



**REGIONAL DISTRICT
of Fraser-Fort George**

REQUEST FOR PROPOSALS ADM-22-02

Consulting Services

Regional Cultural Plan 2023-2027



Regional District of Fraser-Fort George
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<http://www.rdffg.bc.ca>



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REQUEST FOR PROPOSALS – ADM-22-02 Regional Cultural Plan
Issue Date: May 11, 2022

1.0 RFP DOCUMENTS

RFP documents may be obtained on, or after the Issue Date as follows:

- a) in a PDF (public document format) file format from the Regional District's website at www.rdffg.bc.ca; or
- b) on the BC Bid website at www.bcbid.gov.bc.ca.

All subsequent information regarding this RFP, including amendments, addenda and answers to questions will also be available as above.

2.0 DELIVERY OF PROPOSALS AND CLOSING DATE

Proposals must be in English and must be submitted using the submission methods below. The submission must include a cover letter that identifies the RFP, identifies the Proponent and includes the signature of an authorized representative of the Proponent that confirms the Proponent's intent to be bound to the RFP process.

The Regional District will accept Proposals submitted by email or by delivery directly to the Regional District main office. **All Proposals must be submitted to the Regional District's General Manager of Financial Services by 2:00 p.m. (local time) on Monday, June 6.**

Proposals submitted by fax will **NOT** be accepted. Any Proposal received after the closing date and time will be considered disqualified and will be returned to the Proponent.

Submissions must be directly delivered to the Regional District in either:

- Email format with the Proposal attached to the email in a PDF, or equivalent, format and emailed to purchasing@rdffg.bc.ca. The subject line should read "**ADM-22-02 – Regional Cultural Plan – [Proponent's Name]**"; **or**
- Electronic format submitted on a USB readable device with the Proposal in a PDF, or equivalent, format; **or**
- Hard copy format with three (3) complete Proposal copies.

If submitting in a mail format (USB or hard copy), proponents should submit it in a sealed envelope with the following information written on the outside of the envelope containing the Proposal, as well as on the outside of the courier envelope (if sending by courier):

1. Attention: General Manager of Financial Services
Regional District of Fraser-Fort George
3rd Floor, 155 George Street, Prince George, BC V2L 1P8
2. Request for Proposals
ADM-22-02 – Regional Cultural Plan



3. Responding Proponent's name and address.

3.0 PROPONENTS MEETING

There will be no proponent's meeting for this RFP.

Questions relating to this RFP must be made in writing and emailed directly to the Project Manager:

Renee McCloskey
Manager of External Relations
rmccloskey@rdffg.bc.ca

Deadline for question submissions is 5:00 p.m. (local time) May 25th, 2022.

Those questions that are determined to be of a common interest to all potential proponents will be summarized and posted as Addendum(s) on the website.

4.0 SUMMARY OF OPPORTUNITY

The Regional District of Fraser-Fort George is seeking to renew its Regional Cultural Plan. Since 2006, the Regional District has provided annual operating funding and support to eight different cultural organizations in the region, guided by the vision, goals and objectives in the Regional Cultural Plan.

The current plan expires at the end of 2022 so the Regional District is seeking the development of a new five-year Regional Cultural Plan for 2023-2027.

Development of the plan will include consultation with the eight different supported sites, including in-person visits to each organization consisting of:

- Exploration Place (Prince George)
- Two Rivers Gallery (Prince George)
- Central BC Railway and Forestry Museum (Prince George)
- Huble Homestead Historic Site
- Mackenzie and District Museum
- Whistle Stop Gallery (McBride)
- Valley Museum and Archives (McBride)
- Valemount Museum

The budget for this project is \$35,000.



