

Request for Proposals

Strengthening Wildfire Preparedness and Communications (Kootenays and Okanagan)

Issued by: Kootenay Livestock Association

Issue date: November 12th, 2020

Closing Time: Proposal must be received **before** 4:00 PM Pacific Time on: December 3rd, 2020

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 email. Please note: Inquires will only be answered between November 13th and (including) December 1st, 2020. 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.

KootenayBoundary@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: KootenayBoundary@bcagclimateaction.ca

PROponents' MEETING:

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

PROponent SECTION:

ALL PROPOSALS MUST BE EMAILED. 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.**

Signature of Authorized Representative:

Legal Name of Proponent:

Printed Name of Authorized Representative:

Address of Proponent:

Title:

Date:

Authorized Representative phone or email address:

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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 *Strengthening Wildfire Preparedness and Communications* 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 Kootenay Livestock 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. Objectives and Overview

1. Project Objectives

The objectives associated with this project are to:

- To support a shift to collaborative and proactive wildfire communication between agricultural residents and Regional Districts and wildfire response agencies
- To provide clear, accurate and agriculturally focused seasonal information to producers about wildfire risk, wildfire preparedness and wildfire response processes/procedures
- To increase farm-level wildfire preparedness through use of the farm/ranch wildfire planning resources
- To support strong dialogue and coordination of communication activities between participating Regional Districts (both in the Okanagan and Kootenays)
- To test the transferability of communication resources to other Regional Districts

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

2. Project Overview

Warmer seasonal temperatures and reduced precipitation in the summer months (along with a range of other climatic and environmental factors) are increasing wildfire activity in the Kootenay & Boundary, and Okanagan regions. As wildfire risk increases, agricultural producers require clear, concise and timely information from Regional Districts (and other response agencies) that recognizes the unique informational needs of the agricultural sector. For example, agricultural producers require real-time information about wildfires in the vicinity to support decision making about when to commence livestock relocation, whether to adjust harvest windows forward (if an evacuation seems imminent), and to weigh the costs/benefits of moving/protecting assets such as stored crops.

Undertaking pro-active communication activities (outside of a wildfire emergency) will improve the relationship between agricultural residents, Regional Districts and other response agencies so that they can better work together during a crisis. It will also help to deepen understanding of the specific needs and priorities of agriculture during wildfire (and potentially other emergency events).

This project will build forward on, and expand, work undertaken over the last two years to enhance communication and information exchange between the agriculture sector and regional governments. Four regional governments will be participating in the project to varying degrees.

Since 2018, the Regional District Okanagan Similkameen (RDOS) has been collaborating with the BC Agriculture and Food Climate Action Initiative on the Wildfire Pre-Season Communication & Information Exchange Pilot Project. This project engaged with the agricultural sector (through a series of focus groups) to develop the *RDOS Agriculture Wildfire Communication Plan*. Following completion of the plan, a series of communication activities were implemented.

Activities trialled during the RDOS pilot included relatively simple mechanisms such as bulletins to share seasonal wildfire outlooks and updates, and hosting pre-and-post wildfire season information exchanges/meetings. More complex communication mechanisms, including establishing and training

Agricultural Liaison Officer Assistants (to work under the Regional Agrologist in the Emergency Operations Centre) and clarifying/communicating the process for a re-entry permits, were also developed and trialled during the pilot.

This project will work with the Regional District of East Kootenay (in 2021), the Regional District of Kootenay Boundary (in 2022) and agricultural residents, to develop and implement customized *Agriculture Wildfire Communications Plans* (following the framework that was undertaken in the RDOS pilot). This project will also support the Regional District of Okanagan Similkameen (in 2021) with refining, improving and delivering their communication activities for the 2021 wildfire season.

In addition, this project will engage with the Emergency Management Staff at the Regional District of Central Okanagan (in 2021) to adapt and deliver several communication materials for agricultural producers in the region. This will test the adaptability of materials for regional districts that have not undertaken the extensive producer consultation project (to support future broader transferability to more regional districts).

The project will work with each Regional District (and its agricultural residents) separately to customize messaging and materials. This approach is necessary to incorporate the specific needs of each region, but efficiencies will be gained by working with all Regional Districts simultaneously, since many of the communication material templates can be utilized across all Regional Districts. There is also a benefit to sharing information/lessons learned between the participating regional districts and in working towards consistent messaging/activities across all Regional Districts.

In its second year (2022), activities to encourage and support producers with completing a Farm/Ranch Wildfire Plan will be undertaken¹. These activities will be an integrated element of the *Agriculture Wildfire Communication Plans* developed for the Regional District of East Kootenay and the Regional District of Kootenay Boundary. In 2022, this project will share these resources with producers through events in the East Kootenays and Boundary and will also provide follow-up support to producers to further assist with plan completion.

