



REQUEST FOR STATEMENTS OF QUALIFICATIONS (RFSQ) No. 25-035

DATE: July 9, 2025

Project Title: Emergency Operations Centre (EOC) Training and Exercises 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 (RDN) 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 section-specific and general EOC training and one tabletop exercise each for the RDN and the District of Lantzville. The training series will enable EOC staff to reinforce their knowledge, skills and abilities followed by a tabletop exercise For each the RDN and the District of Lantzville, to train personnel in their roles, make connections, identify dependencies & resource gaps and examine how emergency plans are used. The proposed EOC training and exercise series will offer local scenarios based on actual potential emergency events, 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 and deliver two separate scenario exercises, one for each RDN & Lantzville, with potential for windshield and/or rapid damage assessment components.
2. Develop and deliver a series of ½ and/or full day (EOC in a day), EOC section-specific training sessions/refreshers courses for the following sessions:
 - a. Operations Section (1/2 day)
 - b. Logistics Section (1/2 day)
 - c. Planning Section (1/2 day)
 - d. Finance and Admin Section (1/2 day)
 - e. Leadership (1/2 day)
 - f. EOC Director and Policy Group (1/2 day)
 - g. General EOC Basics/refreshers (1/2 day)
 - h. EOC Forms Training (1/2 day)
 - i. EOC in a day (include as potential add on; 1 full day)
3. The EOC Director and Policy group training session is to include its own injects for the policy group during the scenario-based exercise.
4. Include facilitator preparation and meetings 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.
5. Include after action/scenario meeting and associated AAR report with evaluator and participant observations.

All work must be completed by February 28, 2026.

D. Statement of Qualifications and Evaluation

The statement of qualifications should be no longer than eight (8) 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.
 - Outline your firm's ability to use value-added, interactive solutions to provide realistic, robust EOC exercises.
 - A statement of your firm's ability to complete the work within the timeframe described. Please advise your firm's earliest anticipated completion date.
 - A statement of your firm's approach to advancing equity and sustainability in corporate operations and service provisions, including any certifications in this regard.
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Statements of Qualifications (the “SOQ”) will be evaluated by the Regional District of Nanaimo based on the above on a consensus basis and assigned one overall score out of 100. Individual evaluation criteria will not be assigned points. Any or all SOQs will not necessarily be accepted.

E. Submission Date & Time

Statements of Qualifications should be received on or before 3:00 pm local time on the 30th day of July, 2025. The RDN reserves the right to accept late submissions.

Please submit Statements of Qualifications by email, in PDF format with “25-035 RDN & Lantzville EOC Training and Exercises” as the subject line at this electronic address:

Attn: Erica Beauchamp
Manager, Emergency Services
EmergencyServices@rdn.bc.ca

Please note: Maximum email file size limit is 20MB, or less. The RDN will not be liable for any technological delays of submissions.

Submissions received in any other manner will not be accepted.

F. Questions

Questions should be directed to:

Erica Beauchamp
Manager, Emergency Services
ebeauchamp@rdn.bc.ca

G. Additional Information

If the RDN determines that additional information is required, the RDN will post an Addendum on the RDN website (www.rdn.bc.ca/current-bid-opportunities) and the new BC Bid (www.bcbid.gov.bc.ca/) websites. It is the sole responsibility of interested vendors to check for additional information prior to submitting their response.