5.0 RFP PROCESS RULES

5.1 Definitions

“Addenda” or “Addendum”	Means	all additional information regarding this RFP including amendments to the RFP.
“BC Bid”	Means	the BC Bid website located at www.bcbid.gov.bc.ca .
“Board”	Means	the Board of the Regional District.
“Closing Location”	means	includes the location or email address for submissions indicated on the cover page of this RFP, as applicable.
“Closing Time”	means	the closing time and date for this RFP as set out on the cover page of this RFP.
“Contract”	means	the final agreement that comprises a completed set of the Proponent’s RFP submission, this RFP and all documents, specifications, and addenda incorporated therein.
“Contractor”	means	the successful Proponent to the RFP who enters into a Contract with the Regional District.
“Project Manager”	means	the Regional District’s representative.
“Proponent”	means	an individual or firm that submits, or intends to submit, a proposal response to this Request for Proposal.
“Proposal”	means	a submission in response to this Request for Proposals.
“Regional District” or “RDFFG”	means	the Regional District of Fraser-Fort George.
“Request for Proposals” or “RFP”	means	the solicitation described in this document, including any attached or referenced appendices, schedules or exhibits as may be modified in writing from time to time by the Regional District by Addenda.
“must”	means	a requirement that must be met in order for the Proposal to receive consideration.
“should” or “may”	means	a requirement having a significant degree of importance to the objective of the request for Proposals, but which the Regional District would strongly prefer to be fulfilled, and which the Regional District may in its sole discretion elect to treat the failure to fulfill as a grounds for rejection of a Proposal.

5.2 Acceptance of Terms and Conditions

Submitting a Proposal indicates acceptance of all the terms and conditions set out in the RFP, including those that follow and that are included in all appendices and any Addenda.

5.3 Submission of Proposal

Proposals must be submitted before the Closing Time using one of the submission methods set out in Section 2.0 of this RFP. Proposals must not be sent by fax. The



Proponent is solely responsible for ensuring that, regardless of the submission method selected, the Regional District receives a complete Proposal, including all attachments or enclosures, before the Closing Time.

5.4 Errors, Omissions, Clarifications

It is the sole responsibility of the Proponent to ascertain that they have received a full set of the RFP documents. Upon submission of their Proposal, the Proponent will be deemed conclusively to have been in possession of a full set of the RFP documents.

Proponents finding discrepancies, errors, or omissions in this RFP, or requiring clarification on the meaning or intent of any part therein, should immediately request clarification from the Project Manager, by email to rmccloskey@rdffg.bc.ca.

All requests for clarification or inquiries must be made by 5 pm on Wednesday, May 25th, in order that addendum(s), if necessary, are issued in time for all Proponents to complete their Proposal submission and have it delivered to the Regional District office prior to the Closing Time on the submission date.

If the Regional District, in the Regional District's sole discretion, determines that a clarification, addition, deletion, or revision of this RFP is required, then the Regional District will issue an addendum and the addendum will be posted on the Regional District's website and BC Bid.

It is the sole responsibility of the Proponent to check for addendums.

5.5 Late Proposals

Proposals will be marked with their receipt time at the Closing Location. Only complete Proposals received and marked before the Closing Time will be considered to have been received on time. Proposals received late will be marked late and not considered or evaluated. In case of a dispute, the Proposal receipt time as recorded by the Regional District at the Closing Location will prevail whether accurate or not.

5.6 Changes to Proposals

By submitting written notice, the Proponent may amend or withdraw its Proposal before the Closing Time. Proponents should use a consistent submission method for submitting Proposals and any amendments or withdrawals.

5.7 Conflict of Interest

When submitting a Proposal, the Proponent must complete, sign and include with their Proposal a Conflict of Interest Disclosure Statement (Appendix B).

The Regional District may reject a Proposal based on an actual, potential or perceived conflict of interest.

The Regional District may reject any Proposal where:



- a. one or more of the directors, officers, principals, partners, senior management employees, shareholders or owners of the Proponent, is an officer, employee or director of the Regional District or a consultant involved in the procurement process, or is a member of the immediate family of an officer, employee or director of the Regional District or a consultant involved in the procurement process; or
- b. in the case of a Proposal submitted by a Proponent who is an individual person, where that individual is an officer, employee or director of the Regional District or a consultant involved in the procurement process, or is a member of the immediate family of an officer, employee or director of the Regional District or a consultant involved in the procurement process.

5.8 Sub-Contractors

All sub-contractors, including affiliates of the Proponent, should be clearly identified in the Proposal.

