



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

Request for Proposal

Emergency Operations Center Procedure, Training, and Exercises RFP - EOC01-22

Submission Deadline:

September 27, 2022 at 4:00pm Pacific Time

Designated Contact Person:

Shane Koren, Procurement Coordinator

Email procurement@acrd.bc.ca

SUBMISSION DETAILS

This completed Request for Proposal must be received in the office of the Alberni-Clayoquot Regional District **not later than 4:00 PM local time, September 27, 2022** to the attention of:

Shane Koren, Procurement Coordinator

Email procurement@acrd.bc.ca

3008 5th ave, Port Alberni

BC, V9Y 2E3

Note: Office Hours 8:00am to 4:30pm

Paper proposal submissions must be delivered to the address above in a sealed envelope and labelled "Request for Proposal EOC01-22 – Emergency Operations Center Procedure, Training, and Exercises".

Alternatively, proposals may be submitted by email with the subject line "Request for Proposal EOC01-22 – Emergency Operations Center Procedure, Training, and Exercises" to procurement@acrd.bc.ca.

Enquiries about this request shall be directed to only Shane Koren – Procurement Coordinator.

Email: procurement@acrd.bc.ca

Telephone: 250-720-2724



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SECTION I – GENERAL

1.1 PURPOSE OF REQUEST FOR PROPOSAL (RFP)

The Alberni-Clayoquot Regional District (ACRD) is seeking proposals from qualified consulting firms to create a Emergency Operations Center (EOC) Procedure (Planning), provide Emergency Operations Center Training, and three (3) Exercises (FireSmart Wildfire Tabletop, Emergency Support Services, and West Coast).

The ACRD may, among the submissions received, deal or negotiate with any party as the ACRD sees fit, and with more than one such party concurrently. In no event will the ACRD be required to offer any modified terms to any other party. The ACRD shall incur no liability to any person as a result of such negotiations or modifications.

1.2 BACKGROUND FOR RFP

A EOC is a critical part of a local government's emergency program. The ACRD supports an emergency program that spans the Regional District and the City of Port Alberni. Each year the ACRD coordinates a training schedule to include exercises and training. For the last several years, the ACRD has been successful in receiving grant funding from the Union of BC Municipalities (UBCM) Community Emergency Preparedness Fund to support Emergency Operations Centre (EOC) and Emergency Support Service (ESS) training.

1.3 RFP DISTRIBUTION & ENQUIRIES

Due to the ongoing COVID-19 pandemic, the ACRD will not be opening Proposals in public and reserves the right to open Proposals in public at its sole discretion.

Proponents must ensure that they have received all addenda and the complete RFP. The complete document consists of twenty four (24) pages including the Cover Page and Appendices. All enquiries related to this RFP are to be directed in writing, only to Shane Koren (or designate) at the contact address below:

Shane Koren, Procurement Coordinator

Email procurement@acrd.bc.ca

3008 5th ave, Port Alberni

BC, V9Y 2E3

Information obtained from any other source is not official and should not be relied upon. Enquiries and responses will be recorded and will be distributed to all Proponents who have registered with Shane Koren as having received a copy of this RFP.

1.5 RFP TERMINOLOGY

Throughout this RFP terminology is used as follows:

- "must", "mandatory", "required" means a requirement that must be met in order for the proposal to receive consideration;
- "Proponent", "Consultant" means an individual or a company that submits, or intends to submit, a proposal in response to this "Request for Proposal";
- "Proposal" means any proposal made or submitted by anyone in connection with this Request for Proposal or the subject matter hereof;
- "Contract" means a written agreement resulting from this Request for Proposal executed by the Alberni-Clayoquot Regional District and the Contractor, it being understood that it may be the case that no contract will result;
- "ACRD" means the Alberni-Clayoquot Regional District;
- "ACRD Website" means www.acrd.bc.ca;
- "Contractor" means the Proponent(s) who is/are awarded and enters into an Agreement with the Alberni-Clayoquot Regional District for the Services as a result of this RFP.
- "Evaluation Team" means the team appointed by the ACRD;

SECTION II – TERMS & CONDITIONS

2.1 ESTIMATED TIME FRAME

The following timetable outlines the anticipated schedule for the RFP and contract process. The timing and the sequence of events resulting from this RFP may vary and shall ultimately be determined by the ACRD.

