



**REGIONAL DISTRICT
of Fraser-Fort George**

EMERGENCY RESPONSE AND RECOVERY PLAN

TABLETOP and FULL SCALE EXERCISE

INVITATION TO QUOTE PS 04-11

**Prepared by:
Regional District of Fraser-Fort George
Public Safety Services**

Regional District of Fraser-Fort George
155 George Street, Prince George BC V2L 1P8
Telephone 250-960-4400 / Toll Free 1-800-667-1959 / Fax 250-562-8676
<http://www.rdffg.bc.ca>

INTRODUCTION

The Regional District of Fraser-Fort George, (the “Regional District”) invites written quotations from qualified consultants with experience in the field of emergency management or emergency response service delivery. The consultant will develop, facilitate and conduct a scenario to be used for a tabletop and full scale exercise in Fall 2012 in consultation with the Regional District.

The goal will be to exercise the Regional District’s Emergency Response and Recovery Plan, in accordance with British Columbia’s regulatory requirements, while ensuring the participation of all relevant agencies.

Quotations will be received until **2:00 p.m. local time on October 11, 2011**, at the Regional District Office, 155 George Street, Prince George, BC V2L 1P8. All quotations must be marked “**PS 04-11 Regional District Tabletop and Full Scale Exercise**”. Quotations received after the stated closing date and time will be disqualified and not considered by the Regional District. Quotations submitted by fax to **250-562-8676** will be accepted. Bidders are responsible to ensure a faxed quote has been received.

Invitation to Quote documents may be obtained on, or after, Thursday, September 15, 2011:

- a) in a PDF (public document format) file format from the Regional District’s website www.rdffg.bc.ca;
- b) in hard copy from the Regional District Service Centre, 155 George Street, Prince George, BC between 8:00 a.m. and 5:00 p.m., Monday through Friday, excluding statutory holidays; or
- c) on the *BC Bid*[®] website www.bcbid.gov.bc.ca.

Quoted prices must remain in effect for twelve (12) months after the closing date and time and be submitted on the Consultant’s Quote form attached together with your resume and references. Quotations will not be accepted unless submitted on the Consultant’s Quote form and signed. Qualifying clauses or exceptions may result in rejection of the quotation.

All quoted prices are before taxes and are to be in Canadian dollars. The successful bidder will be required to itemize taxes and all expenses (travel, accommodation, meals, taxis, etc.) on all invoices submitted to the Regional District; receipts will need to be provided.

All inquires relating to this Invitation to Quote must be directed to:

Kulpreet Munde, Emergency Services Coordinator
Regional District of Fraser-Fort George
Phone: 250-960-4400
Fax: 250-562-8676
Email: kmunde@rdffg.bc.ca

The Regional District reserves the right to contact respondents to request additional clarification and/or supplemental information. Quotations, as received, shall be considered final and no quotation shall be altered, amended or withdrawn after the specified closing date.

A purchase order issued to the bidder will indicate acceptance of their quote. No work will proceed without a purchase order issued by the Regional District.

The Regional District reserves the right, at its sole discretion, to not award this quotation. Award of the quotation is subject to the receipt of approval of the Joint Emergency Preparedness Program (JEPP) to obtain grant funding.

EXPECTATIONS OF CONSULTANT AND SCOPE OF WORK

- Develop a scenario in consultation with the Regional District for both the tabletop and full scale exercise:
 - Facilitate exercise planning meetings in preparation for the tabletop and full scale exercise;
 - Define, review and revise the overarching full scale exercise objectives;
 - Develop schedule for upcoming exercises; and
 - Finalize a scenario with script and timeline details for the full scale exercise.
- Plan, facilitate and set-up tabletop based on the finalized scenario with a timeline of one-half (½) day:
 - Provide any materials or resources needed for participants of tabletop;
 - Conduct tabletop debrief covering the following:
 - Discuss and confirm the objectives of the full scale exercise;
 - Detail how the full scale exercise will be conducted and evaluated; and
 - Identify the logistical needs of each agency for the full scale exercise in consultation with participants of the tabletop.
- Prepare for, and set up, the full scale exercise with a timeline of four (4) to six (6) weeks prior to exercise:
 - Create all required documentation;
 - Distribute any relevant briefing and participant materials needed to successfully complete the full scale exercise;
 - Facilitate any required meetings with the Regional District (which may include agencies taking part in the full scale exercise).
- The full scale exercise with a timeline of one (1) full day:
 - Assist in coordination of the full scale exercise;
 - Liaison with external stakeholders in conjunction with Regional District staff;
 - Contribute to problem solving, if requested;
 - End and debrief the exercise; including initial observations based on exercise objectives; and
 - Wrap up function.
- The following deliverable are required within (60) days of a full scale exercise date:
 - Provide a report that details what was discussed and determined during the tabletop; including outlining all participating agencies roles and responsibilities during the full scale exercise; and
 - Provide an in depth report regarding the exercise. The report should be detailed and include recommendations for remediation or improvements on the Regional Districts Emergency Response & Recovery Plan.

Consultants are encouraged to recommend inclusion of items, which may be related and be of substantial benefit to the Regional District, not specifically identified within the Scope of Work for consideration by the Regional District.

Consultants will be responsible for providing any forms or material that will be used for both the tabletop and full scale exercise that are beyond what the Regional District currently uses or has access to.

REGIONAL DISTRICT FULL SCALE EXERCISE

INVITATION TO QUOTE PS 04-11

CONSULTANT'S QUOTE

Firm Name: _____

Address: _____

Telephone #: _____ Fax: _____ Email: _____

Accommodations \$ _____

Travel \$ _____

Meals \$ _____

Tabletop and Exercise Cost \$ _____

Total Cost \$ _____

Signature of Authorized Person Title

Print Name Date

*Please note that a breakdown of the submitted quote will be required before a successful quote is chosen. Please attach any further detail regarding breakdown of the cost to this form.

*Please remember to attach your resume and references with your quote.