C. Partners and Project Oversight

1. Project Partners

1.1. Agricultural Adaptation Working Groups (Okanagan and Kootenays)

The Okanagan 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.

¹ The BC Agriculture and Food Climate Action Initiative has developed a guide and workbook to support producers in creating a Farm/Ranch Wildfire Plan along with a series of videos to support farmers/ranchers in completing their plans. These resources are available on the CAI website: <https://www.bcagclimateaction.ca/library/wildfire-preparedness/>. Resources (including an agenda and powerpoint) to support delivery of a full day workshop to walk farmers/ranchers through the steps of completing a farm/ranch wildfire plan will also be made available for use.

The Kootenay and Boundary Working Group includes representatives from the three Kootenay Regional Districts, the BC Ministry of Agriculture, the Kootenay and Boundary Farm Advisors, the Kootenay Livestock Association, the Windermere District Farmers' Institute, the Kettle River Stockmen's Association, the Kootenay Organic Grower's Society and independent tree fruit producers. The Working Group participants provide input on the projects as they develop, and ensure that projects are designed and delivered in keeping with the Kootenay and Boundary Adaptation Strategies (2019). Participants also bring their organizational knowledge and perspectives and help to ensure that projects are coordinated with other local activities.

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. A series of in-depth regional adaptation plans – *Regional Adaptation Strategies* – have been developed and implemented across BC (including in the Okanagan and in the Kootenays & Boundary regions). An update to the Okanagan Adaptation Strategies plan was completed in 2018 and this project — “Strengthening Wildfire Preparedness and Communications” – 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). This project also fulfils a priority action (Strategy 2.1) identified in the Kootenay and Boundary Adaptation Strategies.

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/climate-change/adaptation/adaptation_strategy.pdf

2. Project Oversight and Delineation of Responsibilities

The project will be overseen by two Project Oversight Committees – one for the Okanagan, and one for the Kootenays and Boundary.

The Okanagan Committee 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 and the Regional District of Central Okanagan.

The Kootenay Committee includes representatives of Kootenay and Boundary based agricultural organizations, the BC Agriculture & Food Climate Action Initiative, the Regional District of East Kootenay, the Regional District of Kootenay Boundary, the BC Ministry of Agriculture and the BC Ministry of Forests, Land and Natural Resource Operations.

General Project responsibilities are delineated in Table 1 below.

Table 1 - Project Responsibilities	
Role	Responsibility
Project Oversight Committees	<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 and Kootenay & Boundary 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 Committees • Engaging with stakeholders in the Regional District of East Kootenay, the Regional District of Kootenay Boundary, the Regional District of Okanagan Similkameen, and the Regional District of Central Okanagan 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

D. Project Scope, Project Activities and Budget

1. In Scope/Project Activities

The scope of the contract includes:

- Delivery of all project activities in 4 Regional Districts
- Expenses associated with hosting all workshops and training sessions (e.g. room rentals, catering, printings costs)
- Contractor travel expenses

2. Project Activities

This project includes two distinct activity areas: **Agriculture Wildfire Communications** and **Farm-Ranch Wildfire Planning**. Activities under each section are listed separately, but the timelines overlap.

Agriculture Wildfire Communications

Project kick-off meetings and initial consultations

January 2021

- Project kick-off meeting with Project Oversight Committees in Okanagan and Kootenays
- Review materials from RDOS wildfire communications project
- Undertake introductory meetings with participating Regional Districts
- Convene virtual roundtable meeting with all participating regional districts (4) to discuss and build on RDOS pilot project

Engagement with Regional District of Okanagan Similkameen, Regional District of Central Okanagan

January 2021 – March 2021

- Consult with both RDCO and RDOS staff to inform planning
- Identify and prioritize communications materials to be adapted for RDCO
- Develop workplan/timeline for delivery of communications materials for each Regional District

Development of Agriculture Wildfire Communication Plans²

January 2021 – April 2021 [Regional District of East Kootenay]

January 2022 – April 2022 [Regional District of Kootenay Boundary]

- Develop consultation strategy³ with input from committee members and confirm approach with participating Regional District and Project Oversight Committee

² The Agriculture Wildfire Communication Plan is a communication document that provides specific details on agriculture-wildfire related communications messages and mechanisms and is used by the Regional District Emergency Management department to guide communication between the Regional District and agricultural residents, both during the wildfire season in general, and during an active emergency. It is designed to complement/integrate with existing emergency management communications documents. A sample document from the RDOS pilot project will be available in December 2020, but will require adaptation and refinement.

³ Consultation strategy will need to conform to provincial COVID-19 guidelines and will require sign-off from the participating Regional District and the Project Oversight Committee. Proponents are encouraged to provide details in their proposal around how they propose to conduct consultation with agricultural producers (who may live in remote areas and may have a limited ability to participate in virtual meetings) if in-person meetings are not possible (e.g. focus groups, 1-1 meetings). Materials used during the in-person RDOS consultation will be made available to the successful proponent but will require adaptation and refinement.

