

From: [Giles, Adam OAG:EX](#)
To: [Oliver, Chrissy PSA:EX](#)
Subject: Ethic audit - meeting request
Date: Thursday, February 4, 2016 4:00:52 PM

Good afternoon Chrissy,

I hope all is well. When you have a moment, we would like to schedule an invite for some members of the PSA to meet with the audit team at our office to review the ethics survey instrument and related details. It would be great if Lori Halls could determine specifically who should attend from the PSA.

Here are some dates that work for us:

February 11 – 3:30-4:30

February 12 – 1:30-2:30

February 15 - 1:30-2:30

The location will be at our office which is located at 623 Fort Street.

Thank you very much,

Adam

Adam Giles, MIR

Performance Auditor

Office of the Auditor General of British Columbia

623 Fort Street Victoria, BC V8V 1G1

P: 250.419.6193

agiles@bcauditor.com | www.bcauditor.com

[Twitter](#) | [Facebook](#) | [YouTube](#)

Attention:

This message is intended only for the use of the individual(s) to which it is addressed and may contain confidential information. If you have received this message in error, please contact the sender immediately and delete the material from your computer. Thank you.

From: [Roe, Sandra PSA:EX](#)
To: [Giles, Adam OAG:EX](#)
Cc: [Oliver, Chrissy PSA:EX](#); [Cole, Linsey](#)
Subject: FW: Ethic audit - meeting request
Date: Friday, February 5, 2016 1:27:40 PM
Attachments: [image001.png](#)

Adam –

The attendees would be Lori Halls, John Davison and Angela Weltz. Lori and John have a number of conflicts on the dates you've provided and generally over the next couple of weeks. Would it be possible to look at the week of February 22nd? If so, could you suggest a few dates / times that would work.

Thanks very much.

Sandra Roe, Executive Assistant
Office of the ADM | Talent Management Division | BC Public Service Agency
4th Floor, 810 Blanshard Street | Victoria, BC | V8W 2H2
Ph: (250) 387-0428 | Fax: (250) 356-7074
www.gov.bc.ca/myhr/contact | 250.952.6000 | Toll Free 1.877.277.0772



Where ideas work

From: Giles, Adam [<mailto:AGiles@bcauditor.com>]
Sent: Thursday, February 4, 2016 4:01 PM
To: Oliver, Chrissy PSA:EX
Subject: Ethic audit - meeting request

Good afternoon Chrissy,

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From: [Giles, Adam OAG:EX](#)
To: [Roe, Sandra PSA:EX](#)
Cc: [Oliver, Chrissy PSA:EX](#); [Cole, Linsey](#)
Subject: RE: Ethic audit - meeting request
Date: Friday, February 5, 2016 4:00:30 PM
Attachments: [image001.png](#)

Hello Sandra,

Apologies for the late email. We understand that everyone is quite busy in the coming weeks. We are scheduled to meet with Lori on Tuesday the 9th. Is it possible for you to ask whether Lori is comfortable changing the focus of our meeting? We recognize it's likely short notice for others to attend but we would like to at least start a discussion on the contents of the survey and related details. We can then schedule additional meetings as necessary.

Thank you very much,

Adam

From: Roe, Sandra PSA:EX [<mailto:Sandra.Roe@gov.bc.ca>]
Sent: February-05-16 1:28 PM
To: Giles, Adam
Cc: Oliver, Chrissy PSA:EX; Cole, Linsey PSA:EX
Subject: FW: Ethic audit - meeting request

Adam –

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Where ideas work

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From: [Roe, Sandra PSA:EX](#)
To: [Giles, Adam OAG:EX](#)
Cc: [Oliver, Chrissy PSA:EX](#); [Cole, Linsey](#)
Subject: RE: Ethic audit - meeting request
Date: Friday, February 5, 2016 4:11:01 PM
Attachments: [image001.png](#)

That would be difficult as John isn't available at that time and also Lori was going to consider the possibility of a couple of other attendees from outside the agency but that would not leave time for her to consider or arrange that. Is he week of the 22nd completely off the table?

From: Giles, Adam [<mailto:AGiles@bcauditor.com>]
Sent: Friday, February 5, 2016 4:00 PM
To: Roe, Sandra PSA:EX
Cc: Oliver, Chrissy PSA:EX; Cole, Linsey PSA:EX
Subject: RE: Ethic audit - meeting request

Hello Sandra,

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Thank you very much,

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Sent: February-05-16 1:28 PM
To: Giles, Adam
Cc: Oliver, Chrissy PSA:EX; Cole, Linsey PSA:EX
Subject: FW: Ethic audit - meeting request

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Where ideas work

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Sent: Thursday, February 4, 2016 4:01 PM
To: Oliver, Chrissy PSA:EX
Subject: Ethic audit - meeting request

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s.3

Page 011

Withheld pursuant to/removed as

s.3

From: [Gaston, Malcolm OAG:EX](#)
To: [Halls, Lori D PSA:EX](#)
Cc: [McDonald, Jacqueline OAG:EX](#)
Subject: Ethics Survey
Date: Wednesday, February 24, 2016 2:25:49 PM

Hi Lori

I have just had confirmation that the survey firm we are using sent the survey out today to Ministry of Advanced Education staff only. This should not have happened and we have confirmed with the survey firm that the remainder of the survey will not be sent out until tomorrow, when I had indicated to you it would be sent.

I apologise for this. It was not supposed to happen and I will, of course, be following up on why this happened.

I tried to call you as soon as I found out and have left a message with Linsey if you could call me when convenient for you. My cell # is 250-217-8894.

Sincerely

Malcolm

Malcolm Gaston, CPA, CMA, CPFA

Assistant Auditor General
Office of the Auditor General of British Columbia
623 Fort Street Victoria, BC V8W 1G1
P: 250.419.6105 | F: 250.387.1230
mgaston@bcauditor.com | www.bcauditor.com
[Twitter](#) | [Facebook](#) | [YouTube](#)

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From: [Gaston, Malcolm OAG:EX](#)
To: [Bailey, Ian D MTIC:EX](#)
Cc: [Halls, Lori D PSA:EX](#); [McDonald, Jacqueline OAG:EX](#); [Giles, Adam OAG:EX](#)
Subject: RE: MISO/MCIO Bulletin Re Suvey of Ethics from the Office of the Auditor General
Date: Monday, March 7, 2016 11:21:10 AM

Thank you Ian. I appreciate you doing this.

Malcolm

From: Bailey, Ian D MTIC:EX [<mailto:Ian.Bailey@gov.bc.ca>]
Sent: March-07-16 9:20 AM
To: Gaston, Malcolm
Cc: Halls, Lori D PSA:EX; McDonald, Jacqueline; Giles, Adam
Subject: RE: MISO/MCIO Bulletin Re Suvey of Ethics from the Office of the Auditor General
Malcolm I have sent a note to Ministry CIO's.