EVENT	ANTICIPATED DATE
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Request for Proposal is issued	August 31, 2022
Deadline for receipt of questions	September 14, 2022 @ noon
Addenda issued (if required)	September 15, 2022
Request for Proposal closes	September 27, 2022 @ 4:00 PM
Award Date	October 14, 2022
Services commencement date	October 21, 2022

2.2 RESPONSIBILITY OF PROPONENT

Proponents shall be responsible for informing themselves as to the contents and requirements of this RFP. Each proponent is solely responsible to ensure that they have obtained and considered all information necessary to understand the requirements of this RFP and to prepare and submit their proposal. The ACRD will not be responsible for any loss, damage or expense incurred by a proponent as a result of any inaccuracy or incompleteness in this RFP, or as a result of any misunderstanding or misinterpretation of the terms of the RFP on the part of any proponent.

2.3 EVALUATION

An evaluation committee will be reviewing the proposal submissions. The ACRD reserves the right to accept any or none of the proposals submitted.

2.4 PROPOSAL SUBMISSION/CONDITIONS

2.4.1 Proposal Submission

Proposal submissions must include a completed Proposal Submission Form, with all addenda acknowledged.

The Proponent's Submission Form must be fully and properly completed and conform to these Instructions for Submission. Submissions which are incomplete, conditional or obscure may be rejected. Late proposals will not be accepted.

Proposal submissions must be received **no later than 4:00 PM local time on September 27, 2022** in order to be considered.

Proposals on paper must be submitted in a sealed envelope, clearly marked "Request for Proposal EOC01-22 – Emergency Operations Center Procedure, Training, and Exercises", and directed to the person identified under the Submission Details of this Request for Proposal.

Proponents mailing proposals, or sending by courier, should allow sufficient delivery time to ensure the timely receipt by Shane Koren. Alternatively, Proposals may be submitted by email with the subject line "Request for Proposal EOC01-22 – Emergency Operations Center Procedure, Training, and



Exercises", to the person identified under the Submission Details of this RFP. If the Proponent chooses to submit by email the following risks are assumed

1. Delays in delivery
2. Rejection of the email
3. Emails may be delayed or rejected due to spam, virus software, or malware
4. Inboxes may become too full
5. The email may be missed and not identified as a submission

2.4.2 Enquiries, Errors, Omissions and Addenda

All communications regarding the submission must be directed to the person(s) identified under the Submission Details of this RFP.

Proponents must obtain their own information on all matters and things that may in any way influence them in making their submissions.

Proponents must satisfy themselves in all respects as to the risks and obligations to be undertaken by them in order to fulfil their obligations.

Communications to the ACRD may be made only by Proponents and not by prospective subcontractors, material suppliers or others.

While the ACRD has taken considerable effort to ensure an accurate representation of information in this RFP, the information contained is supplied solely as a guideline for Proponent. The information is not guaranteed or warranted accurate by the ACRD, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve the Proponent from forming their opinions and or conclusions with respect to the goods and services as described by this RFP. If a Proponent discovers any inconsistency, discrepancy, ambiguity, or omission in the Proposal Documents, it must notify Shane Koren immediately in writing.

The ACRD may provide additional information, clarification or modification by written addenda. All such addenda shall be incorporated into and become part of the Proposal Documents. The ACRD shall not be bound by verbal or other information explanations or clarifications not contained in such addenda.

Proponents should note that the Proposal Submission Form requires an acknowledgement of receipt of all addenda. Parties submitting proposals are responsible to ensure that they are aware and have received all addenda, and are advised to check immediately prior to submitting their Proposal Submission Form.



The ACRD will assume that all statements, verbal or in writing, made by persons submitting Proposals are true, accurate, complete and not misleading. All such statements will constitute representations and warranties made to the ACRD.

Requirements outlined in the RFPs shall not be interpreted in a way that would exclude warranties as to fitness for the purpose, suitability, or any other implied warranties.

