



Emergency Planning Assistant

The Central Coast Regional District is requesting proposals from qualified individuals for the role of Emergency Planning Assistant. Attached is the information and instructions to be used as the basis for submissions.

Proposals clearly marked “**RFP – Emergency Planning Assistant Services**” will be accepted until **1 PM PDT on June 12, 2024**, by hard copy or electronic submission to epc@ccrd.ca

The Central Coast Regional District reserves the right to accept or reject any or all proposals and to waive any informality in the proposals received, in each case without giving any notice.

The Central Coast Regional District reserves the right to accept the proposal which is deemed most advantageous.

Fax submissions will **not** be accepted. The lowest or any proposal will not necessarily be accepted.

For further information, please contact:
Jessie MacDonald, Emergency Program Coordinator (EPC)
E: epc@ccrd.ca

REQUEST FOR PROPOSALS

Emergency Planning Assistant

1.0 INTRODUCTION

The CCRD requests proposals from qualified individuals to assist in coordinating and advancing the CCRD's Emergency Management Organization.

The Emergency Planning Assistant will support the Emergency Management Coordinator in reviewing and developing the CCRD Emergency Support Services (ESS) and Emergency Operations Centre (EOC) operational guidance and training programs. The Emergency Planning Assistant will also support the Emergency Management Coordinator in fulfilling Local Authority obligations to the Indigenous Engagement Requirements outlined in the newly ratified *Emergency and Disaster Management Act* (EDMA). This Request for Proposal aims to build sustainability and capacity within the CCRD's Emergency Management Program by engaging a contractor/consultant who resides within the Central Coast.

2.0 BACKGROUND

The funds to support the Emergency Program Assistant CCRD contract have been provided through the Union of British Columbia Municipalities (UBCM) Community Emergency Preparedness Fund (CEPF)—ESS and EOC Equipment and Training funding streams. The Ministry of Emergency Management and Climate Readiness (EMCR) has also provided funding through the Indigenous Engagement Requirement fund.

3.0 PURPOSE, OBJECTIVE AND INTENTION

The intention of this RFP is to award a contract (the "Contract") to the successful proponent (the "Consultant") who can demonstrate the ability to supply and deliver a high-quality product that meets or exceeds the specifications contained within this RFP.

4.0 GENERAL INFORMATION AND INSTRUCTIONS TO PROPONENTS

Proponents finding discrepancies, errors, or omissions in this RFP or requiring clarification on the meaning or intent of any part herein should immediately request, in written form, either by mail, fax, or email, clarification from the EPC. No responsibility will be accepted for oral instructions. Any work done after any discovery of discrepancies, errors, or omissions will be done at the Proponent's risk.

4.1 Proposal Submissions

An electronic copy of the proposal in a single portable document format (PDF) digital file, scanned from the original with signature, named "RFP - Emergency Planning Assistant Services" must be submitted to epc@ccrd.ca no later than 1:00 p.m. PDT, June 12, 2024.

Proposals submitted by fax or not in the Proposal Format will NOT be accepted.

Proposals not submitted in strict accordance with these instructions or not complying with the requirements in this RFP may be rejected.

The Regional District will not be responsible for any costs incurred by proponents as a result of the preparation or submission of a proposal pertaining to this RFP. The accuracy and completeness of the Proposal is the Proponent's responsibility. Should errors be discovered, the Proponent will correct them at their expense.

Any proposal received after the closing date and time (1:00 p.m. PDT, June 12, 2024) will be considered disqualified and will be returned unopened to the Proponent.

Proposals may be withdrawn by written request only to the Chief Administrative Officer at any time prior to the scheduled closing time.

Submission of a response by a proponent and its subsequent receipt by the CCRD does not represent a commitment on the part of the CCRD to proceed further with any proponent.

4.2 Regional District's Right to Reject Proposal

In its sole discretion, the Regional District reserves the right to waive informalities in proposals, reject any and all proposals, or accept the proposal deemed most favourable in the interests of the Regional District. The lowest, or any proposal, will not necessarily be awarded.