Ian Bailey

Assistant Deputy Minister

Office of the Government Chief Information Officer

From: Gaston, Malcolm [<mailto:MGaston@bcauditor.com>]
Sent: Thursday, March 3, 2016 7:48 PM
To: Bailey, Ian D MTIC:EX
Cc: Halls, Lori D PSA:EX; McDonald, Jacqueline OAG:EX; Giles, Adam OAG:EX
Subject: MISO/MCIO Bulletin Re Suvey of Ethics from the Office of the Auditor General
Hi Ian:

Thank you again for last week's communication to MISOs/MCIOs clarifying the authenticity of our survey. We have heard reports that the message did get through to some employees. However, we are still receiving messages from some public servants who are concerned about the authenticity of the survey and follow-up reminder emails. Could there be a follow up with the MISOs/MCIOs to have them distribute a communication within their ministries? For employees who have not completed the survey, we plan on sending a reminder email next week and a final reminder the following week.

I would be pleased to discuss this or any other options .

Regards

Malcolm

Malcolm Gaston, CPA, CMA, CPFA

Assistant Auditor General

Office of the Auditor General of British Columbia

623 Fort Street Victoria, BC V8W 1G1

P: [250.419.6105](tel:250.419.6105) | F: [250.387.1230](tel:250.387.1230)

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Thank you.

||

From: [Gaston, Malcolm OAG:EX](#)
To: [Bailey, Ian D MTIC:EX](#); [Halls, Lori D PSA:EX](#)
Subject: RE: OAG survey
Date: Friday, February 26, 2016 3:54:07 PM
Attachments: [image001.png](#)

Thank you Ian. I'll get back to you shortly.
Malcolm

From: Bailey, Ian D MTIC:EX [<mailto:Ian.Bailey@gov.bc.ca>]
Sent: February-26-16 3:45 PM
To: Gaston, Malcolm; Halls, Lori D PSA:EX
Subject: FW: OAG survey
Importance: High

See note from Gary with recommended messaging.

Ian Bailey

Assistant Deputy Minister

Office of the Government Chief Information Officer

From: Perkins, Gary MTIC:EX
Sent: Friday, February 26, 2016 2:31 PM
To: Bailey, Ian D MTIC:EX
Subject: RE: OAG survey

Please find sample email below. I left out specific instructions on how to identify fraudulent email because there is no perfect method. With changes on tablets you can no longer even hover over the link, you have to hold your finger down on it and this can have undesirable consequences. I didn't include reference to the December Malware situation because this note below is already too long. Feel free to delete the highlighted portion to shorten the message. I included a mild endorsement to fill out the survey. Let me know what else can be added.

Good afternoon,

Recently you may have received an email inviting you to participate in an Survey of Ethics. This is a legitimate survey authorized by the Office of the Auditor General.

The email can be identified by the following information:

- **Email address:** BCOAG_no-reply@bcauditor.com
- **Email subject line:** Invitation to the Survey of Ethics from the Office of the Auditor General
- **Survey link:** http://surveys.advanis.ca/bc_oag?username=12-345-678-9

The Office of the Auditor General requested that **Advanis**, a Canadian survey firm, send the emails to recipients at government. Please feel free to respond to this survey at your leisure.

Because you received this email unsolicited, many of you raised concerns that this may be a phishing attempt directed at government employees. I would like to thank each of you for raising this concern and for your continued diligence in proactively identifying threats of this kind. If this email were malicious you would have been responsible for identifying it and preventing further harm to government systems.

Phishing emails are a common form of fraudulent activity where emails appear to come from a legitimate source such as a bank, help desk, or other large company. These emails often contain malicious links or attachments that, if clicked on, may expose confidential information or infect computer systems.

All BC Government staff are reminded to never interact with suspicious emails. If you receive a spam/phishing email at work, remember the following:

- Never respond to spam/phishing emails. Delete the email.
- Do not click on "unsubscribe" in a spam/phishing email - this lets the spammers know they have hit a "live" address and you will get more email of this type.
- Do not click on any links in the spam/phishing email - this may take you to an illegitimate webpage that will install malicious code on your computer.
- NEVER divulge your password to ANYONE, no matter how legitimate the request may sound.

If you receive spam/phishing emails that appear to come from a government source, if the email is threatening, or if you have clicked on a link and/or provided your IDIR password, please report it as a Security Incident by calling the Shared Services BC Service Desk at 250 387-7000 or toll-free at 1 866 660-0811 (available 24 hours a day), and selecting option 3.

Ian Bailey

Assistant Deputy Minister

Office of the Government Chief Information Officer

PO Box 9412, Stn Prov Gov, Victoria BC V8W 9V1

Ian.Bailey@gov.bc.ca

250-387-8053



OCIO

Office of the
Chief Information Officer

From: Bailey, Ian D MTIC:EX

Sent: Friday, February 26, 2016 1:02 PM

To: Perkins, Gary MTIC:EX

Cc: Hughes, Bette-Jo MTIC:EX; Cameron, Dianna MTIC:EX

Subject: OAG survey

Importance: High

Gary,

Just talked to Lori Halls at PSA re the dubious OAG ethics survey email.

Can you craft a message that I can send to all government staff on behalf of Bette-JO saying that this email is from the Auditor General and their service provider Adanis.ca.

In the message I would also like to take this opportunity to recognize all those staff that rightfully questioned the safety of clicking the link since it does not match the sender of the email...classic phishing attack perhaps.

And include a short message about how to detect phishing emails.

What do you think?

Can you do that this afternoon?

I will want to have Lori and Malcolm Gaston approve the message before sending out.

Ian Bailey

Assistant Deputy Minister

Office of the Government Chief Information Officer

PO Box 9412, Stn Prov Gov, Victoria BC V8W 9V1

Ian.Bailey@gov.bc.ca

250-387-8053



OCIO

Office of the
Chief Information Officer

From: [Gaston, Malcolm OAG:EX](#)
To: [Bailey, Ian D MTIC:EX](#); [Halls, Lori D PSA:EX](#)
Cc: [McDonald, Jacqueline OAG:EX](#); [Giles, Adam OAG:EX](#)
Subject: RE: OAG survey
Date: Friday, February 26, 2016 4:16:24 PM
Attachments: [image001.png](#)

Hi Ian

Looks good. I've added some words to include the fact that, like the WES survey, Advanis will send follow-ups to those who haven't completed the survey. (This will be weekly for the 3 week period.)

I've also asked if the link below should be live or not (people may test it?)

Thanks again for your help on this, it is appreciated. Please get back to me if you need to discuss this any further.

Hope you have a good weekend.

Regards

Malcolm

Malcolm Gaston, CPA, CMA, CPFA

Assistant Auditor General

Office of the Auditor General of British Columbia

623 Fort Street Victoria, BC V8W 1G1

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From: Bailey, Ian D MTIC:EX [<mailto:Ian.Bailey@gov.bc.ca>]

Sent: February-26-16 3:45 PM

To: Gaston, Malcolm; Halls, Lori D PSA:EX

Subject: FW: OAG survey

Importance: High

See note from Gary with recommended messaging.

