

Request for Proposals

Wildfire Pre-Season Communications and Information Exchange Pilot Project Southern Interior Stockmen's Association

Issue date: November 21st, 2018

Closing Time: Proposal must be received **before** 4:00 PM Pacific Time on: December 12th, 2018

CONTACT PERSON: All enquiries related to this Request for Proposals (RFP), including any requests for information and clarification, are to be directed, via email, to the following person. Please note: Inquires will only be answered between November 21st and December 10th, 2018. Information obtained from any other source is not official and should not be relied upon. Inquiries and any responses will be recorded and may be distributed to all Proponents at the Solicitor's option.

Sandy Thomas
Southern Interior Stockmen's Association
3815 McLean Creek Rd.
Okanagan Falls, BC. V0H 1R1
Okanagan@bcagclimateaction.ca

DELIVERY OF PROPOSALS:

Proposals must be delivered by e-mail. One complete electronic proposal, in a Microsoft Office compatible format, must be received at the following closing location:

Email: Okanagan@bcagclimateaction.ca

PROPOSANTS' MEETING:

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

PROPOSANT SECTION:

ALL PROPOSALS MUST BE E-MAILED. All parts of the Proponent Section (below) must be completed with a name in the signature field, as the originating email address will be used for confirmation of origin. The rest of this page must be otherwise unaltered and submitted as part of your 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.

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

Table of Contents

A. DEFINITIONS AND ADMINISTRATIVE REQUIREMENTS	3
1. SUMMARY OF THE REQUIREMENT	5
2. SITUATION/OVERVIEW	5
3. REQUIREMENTS.....	12
4. EVALUATION.....	12
5. PROPOSAL FORMAT	13
6. PROPONENT RESPONSE	13
APPENDIX A CONTRACT FORM.....	15

A. Definitions and Administrative Requirements

1. Definitions

Throughout this Request for Proposals, the following definitions apply:

“Contract” means the written agreement resulting from this Request for Proposals executed by the Solicitor and the Contractor;

“Contractor” means the successful Proponent to this Request for Proposals who enters into a written Contract with the Solicitor;

“must”, or “mandatory” means a requirement that must be met in order for a proposal to receive consideration;

“Project” means the *Wildfire Pre-Season Communications and Information Exchange Pilot* project.

“Proponent” means an individual or a company that submits, or intends to submit, a proposal in response to this Request for Proposals;

“Request for Proposals” or “RFP” means the process described in this document;

“should” or “desirable” means a requirement having a significant degree of importance to the objectives of the Request for Proposals; and

“Solicitor” means the Southern Interior Stockmen’s Association.

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 Solicitor. 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 shared by email simultaneously to all proponents.

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. 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

Proposals will not be evaluated if the Proponent’s current or past corporate or other interests may, in the Solicitor’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 Contact Person listed on the cover page prior to submitting a proposal.

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 Solicitor and may include employees and contractors of the Solicitor. All personnel will be bound by the same standards of confidentiality. The Solicitor’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 Solicitor 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 Solicitor.

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 Solicitor 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 Solicitor, if any. If the Solicitor elects to reject all proposals, the Solicitor 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:

in Canadian dollars;

inclusive of duty, where applicable; FOB destination, delivery charges included where applicable; and

inclusive of Goods and Services Tax, Harmonized Sales Tax and Provincial Sales Tax, where applicable.

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

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.

Sub-contracting to any firm or individual whose current or past corporate or other interests may, in the Solicitor'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.

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 Solicitor.

18. Acceptance of Proposals

This Request for Proposals should not be construed as an agreement to purchase goods or services. The Solicitor 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 Solicitor will be under no obligation to receive further information, whether written or oral, from any Proponent.

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 Solicitor on the terms set out in Appendix A.

21. Liability for Errors

While the Solicitor 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 Solicitor, 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 Solicitor 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 Solicitor become the property of the Solicitor. They will be received and held in confidence by the Solicitor, 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 Solicitor 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 Solicitor in relation to this Request for Proposals.

25. No Lobbying

Proponents must not attempt to communicate directly or indirectly with any employee, contractor or representative of the Solicitor, including the evaluation committee and any elected officials of the Solicitor, 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 Solicitor.

