



Central Coast

REGIONAL DISTRICT

That we may be good people together

REQUEST FOR PROPOSALS
REGIONAL EMERGENCY PROGRAM COORDINATOR

DUE DATE: September 6, 2021

EMAIL ATTENTION:
Chief Administrative Officer
info@ccrd.ca

SUBJECT LINE:
EPC Competition

PROPOSAL SUBMISSION INSTRUCTIONS ENCLOSED BELOW

BACKGROUND

The Central Coast Regional District is inviting proposals for a contractor to serve as the region's emergency program coordinator administering the Central Coast Regional District Emergency Program, serving in a response role when the CCRD's Emergency Operations Center (EOC) requires activation and coordinating recovery as disaster events may require.

It is anticipated the planning and preparation aspect of the role can be achieved on an approximately 0.25 – 0.33 FTE (Full Time Equivalent) basis, while the response and recovery role of the position, should a natural disaster or other emergency take place, may require extended hours on a full-time or greater basis. Response and recovery role activation would be in consultation with EMBC and entirely contingent on CCRD's cost recovery assurance from EMBC. Further details are provided below.

General responsibilities include updating the Central Coast Emergency Plan; acting as Secretary for the Central Coast Regional Emergency Program Committee; training participants/arranging for training opportunities; organizing and participating in emergency preparedness exercises and training opportunities; writing proposals to access appropriate funding; coordination and integration of emergency response and recovery to large scale emergencies; liaising with partner communities to improve Emergency Services and response; and reporting on activities to the regional district.

The successful proponent will possess excellent communication skills and be able to effectively liaise with and coordinate appropriate agencies, management, staff, and volunteers. Importantly the successful proponent takes a regional focus to the service and is able to demonstrate the necessary capacity to support the CCRD's emergency program needs for each central coast community. Travel will be occasionally required to facilitate in-community preparatory work. The incumbent will also demonstrate knowledge of software and logistical approaches supporting results working remotely.

Previous experience in emergency management, ICS and BCERM would be an advantage. All applicants should be familiar with the Central Coast Regional Emergency Plan which can be found at:

<https://www.ccrd.ca/sites/default/files/images/land-use-planning/CCRD%202018%20EMP%20Mar%2016%202018%20.pdf>

PROPOSAL GUIDELINES

Proposals should include details of your experience and qualifications, proposed methodology to meet program objectives, and your immediate availability (or proposed start date) to coordinate CCRD's emergency program.

Please provide your proposed base monthly and hourly costs for all of the planning/preparedness, response and recovery aspects of program delivery.

Though hours may be lengthy during periods of emergency activation, the Regional District does not envision this as a full-time time-commitment through the year. Under normal conditions, the responsibilities should constitute the approximate equivalent of 0.25 – 0.33 FTE.

Proposals should, at a minimum, demonstrate how candidates meet the selection criteria, will fulfill the areas of responsibility set out below (in terms of remote work and intermittent travel) and include a proposed rate structure.

To be considered, proposals must be received by the Regional District on or before Monday September 6, 2021.

Proposals should be emailed to info@ccrd.ca addressed to the CAO with subject line: EPC Competition, or may be mailed to:

Courtney Kirk, Chief Administrative Officer
Central Coast Regional District
PO Box 186, 626 Cliff Street, Bella Coola, BC V0T 1C0

AREAS OF RESPONSIBILITY

The contract between the successful proponent and the Regional District will include but shall not be limited to the following areas:

1. Planning/Preparedness:

- Update community specific emergency plans and fuse with the Regional Emergency Plan.
- Regularly update and provide advice regarding the Regional Emergency Plan and associated documents.
- Develop plans for handling unusual emergency activities not normally handled by existing local services.
- Maintain active contact lists for emergency response within each community in the central coast.

- Make recommendations on the effectiveness of the emergency program.
- Research funding sources, obtain grants and engage in other fundraising activities, including preparing business plans as necessary.
- In consultation with the CAO or designate, prepare an annual estimate of expenses required to operate and maintain the CCRD regional emergency program.
- Coordinate annual training and public awareness programs and exercises.
- Coordinate facilities and equipment to ensure that they are in a state of readiness for an emergency.
- Liaise and coordinate activities with community organizations, Provincial, First Nation and Federal counterparts.
- Assist CCRD staff on an as needed basis with the implementation of special projects such as disaster specific mapping and modelling.
- Organize and act as Secretary of the Central Coast Regional Emergency Program Committee.
- Develop bylaws and policies to keep CCRD's emergency program effective and current.