Ian Bailey

Assistant Deputy Minister

Office of the Government Chief Information Officer

From: Perkins, Gary MTIC:EX

Sent: Friday, February 26, 2016 2:31 PM

To: Bailey, Ian D MTIC:EX

Subject: RE: OAG survey

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- **Survey link:** http://surveys.advanis.ca/bc_oag?username=12-345-678-9 [Ian – should this be de-linked?]

The Office of the Auditor General requested that **Advanis**, a Canadian survey firm, send the emails (and reminders to complete the survey) to recipients at government. Please feel free to respond to this survey at your leisure.

Because you received this email unsolicited, many of you raised concerns that this may be a phishing attempt directed at government employees. I would like to thank each of you for raising this concern and for your continued diligence in proactively identifying threats of this kind. If this email were malicious you would have been responsible for identifying it and preventing further harm to government systems.

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250-387-8053



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Sent: Friday, February 26, 2016 1:02 PM
To: Perkins, Gary MTIC:EX
Cc: Hughes, Bette-Jo MTIC:EX; Cameron, Dianna MTIC:EX
Subject: OAG survey
Importance: High
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In the message I would also like to take this opportunity to recognize all those staff that rightfully questioned the safety of clicking the link since it does not match the sender of the email...classic phishing attack perhaps.

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Office of the Government Chief Information Officer

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250-387-8053



Office of the
Chief Information Officer

From: [Halls, Lori D PSA:EX](#)
To: [Gaston, Malcolm OAG:EX](#)
Subject: Re: Survey security concerns
Date: Friday, February 26, 2016 12:25:18 PM

I'm chatting with OCIO at 1:00. Will reach out shortly to you.

Lori Halls
Deputy Minister
BC Public Service Agency

On Feb 26, 2016, at 12:13 PM, "Gaston, Malcolm" <MGaston@bcauditor.com> wrote:

Hi Lori

Wondered if there is anything happening post our discussion yesterday? We would like to link in with our key contact at OCIO today but I don't want us tripping over each other!

Regards

Malcolm

From: Gaston, Malcolm
Sent: February-25-16 5:23 PM
To: Halls, Lori D PSA:EX
Cc: McDonald, Jacqueline; Giles, Adam
Subject: Survey security concerns

Hi Lori

Thank you for calling me back so quickly. I realise you were walking as we talked so I thought I'd briefly put down the key facts:

<!--[if !supportLists]-->•<!--[endif]-->We were contacted by an Information Security Officer at MoTI

<!--[if !supportLists]-->•<!--[endif]-->He had been approached with a concern that the email could be malicious

<!--[if !supportLists]-->•<!--[endif]-->He suggested that OCIO could send one of their Bulletins to MISOs assuring them that the emails and enclosed links are genuine

For your information we have linked in with Shared Services but I think the focus was more on making sure the emails were recognised and allowed through the firewall.

This current issue was not raised as a concern.

There will be reminders coming out from Advanis weekly till the survey closes in 3 weeks. It would be good to include this in any communication so IT security staff are aware. If anyone needs to discuss technical details they should contact Jacquie McDonald or Adam Giles who I have copied on this.

Thank you for your offer to look over the draft notice. Again I appreciate your quick response.

Best regards

Malcolm

Malcolm Gaston, CPA, CMA, CPFA

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From: [McDonald, Jacqueline OAG:EX](#)
To: [Weltz, Angela D PSA:EX](#)
Subject: FW: Crown Agency Survey
Date: Monday, January 25, 2016 12:59:55 PM

Hi Angela,

I am hoping to launch the Crown Agency Survey at around the same time as the Public Service Survey. We will be administering this survey in-house.

Thanks,

Jacquie

Jacqueline McDonald, MA

Senior Manager Performance Audit
Office of the Auditor General of British Columbia
623 Fort Street Victoria, BC V8V 1X4
P: 250.419.6119 | F: 250.387.1230
jmcdonald@bcauditor.com | www.bcauditor.com
[Twitter](#) | [Facebook](#) | [YouTube](#)

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From: Giles, Adam
Sent: January 25, 2016 11:35 AM
To: McDonald, Jacqueline
Subject: FW: Crown Agency Survey

From: Weltz, Angela D PSA:EX [<mailto:Angela.Weltz@gov.bc.ca>]
Sent: January-25-16 9:49 AM
To: Giles, Adam
Subject: Crown Agency Survey

Hi Adam,

Can you please confirm for me what the target date is for the Crown Agency Survey? Is it the same timelines as the public service survey? Are you using the same survey company as well?

Thanks,

Angela

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s.3

Page 34 to/à Page 36

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s.13

3.1 Project Scope

Project Description: <ul style="list-style-type: none"> We have prepared a questionnaire designed to collect information that will help us collect evidence for an audit we are conducting. The information to be collected from staff is highly confidential and data security and confidentiality is of paramount importance; therefore, we will not accept sub-contracting. The questions we are going to be asking employees are very sensitive in nature and the risk is high they will be hesitant to respond, making it more challenging to obtain a satisfactory response rate. Personalized invite and repeated follow-up, as well as thoughtful assurance of confidentiality will be required to improve web survey response rates. 	
Sample Frame Components:	Respondent types: Multiple classifications
	Frame sources: PSA – to be provided by OAG BC
	Frame quality: High
CATI/CAWI Components	Mode(s): Web survey – CAWI
	Questionnaire: Approximately 33 close-ended questions + 1 optional open-ended question
	Reminders/follow-up: Yes, targeted personalized, repeated contact for improving survey response rates.
Data, analysis and reports:	Open-ended questions/coding: Yes – one question – thematic analysis required
	Data extract(s): Excel file; respondent level (identity masked) for each question.
	Data analysis and reports: <ul style="list-style-type: none"> Descriptive statistics: all respondents for each question. Descriptive statistics: bivariate by organization and employee type for each question
Other Components: Data management, security and disposition/destruction policy.	
Key Deliverables: Data extract, descriptive and bivariate statistical reports.	
Timeline: Project completion February 2016	

4. Evaluation

This section details all of the mandatory and desirable criteria against which proposals will be evaluated. Proponents should ensure that they fully respond to all criteria in order to receive full consideration during evaluation.

4.1 Mandatory Criteria

Proposals not clearly demonstrating that they meet the following mandatory criteria will be excluded from further consideration during the evaluation process.

Mandatory Criteria	
a)	The proposal must be received at the closing location by the specified closing date and time.
b)	The response must be complete and include all parts as outlined in Section 5

Page 38 to/à Page 39

Withheld pursuant to/removed as

s.13

Page 40 to/à Page 47

Withheld pursuant to/removed as

s.3

Page 48 to/à Page 52

Withheld pursuant to/removed as

s.13

From: [Oliver, Chrissy PSA:EX](#)
To: [Davison, John C PSA:EX](#); [Weltz, Angela D PSA:EX](#)
Cc: [Roe, Sandra PSA:EX](#)
Subject: OAG RFP RE: Public Sector Ethics Survey
Date: Monday, December 14, 2015 5:58:40 PM
Attachments: [image001.png](#)
[Appendix A.docx](#)
[Proponents Response.docx](#)
[Proponents Section.docx](#)
[RFP-16-032 Ethics Survey.pdf](#)
[RFP-16-032 Questions and Answers.docx](#)
[image003.png](#)

fyi – copy of the OAG’s RFP for the Public Sector Ethics Survey. This closed today.