26. 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 Solicitor 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 Solicitor. Such written consents are to specify that the personal information may be forwarded to the Solicitor for the purposes of responding to this RFP and use by the Solicitor for the purposes set out in the RFP. The Solicitor 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 Solicitor.

B. Requirements and Response

1. SUMMARY OF THE REQUIREMENT

The overall objectives associated with this project are to:

- Strengthen relationships between agricultural groups and wildfire response agencies (through pre and post season meetings) that will support a shift to collaborative and proactive wildfire communication
- Provide clear, accurate and agriculturally focused information to producers about wildfire risk and wildfire response processes/procedures
- Develop and implement a ‘wildfire communications protocol’ to guide communications between the Regional District of Okanagan Similkameen, emergency response agencies and agricultural producers

The contractor will receive input from the Project Oversight Committee at key project milestones and will engage with key stakeholders throughout the project.

2. SITUATION/OVERVIEW

Wildfires have been a concern for Okanagan producers for decades, but increasing average temperatures, and longer and drier summers are expected to contribute to more frequent and higher intensity wildfires. There were dozens of wildfires in the three Okanagan Regional Districts in 2017 and 2018. Many of these wildfires affected agricultural producers directly – through evacuation alerts and orders – or indirectly, through smoke impacts or uncertainty regarding how the fires would progress over time.

Agricultural producers face unique challenges during wildfire events – both when faced with evacuation alerts and orders, and when wildfires are in their area but there is no immediate threat. Producers may need to make decisions or preparations for livestock relocation or sheltering in place; producers may also wish to expedite harvest activities (if possible) or to move stored (or freshly picked) product off the farm to a safe location. Some operations also have large numbers of staff and/or visitors to consider. In all cases, clear and concise information about wildfire activity in the area – and an improved understanding of the key contacts and agencies, roles, responsibilities and processes – will ease stress and enable producers to make better choices regarding farm management.

The discussion document *Planning and Information Exchange for Wildfire Impact Reduction*¹ (2018) identified issues and potential solutions associated with communication before, during and after wildfires. While recognizing the complexities of wildfire response, the report highlights the need to move from reactionary to proactive communication. Pre-season communication (between response agencies and agricultural organizations) can play a vital role in ensuring that relationships, roles and responsibilities are established and clarified, and that lines of communication function effectively during a wildfire event. This in turn will assist

¹ The Discussion Document *Planning and Information Exchange for Wildfire Impact Reduction* can be found at <https://www.bcagclimateaction.ca/wp/wp-content/media/OK05-Wildfire-Communications-2018-report.pdf>

individual producers to react quickly and effectively to a wildfire threat. When wildfires are not actively occurring in an area, both government agencies and agricultural organizations are better able to prepare for, and participate in, processes to enhance and improve lines of communication. In addition, if pre-season communication becomes an annual regional activity, it can be continuously improved upon over time and can evolve to address emerging and complex issues.

This pilot project will partner with the Regional District of Okanagan Similkameen (RDOS) to bring producers and key response agencies (e.g. Ministry of Agriculture, Ministry of Forests, Lands, Natural Resource Operations and Rural Development [including BC Wildfire Service]) together for information exchange and relationship building. The pre-season meetings will include representatives from all major agricultural organizations in the region, and will take place in advance of the wildfire season (i.e. early March 2019 and 2020), with annual post-season debriefs in fall of 2019 and 2020 to review and improve implemented processes and approaches.

The pre-season information exchanges (i.e. meetings) will serve three purposes:

- 1) Building on the framework outlined in Appendix A of the *Discussion Document: Planning and Information Exchange for Wildfire Impact Reduction*, stakeholders will work to customize a 'communication protocol' that will guide wildfire related communication with the agricultural sector in the Regional District Okanagan Similkameen. This communication protocol will be tailored to the needs of the Regional District Okanagan Similkameen, but the materials (and summary report) will be made available to other Regional Districts to customize and implement.
- 2) The pre-season information exchange will also provide a forum for agricultural organization representatives and key agencies to exchange and update relevant information. Topics covered will include: fire threat/hazard outlook, roles and responsibilities of agencies involved in emergency response, key points of contact and regional communication protocols or processes
- 3) To extend the reach (and impact) from this pre-season communication meeting, key topics will be summarized in a shareable resource(s) (e.g. a bulletin) and distributed more broadly to producers in the South Okanagan prior to the start of the wildfire season. A draft bulletin (or similar resource(s)) will be developed in advance of the pre-season meeting and this will provide an opportunity for participants to identify, establish and review key information and preferred mechanisms for distribution.

