



REQUEST FOR DECISION

To: Alberni-Clayoquot Regional District Board of Directors

From: Daniel Sailland, Chief Administration Officer
Kyle Ilett, Procurement Coordinator

Meeting Date: December 15, 2023

Subject: Inclusive Regional Governance – Consulting Services Award

Recommendation:

THAT the Alberni-Clayoquot Regional District (ACRD) Board of Directors award the Inclusive Regional Governance – Consulting Services contract to ECOPLAN International for the following:

- ***Phase 1 in the amount of \$44,995.00 (excluding GST)***
- ***Additional Phases, subject to further grant funding, to a maximum of \$20,000.00***

and that the Board authorize the CAO to negotiate and execute the contract on behalf of the Regional District.

Desired Outcome:

To hire a consultant to guide the ACRD's inclusive regional governance (IGR) project.

Summary:

IRG includes the ACRD and partner First Nations exploring key governance factors and alignment between the regional district system and First Nation self-government to build an understanding of the current state of relationships, shared interests, and governance factors.

Key aspects of the IGR project include, but are not limited to:

- Project management, support, coordination and facilitation activities.
- Building Understanding and the Current state of relationships.
- Exploring shared Interests
- Exploring Governance Factors
- Research and drafting of reports and reference documents.

Background:

Ten submissions were received. The bids were evaluated by the ACRD on the basis of firm qualifications and experience, personnel qualifications and experience, project understanding, approach and schedule, social procurement, and references in addition to price. The evaluated/rated bids received were as follows:

| Proponent | Rating (/100) |
|-----------------------|---------------|
| Chris Apps | 64.00 |
| Two Worlds Consulting | 62.09 |
| KWC Planning Services | 69.94 |
| Resillience Planning | 75.43 |
| ECOPLAN International | 79.45 |
| MGMT Consulting Group | 75.44 |
| Castlemain | 63.34 |
| Sheldon Tetreault | 77.44 |
| Harris Palmer LTD | 77.44 |
| Borden Ladner Gervais | 69.67 |

Time Requirements – Staff & Elected Officials:

The following time requirements are needed to complete this purchase:

- Procurement Coordinator – 2 hours – Contract creation
- CAO and senior staff – 14 hours – team meeting, review, references, reports.
- Executive Assistant -3 hours – coordination, review, and reports.
- Grant Coordinator - 4 Hours – Grant administration and reporting

Financial:

The ACRD has obtained grant funding through the Ministry of Municipal Affairs in the amount of \$45,000.00. The ACRD has also applied for an additional \$20,000.00 from the Ministry of Municipal Affairs to further assist this project.

Strategic Plan Implications:

This equipment purchase aligns with Strategic Priority 3.2 Regional Governance Alignment.

Policy or Legislation:

A Request for Proposal was issued in this scenario as the ACRD's Purchasing Policy requires a Tender (or similar public offering) if the expected value of a contract exceeds \$35,000.

Options Considered:

If the Board is not comfortable with advancing with this award, the matter can be referred to an in-camera meeting to further examine the details of the submissions and the evaluation process taken by staff.

Reviewed by: Wendy Thomson
Wendy, Thomson, General Manager of Administrative Services

Submitted by: Daniel Sailland
Daniel Sailland, MBA, Chief Administrative Officer