2.4.3 Conditions

Proponents are advised that after receipt of proposals they may be required to provide to the ACRD additional information concerning themselves or their Proposal including further details or breakdowns, and additional information to clarify whether a proposal meets the mandatory requirements set out in this RFP

Proposals which contain qualifying conditions or otherwise fail to conform to these Instructions for Submissions may be disqualified or rejected.

2.4.4 Freedom of Information and Privacy Protection Act (FOIPPA)

The ACRD advises Proponents that submissions may be subject to the provisions of *FOIPPA* and *the Community Charter*. Proponents who wish to ensure particular parts of their submission are protected from disclosure under *FOIPPA* should specifically identify those portions that constitute a) trade secrets, and b) that are supplied in confidence, and c) the release of which could significantly harm their competitive position. Information that does not meet all three of the foregoing criteria may be subject to disclosure to third parties. Personal information provided in the submission will be collected pursuant to *FOIPPA* and the *Community Charter*. The personal information will not be released except in accordance with the *FOIPPA*.

Proposals will be held in confidence by the Regional District, subject to the provisions of *the Freedom of Information and Protection of Privacy Act*, or unless otherwise required by law. As an exception to the foregoing, Proponents are advised that any contract entered into as a result of this RFP may be subject to Regional Board approval, which may be discussed and voted on at a meeting of the Board that is open to the public. If Board approval is required, aspects of Proposals may be provided to the Board in a publicly available staff report, and discussed at a Board meeting that is open to the public.

2.4.5 Confidentiality

All submissions become the property of the ACRD and will not be returned to the Proponent. All submissions will be held in confidence by the ACRD unless otherwise required by law.

2.4.6 Conflict of Interest and Legal Proceedings



Proposals will not be evaluated if the Proponent's current or past corporate or other interests are, in the reasonable opinion of the ACRD, deemed or perceived to be a conflict of interest in connection with this RFP or the activities or mandate of the ACRD.

The ACRD reserves the right to disqualify or reject a proposal in whole or in part where the Proponent or its directors, officers, shareholders or any person associated with the Proponent has a claim or has initiated a claim or legal proceeding against the ACRD with respect to any previous contracts, tenders or business transactions.

2.4.7 Changes to Proposal

By submission of a clear and detailed written notice, the proponent may amend or withdraw its proposal prior to the closing date and time. The Proponent will not change the wording of its Proposal after closing and no words or comments will be added to the Proposal unless requested by the ACRD for clarification.

2.4.8 Proponent's Expenses

Proponents are solely responsible for their own expenses in preparing and submitting Proposals and for any meetings, negotiations or discussions with the ACRD or its representatives and consultants, relating to or arising from this RFP. The ACRD and its representatives, agents, consultants and advisors will not be liable to any Proponent for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the Proponent in preparing and submitting a Proposal, or participating in negotiations for an Agreement, or other activity related to or arising out of this RFP.

2.5 ADDENDA

If the ACRD determines that Addendum or Question & Answer response is necessary, the ACRD will post an Addendum on the ACRD and Bid BC Websites and shall become part in parcel of the RFP Document(s).

- Questions for clarification that alter the method, pricing and or specifications of the submissions will be posted in the form of an Addenda and must be signed and included with the submission.
- Questions for clarification that do not alter the method and pricing of the submission will be posted in the form of a Question and Answer document and will not require to be signed and returned with the submission.

It is the responsibility of the Proponent to ensure that it has retrieved any Addenda as posted. Proponents are required to check the ACRD's Website for all information.

2.6 OFFER ACCEPTANCE



Proponents are requested to keep their proposals open for acceptance for a period of sixty (60) days after the closing date for receipt of proposals. Proposals will be assessed during the evaluation of the proposals and any alteration could adversely impact the evaluation and ranking of the proposals

2.7 EVALUATION TEAM & CRITERIA

The evaluation of Proposals will be undertaken on behalf of the ACRD by the Evaluation Team. The Evaluation Team will give written recommendation for the selection of a Preferred Proponent(s) to the ACRD Board.