These meetings will become an annual event (eventually organized and hosted by RDOS) and will be incorporated into the *RDOS Wildfire Communication Protocol*.

A debrief meeting will be held in fall 2019 to assess the effectiveness of the *RDOS Wildfire Communications Protocol* and pre-season information exchange meeting. Resources, communications processes and supporting documents will be revised based on feedback from

this meeting. A summary report will be prepared and supporting materials will be made available to other Regional Districts who may want to develop their own communications protocol. A second annual ‘pre-season communications meeting’ will be held in early spring 2020, as well as a final debrief in fall 2020.

2.1 Partner priorities

2.1.1 Okanagan Agricultural Adaptation Working Group

The Working Group includes representatives from the three Okanagan Regional Districts, the BC Ministry of Agriculture, the Southern Okanagan Stockmen’s Association, the BC Fruit Growers’ Association, the BC Grape Growers’ Association, the BC Cherry Association and the Certified Organic Associations of BC. The Working Group participants provide input on the projects as they develop and ensure that projects are designed and delivered in keeping with the [Okanagan Adaptation Strategies \(2016\)](#) and [Okanagan Adaptation Strategies Update \(2018\)](#). Participants also bring their organizational knowledge and perspectives and help to ensure that projects are coordinated with other local activities.

2.1.2 BC Agriculture and Food Climate Action Initiative

The BC Agriculture and Food Climate Action Initiative develops tools and resources to enhance agriculture’s ability to adapt to climate change. In the spring of 2012, the Initiative completed a climate change risk and opportunity assessment for the BC agriculture sector ([Adaptation Risk & Opportunity Assessment report series](#)). Based on the findings of the Assessment, a series of in-depth regional plans – *Regional Adaptation Strategies* – were developed and implemented across BC (including in the Okanagan). An update to the [Okanagan Adaptation Strategies](#) plan was completed in 2018 and this project — “Wildfire Pre-Season Communications and Information Exchange Pilot Project” – fulfils a priority action identified in the updated plan and builds on work completed in an earlier Okanagan project ([OK05 – Planning and Information Exchange for Wildfire Impact Reduction](#)).

2.1.3 Government of British Columbia

The Province supports an innovative, adaptive, sustainable, and globally competitive agri-foods sector valued by all British Columbians.

Grow BC, Feed BC, Buy BC is a three-pillared strategy to support B.C.’s agriculture, seafood, and food processing sectors, enhance rural economic development, encourage consumption of B.C. products, and develop strategic initiatives to advance the sector and ensure resilience. The Ministry’s 2018/19 Service Plan has an objective to support climate change adaptation by the sector, and a related performance measure to track progress over time.

The B.C. government has accepted the recommendations of the February 2018 report of the Auditor General, *Managing Climate Change Risks: An Independent Audit*. The report identified the need for further action to deal with wildfire risk. The B.C. government is also considering the recommendations in the report by George Abbott and Maureen Chapman, *Addressing the New Normal: 21st Century Disaster Management in British Columbia*. The report was an independent review of B.C.’s unprecedented 2017 flood and wildfire season.

The elements of the Government of British Columbia’s climate change adaptation strategy are to build a strong foundation of knowledge, to make adaptation part of Government business, and to assess risk and take action in sensitive sectors (such as agriculture).

https://www2.gov.bc.ca/assets/gov/environment/climatechange/adaptation/adaptation_strategy.pdf

2.2 Project Responsibility

The project will be overseen by a Project Oversight Committee that includes representatives of Okanagan-based agricultural organizations, the BC Agriculture & Food Climate Action Initiative, the BC Ministry of Agriculture and the BC Ministry of Forests, Lands, Natural Resource Operations and Rural Development and the Regional District of the Okanagan Similkameen. Final project deliverables will also be reviewed by the Okanagan Agricultural Adaptation Working Group.

