



Addendum #1
RFP EOC01-22
Emergency Operations Center Procedure, Training, and Exercises
Alberni-Clayoquot Regional District

Please review the following information before submitting your response to EOC01-22.

1. Are the timelines for component delivery flexible? For example, the date for the first exercise is currently set as prior to December 14, 2022, and in practice exercises are used as a capstone to training to reinforce learned principles and procedures and the target for training components is June 30, 2023.
 - a. **The timelines are tied to grant deadlines. The EOC grant (deadline is June 30), ESS grant (deadline is April 21), FireSmart (deadline is Jan 31). The date of the training sessions reflect the grant timelines:**
 - i. **the EOC training sessions must be completed by June 30, 2023.**
 - ii. **the Wildfire tabletop exercise (FireSmart grant) – flexibility to extend into January but must be completed by January 27.**
 - iii. **The ESS exercise – flexibility to extend into February but must be completed by February 24.**
 - iv. **The West Coast Exercise. No flexibility available.**
2. What are the circumstances regarding the additional funds for the wildfire tabletop exercise as alluded to in the RFP?
 - a. **The funds identified in the RFP are related to the maximum funds available under the FireSmart Grant for the Wildfire exercise. Additional funding for the exercise may be provided through the emergency program budget.**
3. Is it possible to move funds not used in one component to support activities in another component and deliver the elements of the comprehensive RFP under one integrated budget?
 - a. **No, funding allocation is not transferrable from one component to another as they are tied to individual grant allocations. The budget outlines the maximum funding available from each grant.**
4. Is there a reason for not including training for operations and logistics?
 - a. **We had extensive EOC training last year and from that training we recognized that we needed to focus on further training, specifically in the areas of planning, finance and EOC Directors/Deputy Directors. We are satisfied with the current level of knowledge in operations and logistics however it was identified through last years EOC training that staff could use more extensive preparation and training in these areas.**



5. For the procedure development are there current planning procedures in place that can be shared with the successful proponent?
 - a. **The Alberni Valley Emergency Plan is available here:**
<https://www.acrd.bc.ca/emergency-services>. Interested Proponents can request the **ACRD EOC Procedures Manual containing checklists for each EOC position.**

6. Can you clarify the use of the term “Firesmart Wildfire” for the tabletop exercise. Firesmart is a preparedness activity that would take place prior to wildfire season and is not an EOC supported activity. Is it intended that as part of the wildfire response there would be planning and execution of Firesmart activities in areas not impacted by wildfire?
 - a. **The funding has been made available through a FireSmart grant, however the exercise is based on a wildfire scenario.**

7. For the ESS exercise is there an existing evacuation plan(s) and/or written procedures document to provide the background for the exercise?
 - a. **Yes the available evacuation plan and ESS plan are available here:**
<https://www.acrd.bc.ca/emergency-services>. **The successful contractor will be provided with further ESS specific procedures and documentation.**