The Evaluation Team will compare and evaluate all Proposals to determine the Proponent’s strength and ability to provide the Services in order to determine the Proposal which is most advantageous to the ACRD; using the following criteria:

Evaluation Criteria	Points	Weighting	Max Score	Section
Experience and Qualifications	/10	2.0	20	3.1
Project Understanding	/10	2.0	20	3.2
Approach and Schedule	/10	3.5	35	3.3
Social Procurement	/10	0.5	5	3.4
References	/10	1.0	10	3.5
Total (Non Monetary)			90	
Price	10	N/A	10	3.6
Total			100	

Prices will be evaluated on a value per point basis: (Lowest Price / Proponent price)*10.

Points will be assigned for each criteria based on the information provided in the RFP. Scoring shall be awarded on a scale of 0 to 10, where the range is defined as follows:

0-3	Incomplete response Doesn't meet expectations Missing/mismatched attributes Poor level of details in response Unsupported claim(s)
4-7	Mostly complete response Partially meets expectations Partially fits desired attributes Medium level of detail in response Partially supported claim(s)



8-10	Meets or exceeds expectations Strongly fits desired attributes High level of detail in response Well-supported claim(s)
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Note: Ratings have been noted in the Points column, and evaluation within each area of evaluation criteria will be done at the complete and total discretion of the Alberni-Clayoquot Regional District.
 Note: Ratings have been noted in the Points column, and evaluation within each area of evaluation criteria will be done at the complete and total discretion of the ACRD. Submission to RFP, which is to be completed by the Proponent, must align with the above criteria.

2.8 NEGOTIATIONS

The top-ranked Proponent will be invited to enter into direct contract negotiations to finalize the agreement with the ACRD.

Negotiations will not constitute a legally binding offer to enter into a contract on the part of the ACRD or the proponent and there will be no legally binding relationship created with any proponent prior to the execution of a written agreement.

The Alberni Clayoquot Regional District may terminate contract negotiations with any proponent and enter into contract negotiations with the next highest-ranked proponent if, in the opinion of the ACRD at any time, the contract negotiations with the initially selected proponent will not be satisfactorily completed in its best interests.

The ACRD may, at its sole discretion, reject any or all Proposals at any time throughout the proposal evaluation, proponent selection, or contract negotiation process.

SECTION III – SUBMISSION REQUIREMENTS

It is the sole responsibility of each Proponent to ensure their Proposal contains all required information. Failure to follow the instructions contained in this RFP may result in the Proposal being deemed non-compliant in which case, it will be returned to the Proponent and receive no further consideration.

Schedule “A” contains the Form of Proposal and must be submitted with each proposal.

Schedule “B” contains Scope of Work details and Deliverables. Please refer to this, when applicable, when responding to the below.



The budget for each deliverable is stated in Schedule “B” including all expected fees and expenses.

Note: Although every attempt will be made to meet all dates, the ACRD reserves the right to modify any or all dates at its sole discretion at any time.

3.1 EXPERIENCE & QUALIFICATION

- Letter of introduction
- Proponent’s relevant experience and qualifications in delivering services similar to those required by the RFP;

3.2 PROJECT UNDERSTANDING

- Proponents should clearly demonstrate their understanding of the project requirements outlined in the RFP in their proposal. Identify the key goals that you expect to address through this project and discuss how your team will deliver on these goals.
- Proponents should provide access to at least two examples of EOC exercises produced by your team.

3.3 APPROACH/WORK PLAN AND SCHEDULE

- Provide a schedule for completion of tasks and deliverables identified in your approach/work plan. Clearly show milestone dates for completion of key deliverables.
- Clearly identify how you intend to engage with, and communicate information and results, to stakeholder advisory groups and a broader audience as requested. Clearly indicate your proposal’s assumptions for the number, and timing, of stakeholder meetings throughout this project. Clearly indicate your proposal’s assumptions for the number, and timing, of presentations.
- Outline your approach to communications and project management throughout the project, including timing, form and general content of progress updates to ACRD project staff.
- Discuss how you will work with the ACRD on review and input respecting deliverables. Clearly outline time allotted in your schedule for reviews and revisions.
- Clearly identify all services included in this proposal along with any optional, excluded services, or those services assumed to be provided by others.