General Project responsibilities are delineated in Table 1 below.

Table 1 - Project Responsibilities

Role	Responsibility
Project Oversight Committee	<ul style="list-style-type: none"> • Providing overall project direction • Providing input during development of all project deliverables • Sharing deliverables with partner organizations • Reviewing final project deliverables • Communicating project findings
Okanagan Agricultural Adaptation Working Group	<ul style="list-style-type: none"> • Providing overall project oversight • Communicating with respective organizations • Reviewing final project deliverables
Contractor	<ul style="list-style-type: none"> • Refining work plan and developing a timeline for activities • At agreed upon times, updating and receiving feedback from the Project Oversight Committee • Engaging with stakeholders in the Regional District of Okanagan Similkameen to develop and vet materials/resources • Completing all project activities (as outlined below) • Submitting all project deliverables (as outlined below) in draft and final form

2.3 Project Scope/Budget

2.3.1 Scope

In Scope:

The scope of the contract includes:

- Expenses associated with hosting pre and post season information exchanges (e.g. room rentals, catering)
- Contractor travel expenses

Major project elements

*Develop materials for pre-season information exchange meeting
(January 2019 – March 2019, November 2019 – February 2020)*

- Consult with key partners to create a draft 'Regional District Okanagan Similkameen (RDOS) Wildfire Communication Protocol' using framework outlined in Appendix A of *Discussion Document: Planning and Information Exchange for Wildfire Impact Reduction* that will be further developed through stakeholder input at the pre-season meetings
- Identify and draft communications materials/resources to support the RDOS Communications Protocol (e.g. webpage on Regional District website that links to government wildfire information sources, printed information to be distributed door-to-door during evacuation orders)
- In Year 2 refine and update 'RDOS Communication Protocol' content based on lessons learned through fall 2019 debrief
- Develop and vet workshop materials and supporting resources (e.g. agenda, facilitator notes, presentation, guest speakers (if applicable))
- Compile and vet additional existing relevant resources to share at the meeting (e.g. BC Agriculture and Food Climate Action Initiative farm level wildfire planning and preparedness resources, FireSmart resources)
- Draft and facilitate distribution of shareable informational resource(s) for broad distribution to the agricultural community highlighting key topics covered through the information exchange (e.g. producer bulletin)

*Coordinate pre-season meeting/information exchange
(March 2019 & March 2020)*

- Communicate with key partners to establish meeting dates (2 locations in RDOS per meeting year may be required), confirm meeting agenda/document, confirm partner presenters
- Conduct targeted outreach to ensure key representatives from agricultural organizations are in attendance
- Host meetings (early 2019, early 2020 – prior to growing/wildfire seasons)
- Circulate refined materials (post-meeting)– including the 'RDOS Communication Protocol' – for final input and edits

- Support the distribution of broader producer informational resources (e.g. bulletin)
NOTE: This will be lead by RDOS and agricultural groups (as identified in the RDOS Communications Protocol)

*Coordinate post-wildfire season debriefs
(November 2019 & November 2020)*

- Convene partners to debrief about efficacy of ‘RDOS Communications Protocol’ and associated communication tools/approaches that were implemented (2 locations in RDOS per meeting year may be required)
- Conduct an evaluation with producers and other stakeholders to inform the Summary Report
- Identify gaps or opportunities to improve in following season

*Summary report and final updates
(November – December 2020)*

- Undertake any final refinements to protocol, preseason communication process and other resources
- Prepare summary report that details project activities and provides a roadmap/templates for other Regional Districts

Out of Scope:

The following items are out of scope and provided to help clarify the scope boundaries of the contract:

- This pilot project takes place within the boundary of the Regional District Okanagan Similkameen and does not reach beyond RDOS borders.

2.3.2 Budget

The budget available for this Project is \$50,000 - \$58,500 with a hard cap inclusive of all contractor fees (including applicable taxes) and contractor travel expenses (including all pre and post season meetings, 8 total, and one in-person project kick-off meeting) and applicable taxes.