Chrissy Oliver, Manager, Executive Operations
Office of the Deputy Minister | BC Public Service Agency
810 Blanshard Street | Victoria, BC | V8W 9V1 | 250.356.5415
MyHR@gov.bc.ca | 250.952.6000 | Toll Free 1.877.277.0772

Page 54 to/à Page 55

Withheld pursuant to/removed as

s.22;s.13

5. Proponent Response

Responses are to be submitted in the following format and sequence to ensure that they receive full consideration during evaluations and that the evaluations themselves may be handled in an efficient and consistent manner. All pages should be consecutively numbered.

Project Lead:		List of additional project staff [if appropriate]:			
Description of approach: [Demonstrate your understanding of the project, your experience and expertise relevant to the project, and how you will achieve the key deliverables and timelines. Discuss your approach to CAWI tasks and other components of the project. We are especially interested to know how you will: ensure data security, improve response rates, and if you are able to incorporate mobile device data collection. You may also provide recommendations for changes to the suggested approach and/or timelines. Please discuss any risks/challenges you foresee based on the content of the project.]					
Timelines:	Questionnaire Programming				
	Cohort contact information programming				
	Field work:				
	Data clean-up:				
	Data Analysis:				
	Report Production:				
	Data and report delivery dates:				
Assumptions:	Questionnaire length [In minutes]:				
	Flow rates:				
	Reminders/follow-up to improve response rates:				
	Expected response rates:				
	Other:				
Project Costs:	Hourly Rate	X	# of Hours	=	Total Itemized Cost
[Use actual titles and pay rates]					
[Use actual titles and pay rates]					
[Use actual titles and pay rates]					
Other Costs:	[Describe all other costs including non-CAWI costs. Itemize if appropriate.]				
Total Costs:	[Total Project Cost]				



Request for Proposals

Public Sector Ethics Surveys

Office of the Auditor General, Request for Proposals Number: RFP-16-032

Issue date: November 30, 2015

Closing Time: Proposal must be received **before** 16:00 Pacific Time on: December 14, 2015

GOVERNMENT CONTACT PERSON: All enquiries related to this Request for Proposals (RFP), including any requests for information and clarification, are to be directed, in writing, to the following person who will respond if time permits. Information obtained from any other source is not official and should not be relied upon. Enquiries and any responses will be recorded and may be distributed to all Proponents at the Province's option.

Colette Schafer
Contracts and Facilities Coordinator
623 Fort Street,
Victoria, BC V8W 1G1
cschafer@bcauditor.com

DELIVERY OF PROPOSALS:

Electronic proposals must be sent by email to Colette Schafer at: cschafer@bcauditor.com. Electronic proposals must be a single PDF document (i.e. do not send multiple PDF documents or other attachments). Any text in the email sent to Colette Schafer will not be considered part of the Proponent's proposal.

Alternatively, hardcopy proposals (four complete copies of the proposal must be received) can be submitted by hand or courier to:

Office of the Auditor General
623 Fort Street
Victoria, B.C. V8W 1G1
Attention: Colette Schafer

PROPOSANTS' MEETING:

A Proponents' meeting **will not** be held.

PROPOSANT SECTION:

For hard-copy proposals, a person authorized to sign on behalf of the Proponent **must** complete and sign the Proponent Section (below), leaving the rest of this page otherwise unaltered, and include the originally-signed and completed page with the first copy of the proposal. **The enclosed proposal is submitted in response to the above-referenced Request for Proposals, including any addenda. Through submission of this proposal we agree to all of the terms and conditions of the Request for Proposals and agree that any inconsistent provisions in our proposal will be as if not written and do not exist. We have carefully read and examined the Request for Proposals, including the Administrative Section, and have conducted such other investigations as were prudent and reasonable in preparing the proposal. We agree to be bound by statements and representations made in our proposal.**

Signature of Authorized Representative:	Legal Name of Proponent (and Doing Business As Name, if applicable):
Printed Name of Authorized Representative:	Address of Proponent:
Title:	
Date:	Authorized Representative phone, fax & email address (if available):

From: McDonald, Jacqueline OAS-EX
To: Gadsby, Sean C PSA-EX
Cc: Weltz, Angela D PSA-EX; Taylor, Kerry PSA-EX
Subject: RE: Political Staff to be excluded from the survey
Date: Friday, February 5, 2016 1:41:39 PM
Attachments: jmc20160205.png
jmc20160205.png
jmc20160205.png
jmc20160205.png
jmc20160205.png

Thanks Sean, have a great long weekend.
Cheers,
Jacquie

Jacqueline McDonald, MA
Senior Manager Performance Audit
Office of the Auditor General of British Columbia
623 Fort Street Victoria, BC V8V 1X4
P: 250.419.6119 | F: 250.387.1230
jmcdonald@bcauditor.com | www.bcauditor.com
[Twitter](#) | [Facebook](#) | [YouTube](#)

Attention: This message is intended only for the use of the individual(s) to which it is addressed and may contain confidential information. If you have received this message in error, please contact the sender immediately and delete the material from your computer. Thank you.

From: Gadsby, Sean C PSA-EX (<mailto:Sean.Gadsby@gov.bc.ca>)
Sent: February 05, 2016 1:39 PM
To: McDonald, Jacqueline
Cc: Weltz, Angela D PSA-EX; Taylor, Kerry PSA-EX
Subject: RE: Political Staff to be excluded from the survey
Hi Jacqueline. Yes, Executive Assistants to a Minister are political staff required to swear/affirm the Political Staff Oath.
Thanks.
SG

From: McDonald, Jacqueline (<mailto:JMcDonald@bcauditor.com>)
Sent: Friday, February 5, 2016 1:37 PM
To: Gadsby, Sean C PSA-EX
Cc: Weltz, Angela D PSA-EX; Taylor, Kerry PSA-EX
Subject: RE: Political Staff to be excluded from the survey
Hi Sean,

My apologies, I've been asked to confirm if the list you provided is a complete list of those people who have signed the political oath. There are many Executive Assistants in the system and the person who is pulling together the dataset for the project just wanted me to double check with you.
Many thanks,
Jacquie

Jacqueline McDonald, MA
Senior Manager Performance Audit
Office of the Auditor General of British Columbia
623 Fort Street Victoria, BC V8V 1X4
P: 250.419.6119 | F: 250.387.1230
jmcdonald@bcauditor.com | www.bcauditor.com
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From: Gadsby, Sean C PSA-EX (<mailto:Sean.Gadsby@gov.bc.ca>)
Sent: February 04, 2016 12:31 PM
To: McDonald, Jacqueline
Cc: Weltz, Angela D PSA-EX; Taylor, Kerry PSA-EX
Subject: RE: Political Staff to be excluded from the survey
Hi Jacqueline,

Further to your email exchange with Angela below, here is a list of political staff that may be excluded from the survey.
Let us know if you have any questions. Thanks.

