



REQUEST FOR STATEMENTS OF QUALIFICATIONS (RFSQ) No. 21-065

DATE: July 20, 2021

Project Title: Emergency Operations Centre (EOC) Training and Exercise for the Regional District of Nanaimo and District of Lantzville

The Regional District of Nanaimo invites qualified and experienced firms to submit Statements of Qualifications to develop and deliver a series of Emergency Operations Centre (EOC) training and exercises for the Regional District of Nanaimo and District of Lantzville.

A. Intent

This Request for Statements of Qualifications (RFSQ) is issued to determine the most qualified and experienced service provider that can meet the Regional District of Nanaimo's requirements, expectations, and timeline.

The Regional District of Nanaimo will review submissions received in response to this RFSQ and enter discussions with the top-ranked Respondent to negotiate the terms, scope, timeline, and cost based on the actual scope of work required (the Work). Should these negotiations fail to result in a contract for the Work, the Regional District of Nanaimo may then elect to negotiate with the next highest ranked service provider and so on until an agreement is reached or the process cancelled.

In any event, the Regional District of Nanaimo shall not be bound to enter a contract with any Respondent to this RFSQ and, at its sole discretion, may elect to collapse this process.

B. Background

The purpose of this Request for Qualifications is to solicit submissions from qualified firms to develop and deliver a locally tailored series of EOC training and tabletop exercise that considers in person and virtual EOC environments. The training series will enable EOC staff to reinforce their knowledge, skills and abilities followed by a tabletop exercise to brainstorm ideas, train personnel in their roles, make connections, identify dependencies, and resource gaps and examine how emergency plans are used. The proposed EOC training and exercise series will offer local scenarios based on actual emergencies, regional hazards, and lessons learned. This training will be offered in a series with materials retained by the RDN.

C. Contemplated Scope of Work and Timeline

The successful Proponent will:

1. Develop a series of six full day training and refresher courses in addition to one tabletop exercise for staff will be developed and delivered.
2. The training and exercise sessions will support both in person and virtual delivery options.
3. The topics of the sessions will include:
 - a. Operations Section (including an input for Emergency Support Services)
 - b. Logistics Section (including an input for the Emergency Communications Team amateur radio operators)
 - c. Planning Section
 - d. Finance and Admin Section
 - e. Risk, Communication and Liaison
 - f. EOC Director and Policy Group
4. The EOC Director and Policy group training session is to include its own scenario-based exercise as part of the full day training session.
5. The proposed project includes facilitator preparation with RDN staff to ensure the sessions are specifically tailored for the needs of the RDN and are relevant to the local Hazard Risk and Vulnerability Analysis.

All work must be completed by June 30, 2022

D. Statement of Qualifications and Evaluation

The statement of qualifications should be no longer than five (5) single sided pages in length (not including cover page, cover letter and appendices). Please include the following:

- Qualifications and areas expertise of the Firm and nominated Project Manager. Please include CV/Resume of the Project Manager and explain how this individual will provide value for the RDN. Describe your Firm's approach to work.
- Experience of Firm and nominated Project Manager in previous relevant work. Provide short descriptions of similar projects and assignments completed by both the Firm and nominated Project Manager.
- A statement of your firm's ability to complete the work within the timeframe described.

Statements of Qualifications (the "SOQ") will be evaluated by the Regional District of Nanaimo based on the above. Any or all SOQs will not necessarily be accepted.

E. Submission Date & Time

Statements of Qualifications should be received on or before 3:00:00 p.m. local time on July 30, 2021. The RDN reserves the right to accept late submissions.

F. Questions and Submissions

Questions and submissions should be directed to:

kfader@rdn.bc.ca