2. Response

- Provide emergency response coordination service during active emergencies, including activating and serving in a leadership capacity in CCRD's regional and local EOCs.
- Provide an alternate emergency contact and response provider in the event of holidays or other times of unavailability, with the alternate subject to the approval of the CAO.
- Act as the Liaison Officer and/or Director or Deputy Director during the activation of a CCRD regional or sub-regional Emergency Operations Centre.

3. Recovery

- Coordinate the Recovery Plan in the event of disaster.

Under normal (non-emergency) conditions, execution of responsibilities should constitute the approximate time equivalent of 0.25 to 0.33 FTE (Full Time Equivalent).

Submitted proposed rate structures should contemplate emergency and non-emergency areas of responsibility and deliverables.

GEOGRAPHIC REGION

The Regional Emergency Program Coordinator shall be responsible for carrying out his or her duties within the geographic areas of the Central Coast Regional District and inclusive of all of

Electoral Areas A, B, C, D, and E. Please find a map of the regional district's statutory boundary here: <https://www.ccrd.ca/governance/electoral-areas>

Proponents should outline how they propose to deliver the contract requirements remotely.

CONTRACT MATTERS

The contract between the Regional Emergency Program Coordinator and the Regional District will be a contract for services and nothing in said contract shall deem the Coordinator to be an employee of the Regional District.

It is anticipated that the initial contract term would be to December 31, 2021 with the mutual option for renewal for the 2022 operational year, subject to review. A two-week termination clause is further anticipated for each party for the initial 2021 term.

The preferred proponent will be required to provide a driver's license abstract and agree to a criminal record check.

EQUIPMENT AND OFFICE SPACE

The Coordinator will be expected to provide his or her own vehicle, computer, office, and any other necessary office equipment; however use or lease of CCRD's equipment for the purposes of fulfilling the duties and responsibilities of the EPC role may be negotiated at the discretion of CCRD. The ideal contractor has Worksafe BC coverage and carries general liability insurance but could also be the subject of negotiation.

The Coordinator may be further provided with specific response tools (such as short wave radio, satellite phone) at the discretion of CCRD and subject to negotiation, with the contractor to be responsible for the care of any response tools provided for the duration of their contract. Submissions must include a schedule of equipment to be used including a vehicle.

Equipment for a CCRD Emergency Operations Centre is provided by the Regional District.

SELECTION CRITERIA

The Regional District will select the preferred proponent based on a variety of criteria, the most important of which are as follows:

1. Qualifications
2. Experience in emergency response coordination
3. Experience and aptitude in remote working
4. Other related experience

5. Completeness of proposal
6. Interview
7. Cost

The Regional District will not necessarily choose a proponent based solely on the lowest cost.

PROCESS

Process and anticipated timelines:

Advertising of the opportunity: August 16, 2021

Closing for Submissions: September 6, 2021

Interviews: September 13 -17, 2021

Submission review and lead proponent selection: September 24, 2021

It is anticipated that the successful proponent will begin their duties as early as October 1, 2021.

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.

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.

In considering any submissions delivered in response to this RFP, the Regional District reserves the absolute and unfettered discretion to:

- accept or reject any proposal that fails to comply with the requirements set out in this RFP for the content of proposals;
- assess proposals as they see fit, without in any way being obliged to select any proposal or Proponents;
- assess and select proposals as they see fit without being obliged in any way to select the proposal that offers the lowest price or cost;
- determine whether any proposal or proposals satisfactorily meet the selection criteria set out in this RFP;
- require clarification after the dates and times set out above from any one or more of the Proponents in respect of proposals submitted;
- communicate with, meet with or negotiate with any one or more of the Proponents respecting their proposals or any aspects of the project;
- reject any or all proposals with or without cause, whether according to the selection criteria set out above or otherwise.

Each Proponent is solely responsible for the risk and cost of preparing and submitting a proposal in response to this RFP and neither the Regional District nor their officials, employees or consultants are liable for the cost of doing so or obliged to remunerate or reimburse any Proponent for that cost.

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 Central Coast Regional District 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 suggestion(s).