



REQUEST FOR STATEMENTS OF QUALIFICATIONS

DATE: May 3, 2018

Project Title: Regional District of Nanaimo – Grant Coordination Services

The Regional District of Nanaimo (RDN) invites experienced professionals to submit a statement of qualifications to assist the RDN with overall coordination of grant writing and reporting requirements.

A. Intent

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

The RDN will review submissions received in response to this RFSQ and intends to enter into discussions with the top-ranked Respondent to clarify information, if necessary, and 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 RDN may then elect to negotiate with another service provider.

In any event, the RDN shall not be bound to enter into a contract with any Respondent to this RFSQ and, at its sole discretion, may elect to collapse this process, negotiate with a service provider who did not respond to this RFSQ, negotiate with another Respondent regardless of ranking, or to pursue another selection process altogether.

B. Background

The RDN is a local government that provides regional scale services best delivered on a cooperative basis. Major services include Water and Wastewater Services; Solid Waste Services; Transit Services; Recreation and Parks Services; Community Development and Planning Services; and Corporate Administration Services.

The annual budget for the RDN is approximately \$175 million including capital and operating expenditures, and grant funding provides an important source of revenue amounting to \$8.5 million in 2017 and projected at \$6.5 million in 2018. To maximize the efficiency of existing staff resources, ensure the highest probability of success in grant applications, and fulfill all grant reporting requirements, the RDN is seeking the services of a competent, well-qualified professional with a demonstrated record of success to provide grant coordination services for the RDN.

To support the provision grant coordination services, the RDN Board of Directors has allocated up to \$50,000 to be expended over a period of 12 months from the date of selection of the successful Respondent. The RDN reserves the right to engage the services of one or more Respondents to this RFSQ at any time if, in the sole discretion of the RDN, it is deemed necessary.

C. Contemplated Scope of Work

The successful Respondent will be responsible for identifying funding opportunities, securing funding for RDN programs and projects, and completing grant reporting requirements. Primary duties and responsibilities are to work with the Strategic Initiatives group, interdepartmental project teams and finance staff to ensure a timely and efficient process for the entire grant life cycle, from application to final reporting and closure.

Primary duties and responsibilities include:

- Identifying appropriate grant opportunities, ensuring all eligibility requirements are met, and providing information to RDN staff in a timely manner;
- Monitoring timelines and keeping relevant staff informed about upcoming deadlines and deliverables to ensure all application and reporting deadlines are met;
- Drafting Board resolutions and assisting with staff reports as required;
- Preparing grant applications and or proposals, in collaboration with RDN staff, for submission to relevant agencies;
- Ensuring communication materials relating to grant funding, including signage, press information, and other public information is complete, accurate and appropriately posted;
- Completing interim and final reports as required by funding agencies to ensure any and all reporting requirements are met;
- Liaising between RDN staff and funding agencies as required;
- Drafting contribution agreements between the RDN and eligible third-party recipients of grants, as applicable;
- Providing guidance to community organizations with grant applications that advance RDN Board strategic priorities, as required;
- Identifying and developing strategies to optimize the grant administration process;
- Reporting on the overall success of the grant coordination program.

D. Statement of Qualifications

The statement of qualifications should be no longer than five (5) pages in length (not including cover page, cover letter and appendices), submitted electronically in pdf format to: cmidgley@rdn.bc.ca.

Please include the following:

- Relevant qualifications of the Respondent and résumés/cvs of all proposed personnel and any proposed sub-contractors; and
- Summary descriptions of similar projects and assignments completed successfully, providing references and contacts for each.

Statements of Qualifications (the “SOQ”) will be evaluated by the RDN. Any or all SOQs will not necessarily be accepted. Evaluation criteria and relevant weightings are:

- Qualifications of Respondent– 40%;
 - Experience of Respondent with similar projects– 40%;
 - References – 20%
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E. Deadline for Submission

Please submit statements of qualifications by no later than:

2:00 p.m. local time on the 18th day of May, 2018.

F. Inquiries

Submissions and queries shall be directed to:

Chris Midgley
Manager, Strategic Initiatives
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC, V9S 2K2

T: 250-390-6545

E: cmidgley@rdn.bc.ca