Sean Gadsby, Senior Policy Analyst
Policy and Research Branch / Employee Relations Division | BC Public Service Agency
810 Bannard St. | Victoria, BC | V8W 9V1 | 250.356.8310
www.gov.bc.ca/myhr/contact | 250.952.6000 | Toll Free 1.877.277.0772

From: McDonald, Jacqueline (<mailto:JMcDonald@bcauditor.com>)
Sent: Wednesday, February 3, 2016 12:28 PM
To: Weltz, Angela D PSA-EX
Subject: RE: Political Staff to be excluded from the survey
Sorry Angela, it's still confusing to me. Can I get a list of people to exclude from the survey because they have taken the Political Staff Oath Regulation?
Thanks,
Jacquie

Jacqueline McDonald, MA
Senior Manager Performance Audit
Office of the Auditor General of British Columbia
623 Fort Street Victoria, BC V8V 1X4
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From: Weltz, Angela D PSA-EX (<mailto:Angela.Weltz@gov.bc.ca>)
Sent: February 03, 2016 9:14 AM
To: McDonald, Jacqueline
Subject: RE: Political Staff to be excluded from the survey
Hi Jacqueline,

The provisions you cite from the Standards of Conduct for Political Staff are the only guiding provisions regarding who must swear/affirm the Political Staff Oath. Note the Definition section in the Political Staff Oath Regulation, which provides that a "political staff member" means a person described in the Standards of Conduct for Political Staff Regulation." The idea behind structuring things this way was to make it easier to amend the list of political staff in the SOC for Political Staff as needed.
Let me know if you need something further. Thanks.

AW

From: McDonald, Jacqueline (<mailto:JMcDonald@bcauditor.com>)
Sent: Tuesday, February 2, 2016 4:36 PM
To: Weltz, Angela D PSA-EX
Subject: Political Staff to be excluded from the survey
Hi Angela,

I'm still having difficulty finding a full list of staff who take the political oath. I found the following information, but it doesn't feel complete. Can you help?

Who takes the Political Staff Oath?

Political staff complete a different oath of employment than other employees or appointees. Employees appointed under section 15(1)(a) of the Public Service Act who report through to the Chief of Staff to the Premier or provide support to a Minister are considered political staff, as long as their job duties aren't primarily of an administrative, technical or communications nature.

Most appointees working in the Office of the Premier and supporting Ministers' offices are political staff (e.g. Chiefs of Staff, Ministerial Assistants and Executive Assistants). Appointees to Government Communications and Public Engagement (GCPE) are not political staff.

Political staff are people appointed under section 15(1)(a) of the Public Service Act who report through to the Chief of Staff to the Premier or provide support to a Minister, and who are not assigned job duties primarily of an administrative, technical or communications nature. Most appointees working in the Office of the Premier and supporting Minister's offices are political staff. http://www2.gov.bc.ca/local/myhr/documents/jobs_hiring/standards_of_conduct_political_staff.pdf

Standards of Conduct for Political Staff: Schedule 1 – Political Staff Job Titles

Political staff must swear the Political Staff Oath and abide by the Standards of Conduct for Political Staff. All other section 15(1) (a) appointees must abide by the Standards of Conduct applicable to other public service employees.

Political staff are persons appointed under section 15(1)(a) of the *Public Service Act* who are not assigned job duties primarily of an administrative, technical or communications nature including those appointed to the following positions:

- Executive Assistant to a Minister
- Ministerial Assistant
- Ministerial Chief of Staff

Public Service Act
POLITICAL STAFF OATH REGULATION

Note: Check the Cumulative Regulation Bulletin 2015 and 2016
for any non-consolidated amendments to this regulation that may be in effect.

Definition

- 1** In this regulation, "**political staff member**" means a person described in the Schedule to the Standards of Conduct for Political Staff Regulation.

Form of oath

- 2** The prescribed form of oath for a political staff member for the purposes of section 21 of the *Public Service Act* is as follows:

As an appointee under section 15 (1) (a) of the *Public Service Act*, I, , [appointee name] do solemnly swear/affirm [circle one] that I will

1 loyally serve the people of British Columbia through their democratically elected government,

2 honour and faithfully abide by the Standards of Conduct for Political Staff, and

3 to the best of my ability,

(a) act with integrity, putting the interests of the public and the public service above my own personal interest and avoiding all conflicts of interest, whether real or perceived,

(b) safeguard confidential information, not divulging it unless I am either authorized to do so or required to do so by law,

(c) conduct myself honestly and ethically, in a manner that maintains and enhances the public's trust and confidence in the Province of British Columbia and does not bring it into disrepute.

Sworn/Affirmed [circle one] by me, at , this day of , 20..... .

.....
Person administering Oath or Affirmation

.....
Person giving Oath or Affirmation

[Provisions relevant to the enactment of this regulation: *Public Service Act*, R.S.B.C. 1996, c. 385, section 25]

Jacqueline McDonald, MA
Senior Manager Performance Audit
Office of the Auditor General of British Columbia
623 Fort Street Victoria, BC V8V 1X4
P: 250.419.6119 | F: 250.387.1230
jmcDonald@bcauditor.com | www.bcauditor.com
Twitter | Facebook | YouTube

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From: Gadby, Sean C PSA:EX
To: McDonald, Jacqueline n66-EX
Cc: Wetz, Angela D PSA:EX; Taylor, Kerry PSA:EX
Subject: RE: Political Staff to be excluded from the survey
Date: Thursday, February 4, 2016 12:31:01 PM
Attachments: [Political Staff to be excluded from the survey.pdf](#)
[Political Staff to be excluded from the survey.pdf](#)
[Political Staff to be excluded from the survey.pdf](#)
[Political Staff to be excluded from the survey.pdf](#)
[Political Staff to be excluded from the survey.pdf](#)
[Political Staff to be excluded from the survey.pdf](#)

Hi Jacqueline,

Further to your email exchange with Angela below, here is a list of political staff that may be excluded from the survey.

Let us know if you have any questions. Thanks.