A Proponent may not sub-contract to a firm or individual whose current or past corporate or other interests, may, in the Regional District's opinion, give rise to an actual, perceived or potential conflict of interest in connection with the services described in this RFP. This includes, but is not limited to, involvement by the firm or individual in the preparation of this RFP or a relationship with any employee, contractor or representative of the Regional District involved in preparation of this RFP, participating on the evaluation committee or in the administration of the Contract. If a Proponent is in doubt as to whether a proposed sub-contractor might be in a conflict of interest, the Proponent should consult with the Project Manager prior to submitting a Proposal. By submitting a Proposal, the Proponent represents that it is not aware of any circumstances that would give rise to a conflict of interest that is actual, perceived or potential, in respect of this RFP.

5.9 Rejection of Proposal

The Regional District may, in its sole discretion, reject any and all Proposals, or accept the Proposal deemed most favourable in the interests of the Regional District. The lowest price, or any Proposal, will not necessarily be awarded.

Proposals which contain qualifying conditions or otherwise fail to conform to the instructions contained in this RFP may be disqualified or rejected. The Regional District may, however, in its sole discretion, reject or retain for its consideration Proposals which are non-conforming because they do not contain the content or form required by this RFP, or for failure to comply with the process for submission set out in this RFP, whether or not such non-compliance is material.

The Regional District's intent is to enter into a Contract with the Proponent who has submitted the best value proposal. The Regional District reserves the right to accept any or none of the Proposals submitted and will evaluate Proposals based on the best value offered to the Regional District and not necessarily the lowest price, using the criteria specified in this RFP. The Regional District reserves the right in its sole unrestricted discretion to:



- a. accept any Proposal which the Regional District deems most advantageous to itself;
- b. reject any and/or all irregularities in a Proposal submitted;
- c. waive any defect or deficiency in a Proposal whether or not that defect or deficiency materially affects the Proposal and accept that Proposal;
- d. reject any and/or all Proposals for any reason, without discussion with the Proponent(s);
- e. accept a Proposal which is not the lowest price Proposal; and
- f. cancel or reissue this RFP without any changes.

Without limiting any other provision of this RFP, the Regional District may, in its sole discretion, reject a Proposal submitted by a Proponent, if the Proponent or any officer or director of a corporate Proponent, is, or has been within a period of two years prior to the Closing Time, engaged either directly or indirectly through another corporation or legal entity in a legal proceeding initiated in any court against the Regional District in relation to any contract with, or works or services provided to the Regional District.

5.10 Liability for Errors

The Regional District will not be responsible for any costs incurred by Proponents as a result of the preparation or submission of a Proposal pertaining to this RFP. The accuracy and completeness of the Proposal is the Proponent's responsibility. If errors are discovered, they will be corrected by the Proponent at their expense.

Proponents acknowledge that the Regional District, in the preparation of this RFP, supply of oral or written information to Proponents, review of Proposals or the carrying out of the Regional District's responsibilities under this RFP, does not owe a duty of care to the Proponents.

5.11 Limitation of Liability

Each Proponent, by submitting a Proposal, irrevocably waives any claim, action, or proceeding against the Regional District including without limitation any judicial review or injunction application or against any of the Regional District's employees, advisors or representatives for damages, expenses or costs including costs of Proposal preparation, loss of profits, loss of opportunity or any consequential loss for any reason including: any actual or alleged unfairness on the part of the Regional District at any stage of the Request for Proposal process; if the Regional District does not award or execute a contract; or, if the Regional District is subsequently determined to have accepted a noncompliant Proposal or otherwise breached or fundamentally breached the terms of this Request for Proposals, with the exception of fraud on the Regional District's part.

5.12 Ownership of Proposals and Freedom of information

Proposals will be received and held in confidence by the Regional District, subject to the provisions of the *Freedom of Information and Protection of Privacy Act* and this RFP. Each Proposal should clearly identify any information that is considered to be confidential or proprietary information.



All documents, including Proposals, submitted to the Regional District become the property of the Regional District.

The Proponents acknowledge that certain details of the Proposals could be discussed at an open meeting of the Board.

