



Central Coast
REGIONAL DISTRICT

Request for Proposals for Grant Writing Training Providers

1. INTRODUCTION

The Central Coast Regional District (“**CCRD**”) is nestled in the heart of the mid-coast and is home to some of British Columbia’s most spectacular scenery and natural beauty. The area encompasses approximately 25,000 square kilometers and includes five electoral areas in the unincorporated communities of Bella Coola, Denny Island, Ocean Falls and the communities and traditional territories of the Heiltsuk, Nuxalk and Wuikinuxv Nations.

Incorporated in 1968, the CCRD is a local government serving a population of less than 4,000 residents with civic services.

2. THE REQUEST

- The CCRD is requesting proposals from training providers to deliver Grant Writing training for a five-day period beginning on the **18th of November**. Successful students will obtain a Certificate of Completion for Planning Projects and Writing Proposals for Community Development©.
- Certification that is provided by an accredited third party or meets an international standard, is not required, but would be preferred

3. THE DISTRICT'S EXPECTATIONS

Scope of Deliverables

- By the end of the training programme, ensure training participants can:
 - Define project vision and avatar
 - Describe the funding cycle model
 - Collect and organise research information relevant to project and funding opportunity
 - Effective use of mind mapping
 - Develop an HR Model for project and proposals
 - Calculate in-kind contributions and MERCS
 - Define qualitative and quantitative data
 - Develop a proposal, budget, cashflow forecast, implementation and communication plan
 - Distinguish the difference between several types of proposals
 - Identify the components of proposals
 - Find funding opportunities
 - Identify the difference between a stakeholder and partner



- Discern the difference between a partnership, joint venture and a financial management and fiscal responsibility
- Setup monitoring and reporting timelines and plan
- Follow best practises when communicating with industry and government partners.

Interest

- Please explain why your firm is interested in the CCRD as a client.

Approach

- Please describe how your training provider will approach the training itself.

Commitment of Resources

- What staffing resources will your firm commit to in providing training for the CCRD?
 - Please describe in terms of the following:
 - Names of the individuals who will be providing services to the CCRD and their hourly charge out rate
 - Their relevant experience and qualifications
 - Relevant qualifications must include but not be limited to:
 - Membership of PTID (Private Training Institution Directory)
 - Training Accreditation
 - Documented proof of trainers' knowledge, experience and competence. (i.e. a resume)
 - Their knowledge of, and relationship to, communities in the CCRD

Timing Requirements

- Commence training by **November the 18th** 2019.

References

- Please provide references regarding your firms experience and quality of training reflective of the Regional District's expectations.

Submission Format

- Limit Proposal to 5 pages, excluding Resumes, Title Page, Appendix page and Quote page. Any additional material beyond this number will not be considered.



4. **PROCESS & TIMING**

- Submissions will be evaluated and shortlisted. Interviews may be held with short listed training providers. It is anticipated that selection and notification will be completed by **4th of November**.
- Please provide your completed submission, no later than **1st of November** at 11:00 AM in a single Portable Document Format (PDF) digital file to **projectmanager@ccrd.ca**
 - Please direct all communications or requests for information to:
Joseph Nash – Contract Project Manager, projectmanager@ccrd.ca, Phone: (250) 503-6958

5. **CONDITIONS**

- The CCRD reserves the right to accept or reject any and all proposals and to waive irregularities and informalities at its discretion.
- The District reserves the right to accept a proposal other than the highest evaluated score without stating reasons.
- By submitting a proposal, the proponent waives any right to contest, in any proceedings or action, the right of the CCRD to accept or reject any proposal in its sole and unfettered discretion.
- The CCRD may consider any criteria in addition to those listed in section 5 in its evaluation. This consideration is the sole and unfettered discretion of the CCRD.
- This Request for Proposal does **not** commit the CCRD to award a contract or pay any costs incurred in the preparation of a proposal, or attendance at a meeting with CCRD staff.
- In the event that a contract is awarded it may be terminated by the CCRD at any point in the five-day period without stating reasons.
- In the event that a contract is awarded, the CCRD may nonetheless contract with other competitive consulting service providers at the CCRD's sole discretion.
- The district reserves the right of its sole discretion to select service with the CCRD's general service provider to conduct the full scope of training project deliverables.



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6. EVALUATION

- Submissions will be evaluated by the CCRD based on the following criteria in the CCRD's absolute discretion:

Criteria

1. Past experience working with the CCRD or other Regional Districts
2. Estimated cost of the proposal
3. Scope and quality of the proposal
4. Expression of interest as to why proponent is prepared to provide training & proposed approach to providing training.
5. Project team & expertise in comparable communities
6. Understanding and appreciation for local context
7. Demonstrate experience training First Nations.
8. Demonstrated ability to train students in a culturally safe and appropriate manner.