3.4 SOCIAL PROCUREMENT

Please complete the table below concerning the application of Social Procurement principles and practices in your operations and/or performance of works. Contractors may be required to provide certificates and / or 3rd party validation where applicable.



	Social Procurement Principles or Practices	Yes	No	Describe where applicable	Maximum Points
1	In the last three years, has the Proponent implemented any programs or initiatives to ensure greater economic opportunity and community integration for equity-seeking groups?				5
2	Does the Proponent work with employment support services or contract within the communities you operate?				5
3	Does the Proponent work with Social Enterprises in any manner?				5

3.5 REFERENCES

Proponents shall include two (2) references of relevant experience for which they have provided similar services. With each reference, proponents shall include the organization's name, address, phone number, project title and location, description, project value, date completed as well as the name and position of a person the ACRD may contact at the organization. The ACRD reserves the right to contact references without prior notification to the proponent.

3.6 PRICE

Proponents should state the estimated hours for completion and price breakdown as follows:

Exercise/Project	Estimated Hours	Price (Excl. GST)	Disbursements (Excl. GST)

Price and Disbursements will be added together to reflect the overall project price.



3.7 INTERVIEWS

Due to the global pandemic, no in-person interviews will be permitted with the Evaluation Team. The Evaluation Team may, at its discretion, invite some or all of the Proponents to a conference call or video interview to provide clarification of their Proposals. In such event, the Evaluation Team will be entitled to consider the answers received in evaluating Proposals.

SECTION IV – SPECIFICATIONS

4.1 ACCEPTANCE OF TERMS

All the terms and conditions of this RFP are assumed to be accepted by the Proponent and incorporated in its Proposal.

4.2 THE ACRD RESERVE RIGHTS

The ACRD reserves the right to:

1. Waive any irregularity or insufficiency in any Proposal, whether material or not;
2. Accept the Proposal which is deemed most favorable to the interest of the ACRD;
3. Accept any Proposal in whole or in part;
4. Negotiate with the selected Proponent(s);
5. Contact references other than, or in addition to, those furnished by the Proponent.

4.3 NOTIFICATION OF AWARD

If negotiations result in agreement on the terms of a contract, the successful Proponent(s) will be notified in writing and required agreeable obligations will need to be fulfilled before the executing the Contract.

4.4 TERM OF AGREEMENT

It is anticipated that the Contract term, upon acceptance of proposal(s), shall be October 21, 2022 – June 30, 2023.

The ACRD anticipates that these grant opportunities will continue to be offered by UBCM, and the ACRD anticipates being able to access grant funding to support a portion of the ACRD training costs in the 2023 and 2024. The ACRD may offer two (2) one (1) year renewal terms to allow for additional exercises following June 30, 2023.



SECTION V – RFP PARTICULARS

The ACRD will require the selected Proponent to undertake the following responsibilities in accordance with the following. It is anticipated that the below section 5.1 will be incorporated into the contract with the successful Proponent(s).

5.1 CONTRACT CONDITIONS

The Proponent will be required to provide the ACRD with evidence of the following **upon execution and delivery of the Contract**

- General Liability Insurance (\$5,000,000.00)
- Letter of Good Standing from WorkSafe BC or WorkSafe BC Personal Optional Protection

The Proponent must adhere to the following **upon execution and delivery of the Contract**

- All Public Health Orders within the jurisdiction being operated in

The Proponent will be required to provide the ACRD with evidence of the following **upon closure of the Contract**

- Delivery of all required materials and reports.



SECTION VI – APPENDICES

Schedule A – Form of Proposal

Schedule B – Scope of Work and Deliverables



SCHEDULE A: FORM OF PROPOSAL

RFP NO.: EOC01-22
PROJECT: EMERGENCY OPERATIONS CENTER PROCEDURE, TRAINING, AND EXERCISES
CLOSING: September 27, 2022 @ 4:00 PM

1. PROPOSAL SUBMISSION

Company Name:		
Address:		City:
Postal Code:	Phone:	Fax:
Email:		Date:
Print Name:		
Title of Proponent:		

To: The Alberni-Clayoquot Regional District

RFP Project Title: EMERGENCY OPERATIONS CENTER PROCEDURE, TRAINING, AND EXERCISES

I/We, the undersigned duly authorized representative of the Proponent, having received and carefully reviewed all of the Proposal documents, including the RFP and any issued addenda posted on the Alberni-Clayoquot Regional District Website, and having fully informed ourselves as to the intent, difficulties, facilities and local conditions attendant to performing the Services, submit this Proposal in response to the RFP.