5.13 Confidentiality

In accordance with the *Freedom of Information and Protection of Privacy Act*, the Proponents will treat as confidential and will not, without prior written consent of the Regional District, publish, release, or disclose, or permit to be published, released, or disclosed, any information supplied to, obtained by, or which comes to the knowledge of the Proponents as a result of this RFP except insofar as such publication, release or disclosure is required by the laws of British Columbia.

5.14 Obligation to Hold Prices

In order to receive consideration, Proponents are required to hold their Proposal open for acceptance for nine weeks following the Closing Time.

6.0 **PROPOSAL FORMAT**

The following format and sequence should be followed in order to provide consistency in responses and to ensure each Proposal receives full and complete consideration. All pages should be consecutively numbered.

- a. Title page, including RFP number and title, Proponent's name and address, telephone number, email address, and contact representative.
- b. One-page cover letter of introduction **SIGNED** by the authorized signatory of the Proponent and includes the signature of an authorized representative of the Proponent that confirms the Proponent's intent to be bound to the RFP process.
- c. Table of contents including page numbers.
- d. A summary of the key features of the Proposal.
- e. Completed and signed Appendix B, Conflict of Interest Disclosure Statement.
- f. Workplan including methodology, start date, milestones, and completion date.
- g. Three (3) references that may be contacted for purposes of confirming your company's experience.



- h. **All amendments and addenda, if any, issued for this RFP. Each amendment and addenda should be signed by the Proponent and should be included with the Proposal and will form part of the Proposal and Contract.**



7.0 PROPOSAL EVALUATION

7.1 Proposal Evaluation

All Proposals will be evaluated by the Regional District to assess the qualifications and capabilities of Proponents to meet the minimum standards specified in the RFP. Proposals will be assessed by a committee formed by the Regional District.

7.2 Selected Proponent Negotiations

The Regional District, in its sole discretion, may enter into contract negotiations with a selected Proponent, or Proponents, based only on the evaluation of the written Proposal(s), and/or an evaluation of the combination of the written Proposals and/or detailed discussions.

The Regional District may enter into negotiations with any Proponent without requiring any other Proponents to make any presentations or require any other Proponents to enter into detailed discussions with the Regional District.

7.3 Termination of Negotiations and/or RFP Process

The Regional District may terminate contract negotiations with any Proponent and enter into contract negotiations with any other Proponent if, in the opinion of the Regional District at any time, the contract negotiations with the initially selected Proponent will not be satisfactorily completed in the best interests of the Regional District. The Regional District may, in its sole discretion, reject any or all Proposals at any time throughout the Proposal evaluation, Proponent selection, or contract negotiation process.

7.4 Compliance with RFP Requirements

All terms and conditions of this RFP are assumed to be accepted by the Proponent and incorporated in its Proposal.

All items in the Proposal that are **not** in full compliance, or that vary from the specific requirements, should be clearly identified in the Proposal as non-compliant and/or variant, and should include specific reference to the relevant section in this RFP and the precise nature of the variance or non-compliance. Non-compliance or variances with the specific RFP requirements will not necessarily result in rejection of a Proposal.

The acceptance or rejection of all non-compliant items, and/or variances to the RFP requirements, will be in the sole discretion of the Regional District, without any obligation by the Regional District to either request clarifications, enter detailed discussions, or negotiations with the Proponent(s).



8.0 SELECTION AND EVALUATION

8.1 Selection Criteria

The following are the criteria and the percentage of the total score for each criterion that will be used by the Regional District to select a Proponent. The list of criteria is not in any particular order of priority. The Regional District, in its sole judgment, will base the selection of a successful Proponent on a combination of the criteria.

8.2 Evaluation Criteria

ADM-22-02 – Regional Cultural Plan	
EVALUATION CRITERIA	WEIGHT
Proposal Quality & Clarity	5
Understanding of Engagement	5
Proponent/Team Qualifications and Experience	20
Workplan Approach Methodology and Timeline / Proposed Solution	25
Experience with Local Government arts, culture and heritage strategies and related references	20
Proposed All-Inclusive Fees	25
Total	100

Additional information regarding the evaluation criteria is as follows:

- a) Understanding of Engagement
 - i. The Proposal should demonstrate a clear and coherent understanding of the Regional District’s requirements and needs.
 - ii. Demonstrated understanding of Regional District structure and funding
 - iii. Indicate why you are interested in the Regional District as a client.
 - iv. Demonstrate understanding of Regional District structure and governance.

