



REQUEST FOR PROPOSAL (CONTRACT WORK) RFP-2010-FFM-001

FNESS is a provider of public safety services and programs to First Nations Communities located across the province of BC. The FNESS Forest Fuel Management Department based in Kamloops is conducting a review of its forest fuel management training opportunities. This review will allow us to:

- Improve the type, selection and scheduling of forest fuel management related training
- Streamline data collection and sharing with potential employers
- Enhance train-the-trainer and mentoring opportunities to build capacity
- Strengthen linkages with structural fire based training (specifically related to suppression within the Wildland Urban Interface), and to other external agencies engaged in similar training opportunities

These activities are part of FNESS ongoing goals to improve its services and maximize training resources available to First Nations communities. FNESS is seeking to identify and select an outside independent consultant or contractor to produce supporting documentation for the future Forest Fuel Management Department training and community capacity building needs. The remainder of this document provides information that will allow a service provider to understand the scope of the project and develop a proposal in the format desired by FNESS.

Forest Fuel Management and Forest Fire Suppression Training Review and Recommendations:

The successful vendor will be required to research, develop and submit a review with implementation recommendations to support First Nations' training and employment opportunities.

The project will be broken into three components;

- 1) research & provide an outline of the training implementation recommendations
- 2) develop a rough draft for review & feedback
- 3) produce a final version that includes professional editing for submission to our education production

PROPOSAL SUBMISSION GUIDELINES

Award of the contract resulting from this RFP will be based upon the most responsive Vendor whose offer will be the most advantageous to FNESS in terms of cost, functionality, and other factors as specified elsewhere in this RFP.

FNESS reserves the right to:

- Reject any or all offers and discontinue this RFP process without obligation or liability to any potential Vendor,
- Accept other than the lowest priced offer,
- Award a contract on the basis of initial offers received, without discussions or requests for best and final offers, and
- Award more than one contract.

Vendor's proposal in response to this RFP will be incorporated into the final agreement between FNESS and the selected Vendor(s). The submitted proposals are to include each of the following sections:

1. Quote RFP-2010-FFM-001
2. Executive Summary of experience developing training packages and delivering training courses for First Nations communities.
3. Demonstrated experience in communications and report writing.
4. Demonstrated experience in research.
5. Bid costs for time, based on an hourly rate
6. Appendix: Company Overview – Summary or biography of organization or consultant entity (Business number/GST #/Insurance/etc).
7. In addition to the above the vendor submission must include the following statement;

If selected for contract I/we agree to provide the services specified within the conditions indicated at the stated price. I/we acknowledge that payment will be made upon receipt of satisfactory completed work.

Name

Authorized signature

Date signed

Closing Date: 4:30 pm, Friday, February 26, 2010

Please direct any enquiries and submit all bid proposals to

Brent Langlois
Special Operations Coordinator

Email: blanglois@fness.bc.ca
Fax: 250-377-7600

First Nations' Emergency Services
712 Mt. Paul Way, Kamloops BC, V2H 1B5