The CCRD is under no obligation to award a contract as a result of this Request for Proposal and reserves the right to terminate the Request for Proposal process at any time. The CCRD reserves the full right, in its sole discretion and according to its own judgment of its best interest, to reject any and all proposals.

5.0 SCOPE OF WORK

5.1 Services

Under the guidance and direction of the Emergency Management Coordinator, the Emergency Planning Assistant's scope of services will include the following:

Program Evaluation:

- Evaluate the CCRD's EOC and ESS programs and develop recommendations for short-, medium- and long-term development goals, objectives, and strategies to improve the CCRD Emergency Management Organization's capacity.

Training Needs Assessment:

- Assess the training needs of the CCRD's EOC and ESS programs. This involves understanding gaps in knowledge, skills, and abilities.

Training Development, Coordination, and Delivery:

EOC

- Collaborate with the Emergency Management Coordinator to develop three distinct EOC training curricula tailored to address identified needs for in-person, hybrid, and virtual EOC settings. Ensure the curriculum aligns with legislation, emergency plans, and strategic direction.
- Prepare EOC training materials such as presentations, handouts, videos, and interactive exercises. Ensure that materials are engaging, informative, and relevant to the audience.

- Deliver three newly developed EOC training sessions in person, hybrid, or virtual formats with staff and partner agencies.

ESS

- Coordinate the delivery of Justice Institute of British Columbia (JIBC) ESS training (i.e., ESS Level One, Registration and Referrals, Group Lodging, and Evacuation Registration Assistance (ERA) tool for staff and volunteers.
- Deliver two ESS workshops that familiarize staff and volunteers with reception centre locations, equipment and supplies, registration and referral documentation processes, group lodging assessment, and guidelines incorporating cultural safety and humility.
- Arrange logistics for training sessions, including scheduling venues, securing necessary equipment, coordinating catering (if applicable), and managing attendee registrations.

Program Development

- Develop and customize a Central Coast specific EOC program framework for in-person, hybrid and virtual EOC settings, including a training and exercise plan.
- Develop and customize a Central Coast specific ESS program framework, including a training and exercise plan.
- Foster collaboration with internal and external program partners.
- Implement evaluation methods to assess the effectiveness of training sessions.
- Maintain accurate records of training activities, including attendance, evaluations, and any incidents or issues encountered during sessions.
- Generate reports to communicate training outcomes and recommendations to the Emergency Management Coordinator.

Indigenous Engagement and Cultural Safety

- Assist in planning and coordinating cultural safety and humility training for elected officials, staff, volunteers, and first responders.
- Assist in planning and coordinating activities to develop, record, and report communications protocols that help the CCRD understand which First Nation entities to consult, engage, coordinate, and cooperate with, when and how, through any or all phases of emergency management.
- Assist with planning and facilitating meetings with First Nations and response organizations.

5.2 Qualifications

The successful Proponent will have:

Demonstrated Commitment to Learning

- Acquire knowledge of emergency management best practices, incident command system, and Ministry of Emergency Management and Climate Readiness policies and guidance on EOC and ESS procedures.
- Familiarity with the new EDMA and its implications for Local Authority Emergency Management Organizations.

- Recognize the significance of fostering an environment of Indigenous cultural safety and humility in all emergency management endeavours.

Demonstrated Ability to

- Follow instructions and guidance effectively.
- Communicate regularly and proficiently, both verbally and in writing.
- Utilize Microsoft Office Suite and Microsoft Teams competently and conduct thorough internet research.
- Develop, coordinate, and lead training and educational sessions.
- Compile precise and succinct reports and correspondence.
- Exhibit strong interpersonal skills, problem-solving abilities, and conflict-resolution techniques.
- Maintain a high standard of safety and inclusivity in all activities.
- Work independently with minimal supervision.

Preferred Education and Experience

- Completion of Grade 12 or equivalent
- Education in Emergency Management from an accredited institution (certificate, diploma, degree).
- Two years of related transferable experience in areas such as event coordination, project planning, or administrative processes.

6.0 GEOGRAPHICAL AREA

The duties of the Emergency Planning Assistant are expected to be completed through part-time hours from a regional location (i.e., home office) within the Central Coast region. The Emergency Planning Assistant will set their own schedule to meet the work expectations in alignment with the stated deliverables.