An additional workshop budget (up to \$6,500) is available to cover project expenses including information exchange meeting venue fees, catering for workshop participant food/drink and printing costs for the 8 meetings (2 locations for pre-season meeting, 2 locations for debrief meeting in each of the two years).

2.3.3 Timing

Timing for major milestones for the project is provided in Table 2 below. Timelines for most deliverables can be determined in proposal and work planning stages but the project **must be completed by December 2020**.

Table 2 - Project Timing

Milestones and/or Deliverables	Target Completion Date
Release Request for Proposals	November 21, 2018
Close RFP	December 12, 2018
Proponent selection	Week of December 17, 2018
Project initiation /work plan meeting (in-person)	Week of January 7, 2019
Revised work plan	Week of January 14, 2019
Stakeholder consultation & development of draft Communications Protocol template	Mid February 2019
Draft information exchange materials (agenda, supporting resources, facilitator’s notes, etc.)	Mid February 2019
Finalize information exchange materials, workshop organization	End of February 2019
Host pre-season information exchanges (#1)	Mid March 2019
Revise and finalize Communication Protocol, distribute resources from info exchange	Early to mid April 2019
Draft post-season information exchange materials (agenda, supporting resources, facilitator’s notes, etc.)	End of August 2019
Host post-season information exchanges (#2)	Late October/Early November 2019
Revise Communication Protocol and supporting resources	Late November 2019
Host pre-season information exchanges (#3)	Late January/February or early March 2020
Revise and finalize Communication Protocol, distribute resources from info exchange	End of March 2020
Draft post-season information exchange materials (agenda, supporting resources, facilitator’s notes, etc.)	End of August 2020
Host post-season information exchanges (#4)	Late October/Early November 2020
Prepare project summary and generic Communication Protocol (for use by other Regional Districts)	Late November 2020

3. REQUIREMENTS

3.1 Major Deliverable

The major deliverables for this Project are:

- Materials to support pre-season communication meeting (to be determined by contractor with input from Project Oversight Committee)
- 'Wildfire Communication Protocol' customized for the Regional District Okanagan Similkameen (developed with input from stakeholders and agricultural producers)
- Outreach strategy (to invite representatives from key agricultural organizations [within RDOS] to meeting)
- Pre-season information exchange meetings (4 meetings: 2 locations each year)
- Post-season communication debrief meetings (4 meetings: 2 locations each year)
- Shareable resources (e.g. bulletin and/or other resources to highlight key information) to circulate broadly to all producers in RDOS
- Summary report (including sample resources that can be used by other Regional Districts to develop their own 'Wildfire Communication Protocol')

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:

- a) One complete electronic proposal, in a PDF format, must be received by email
- b) The proposal must be in English
- c) The proposal must be received by email before the specified closing time
- d) Minimum of 3 years experience with wildfire issues, with preference for knowledge/experience related to agency response, local government context and processes and wildfire communication issues and opportunities
- e) At least one team member with extensive experience with supporting collaboration, workshop/process design and small group facilitation
- f) At least one team member with experience developing and implementing strategies and processes to improve communication flows
- g) At least one team member with graphic design experience
- h) Formal training and/or education – preference for a team with a combination of professional qualifications in planning, resource management/agriculture, communications and emergency preparedness

- i) Proposal must conform to the budget provided in this RFP
- j) Proposal must clearly articulate how the major deliverables of section 3.1 will be met

4.2 Desirable Criteria

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

- a) Knowledge/experience related to climate change and agricultural adaptation
- b) Proponent's ability to cost-effectively deliver the requirements of the project
- c) At least one team member (or project advisor) with direct experience working with Okanagan agricultural producers and/or Regional governments

5. PROPOSAL FORMAT

The following format, sequence, and instructions should be followed in order to provide consistency in Proponent response and ensure each proposal receives full consideration. All pages should be consecutively numbered.

