



REQUEST FOR PROPOSALS # LB-RFP-2024-01

EMERGENCY PLANNING COORDINATOR

BACKGROUND

The Village of Lions Bay is inviting proposals for a contractor to function as an Emergency Planning Coordinator to administer the Village of Lions Bay Emergency Program. Responsibilities include:

- updating the Emergency Plan and Emergency Evacuation Plan;
- acting as secretary for the Emergency Planning Committee;
- training participants/arranging for training opportunities;
- organizing and participating in emergency preparedness exercises and training opportunities; writing proposals to access appropriate funding; coordination and integration of emergency response and recovery to large scale emergencies;
- liaising with partner communities to improve Emergency Services and response; and
- reporting on activities to Council.

The successful proponent will possess excellent communication skills and be able to effectively liaise with and coordinate appropriate agencies, management staff and volunteers. Familiarity with Sea to Sky corridor, Metro Vancouver Emergency Management, North Shore Emergency Management and previous experience in emergency management, ICS and BCERM would be an advantage. All applicants should be familiar with the Lions Bay Emergency Plan.

PROPOSAL GUIDELINES

Proposals should detail your experience and qualifications, the methodology you propose to meet program objectives (including your availability in case of emergencies), and your base monthly and hourly rates. Please note that the municipality does not envision this role as a full-time position.

Proposals should, at a minimum, meet the requirements set out in the RFP information package. To be considered, proposals must be received by the Village of Lions Bay by **4 pm on July 26, 2024**.

Proposals should be emailed to Ross Blackwell, CAO at cao@lionsbay.ca.



AREAS OF RESPONSIBILITY

The contract between the successful proponent and the Village of Lions Bay will include but shall not be limited to the following areas:

1. Regularly update community emergency plan and any associated documents.
2. Research funding sources, obtain grants and engage in other fund-raising activities, including preparing business plans as necessary.
3. Prepare an annual estimate of expenses required to operate and maintain the Emergency Program.
4. Coordinate annual training and public awareness programs and exercises.
5. Make recommendations on the effectiveness of the Emergency Program.
6. Develop plans for handling unusual emergency activities not normally handled by existing local services.
7. Liaise and coordinate activities with Regional, Provincial, and Federal counterparts.
8. Coordinating facilities and equipment to ensure that they are in a state of readiness for an emergency.
9. Act as the Liaison Officer during the activation of an Emergency Operations Centre.
10. Coordinate the Recovery Plan in the event of disaster.
11. Organize, and act as Secretary of the Emergency Plan Committee.
12. The Emergency Coordinator shall be responsible for carrying out their duties within the Village of Lions Bay.

CONTRACT

The contract between the Emergency Coordinator and the Village of Lions Bay will be a contract for services and nothing in said contract shall deem the Coordinator to be an employee of the municipality.

It is anticipated that the contract term would be one-year renewable term with a 3-month termination clause for each party.

The preferred Proponent will be required to provide a driver's license abstract and agree to a criminal record check.

EQUIPMENT

The Coordinator will be expected to provide their own vehicle, computer and any other necessary office equipment. Submissions must include a schedule of equipment to be used including a vehicle. Equipment for the Emergency Operations Centre is provided by the Municipality.



SELECTION CRITERIA

The Municipality will select the preferred Proponent based on a variety of criteria, the most important of which are as follows:

1. Qualifications
2. Experience in Emergency Response Management
3. Other related experience
4. Completeness of Proposal
5. Interview
6. Cost

The Municipality will not necessarily choose a proponent based solely on the lowest cost.

PROCESS

Closing for Submissions: 4pm, July 26, 2024

Interviews: July 29-August 16, 2024

Contract Award: August 23, 2024

It is anticipated that the successful proponent will begin their duties in September, 2024.

NEGOTIATION

When the Municipality selects a Preferred Proponent, they will enter into negotiations with the Preferred Proponent in an attempt to reach an agreement necessary to implement the services, as generally described in this RFP. If the Municipality considers that it is unlikely to reach an agreement with the Preferred Proponent despite having negotiated with the Preferred Proponent for at least seven (7) days after selection of the Preferred Proponent, the Municipality is entitled to cease negotiations with the Preferred Proponent and to begin negotiations with another Proponent.

MISCELLANEOUS

The Municipality is entitled to cancel this RFP at any time by addendum issued to Proponents, without liability for any loss, damage, cost or expense incurred or suffered by any Proponent because of that cancellation.

This RFP is solely a request for expressions of interest and statements of qualification. It is not an invitation for tenders, an offer to contract, or an invitation for offers capable of acceptance to create a contract. No contractual or other legal obligations or relations between the Village of Lions Bay and any other person can or will be created except in a written contract executed by two authorized signatories of the Municipality.



In considering any submissions delivered in response to this RFP, the Village of Lions Bay reserves the absolute and unfettered discretion to:

- accept or reject any proposal that fails to comply with the requirements set out in this RFP for the content of proposals;
- assess proposals as they see fit, without in any way being obliged to select any proposal or Proponents;
- assess and select proposals as they see fit without being obliged in any way to select the proposal that offers the lowest price or cost;
- determine whether any proposal or proposals satisfactorily meet the selection criteria set out in this RFP;
- require clarification after the dates and times set out above from any one or more of the Proponents in respect of proposals submitted;
- communicate with, meet with or negotiate with any one or more of the Proponents respecting their proposals or any aspects of the project;
- reject any or all proposals with or without cause, whether according to the selection criteria set out above or otherwise.

Each Proponent is solely responsible for the risk and cost of preparing and submitting a proposal in response to this RFP and neither the Municipality nor their officials, employees or consultants are liable for the cost of doing so or obliged to remunerate or reimburse any Proponent for that cost.

By submitting a proposal to the Village of Lions Bay, each Proponent represents and warrants to the Municipality that the information in the proposal is accurate and complete.

The RFP does not impose on the Village of Lions Bay any duties of fairness or natural justice to any or all respondents with respect to this RFP or the process it creates. Unless the Municipality is expressly permitted or required by this RFP to “act reasonably” the Municipality is entitled to act in its sole, absolute and unfettered discretion.

While the Municipality has used considerable efforts to ensure an accurate representation of information in this RFP, the information contained herein is supplied solely as a guideline for Proponents. The information is not guaranteed to be accurate, nor is it necessarily comprehensive or exhaustive. The Municipality will assume no responsibility for any oral information or suggestion(s).