I/We confirm that this Proposal is accurate and true to best of my/our knowledge.

This Proposal is submitted this _____ day of _____, 20__.

I/We have the authority to sign on behalf of the Proponent.

Authorized Signature

Name and Title

Date



SCHEDULE B: SCOPE OF WORK & DELIVERABLES

The budget for this project is as stated below which includes any administrative fees, charges for printing, copying and couriers, travel expenses, accommodation expenses, and personal meals. ACRD will cover the cost of room bookings, and any food/beverage costs for participants.

ACRD Emergency Program staff will attend all sessions either as participants or as observers (in addition to number of participants provided below).

<i>Exercise/Project</i>	Budget	Notes
<i>EOC Training (ACRD Staff)</i>	\$8,400.00	
<i>EOC Procedure Development</i>	\$1,500.00	
<i>FireSmart Wildfire Tabletop Exercise</i>	\$1,500.00	Additional ACRD funds may be provided
<i>Emergency Support Services Exercise</i>	\$5,000.00	
<i>West Coast Exercise</i>	\$19,500.00	

The scope and completion timeline of work includes all of the following:

Exercise/Project	Participants	Training Objectives	Deliverables	Scenario Description	Timing
Emergency Operations Centre Training (Planning, Finance, EOC Director/Deputy Director)	Approximately 5 – 10 staff from ACRD & City of Port Alberni, with varying levels of training & experience from minimal to experienced.	To provide practical, hands on EOC training to employees. To allow staff the time to gain skills & confidence.	Training session for <u>Planning section</u> staff (Chief, Situation Unit Coordinator, Documentation Unit Coordinator, Advanced Planning Unit Coordinator, Demobilization Unit Coordinator, Recovery Unit Coordinator).	Scenario to provide opportunities for continued inputs, worsening situation, that requires advanced planning. How to conduct an EOC Management Team Briefing. Scenario includes opportunities for staff to receive inputs and complete EOC forms utilizing actual resources in EOC.	Training shall be limited to a four-hour session. Must be complete by June 30, 2023.
	Approximately 5 – 10 staff from ACRD & City of Port Alberni, with varying levels of training & experience from minimal to experienced.	To provide practical, hands on EOC training to employees. To allow staff the time to gain skills & confidence.	Training session for <u>Finance section</u> staff (Chief, Time Unit Coordinator, Procurement Unit Coordinator, Cost Accounting Coordinator).	Review of ACRD/City purchasing policies. Example scenario provided with staff time, purchases, EAF's, Resource Requests, providing sufficient inputs for EOC staff to fill out paperwork. Scenario includes opportunities for staff to receive inputs and complete EOC forms utilizing actual resources in EOC.	Training shall be limited to a four-hour session. Must be complete by June 30, 2023.
	Approximately 5 – 10 staff from ACRD & City of Port Alberni, with varying levels of training & experience.	To provide practical, hands on EOC training to employees. To allow staff the time to gain skills & confidence.	Training session for <u>EOC Director(s), Deputy Director(s).</u>	How to be an effective EOC Director. How to identify overall objectives and strategy. How to deliver EOC Briefing, considerations for Resource Request approvals, when/how to hold action planning meetings. How/when to engage with the policy group. Scenario includes opportunities for staff to receive	Training shall be limited to a four-hour session. Must be complete by June 30, 2023.