- Develop supporting materials to support consultation with agricultural producers and other stakeholders
- Host consultation sessions with agricultural stakeholders and synthesize input received
- Draft *Agriculture Wildfire Communication Plan* (with input from participating Regional District)
- Share *Agriculture Wildfire Communication Plan* with Kootenay Project Oversight Committee

Deliver communications activities for participating Regional Districts

April 2021 – December 2021 [Regional District of East Kootenay, Regional District of Okanagan Similkameen, Regional District of Central Okanagan]

April 2022 – December 2022 [Regional District of East Kootenay, Regional District of Kootenay Boundary]

- Prepare agriculture-focused communication materials as identified in the *Agriculture Wildfire Communication Plans*, and in the RDCO workplan.
 - Examples of these communications materials may include:
 - Agriculture Wildfire Preparedness Bulletin for e-distribution/mailout in advance of the wildfire season
 - seasonal wildfire outlook updates for e-distribution/mailout
 - agriculture specific information to be handed out at checkpoints
 - information regarding applying for a temporary re-entry permit during an evacuation order
 - information on completing farm-wildfire preparedness planning
- Deliver events/activities including the following:
 - 1) Coordinate logistics and host spring seasonal wildfire information exchange for agricultural residents, Regional District Emergency Management staff and BC Wildfire Service staff.
 - 2) Identify and train Agricultural Liaison Officer Assistants (for deployment in Emergency Operations Centre)
 - Review existing training materials and adapt for regional needs
 - Identify and confirm representatives (from different commodities) to fill role
 - Coordinate and host training sessions for each Regional District
 - 3) Coordinate post-wildfire season debriefs
 - Consult with agricultural stakeholders for additions/improvements to communication materials, identify outstanding gaps
- Support Regional Districts in distributing wildfire communication to agriculture residents during the 2021 and 2022 wildfire seasons
- Conduct post season follow-up with Regional Districts; refine materials for next season
 - Convene Regional Districts to debrief and review season/materials
 - Refine and update Agriculture Wildfire Communication Plans
 - In 2021 - Provide customized templated communication materials to RDOS and RDCO, support communications planning for 2022
 - In 2022 - Provide customized templated communication materials to RDEK and RDKB, support communications planning for 2023
 - Provide update to Project Oversight Committees

Summary report and final templates

December 2022 – January 2023

- Prepare summary report that outlines successes/lessons learned when implementing Agriculture Wildfire Communication Plan
- Create templates from communications materials for use by other Regional Districts (who did not participate in this project)

Farm-Ranch Wildfire Planning

Activities to directly assist producers with completing their wildfire plans will occur in the second year of the project for both the Regional District of East Kootenay and the Regional District of Kootenay Boundary.

Identify preferred support mechanisms, delivery partners, and develop an outreach plan and timeline

November 2021 – January 2022

- Identify preferred options for farm-level wildfire preparedness outreach and support in RDEK and RDKB (e.g. workshops, webinar series, farm visits from agriculture FireSmart experts)
- Consult with identified delivery partners (e.g Regional District FireSmart staff) and confirm participation
- Develop an outreach plan and timeline that complements activities in the Regional District's Agriculture Wildfire Communication Plan(s)

Deliver farm-level preparedness outreach activities and summary report

February 2022 – November 2022

- Host a minimum of one farm-level preparedness event in RDEK and RDKB
- Implement a mechanism to follow-up with workshop attendees to assist them with completing their farm-level plans
- Identify mechanism to incorporate farm-level preparedness support into the Regional District's Agriculture Wildfire Preparedness Plans
- Execute additional support activities as identified in the outreach plan
- Summary report highlighting successes and opportunities for supporting producers in completing their farm-level wildfire plans

2. Out of Scope

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

- This project does not target agriculture producers outside the four Regional Districts listed above
- Providing support to producer in completing Farm/Ranch Wildfire Plans is limited to the Regional District of East Kootenay and the Regional District of Kootenay Boundary

3. Budget

The budget for this project is **\$79,000** representing a hard cap inclusive of contractor wages and applicable taxes.

An additional **\$12,000** is available to support travel expenses and workshop fees in the Kootenays and Boundary. An additional **\$1,000** is available to support travel expenses and workshop fees in the Okanagan. Wherever possible, participating Regional Districts will provide venue space for workshops.

4. Project Timing

Timing for major milestones for the project is provided in Table 2 below. The project **must be completed by January 15, 2023**.