- b) Proponent/ Team Qualifications and Experience
 - i. Provide overview of Proponent’s history and current leadership team.
 - ii. Provide details of Proponent’s experience and team members experience with clients of similar size and complexity.
 - iii. Provide examples of value-added services provided by the Proponent to its clients.
 - iv. Provide resumes of proposed team members.
 - v. Provide detailed information on any partners / sub-contractors the Proponent intends to use.

- c) Reporting Workplan Approach, Methodology and Timeline
 - i. A statement of understanding of the services to be performed and the ability and commitment to fulfill the responsibilities as described.
 - ii. Details of proposed methodology to complete the project, including approach to stakeholder consultation and any fieldwork and the timing and duration of



- each.
- iii. Detail the time required at the Regional District's office based on the proposed workplan.
 - iv. Detail the expected time required of Regional District staff based on the proposed workplan.
 - v. Provide details of any additional and/or value-added services that may be of benefit to the Regional District both within the project budget cap and additional optional elements.
- d) Experience with Local Government arts, culture and heritage strategies
- i. Provide details of Proponent's experience undertaking arts, culture and heritage strategies for local governments of similar size and scope.
 - ii. Outline specific arts, culture and heritage expertise on the proposed team.
 - iii. Proponents should identify a minimum of three (3) local government references for which the Proponent has performed arts, culture and heritage strategy services in the last five (5) years, complete with the name of the Project Manager for the organization and their contact information.
- e) Proposed All-Inclusive Fees
- i. Provide all-inclusive pricing information relative to performing the proposed work. This price should be inclusive of all direct and indirect costs, including out of pocket expenses.
 - Include the pricing for each stage of the workplan
 - ii. Provide an estimate of the total number of person hours required to provide services.
 - iii. Provide hourly rates for each category of staff for additional work.
 - iv. Provide pricing structure (hourly rates or lump sum) for special projects or additional value-added services beyond the scope of this project.

9.0 CONTRACT

9.1 Form of Contract

The proponent will be required to enter into a service agreement prior to commencing work and subject to negotiation between the Regional District and the Proponent. The contract will include this RFP, Conflict of Interest Disclosure Statement, all appendices, amendments and addenda, as well as the successful Proponent's submission.

The successful Proponent will also have to meet the following requirements:

- Be compliant with BC Occupational Health and Safety statutes and supply documentation supporting such
- Meet a number of insurance provisions including automobile insurance on owned vehicles and Commercial General Liability in an amount of at least \$2,000,000
- All materials produced will become the exclusive property of the Regional District



9.2 Notification

Approval of a proponent and the award of a Contract is expected to occur by June 10th, 2022. The Regional District, in its sole judgment, may delay the award of Contract date as deemed appropriate by the Regional District.

10.0 CONTRACT PRICE

The project budget is capped at \$35,000, inclusive of expenses. All prices for the work are to be Canadian dollars. Taxes are considered extra to the project budget cap and should be shown as separate line item. Any applicable Federal or Provincial taxes, or levies, must be included in the Total Contract Price.



Appendix “A” SCOPE OF WORK

1. Background

Regional District of Fraser Fort-George

The Regional District was incorporated in 1967 and is located in the central interior of British Columbia. The Regional District is a federation of four (4) municipalities and seven (7) electoral areas and is governed by a fourteen (14) member board.

In 2006, the RDFFG established a forward-thinking model to provide stable funding to arts, culture, and heritage organizations in Prince George, McBride, Mackenzie, and Valemount. This progressive model involves developing five-year strategic plans to support the following eight cultural sites:

- | | |
|---|----------------------------------|
| 1) The Exploration Place | 5) Mackenzie and District Museum |
| 2) Two Rivers Gallery | 6) Valley Museum and Archives |
| 3) Huble Homestead | 7) Whistle Stop Gallery |
| 4) Central British Columbia Railway and Forestry Museum | 8) Valemount Museum and Archives |

The five-year plans provide strategic direction to support the cultural sites and promote collaboration and mentorship. The planning process includes the development of five-year funding agreements that provide a stable source of operational funding for the eight cultural sites.