				inputs and complete EOC forms utilizing actual resources in EOC.	
Procedure Development		Related to the 'Planning Section' training is the development of procedures for planning section staff. Preparation of procedures to be developed collaboratively with Emergency Program staff, prior to Planning Section Training. Procedures to build upon AV Emergency Plan/Procedures Manual, providing EOC staff with further guidance that is currently available. (Ex. How to collect info, display info. Development of Sitrep & Action Plan. How to track resources, and document EOC records).	Actionable procedures utilizing visually appealing tools including infographics and flowcharts. Procedure to be in editable format for future updates.	N/A	November/December 2022
FireSmart Wildfire Tabletop Exercise	Fire Department members (career & volunteer), SAR, BC Ambulance, First Nations, Radio Club, BC Wildfire, RCMP, ACRD & City staff.	To provide a practical wildfire tabletop exercise promoting an opportunity to provide a coordinated response.	Wildfire focused tabletop exercise.	Wildfire in Alberni Valley impacting electoral areas, First Nations & City of Port Alberni Components of Exercise: <ul style="list-style-type: none"> • Response coordination • Integration of EOC • Evacuation Alert/Order 	Maximum four-hour tabletop exercise to be delivered prior to December 14, 2022
Emergency Support Services Exercise	ESS volunteers, ACRD/City of Port Alberni staff.	To provide practical, hands on ESS training & exercise to ESS volunteers and employees. Training will	ESS Reception centre & Group lodging exercise with live volunteers.	Reception Centre (RC) & Group Lodging (GL) exercise. Physically set up reception centre & small group lodging facility.	Training will include: Refresher on ESS documentation

		focus on a Level 2/3 response. It will provide ESS responders with an opportunity to gain skills, increase confidence and learn through applied activities.		Utilize volunteer evacuees requiring registration & referrals. Utilize Electronic Registration & Assistance (ERA) for ESS responders with access, and paper forms for ESS responders without access to ERA.	(registration & referral), RC/GL activation procedures, Roles & responsibilities, Worker care & safety, understanding matters such as privacy, cultural & mental health awareness. Training shall be limited to a six-hour session (plus a lunch break). Exercise delivery shall occur on a weekend in late January or early February 2023.
West Coast Exercise	Regional exercise with District of Tofino, District of Ucluelet, and ACRD. Invitees include Parks Canada, First Nations, Emergency Volunteer agencies, ESS.	Regional emergency exercise with a focus on involving multiple EOC's, local governments and emergency response agencies. Exercise to promote an opportunity to provide a coordinated response on the West Coast.	Training exercise to be delivered on the West Coast (location is not determined).	Scenario to be collectively developed in partnership with 3 local governments. Scenario will be broad enough in scope to impact all 3 local governments and Federal Parkland.	Initial planning for exercise to start in 2022. Exercise delivery in May 2023.

The deliverables include all of the following:

Proponents to ensure hours are included to carry out all the tasks required to facilitate and administer:

Preparation

It is the expectation that the facilitator will be coordinating, completing and actioning the work required to:

- Assess capability to conduct an exercise(s)
- Define the exercise(s) scope
- Develop an exercise(s) planning timeline with milestones
- Work with ACRD to select participants
- Develop an exercise(s) work plan

Design and Development of Exercise(s)

- Manage the project
- Convene a planning team
- Conduct effective planning conferences
- Identify exercise(s) design objectives
- Develop the scenario(s) and documentation
- Assigning logistical tasks
- Coordinating the involvement of participating organizations and officials
- Identify the evaluation methodology

Facilitating the Exercise(s)

Facilitate and manage the exercise by ensuring the following:

- Setup
- Briefings
- Facilitation/control/evaluation
- Utilization of virtual tools
- Wrap up activities

All training activities must comply with provincial Public Health Orders. Preference is for all training to be conducted in-person; however consultant must be able to deliver training in a virtual format should that be necessary. Training that is delivered virtually is to be recorded and delivered electronically to ACRD.

Evaluating and Reporting

- Observing and recording exercise activities
- Comparing the performance of the participants against the exercise objectives
- Identifying strengths and weaknesses to include in the final report
- Prepare a draft report for review by the ACRD
- Prepare the final report (to include After-Action Report) with consideration of comments provided by the ACRD

Improvement Planning

Based on the evaluation and reporting, there will be:

- An After Action Report conducted for each component of the contract, including
 - Observations
 - Recommendations for Improvement.

The Consultant agrees to deliver web ready files sized to 10 MB or less for all reports that are created for public consumption, including attachments for staff reports that may be shared publicly.