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REQUEST FOR QUALIFICATIONS & EXPRESSIONS OF INTEREST

BACKGROUND

The Squamish-Lillooet Regional District (SLRD) is seeking qualifications and expressions of interest from contractors who are able to perform, on a temporary basis, work associated with the Agriculture Unit Coordinator function in an Emergency Operations Centre (EOC) activation.

SCOPE OF WORK

The general scope of the services is dependent on the emergency. The SLRD typically activates its EOC multiple times per year in response to wildfires, floods and landslides.

Services associated with the EOC Agriculture Unit Coordinator may include:

- Liaise with agriculture stakeholders and establish lines of communication with the SLRD EOC.
- Keep agriculture stakeholders informed by sharing emergency information, in accordance with EOC Action Plans.
- Gather emergency information from agriculture stakeholders in support of EOC decision-making.
- Advise the SLRD EOC about support that may be provided to the agriculture sector during emergencies.
- Connect agriculture stakeholders with external supports or resources that may be provided by the Province of BC, agriculture associations, or other sources.
- Support the SLRD EOC with emergency response contingency planning for the agriculture sector, including the identification of evacuation routes, reception areas, and transportation methods.
- Coordinate with the SLRD EOC Emergency Support Services (ESS) Coordinator and EOC Planning Section to ensure evacuations of people and livestock are aligned and mutually supporting.
- Coordinate livestock transportation for relocation, if required.
- Coordinate temporary access to evacuated farm land, if required.

- Manage the SLRD EOC Agriculture Unit, including the development of unit objectives, status reports, and resource tracking.
- Advise the SLRD EOC about issues related to disaster recovery for the agriculture sector.

REQUIREMENTS

- Formal training in Emergency Operations Centres and/or the Incident Command System, or equivalent
- Available to work irregular hours, as may be required during EOC activations
- This position is intended to be fully virtual, however in-person travel to locations in the SLRD may be required in extreme situations. Cost of travel, accommodations and incidentals will be paid by the SLRD EOC.
- Professional experience working in the agriculture sector (preferred).
- Previous experience working in an Emergency Operations Centre as Agriculture Branch Coordinator or similar experience (preferred)
- Previous experience working in agriculture emergency management (preferred).
- Established relationships with agriculture associations that operate in the Squamish-Lillooet Regional District (preferred).
- Excellent writing and editing skills with superior attention to detail
- Ability to work collaboratively, in a fast-paced, deadline-driven environment
- Exceptional customer service

The successful applicant must have the following insurance coverage:

- WorkSafeBC coverage (or if applicable, proof that WorkSafeBC coverage is not required) throughout the term. The successful applicant is responsible for all fines, levies, penalties and assessments made or imposed under the Workers Compensation Act and regulations relating in any way to the services.
- Automobile liability insurance coverage throughout the term in an amount not less than \$2,000,000; and
- Commercial general liability insurance throughout the term providing coverage for death, bodily injury, property loss and damage and all other losses arising out of or in connection with the provision of the Services an amount not less than two million dollars (\$2,000,000) per occurrence and two million dollars (\$2,000,000) in the aggregate with a deductible not greater than \$5,000 per occurrence, with the SLRD named as an additional insured;

- Certificates of insurance confirming the placement and maintenance of such insurance at the signing of the Services Agreement and thereafter as requested to do so from time to time by the SLRD. If the applicant insurance expires or terminates before the end of the term, the applicant must deliver a new certificate of insurance evidencing the new policies of insurance not less than ten (10) days before the new policies go into effect.

In addition, the successful applicant will be required to enter into the SLRD's standard Services Agreement.

INTENT

Following review and assessment of the submissions received, the intent of the SLRD is to invite contractors to submit their interest to work in the Agriculture Unit Coordinator function in the event of a future emergency. Contact information of interested contractors will be added to a qualified contractors list and, as applicable, a Services Agreement will be completed during the emergency. Please note that being added to the qualified contractors list does not, in any way, guarantee any specific number of hours will be available at any time.

CONTRACT VALUE AND COMPLETION DATE

- The maximum contract value is dependent on the emergency and scope of the related EOC activation.
- The completion date is dependent on the emergency and scope of the related EOC activation.

SUBMISSION

Interested candidates are invited to submit the above by email only **no later than 4:00pm on Monday, May 20th, 2024** to:

Michael Fusca
Squamish-Lillooet Regional District
Emergency Program Manager
mfusca@slrd.bc.ca

To submit an expression of interest, please provide:

- Cover letter (1 page is acceptable), identifying the applicant and contact information
- Resume highlighting details of relevant experience
- List of available services
- Availability for services from May to December 31, 2024 (indicating dates when the contractor is not available during this period)
- Schedule of rates for services available
- Examples of materials produced in relation to emergency communications

- List of insurance coverage (requirements listed above)
- At least 2 references with contact information.

Questions can be submitted via email to mfusca@slrd.bc.ca