



REQUEST FOR STATEMENTS OF QUALIFICATIONS (RFSQ) No. 26-038

DATE: August 31, 2026

Project Title: RDN Access Control, CCTV and Alarm Systems Consolidation Consulting Services

The Regional District of Nanaimo invites qualified and experienced firms to submit Statements of Qualifications to assist the RDN in selecting the best system for consolidation of access control, CCTV and alarm systems, as well as determining a provider that is able to supply and support the implementation and ongoing operation.

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 Regional District of Nanaimo (RDN) owns and operates a diverse portfolio of facilities across the region. These facilities currently utilize multiple access control, closed-circuit television (CCTV), and intrusion alarm systems that have been implemented at different times, by different vendors, and using a variety of technologies. Because of this system management, administration, and monitoring practices vary by location and department. These systems are in various stages in their lifecycle, with some nearing or at end of life. The RDN is looking to consolidate these systems into a single, standardized access control, CCTV and alarm solution that can be deployed across all RDN facilities, and a provider who can supply and support future growth, and provide a consistent, secure, and efficient approach to manage the system and its

operation. The successful proponent will show experience in designing secure-by-default systems appropriate to protect critical infrastructure and aligned with the BC Freedom of Information and Protection of Privacy Act.

C. Contemplated Scope of Work and Timeline

The RDN is looking for the proponent to:

- Assess the RDN's current access control, CCTV, and alarm system environment.
- Engage with RDN departments and interested parties to understand operational, security, privacy, and business needs.
- Evaluate current and future requirements across the RDN's various facilities
- Recommend an appropriately sized, scalable, and standardized system architecture and software platform to meet the RDN's needs while minimizing administrative burden and dependency on in-house infrastructure.
- Assist in procuring a provider that can properly supply and support the system.

The successful proponent will not be eligible to complete in the system procurement process.

This process is to provide the RDN with a clear, defensible basis for all future system upgrades, and standardized implementation, and is expected to be completed by late 2026.

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.
- A statement of your firm'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 Regional District of Nanaimo on a consensus basis and assigned one score out of 100 based on the above evaluation criteria. Any or all SOQs will not necessarily be accepted.

E. Submission Date & Time

Statements of Qualifications should be received on or before 2:00:00 p.m. local time on the 17th day of September 2026. The RDN, at its sole discretion, reserves the right to accept late submissions. Only electronic submission will be accepted. Please send the submission to sracz@rdn.bc.ca with RFSQ 26-038 in the subject line.

F. Questions and Submissions

Questions and submissions should be directed to:

Sheldon Racz
Manager, Facilities and Fleet
sracz@rdn.bc.ca

G. Additional Information

If the RDN determines that additional information is required, the RDN will post an Addendum on the RDN (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.
