



## Lacombe Regional Emergency Management Partnership

### Request for Proposal

### EMERGENCY MANAGEMENT COORDINATOR

Issued December 3, 2018

Closing date: January 31, 2019



## **1.1 Invitation to Submit Proposal**

The Lacombe Regional Emergency Management Partnership (LREMP) is seeking interested parties to submit non-binding Proposals for the provision of services as set out in this Request for Proposal (RFP) in Schedule "A". This RFP does not commit the LREMP to award a contract or pay any costs incurred in the preparation of a Proposal, or attendance at a meeting with staff.

## **1.2 Inquiries**

Refer all Proposal inquiries, by email, to [pforsyth@sylvansummervillages.ca](mailto:pforsyth@sylvansummervillages.ca). The alternate contact is [smart@bentleycouncil.ca](mailto:smart@bentleycouncil.ca). Inquiries will be accepted up to two (2) business days before closing time.

## **1.3 Proposal Submission**

RFP submissions shall be made electronically in either a Microsoft Word or PDF format, and must be received by 4:00 pm, January 31, 2019. Any proposals received after this date shall not be considered. The LREMP is not responsible for the timeliness of documents delivered, nor will the LREMP accept any Proposal delivered to any other representative. No Proposal shall be altered or amended after the Closing Time without the agreement of the LREMP Recruitment Committee.

The LREMP reserves the right to:

1. Accept any Proposal submitted prior to the RFP closing time, as specified in the RFP;
2. Accept the written withdrawal of any Proposal from the office at which the Proposal was originally submitted;
3. Reject any or all Proposals and to accept any part of one or more Proposals, at any time without further explanation;
4. Reject or accept any Proposal which contains qualifying conditions or otherwise fails to conform to the RFP;
5. Waive any non-compliance with the Proposal documents, specifications or any conditions; and
6. Requests for extensions of the opening time and date will not be granted.

## **1.4 Proposal Prices**

The firm/individual must specify non-binding pricing as identified in Schedule "B". Fees must be on an annual basis, and must include the estimated yearly hours. The Partnership agrees to pay as per signed agreement, plus GST for the term of the agreement. No extra fees will be paid unless this Request for Proposal is changed or additional work requested and/or agreed to in writing by the LREMP Advisory Committee.

## **1.5 Discussion**

The LREMP reserves the right to conduct discussions with any firm/individual that submitted a Proposal to assure full understanding of the Proposal submitted.

## **1.6 Contract**

The signing of a formal written agreement shall constitute the making of a Contract between the LREMP and a successful Proponent. The firm/individual shall not acquire any legal or equitable rights in relation to the LREMP until the signing of a written agreement by the LREMP. The Contract shall include all portions of the RFP not expressly overridden in negotiations. The successful firm(s)/individual(s) shall enter into a 3 year written contract with the LREMP within twenty one (21) days after the notice of award.

## **1.7 Proposal Inclusions and Format**

Proposals shall contain the following:

1. Executive Summary highlighting points pertaining to emergency management history in the Proposal that the firm/individual may wish to include, along with an overview of the project schedule and costs.
2. Detailed information that covers the firm(s)/individual(s) history in emergency management and office location.
3. Response to requirements detailing the organization's ability to satisfy, at minimum, all aspects of the project as outlined in Schedule "A".
4. Pricing shall be on an annual basis and shall cover all requirements as set out in Schedule "B".

## **1.8 Addendum**

If it becomes necessary to revise any part of the request or if additional data is necessary to enable interpretation of provisions of this request, revisions will be provided to all prospective firms who receive or request this RFP.

**SCHEDULE “A”**  
**Lacombe Regional Emergency Management Partnership**

**Emergency Management Coordinator**

**Services**

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**Purpose:**

The Lacombe Regional Emergency Management Partnership (LREMP) consisting of ten (10) municipalities in Lacombe County was created to manage a common regional emergency management program for the region. The program establishes the elements of a continuous improvement process to develop, implement, maintain and evaluate emergency management in the region and address the functions of prevention and mitigation, preparedness, response and recovery.

LREMP requires the services of an Emergency Management Coordinator to assist and support the LREMP and its members in emergency management preparedness.

**Scope of Work:**

*The following description for the Emergency Management Coordinator is not definitive in its scope, but represents a general overview of what will be expected in the position.*

The Regional Emergency Management Coordinator will support LREMP and its goals & objectives by providing the following duties:

1. Maintain and update the Lacombe Regional Emergency Management Plan and the Emergency Social Services Plan, as follows:
  - a) Be responsible for ensuring the Regional Emergency Management website, membership contact list and regional training records are reviewed and updated as new information becomes available.
  - b) Be responsible for ensuring the Regional Emergency Management Plan and the Emergency Social Services Plan is reviewed and updated as new information becomes available and notify the member municipalities of any updates made.
  - c) Bring to the attention of the LREMP Agency and Advisory Committee changes to the provincial emergency management legislation and regulations and ensure said changes are made to the Regional Plan and website, as required.
  - d) In consultation with the Agency and Advisory Committee Chairpersons, prepare agendas for Agency and Advisory Committee meetings and distribute to partnering municipalities. Attend the meeting to provide assistance, advice and reports as required and to record the meeting minutes and distribute to partnering municipalities.

2. Develop/maintain/coordinate an emergency planning, training and exercise program in consultation with the Agency.
  - a) Coordinate with the individual municipalities to identify their educational needs and develop and/or offer table top exercises for the training of municipal personnel for a local emergency
  - b) Coordinate with the Regional Agency to develop and/or offer table top exercises designed for the training of municipal personnel for a regional emergency and for the ability of personnel from one municipality to provide assistance to another municipality and designed to build mutual trust, respect and cooperation among members
  - c) Coordinate with the Regional Agency to develop a regional training exercise and/or offer regional training exercises.
  - d) Conduct a review of all exercises
  - e) Review the impact of emergency incidents on the system and provide guidance and advice on how to improve the system
3. Provide assistance and advice to individual municipalities to ensure they are keeping their emergency management records & plans & training up to date.
  - a) Visit each municipality two (2) times per year to review their plan and assist in the updating of same, including the "crash cart" documents and binders.
  - b) Identify the development needs of the individual municipality and offer coaching, mentoring or otherwise assist to improve their knowledge and skills in emergency management.
4. Liaise with external agencies and surrounding municipalities
  - a) Communicate with and develop a rapport with people outside of the Partnership for the benefit and advancement of the Partnership's goals & objectives.
  - b) Represent the Partnership to the public, government agencies and other external sources.

## **SCHEDULE "B"**

### **Fees for Service**

The fixed monthly fee shall cover the following costs:

- All hours worked, including travel time to and from Agency and Committee meetings, training days and meetings with municipalities.
- Premiums for required liability insurance
- Payroll costs including WCB, CPP, EI and any other employer payroll contributions.
- All travel costs including meals, vehicle mileage and vehicle maintenance.
- All office space and stationary costs (excluding training materials).
- All telephone, computer and internet costs.

The Partnership will be responsible for the following:

- Facility costs for all meetings and training
- Meals and training materials provided during training
- Ongoing maintenance and storage costs for the website.
- Printing costs for the publication of the emergency plan
- Costs incurred by Agency members

The Partnership agrees to pay \_\_\_\_\_ (\$ \_\_\_\_\_) dollars per month plus GST for the Term of this Agreement