



## **Request for Proposal – Emergency Management Coordinator Services**

### **Introduction:**

The Central Coast Regional District (CCRD) is seeking proposals from experienced and qualified individuals or firms to provide Emergency Management Coordinator services for the CCRD. The successful candidate will be responsible for:

- managing the CCRD's emergency management program, including reviewing, updating, and implementing emergency plans,
- coordinating with various stakeholders including public engagement,
- training participants/arranging for training opportunities;
- organizing and participating in emergency preparedness exercises and training opportunities
- writing proposals to access appropriate funding;
- responding to emergency situations including the coordination and recovery of large-scale emergencies;
- liaising with partner communities to improve Emergency Services and response;
- and reporting on activities to the CAO and/ or Regional Board.

### **Scope of Work:**

The Emergency Management Coordinator will be responsible for the following tasks:

1. Update and maintain emergency management plans: The Coordinator will be responsible for reviewing and updating the emergency management plans for the CCRD, including emergency response, evacuation, and recovery plans. The development of plans may be a requirement if a gap is identified.
2. Coordinate with stakeholders: The Coordinator will be responsible for coordinating with various stakeholders, including CCRD departments, emergency response agencies, community organizations, and the public, to ensure effective emergency response and recovery efforts.
3. Conduct training and exercises: The Coordinator will be responsible for organizing and conducting emergency management training and exercises for CCRD employees and community organizations.
4. Respond to emergency situations: The Coordinator will be responsible for responding to emergency situations, obtaining task numbers, including coordinating the response efforts of CCRD departments, emergency response agencies, and community organizations. This includes recovery work after an event. The Coordinator will act as EOC Director in an emergency event.
5. Manage grants and budgets: The Coordinator will be responsible for managing emergency management grants and budgets, including applying for grants, managing grant funds, and reporting on grant activities.

6. Will maintain relationships and ensure effectiveness of regional Deputy EPC. This includes recruiting vacancies and developing capacity of the regional deputies. The Deputies will be the on the group support in the event of an emergency.

**Qualifications:**

The Emergency Management Coordinator should have the following qualifications:

- Bachelor's degree in emergency management, public administration, or a related field.
- Five years of experience in emergency management, preferably in a local government setting.
- Demonstrated experience in developing and implementing emergency management plans.
- Knowledge of emergency management principles and practices, including the Incident Command System (ICS) and Emergency Operations Centre (EOC).
- Strong communication and interpersonal skills.
- Ability to work collaboratively with stakeholders from different agencies and organizations.
- Developing and maintaining an ESS program utilizing local assets.

**Geographical Area**

The Emergency Coordinator shall be responsible for carrying out his or her duties remotely (anywhere in British Columbia). The Coordinator will be required to maintain and develop key contacts within the region who can act as on location support. Preference may be given to those who live within the geographic areas of the Central Coast Regional District.

**Proposal Requirements:**

Interested individuals or firms should submit a proposal that includes the following information:

- Qualifications and experience of the proposed Emergency Management Coordinator.
- Description of previous emergency management roles, projects, or initiatives.
- Proposed methodology for amending, developing and implementing emergency management plans.
- Proposed methodology for coordinating with stakeholders.
- Proposed methodology for conducting training and exercises.
- Proposed methodology for responding to emergency situations.
- Proposed methodology for managing grants and budgets.
- Proposed budget for the project, including all costs associated with the scope of work.
- Number of years (minimum of 2 years to a maximum of 5 years).
- Hourly Rate.
- Estimate of monthly hour commitment (outside of an emergency situation).

## **Evaluation of Proposals:**

Proposals will be evaluated based on the following criteria:

- Qualifications
- Experience in Emergency Response Management
- Other related experience
- Completeness of Proposal
- Interview
- Cost

## **Submission of Proposals:**

Proposals should be submitted no later than May 19, 2023 at 4 pm to the following address:

Central Coast Regional District  
626 Cliff Street  
Box 186  
Bella Coola, BC V0T 1C0  
Attn: Curtis Slingerland  
Or digitally to [cao@ccrd.ca](mailto:cao@ccrd.ca)

Proposals can be submitted in person, digitally to the email address provided or by mail. Proposals submitted by mail must be postmarked no later than the submission deadline.

## **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 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 suggestion(s).