7.0 PAYMENT

7.1 Budget

The all-inclusive budget for this project is \$34,000.00 CDN. Bids exceeding this value will be deemed non-compliant.

7.2 Contract Price

All prices for the Services, including supply and delivery, shall be stated in Canadian dollars. Any applicable Federal or Provincial taxes or levies must be included in the Proposal but are to be listed separately from the contract price. The contract price must be open for acceptance for sixty (60) days from June 12, 2024.

8.0 TIMELINE

Due to grant funding restrictions, the entirety of the project must be developed, executed and deliverables finalized by April 31, 2025.

9.0 PROPOSAL REQUIREMENTS AND EVALUATION

9.1 Proposal Requirements

Interested individuals are requested to submit a proposal package that includes the following information:

- Resume and Cover Letter
- Description of similar roles, projects or initiatives that relate to the tasks assigned to the Emergency Planning Assistant
- Two (2) references
- Proposed workplan framework and hourly rate (2 page maximum)
 - EOC deliverables due March 2025 (70% of budget)
 - ESS deliverables due February 2025 (15% of budget)
 - Indigenous Engagement Requirement deliverables due March 2025 (15% of budget)

9.2 Proposal Evaluation

Proposals will be evaluated based on the following criteria:

- Qualifications (25%)
- Related experience (30%)
- Completeness of proposal package (15%)
- Interview and references (25%)
- Cost (5%)

10.0 CONTRACT SCHEDULE

10.1 Form of Contract

The contract to supply and deliver the services will be in the form of a letter of proposal acceptance, purchase order, or other format as agreed upon by the Regional District and the successful proponent and will include this RFP, amendments and addenda.

10.2 Award of Contract

The Contract is expected to be awarded no later than June 21, 2024. The Regional District may delay the date of awarding the Contract if deemed appropriate by the Regional District.

The successful proponent will be notified of acceptance of its proposal by notification, in writing, delivered to the address on the Proposal. No other communication will constitute acceptance of any proposal.

All proponents will be advised, in writing, as to the awarding of the Contract.

11.0 NEGOTIATION

When the Regional District selects a Preferred Proponent, they will enter into negotiations with the Preferred Proponent in an attempt to reach an agreement necessary to implement the services, as generally described in this RFP. If the Regional District considers that it is unlikely to reach an agreement with the Preferred Proponent despite having negotiated with the Preferred Proponent for at least seven (7) days after selection of the Preferred Proponent, the Regional District is entitled to cease negotiations with the Preferred Proponent and to begin negotiations with another Proponent.

12.0 MISCELLANEOUS

The Regional District is entitled to cancel this RFP at any time by addendum issued to Proponents, without liability for any loss, damage, cost or expense incurred or suffered by any Proponent as a result of that cancellation.

This RFP is solely a request for expressions of interest and statements of qualification. It is not an invitation for tenders, an offer to contract, or an invitation for offers capable of acceptance to create a contract. No contractual or other legal obligations or relations between the Regional District and any other person can or will be created except in a written contract executed by two authorized signatories of the Regional District under the authority of an express resolution of the Regional Board.

By submitting a proposal to the Regional District, each Proponent represents and warrants to the Regional District that the information in the proposal is accurate and complete.

The RFP does not impose on the CCRD any duties of fairness or natural justice to any or all respondents with respect to this RFP or the process it creates. Unless the Regional District is expressly permitted or required by this RFP to “act reasonably” the Regional District is entitled to act in its sole, absolute and unfettered discretion.

While the Regional District has used considerable efforts to ensure an accurate representation of information in this RFP, the information contained herein is supplied solely as a guideline for Proponents. The information is not guaranteed to be accurate, nor is it necessarily comprehensive or exhaustive. The Regional District will assume no responsibility for any oral information or suggestions.

Proposals will be received and held in confidence by the Regional District, subject to the provisions of the Freedom of Information and Protection of Privacy Act and this RFP.

All documents, including proposals, submitted to the Regional District become the property of the Regional District. The Regional District will provide a debriefing for proponents upon request by a proponent, subject to the Freedom of Information and Protection of Privacy Act.