



REQUEST FOR STATEMENTS OF QUALIFICATIONS No. 24-037

Gabriola Island Health and Wellbeing Coordinator

Addendum 1

Issued: June 24, 2024

Closing Date & Time: on or before 3:00 PM Pacific Time on July 8, 2024

RFSQ ADDENDUM

DELETE: Section D. Statement of Qualifications and Evaluation in its entirety from the original Request for Statements of Qualifications.

ADD: New Section D. Statement of Qualifications and Evaluation

D. Statement of Qualifications and Evaluations

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

- Qualifications and areas expertise of the organization that would be the contract holder (Service Provider) and individual responsible for managing the requested services including overseeing the individual who will be taking on the Coordinator position (Project Manager). Please include CV/Resume and explain how this individual will provide value for the RDN. Describe your approach to collaborative work and administering coordinator services as it relates to this position.
- Experience of Service Provider and Project Manager in previous relevant work by providing a short description of similar projects and assignments completed.
- Experience and familiarity of Service Provider and Project Manager in working on Gabriola Island and in collaboration with Gabriola organizations.
- A statement of the Service Provider's ability to complete the work within the timeframe described.
- A statement of the Service Provider's approach to advancing equity and sustainability in corporate operations and service provisions, including any certifications in this regard.

Statements of Qualifications (the "SOQ") will be evaluated by the RDN on a consensus basis and assigned a score out of 100 based on the above evaluation criteria. Any or all SOQs will not necessarily be accepted.

End of Addendum 1