Sean Gadby, Senior Policy Analyst

Policy and Research Branch | Employee Relations Division | BC Public Service Agency

810 Blanshard St., Victoria, BC V8W 9V1 | 250.356.8310

www.gov.bc.ca/myhr/contact | 250.952.6000 | Toll Free 1.877.277.0772

From: McDonald, Jacqueline (mailto:McDonald@bcauditor.com)

Sent: Wednesday, February 3, 2016 12:28 PM

To: Wetz, Angela D PSA:EX

Subject: RE: Political Staff to be excluded from the survey

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Thanks,

Jacqueline

Jacqueline McDonald, MA

Senior Manager Performance Audit

Office of the Auditor General of British Columbia

623 Fort Street Victoria, BC V8V 1X4

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From: Wetz, Angela D PSA:EX (mailto:Angela.Wetz@gov.bc.ca)

Sent: February 03, 2016 9:14 AM

To: McDonald, Jacqueline

Subject: RE: Political Staff to be excluded from the survey

Hi Jacqueline,

The provisions you cite from the Standards of Conduct for Political Staff are the only guiding provisions regarding who must swear/affirm the Political Staff Oath. Note the Definition section in the Political Staff Oath Regulation, which provides that a "political staff member" means a person described in the Standards of Conduct for Political Staff Regulation." The idea behind structuring things this way was to make it easier to amend the list of political staff in the SOC for Political Staff as needed.

Let me know if you need something further. Thanks.

AW

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Sent: Tuesday, February 2, 2016 4:36 PM

To: Wetz, Angela D PSA:EX

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- Executive Assistant to a Minister
- Ministerial Assistant
- Ministerial Chief of Staff

B.C. Reg. 66/2014
210/2014

Deposited April 17, 201

Public Service Act

POLITICAL STAFF OATH REGULATION

Note: Check the Cumulative Regulation Bulletin 2015 and 2016 for any non-consolidated amendments to this regulation that may be in effect.

Definition

- 1 In this regulation, "political staff member" means a person described in the Schedule to the Standards of Conduct for Political Staff Regulation.

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3 to the best of my ability,

(a) act with integrity, putting the interests of the public and the public service above my own personal interest and avoiding all conflicts of interest, whether real or perceived,

(b) safeguard confidential information, not divulging it unless I am either authorized to do so or required to do so by law,

(c) conduct myself honestly and ethically, in a manner that maintains and enhances the public's trust and confidence in the Province of British Columbia and does not bring it into disrepute.

Sworn/Affirmed [circle one] by me, at _____, this _____ day of _____, 20____.

Person administering Oath or Affirmation

Person giving Oath or Affirmation

[Provisions relevant to the enactment of this regulation: Public Service Act, R.S.B.C. 1996, c. 385, section 25]

Jacqueline McDonald, MA
Senior Manager Performance Audit
Office of the Auditor General of British Columbia
623 Fort Street Victoria, BC V8V 1X4
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Request for Proposals Public Sector Ethics Surveys

Office of the Auditor General, Request for Proposals Number: RFP-16-032

Issue date: November 30, 2015

Closing Time: Proposal must be received **before** 16:00 Pacific Time on: December 14, 2015

GOVERNMENT CONTACT PERSON: All enquiries related to this Request for Proposals (RFP), including any requests for information and clarification, are to be directed, in writing, to the following person who will respond if time permits. Information obtained from any other source is not official and should not be relied upon. Enquiries and any responses will be recorded and may be distributed to all Proponents at the Province's option.

Colette Schafer
Contracts and Facilities Coordinator
623 Fort Street,
Victoria, BC V8W 1G1
cschafer@bcauditor.com

DELIVERY OF PROPOSALS:

Electronic proposals must be sent by email to Colette Schafer at: cschafer@bcauditor.com. Electronic proposals must be a single PDF document (i.e. do not send multiple PDF documents or other attachments). Any text in the email sent to Colette Schafer will not be considered part of the Proponent's proposal.

Alternatively, hardcopy proposals (four complete copies of the proposal must be received) can be submitted by hand or courier to:

Office of the Auditor General
623 Fort Street
Victoria, B.C. V8W 1G1
Attention: Colette Schafer

PROONENTS' MEETING:

A Proponents' meeting **will not** be held.

PROONENT SECTION:

For hard-copy proposals, a person authorized to sign on behalf of the Proponent **must** complete and sign the Proponent Section (below), leaving the rest of this page otherwise unaltered, and include the originally-signed and completed page with the first copy of the proposal. **The enclosed proposal is submitted in response to the above-referenced Request for Proposals, including any addenda. Through submission of this proposal we agree to all of the terms and conditions of the Request for Proposals and agree that any inconsistent provisions in our proposal will be as if not written and do not exist. We have carefully read and examined the Request for Proposals, including the Administrative Section, and have conducted such other investigations as were prudent and reasonable in preparing the proposal. We agree to be bound by statements and representations made in our proposal.**

Signature of Authorized Representative:	Legal Name of Proponent (and Doing Business As Name, if applicable):
Printed Name of Authorized Representative:	Address of Proponent:
Title:	
Date:	Authorized Representative phone, fax & email address (if available):

Table of Contents

A.	DEFINITIONS AND ADMINISTRATIVE REQUIREMENTS	3
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2.	Additional Definitions	5
3.	Overview	5
4.	Evaluation	6
5.	Proponent Response.....	7

APPENDIX A CONTRACT FORMS (SEPARATE ATTACHMENT)

By submission of a proposal, the Proponent agrees that should its proposal be successful the Proponent will enter into a Contract with the Office of the Auditor General of BC in accordance with the terms of the following draft General Service Agreement and attached Schedules.

A. Definitions and Administrative Requirements

1. Definitions

Throughout this Request for Proposals, the following definitions apply:

- a) "OAG" means Office of the Auditor General of BC;
- b) "Contract" means the written agreement resulting from this Request for Proposals executed by the OAG and the Contractor;
- c) "Contractor" means the successful Proponent to this Request for Proposals who enters into a written Contract with the Province;
- d) "Office" means Office of the Auditor General of BC;
- e) "must", or "mandatory" means a requirement that must be met in order for a proposal to receive consideration;
- f) "Proponent" means an individual or a company that submits, or intends to submit, a proposal in response to this Request for Proposals;
- g) "Province" means Her Majesty the Queen in Right of the Province of British Columbia and includes OAG;
- h) "Request for Proposals" or "RFP" means the process described in this document; and
- i) "should" or "desirable" means a requirement having a significant degree of importance to the objectives of the Request for Proposals.

2. Terms and Conditions

The following terms and conditions will apply to this Request for Proposals. Submission of a proposal in response to this Request for Proposals indicates acceptance of all the terms that follow and that are included in any addenda issued by the OAG. Provisions in proposals that contradict any of the terms of this Request for Proposals will be as if not written and do not exist.

3. Additional Information Regarding the Request for Proposals

All subsequent information regarding this Request for Proposals, including changes made to this document will be posted on the BC Bid website at www.bcbid.ca. It is the sole responsibility of the Proponent to check for amendments on the BC Bid website.

4. Late Proposals

Proposals will be marked with their receipt time at the closing location. Only complete proposals received and marked before closing time will be considered to have been received on time.

Hard-copies of late proposals will not be accepted and will be returned to the Proponent. Electronic proposals that are received late will be marked late and will not be considered or evaluated.

In the event of a dispute, the proposal receipt time as recorded at the closing location shall prevail whether accurate or not.

