



REQUEST FOR STATEMENTS OF QUALIFICATIONS (RFSQ) No. 21-067

DATE: July 20, 2021

Project Title: Emergency Support Services (ESS) 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 Support Services (ESS) 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

RDN and the District of Lantzville would like to enhance ESS services by providing locally tailored training sessions and a tabletop exercise to the community volunteers. The training sessions will each provide an overview of ESS skills, ESS modernization, self-care, and a review of the Incident Command System. The locally tailored training sessions and exercises will allow the ESS teams to work together and build confidence in their skills.

C. Contemplated Scope of Work and Timeline

The successful Proponent will:

1. Develop and deliver four locally tailored in person training sessions.

- a. Training sessions must be able to be transitioned to a virtual facilitation model if needed.
 - b. Training summary, observations, and participant course evaluations to be included
2. Training sessions will include refreshers on the topics:
 - a. Registration and Referrals
 - b. Reception Centres
 - c. Review of relevant ESS documentation and processes.
 - d. Evacuee Registration and Assistance (ERA) online tool
 - e. Local tools, plans, checklists, pandemic procedures
 - f. Stress responses and management techniques
 - g. ICS principles
 - h. Scenario led activities to apply training
3. Develop and deliver two tabletop exercises that explore a wildfire evacuation from the ESS perspective including existing capabilities, mutual aid, communication processes, localized factors, health and safety of volunteers, COVID-19 safety procedures, and to reinforce training.
 - a. The tabletop exercise can be duplicated for the second session with consideration for localized factors (ie: evacuating from Gabriola Island).
4. Training and exercises sessions may be required to be undertaken on weekends to accommodate volunteer schedules.
 - a. locations will be determined in consultation with the successful proponent and may include travel to the District of Lantzville and any of the Electoral Areas of the RDN including Gabriola Island.

All work must be completed by April 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.
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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