**STAC Prequalification Questionnaire -**

Review Notes (SurveyMonkey version)

These notes are provided to assist STAC Members in their review of the draft version of the STAC Prequalfiication Roadmap Questionnaire.

Please note that these notes provide some instructions that are specific to the online version of the draft file made available on SurveyMonkey. Members reviewing the Microsoft Word version of the draft questionnaire should review the alternate file with instructions specific to that version. Please contact Nick Kyonka at [nkyonka@stacouncil.ca](mailto:nkyonka@stacouncil.ca) to request these instructions if necessary.

Please note that we are asking for comments the draft review by no later than **September 18, 2018.**

General Notes:

* Questionnaire is designed for STAC Members to use as the base for their own prequalification questionnaires; will be made available for all STAC Members to use as they see fit
  + Number one request to all members reviewing this draft: please identify any questions (or missing questions) that might preclude your company from using this questionnaire, if applicable
* Questionnaire is only available in English right now
* Questions are grouped together by general topic. The list of topics can be found at the end of the meeting notes from last week’s call (attached to this email)
* STAC is not identifying how companies should weigh each question, and which (if any) could result in immediate disqualification from the prequal process if answered incorrectly
  + Will be up to companies using questionnaire to determine how detailed each answer must be (ie: is a range OK for “total number of employees” questions)
* Questionnaire currently only identifies two environmental certification designations; please let us know if there are others worth adding
* Please let us know if there are any additional work activities that should be added to the list of items in the Company Capabilities section

SurveyMonkey Questionnaire:

* Question numbers on SurveyMonkey are not static: if you have comments to submit based on the SurveyMonkey version, please copy the question you’re referencing into your response so we can locate it
* Questionnaire will ask you to enter up to five “additional branches” as of right now if you keep saying you have additional branches to enter
* Questionnaire won’t currently allow people to actually upload any of the requested documents, but this should not affect the review process
* Table referenced in “Insurance and Liability” section cannot be entered into Survey Monkey as a table; please see MS Excel file “OHS Non-Compliance Table” or MS Word version of questionnaire to view this question in table format
* Table referenced on page titled “Part III - Occupational Health and Safety: Occupational Injuries and Illnesses (Incidents)” cannot be entered into Survey Monkey as a table with ability to write in options; please see the MS Word version of questionnaire to view this question in table format
  + “Frequency rate” questions at bottom of this table should be calculated automatically on the prequalifying company’s end