5. Eligibility

- a) Proposals will not be evaluated if the Proponent's current or past corporate or other interests may, in the Office's opinion, give rise to a conflict of interest in connection with the project described in this Request for Proposals. This includes, but is not limited to, involvement by a Proponent in the preparation of this Request for Proposals. If a Proponent is in doubt as to whether there might be a conflict of interest, the Proponent should consult with the Government Contact Person listed on page 1 prior to submitting a proposal.
- b) Proposals from not-for-profit agencies will be evaluated against the same criteria as those received from any other Proponents.

6. Evaluation

Evaluation of proposals will be by a committee formed by the Office and may include employees and contractors of the Office. All personnel will be bound by the same standards of confidentiality. The Office's intent is to enter into a Contract with the Proponent who has the highest overall ranking.

7. Negotiation Delay

If a written Contract cannot be negotiated within thirty days of notification of the successful Proponent, the Office may, at its sole discretion at any time thereafter, terminate negotiations with that Proponent and either negotiate a Contract with the next qualified Proponent or choose to terminate the Request for Proposals process and not enter into a Contract with any of the Proponents.

8. Debriefing

At the conclusion of the Request for Proposals process, all Proponents will be notified. Unsuccessful Proponents may request a debriefing meeting with the OAG.

9. Alternative Solutions

If alternative solutions are offered, please submit the information in the same format, as a separate proposal.

10. Changes to Proposals

By submission of a clear and detailed written notice, the Proponent may amend or withdraw its proposal prior to the closing date and time. Upon closing time, all proposals become irrevocable. The Proponent will not change the wording of its proposal after closing and no words or comments will be added to the proposal unless requested by the OAG for purposes of clarification.

11. Proponents' Expenses

Proponents are solely responsible for their own expenses in preparing a proposal and for subsequent negotiations with the OAG, if any. If the OAG elects to reject all proposals, the OAG will not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in preparing the proposal, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

12. Limitation of Damages

Further to the preceding paragraph, the Proponent, by submitting a proposal, agrees that it will not claim damages, for whatever reason, relating to the Contract or in respect of the competitive process, in excess of an amount equivalent to the reasonable costs incurred by the Proponent in preparing its proposal and the Proponent, by submitting a proposal, waives any claim for loss of profits if no Contract is made with the Proponent.

13. Proposal Validity

Proposals will be open for acceptance for at least 90 days after the closing date.

14. Firm Pricing

Prices will be firm for the entire Contract period unless this Request for Proposals specifically states otherwise.

15. Currency and Taxes

Prices quoted are to be:

- a) in Canadian dollars;
- b) inclusive of duty, where applicable; FOB destination, delivery charges included where applicable; and
- c) exclusive of Goods and Services Tax and Provincial Sales Tax.

16. Completeness of Proposal

By submission of a proposal the Proponent warrants that, if this Request for Proposals is to design, create or provide a system or manage a program, all components required to run the system or manage the program have been identified in the proposal or will be provided by the Contractor at no charge.

17. Sub-Contracting

- a) Using a sub-contractor (who should be clearly identified in the proposal) is acceptable. This includes a joint submission by two Proponents having no formal corporate links. However, in this case, one of these Proponents must be prepared to take overall responsibility for successful performance of the Contract and this should be clearly defined in the proposal.
- b) Sub-contracting to any firm or individual whose current or past corporate or other interests may, in the Province's opinion, give rise to a conflict of interest in connection with the project or program described in this Request for Proposals will not be permitted. This includes, but is not limited to, any firm or individual involved in the preparation of this Request for Proposals. If a Proponent is in doubt as to whether a proposed subcontractor gives rise to a conflict of interest, the Proponent should consult with the Government Contact Person listed on page 1 prior to submitting a proposal.
- c) Where applicable, the names of approved sub-contractors listed in the proposal will be included in the Contract. No additional subcontractors will be added, nor other changes made, to this list in the Contract without the written consent of the Province.

18. Acceptance of Proposals

- a) This Request for Proposals should not be construed as an agreement to purchase goods or services. The OAG is not bound to enter into a Contract with the Proponent who submits the lowest priced proposal or with any Proponent. Proposals will be assessed in light of the evaluation criteria. The OAG will be under no obligation to receive further information, whether written or oral, from any Proponent.
- b) Neither acceptance of a proposal nor execution of a Contract will constitute approval of any activity or development contemplated in any proposal that requires any approval, permit or license pursuant to any federal, provincial, regional district or municipal statute, regulation or by-law.

19. Definition of Contract

Notice in writing to a Proponent that it has been identified as the successful Proponent and the subsequent full execution of a written Contract will constitute a Contract for the goods or services, and no Proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events.

20. Contract

By submission of a proposal, the Proponent agrees that should its proposal be successful the Proponent will enter into a Contract with the Province on the terms set out in Appendix B.

21. Liability for Errors

While the OAG has used considerable efforts to ensure information in this Request for Proposals is accurate, the information contained in this Request for Proposals is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the OAG, nor is it necessarily comprehensive or exhaustive. Nothing in this Request for Proposals is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in this Request for Proposals.

22. Modification of Terms

The OAG reserves the right to modify the terms of this Request for Proposals at any time in its sole discretion. This includes the right to cancel this Request for Proposals at any time prior to entering into a Contract with the successful Proponent.

23. Ownership of Proposals

All proposals submitted to the Province become the property of the OAG. They will be received and held in confidence by the Office, subject to the provisions of the *Freedom of Information and Protection of Privacy Act* and this Request for Proposals.

24. Use of Request for Proposals

Any portion of this document, or any information supplied by the OAG in relation to this Request for Proposals may not be used or disclosed, for any purpose other than for the submission of proposals. Without limiting the generality of the foregoing, by submission of a proposal, the Proponent agrees to hold in confidence all information supplied by the OAG in relation to this Request for Proposals.

25. Reciprocity

The OAG may consider and evaluate any proposals from other jurisdictions on the same basis that the government purchasing authorities in those jurisdictions would treat a similar proposal from a British Columbia supplier.

26. No Lobbying

Proponents must not attempt to communicate directly or indirectly with any employee, contractor or representative of the OAG, including the evaluation committee and any elected officials of the OAG, or with members of the public or the media, about the project described in this Request for Proposals or otherwise in respect of the Request for Proposals, other than as expressly directed or permitted by the OAG.

27. Collection and Use of Personal Information

Proponents are solely responsible for familiarizing themselves, and ensuring that they comply, with the laws applicable to the collection and dissemination of information, including resumes and other personal information concerning employees and employees of any subcontractors. If this RFP requires Proponents to provide the OAG with personal information of employees who have been included as resources in response to this RFP, Proponents will ensure that they have obtained written consent from each of those employees before forwarding such personal information to the OAG. Such written consents are to specify that the personal information may be forwarded to the OAG for the purposes of responding to this RFP and use by the OAG for the purposes set out in the RFP. The OAG may, at any time, request the original consents or copies of the original consents from Proponents, and upon such request being made, Proponents will immediately supply such originals or copies to the OAG.

