**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 Microsoft Word version of the draft file. Members reviewing the online (SurveyMonkey) 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

Microsoft Word Questionnaire:

* Please see notes at the end of some sections for information about suggested “page logic” (ie: “If answered yes to question X, skip to page Y”)
* Questions on pages 4 and 5 are intended to be repeated until the respondent has finished entering branch addresses. SurveyMonkey version currently permits up to five additional branches
* Bottom two lines in the table on page 44 should be auto-calculated based on information entered in the previous rows