



Request for Proposal

Services and Deliverables

Regional Emergency Preparedness and Response Strategy

March 3, 2009

Project Title:

Regional Emergency Preparedness and Response Strategy

Background, Context and Situation:

In September 2005, the Omineca Beetle Action Coalition (the OBAC) was formed with a grant from the Provincial Government to build a diversification plan and take action that supports long-term sustainability for the OBAC communities and region and reduces the impacts of the mountain pine beetle. The OBAC planning area includes the communities and region of Smithers, Telkwa, Granisle, Houston, Burns Lake, Fraser Lake, Fort St. James, Vanderhoof, Prince George, McBride, Valemount and Mackenzie; the many rural communities represented by the Bulkley-Nechako and Fraser-Fort George Regional Districts; and, many First Nations communities. The coalition is led by a Board of the region's Mayors and Regional District Chairs and works with all sectors and levels of government, First Nations leaders and our practitioner and research communities to develop solutions and strategies and take action to create a bright future together. The Coalition believes that by acting collectively, they can be more effective.

The purpose of the OBAC is "to work to ensure sustainable development and resiliency for the OBAC region". The OBAC will achieve this purpose by:

- Gathering/sharing credible information from/with different people;
- Being a place for senior governments & industry to communicate on community interests re: beetle epidemic/ economic diversification;
- Developing positions/advice & influencing decisions that support sustainable development;
- Following up on decision-makers' commitments to this region;
- Influencing/informing government and corporate policies & decisions that support the aims and objectives of OBAC and support sustainable development.

In 2006, community dialogues and consultations were held across the region to gather input on what community members see as the priority challenges and opportunities and what their expectations are from the OBAC initiative. Based on these and follow up discussions, twelve priority topics emerged for strategy work and an OBAC planning framework has been built that establishes processes to generate the strategies and build the Diversification Plan. From the twelve topics chosen to begin strategy work, this request for proposals is for the completion of the Regional Emergency Preparedness and Response Strategy. Emergency preparedness and response is an important component of community and regional resiliency.

Under the Provincial Emergency Program, local governments have developed comprehensive and detailed emergency plans. There are a number of other initiatives that have been undertaken by communities and by external organizations that support emergency preparedness and response. This includes, for example, the Ministry of Forests and Range Fire Protection program.

The purpose of this strategy will not be to duplicate any of the work that is currently in place, but rather, to identify any gaps in emergency preparedness and response that OBAC, as a regional body, is uniquely positioned to make specific recommendations to address. Major emergencies which will be examined include (but are not limited to): fire, flood, snow/ice storms and large industrial accidents and hazardous material spills. Opportunities for increased cross regional and inter-community support systems are two of the important areas which will be examined.

For more information about OBAC please visit our website at www.ominecacoalition.ca .

The Project Objective:

OBAC's objective is to complete an assessment of existing programs, plans and initiatives and prepare a report which will identify any major gaps in regional emergency preparedness and response and provide recommendations to address these gaps.

The project will enable community leaders to present recommendations to senior government decision makers and others to address the identified gaps. It is an important component of the overall community resiliency efforts which the OBAC is pursuing.

Project Scope and Deliverables:

In your proposal, present a method and a budget that includes the following:

1. **An Assessment of Regional Emergency Preparedness and Response** needs and opportunities, based largely upon the consolidation of existing knowledge gained by reviewing existing plans and reports and engaging those involved with emergency preparedness and response. This work should include, but is not limited to, an assessment of the need for:
 - increased personal preparedness
 - increased cooperation, sharing and access to resources across the region, including First Nations communities.
 - additional exercises to test preparedness, and to provide training.
 - increased preparedness for large scale regional emergencies including wildfire and severe ice storms.

2. A **Discussion Paper**, based on the **Assessment**, which brings forward specific recommendations and actions (with rationales), for senior governments, local governments and others, which will address the identified gaps. The actions should have sufficient detail to facilitate the development of subsequent implementation plans. They should be of a nature that OBAC, as a regional body, is well positioned to bring forward as recommendations to local and senior governments.
3. Obtaining stakeholder, community leader, and expert or specialists' review and input on the Assessment and Discussion Paper.
4. A **Final Strategy Report**, which consolidates the assessment, recommended actions and rationales and, which reflect the input received under #3 above. If new knowledge or research is required to address an identified gap, then these needs should be highlighted as part of the document.
5. Please demonstrate in your proposal that you have an understanding of the project objectives, requested deliverables and also present clear milestones, deliverables and timelines. In those instances where proponents are proposing to deliver services in partnership with other consultants, please identify in your proposal the lead proponent (who is in charge of oversight and who the contract will be written with).
6. A contract is expected to begin March 25th 2009 and be completed by June 15th 2009
7. Deliverables include:
 - a. Regional Emergency Preparedness and Response Assessment
 - b. Discussion paper
 - c. Summary of review input
 - d. Final report

Criteria for Selection:

Proposals will be evaluated based on the following criteria:

1. Price that does not exceed \$20,000
2. Quality, clarity and scheduling of the proposal and proposed methods
3. Demonstrated experience in report preparation
4. Familiarity with Emergency Preparedness and Response in British Columbia
5. Familiarity with the OBAC region
6. Demonstrated skills in gathering and consolidating input from various sources, writing, research, problem analysis, strategic thinking, synthesizing and simplifying complex issues down to core elements so that these can be understood by a broad audience.

Your Proposal:

Please provide the OBAC with a proposal describing your proposed methodology, relevant experience and fees and price. The proposal should be supported by résumé and references.

It should include project objectives, requested deliverables and also present clear milestones, deliverables and timelines. The body of your proposal should not exceed 8 pages in length.

Proposals must be received electronically by OBAC on or before 16:30 PST, March 17th 2009. Please request a read receipt for your proposal submission, to ensure that your proposal has been successfully delivered.

Please submit your proposal by e-mail to:

Herb Langin
Strategy Coordinator
Omineca Beetle Action Coalition
hlangin@ominecacoalition.ca
250-563-7005 (phone)

Located at:
101-1968 Queensway Street
Prince George, BC V2L 1M2