accept to cover travel expenses to and from the base RISP office unless the Ministry agrees to make specific travel arrangements in the contract.

Q6. Who can use Professional/Technical categories?

A6. Categories termed “Professional” are for consulting work that is done under the supervision of a qualified APEGBC member as a P.Eng. or a P.Geo. Experienced technician and Engineers-in-training may include Professional categories in their eRISP step 2 (Part 2: RSP110 - Maintain Employee screen) to record their experience but they will not be registered under these professional categories. Technicians, Environmental

specialists, Professional Engineers/Geoscientists and E.I.T.s can apply for Technical categories.

Q7. What happens if the RISP registration information for my office is out-of-date or erroneous?

A7. The Ministry reserves the right to reject an office selected by eRISP if the selection was based on out-dated or erroneous information. The most common reasons for rejecting an office selected by eRISP are:

- Staffs registered under the selection category are working from another location when the work specifically requires locally based consultants.
- The contractor wants to assign the work to staff that are not registered in RISP.

Q8. What happens if I choose to assign work corresponding to a RISP category to staff no included in my office's RISP registration in a proposal call originating from an eRISP selection?

A8. The proposal may be rejected by the Ministry representative on the basis that you are assigning RISP category work to staff that did not go through the RISP adjudication process.

Q9. My office is located outside British Columbia. Can it be registered in RISP?

A9. Yes. Your office can be registered in RISP as an out-of-Province office if it meets the conditions outlined in A10 below.

Q10. Under what name can I register my office?

A10. The RISP office must be registered under a name that identifies it as a legal entity. This can be the name that your firm used when it registered in the British Columbia Registrar's Office or, as in the case of a sole proprietorship, the name of the owner.

Q11. What type of insurance is my consulting office required to carry as a contractor with the Ministry of Transportation?

A11. Proof of insurance coverage is not required to register your office in RISP. However, insurance coverage will be required to meet the terms of your contract with the Ministry. Most contracts require both comprehensive and professional liability insurance coverage. The type and amount of insurance will depend on the type of consulting assignment. For more information on the Ministry's insurance requirements for contracts with the Ministry contact the Insurance & Bonds Officer at 250 356-9774 or [David.Hernon@gov.bc.ca](mailto:David.Hernon@gov.bc.ca)