B. Requirements and Response

The Office of the Auditor General of BC (OAG) is currently seeking an experienced, independent contractor to administer a web survey. The successful Proponent will:

- Program and administer the web survey,
- Obtain high response rates; and,
- Prepare descriptive and/or analytical survey results reports.

On the basis of an assessment of the Proposals received, the OAG will negotiate and enter into a contract with the Proponent who best meets the OAG's needs and provides the best value, determined by area of expertise, the quality of work and the rate quoted. The OAG reserves the right to refuse any or all submissions received.

1. Requirements:

- a) Infrastructure to program, administer and process a very large web-based survey with a combination of close-ended and open-ended responses
- b) Proven ability to attain high response rates
- c) Ability to efficiently and effectively analyze a very large number of open-ended survey question responses
- d) Expertise to be able to produce clear, concise descriptive and analytical reports
- e) Knowledge of and experience with the public sector

2. Additional Definitions

In addition to the Request for Proposals Definitions set out in paragraph 1 of Section A, throughout this Request for Proposals, the following definitions will apply:

- a) "Proponent" means an individual, partnership, firm or a company that submits, or intends to submit, a Submission in response to this Request for Proposal; and
- b) "Submission" is a response prepared and submitted by a Proponent under this Request for Proposal.

3. Overview

The Auditor General is a non-partisan, independent Officer of the Legislature who reports directly to the Legislative Assembly. The Auditor General Act empowers the Auditor General and staff (known as the Office of the Auditor General, or OAG) to conduct audits, access documents and information, report the findings and make recommendations. The OAG audits the government reporting entity, which is comprised of ministries, Crown corporations, and other public sector organizations such as universities, colleges, school districts, health authorities, and similar organizations that are controlled by, or accountable to, the provincial government.

3.1 Project Scope

Project Description: <ul style="list-style-type: none"> We have prepared a questionnaire designed to collect information that will help us collect evidence for an audit we are conducting. The information to be collected from staff is highly confidential and data security and confidentiality is of paramount importance; therefore, we will not accept sub-contracting. The questions we are going to be asking employees are very sensitive in nature and the risk is high they will be hesitant to respond, making it more challenging to obtain a satisfactory response rate. Personalized invite and repeated follow-up, as well as thoughtful assurance of confidentiality will be required to improve web survey response rates. 	
Sample Frame Components:	Respondent types: Multiple classifications
	Frame sources: PSA – to be provided by OAG BC
	Frame quality: High
CATI/CAWI Components	Mode(s): Web survey – CAWI
	Questionnaire: Approximately 33 close-ended questions + 1 optional open-ended question
	Reminders/follow-up: Yes, targeted personalized, repeated contact for improving survey response rates.
Data, analysis and reports:	Open-ended questions/coding: Yes – one question – thematic analysis required
	Data extract(s): Excel file; respondent level (identity masked) for each question.
	Data analysis and reports: <ul style="list-style-type: none"> Descriptive statistics: all respondents for each question. Descriptive statistics: bivariate by organization and employee type for each question
Other Components: Data management, security and disposition/destruction policy.	
Key Deliverables: Data extract, descriptive and bivariate statistical reports.	
Timeline: Project completion February 2016	

4. Evaluation

This section details all of the mandatory and desirable criteria against which proposals will be evaluated. Proponents should ensure that they fully respond to all criteria in order to receive full consideration during evaluation.

4.1 Mandatory Criteria

Proposals not clearly demonstrating that they meet the following mandatory criteria will be excluded from further consideration during the evaluation process.

Mandatory Criteria	
a)	The proposal must be received at the closing location by the specified closing date and time.
b)	The response must be complete and include all parts as outlined in Section 5

c) The response must be received in the formats as identified in Section 5.

4.2 Desirable Criteria

Proposals meeting all of the mandatory criteria will be further assessed against desirable criteria.

Criterion	Weight
Demonstration of experience and expertise in relation to the requirements of the project	30 points
Feasibility of approach and assumptions	30 points
Cost	40 points

5. Proponent Response

Responses are to be submitted in the following format and sequence to ensure that they receive full consideration during evaluations and that the evaluations themselves may be handled in an efficient and consistent manner. All pages should be consecutively numbered.

Project Lead:		List of additional project staff [if appropriate]:
Description of approach: [Demonstrate your understanding of the project, your experience and expertise relevant to the project, and how you will achieve the key deliverables and timelines. Discuss your approach to CAWI tasks and other components of the project. We are especially interested to know how you will: ensure data security, improve response rates, and if you are able to incorporate mobile device data collection. You may also provide recommendations for changes to the suggested approach and/or timelines. Please discuss any risks/challenges you foresee based on the content of the project.]		
Timelines:	Questionnaire Programming	
	Cohort contact information programming	
	Field work:	
	Data clean-up:	
	Data Analysis:	
	Report Production:	
	Data and report delivery dates:	
Assumptions:	Questionnaire length [In minutes]:	
	Flow rates:	
	Reminders/follow-up to improve response rates:	
	Expected response rates:	

	Other:				
Project Costs:	Hourly Rate	X	# of Hours	=	Total Itemized Cost
[Use actual titles and pay rates]					
[Use actual titles and pay rates]					
[Use actual titles and pay rates]					
Other Costs:	[Describe all other costs including non-CAWI costs. Itemize if appropriate.]				
Total Costs:	[Total Project Cost]				

Response to RFP Questions:

Q1:

- How many sample records will need to be sent invitations to complete the survey?
- First, can you tell me approximately how many records comprise the sampling frame?

Q1 Answer:

- We estimate approximately 25,000.

Q2.

- What response rates have you experienced in the past with this target group?
- Also, if this population has been surveyed in the past, do you have any information regarding response rates in past surveys?
- Composition: The number of survey respondents, the type of professional background they have, the balance of those with a professional/technical/clerical training, the relevance for some to a specific professional code of practice, and the incentives appropriate to their demographics as well as the kind of workplace all influence response rates. What can you share re: the composition of the survey respondents, their number, the workplace or employer(s) identity, and what do you think a good response rate for that workplace to be?

Q2 Answer:

- Overall response rates for other surveys with this group (e.g. the BC Public Service Work Environment Survey) have been very high at about 80%.
- The composition of the population will include: management, professional, technical, and administrative staff.
- The sample frame will include staff from the core public service, including ministries and central agencies.

Q3:

- Scale and Scope: Do you envisage using the consultant to review the questions, make recommendations on the order and type and coding of questions, and assist in the interpretation of results. If Yes, is this professional ethics subject input as distinct from survey mechanics capability included sufficiently in your terms of reference, stated scope of work deliverables, and, most important, evaluation criteria?

Q3 Answer:

- No, we are not looking for professional ethics subject input.
- We would like firms to review the questions and provide feedback/recommendations if they perceive there will be issues with some questions, the order of delivery or coding responses.
- We would like firms to provide us with a cost estimate for producing descriptive statistics (overall , as well as by organization and by employee type)