- a) The proposal should be a maximum of 20 pages, including all appendices, CV's, cover page and signature.
- b) An unaltered and completed Request for Proposals cover page, including Proponent Section as per instructions contained in this document
- c) Table of contents including page numbers
- d) The body of the proposal, including pricing, i.e. the "Proponent Response"

6. PROPONENT RESPONSE

In order to receive full consideration during evaluation, proposals should include a detailed response to the following:

- a) Describe in detail your company's past experience delivering comparable materials (and provide links to any available samples/examples).
- b) Provide CV/biography including relevant education, experience and professional credentials for personnel likely to participate in the project. Also clearly identify which personnel will be undertaking each element of the project.
- c) Provide a project budget showing: anticipated work hours, billing rates and total project costs inclusive of taxes. The budget description should also break out budget details by deliverable.

- d) Provide a high level/preliminary draft work plan describing how the project will be accomplished (including timeline). Include methodology for development the Assessment portion of the project. Note any constraints that may impact your ability to execute the project in a manner consistent with the timing outlined in this RFP.

Appendix A Contract Form

By submission of a proposal, the Proponent agrees that should its proposal be successful the Proponent will enter into a Contract with the Solicitor that will include the following selected contract clauses:

Compliance With Laws

The Contractor will give all the notices and obtain all the licenses and permits required to perform the work. The Contractor will comply with all laws applicable to the work or performance of the Contract.

Laws of British Columbia

Any Contract resulting from this Request for Proposals will be governed by and will be construed and interpreted in accordance with the laws of the Province of British Columbia.

Arbitration

All disputes arising out of or in connection with the Contract will, unless the parties otherwise agree, be referred to and finally resolved by arbitration pursuant to the *Commercial Arbitration Act*.

Indemnity

Any Contract resulting from this Request for Proposals will require that the Contractor indemnify and save harmless the Solicitor, its employees and agents from and against all claims, demands, losses, damages, costs and expenses made against or incurred, suffered or sustained by the Solicitor at any time or times (either before or after the expiration or sooner termination of this Contract) where the same or any of them are based upon or arise out of or from anything done or omitted to be done by the Contractor or by any servant, employee, officer, director or sub-Contractor of the Contractor pursuant to the Contract excepting always liability arising out of the independent acts of the Solicitor.

The Contract will not contain a limitation of liability clause or describe how there will be a limitation of a set amount or type.

Insurance

Any Contract resulting from this Request for Proposals may require that the Contractor, without limiting its obligations or liabilities and at its own expense, provide and maintain throughout the Contract term, the following insurances with insurers licensed in British Columbia in forms acceptable to the Solicitor. All required insurance will be endorsed to provide the Solicitor with 30 days' advance written notice of cancellation or material change. The Contractor will provide the Solicitor with evidence of the required insurance, in the form of a completed Solicitor of British Columbia Certificate of Insurance, immediately following execution and delivery of the Contract.

Comprehensive Commercial General Liability in an amount not less than \$2,000,000 inclusive per occurrence insuring against bodily injury and property damage and including liability assumed under the Contract. The Solicitor is to be added as an additional insured and the policy shall contain a cross liability clause.

Professional Liability in an amount not less than \$2,000,000 insuring the Contractor's liability resulting from errors and omissions in the performance of professional services under the Contract.

Automobile Liability on all vehicles operated or licensed in the name of the Contractor in an amount not less than \$2,000,000.

Registration with Workers' Compensation Board

The Contractor and any approved sub-Contractors must be registered with the Workers' Compensation Board (WCB), in which case WCB coverage must be maintained for the duration of the Contract. Prior to receiving any payment, the Contractor may be required to submit a WCB Clearance Letter indicating that all WCB assessments have been paid.

Payment Holdback

The Contract may contain a provision whereby the Solicitor will hold back a portion of the total Contract price until the requirements of the Contract have been met.

Software

It is the Contractor's responsibility to ensure that the Solicitor has all licenses required to use any software that may be supplied by the Contractor pursuant to the Contract.

Intellectual Property Rights

The Solicitor will be the owner of the intellectual property rights, including patent, copyright, trademark, industrial design and trade secrets in any product developed through a Contract. Licensing and marketing rights to the developed product will not be granted in the Contract. (Proposals regarding these rights should not be submitted in response to this Request for Proposals and will not be considered in evaluating responses. If, in the future, the Solicitor elects to commercialise the developed product, the licensing and marketing rights will be negotiated separately.)