Table 2 - Project Timing	
Milestones and/or Deliverables	Target Completion Date
Release Request for Proposals	November 12, 2020
Close RFP	December 3, 2020
Proponent selection	December 16, 2020
Kick-off meetings with Project Oversight Committees Roundtable meeting with Regional Districts (virtual)	Mid-January 2021
Agricultural stakeholder consultation in RDEK Completion of <i>RDEK Wildfire Communication Plan</i> Consultation with RDCO and RDOS re: 2021 communication activities	April 1, 2021
Communication resources for RDEK, RDOS, RDCO	Ongoing April 2021 – November 2021
Spring Agriculture Wildfire Information Exchanges: RDEK, RDOS (RDCO tbc)	Mid-end of April 2021
Training for Agriculture Liaison Officer Assistants: RDEK, RDOS (RDCO tbc)	May 30, 2021
Post wildfire season debrief with producers in RDEK, RDOS (RDCO tbc) Regional District debrief, updates to RDEK plan	November 15, 2021
Communication templates to RDOS and RDCO, project transition support	January 30, 2022
Workplan/outreach plan for farm-ranch wildfire preparedness events/support	January 30, 2022
Host farm -ranch wildfire preparedness events in RDEK, RDKB	March 30, 2022
Agricultural stakeholder consultation in RDKB Completion of <i>RDKB Wildfire Communication Plan</i>	March 30, 2022
Spring Agriculture Wildfire Information Exchanges: RDEK and RDKB	Mid-end of April 2022
Train Agriculture Liaison Officer Assistants: RDEK and RDKB	May 15, 2022
Communication resources for RDEK and RDKB	Ongoing April 2022 – November 2022
Post wildfire season debrief with producers in RDEK and RDKB Regional District debrief	November 15, 2022
Delivery of enhanced support to producers in RDEK, RDKB to complete Farm-Ranch Agriculture Wildfire Plans, evaluation/summary report	November 15, 2022
Updates to RDEK and RDKB <i>Agriculture Wildfire Communications Plans</i>	December 15, 2022

Table 2 - Project Timing

Milestones and/or Deliverables	Target Completion Date
Summary report outlining successes/lessons learned when implementing Agriculture Wildfire Communication Plan	December 15, 2022
Communication templates to RDKB and RDEK and project transition support, templates of materials to be used by other Regional Districts	January 15, 2023

6. Project Deliverables

The major deliverables for this Project are:

Agriculture Wildfire Communication Plans

- Roundtable meetings with participating Regional Districts (3 meetings: Jan 2021, Nov 2021, Nov 2022)
- Agricultural stakeholder consultation in RDEK and RDKB (including all consultation materials)
- Customized *Agriculture Wildfire Communication Plans* for RDEK and RDKB
- Workplan for agriculture wildfire communications in RDCO
- Communication materials to support implementation of activities in *Agriculture Wildfire Communications Plans* (e.g. pre-season Agriculture Wildfire Bulletin, fact-sheets) customized for each Regional District (RDEK, RDKB, RDOS, RDCO)
- Training materials (and training sessions) for Agriculture Liaison Officer Assistants in each Regional District (RDEK, RDKB, RDOS, RDCO-tbc)
- Pre-wildfire season information exchange meetings (RDEK:2021+2022, RDKB:2022, RDOS:2021, RDCO-tbc)
- Post-wildfire season debrief meeting/consultation with stakeholders (RDEK:2021+2022, RDKB:2022, RDOS:2021, RDCO-tbc)
- Templates of communication materials for RDEK, RDKB, RDOS, RDCO
- Summary report (including sample templates) for transfer to other RDs

Farm-Ranch Wildfire Preparedness Planning

- Outreach plan and timeline
- Minimum of 1 farm-level preparedness event in both RDEK and RDKB
- Follow-up support (by phone, farm visit, etc.) for attendees of event (above)
- Training materials/event(s) for partners (to enable ongoing planning support to producers)
- Summary report/evaluation highlighting successes and opportunities

E. Proposal Evaluation

This section details 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.

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 at the closing location

- b) The proposal must be in English and must be sent by e-mail
- c) The proposal must be received at the closing location before the specified closing time
- d) Minimum of 3 years experience with wildfire issues, with preference for knowledge/experience related to regional government Emergency response, Emergency Operations Centre procedures and wildfire communication issues and opportunities
- e) At least one team member with FireSmart training
- f) At least one team member with extensive experience with supporting collaboration, workshop/process design and small group facilitation
- g) At least one team member with experience developing and implementing strategies and processes to improve communication flows
- h) At least one team member with graphic design experience
- i) Formal training and/or education – preference for a team with a combination of professional qualifications in planning, resource management/agriculture, communications and emergency preparedness
- j) Proposal must conform to the budget provided in this RFP
- k) Proposal must clearly articulate how the project activities in Section 2 and major deliverables of Section 6 will be met

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 the agriculture sector in the Kootenay and Boundary regions
- d) At least one team member (or project advisor) with direct knowledge/experience of provincial emergency management programs and organizations

3. 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"

4. 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.

F. 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.)