In 2021, in response to the dynamic environment that the COVID-19 pandemic presented, the Regional District shifted from a five-year plan to a two-year plan, which concludes at the end of 2022. The Regional District is interested in returning to the five-year planning cycle for 2023.

The Cultural Services Advisory Committee (CSAC) oversees implementation of the five-year plans. The CSAC is a committee of the RDFFG Board comprised of representatives from each of the eight cultural sites and a staff representative from each of the four municipalities within the Regional District. The Chair and Vice-Chair are members of the Regional District Board.

Other

Previous versions of the Regional District’s Cultural Plans can be found in the document library on the Regional District’s website at www.rdffg.bc.ca/documents-resources/reports

2. Scope of Services

The overall purpose of the contract is to prepare a new five-year regional cultural plan for the period 2023 - 2027. The specific objectives are to:

- Review current and previous versions of RDFFG Cultural Plans.
- Review relevant Cultural Plans and/or Strategic Plans for the City of Prince George, District of Mackenzie, Village of McBride and Village of Valemount to identify similarities in scope and/or



complementary goals and objectives related to the Cultural Vision established by the Regional District of Fraser-Fort George.

- Review current strategy and vision documents of the eight funded cultural sites.
- Review the cultural landscape in the region and how it has evolved over the last 15 years, including how funding for arts, culture and heritage has changed.
- Research other examples of local government support and funding models for Arts, Culture and Heritage.
- Conduct on-site interviews with the eight funded cultural site representatives to seek input in the development of new goals and objectives. It will also help to document the growth and changes to their respective operating environments since the original plan in 2006 and what their plans are for the next 10-20 years.
- Interview the Chair and Vice Chair and municipal representatives of the Regional District's Cultural Services Advisory Committee.
- Conduct interviews with varied stakeholders as identified. (5 – 10 interviews)
- Identify opportunities for regional cultural sites to promote and advance reconciliation with Indigenous Peoples and support the United Nations Declaration on the Rights of Indigenous Peoples.
- Identify strategies to support and enhance ethnicity, diversity and inclusion in regional cultural sites.
- Identify opportunities for new and continued collaboration and support such as marketing, curatorial strategies and administrative functions like Human Resource management and Information Technology.
- Review and recommend any changes or considerations to funding formulas for the Regional District when setting the five-year funding envelopes for each of the eight sites.
- Prepare a new five-year strategic cultural plan for the Regional District with identified strategies along with proposed responsibilities and timelines.

The Regional District will help set up appointments with cultural site managers and stakeholders and provide existing cultural reports, guidance and background information as required.

The budget for this project is \$35,000.

All finished reports and supporting documentation provided as result of this work must become the property of the Regional District for its exclusive use. All documents must be provided in hard copy and an electronic format. All text documents must be in a Microsoft WORD and PDF format. All data documents must be in a Microsoft Excel format.



3. Schedule

The proponent will propose a work schedule. For the purpose of scheduling, **the project will need to be completed no later than September 1, 2022**. Earlier completion dates are acceptable.

4. Project Budget

The budget for this project is \$35,000 inclusive of expenses. Taxes are extra to the cap.

The Regional District may consider proposals that provide additional and/or value-added services. The Regional District may negotiate these additional and/or value-added services at a later date.

The Proponents are encouraged to submit a schedule of prices within their proposal detailing each project element and the budget for that element. The following is an example of a schedule of prices.

#	Project Element	Time Estimate	Budget
1	Project initiation, research, analysis, and consultation		\$
2	Development of draft documents and other identified deliverables		\$
3.	Review and revision of draft documents and other identifiable deliverables with Regional District staff		\$
4.	Delivery of final documents, templates and other identifiable deliverables		\$
5.	Presentation to Cultural Services Advisory Committee		\$
6.	Taxes		\$
	TOTAL:		\$

5. Project Process and Reporting Structure

The successful proponent will be required to liaise with Regional District staff throughout the project. Staff will be available on an ongoing basis to discuss issues as they arise. All work must be approved by and carried out to the satisfaction of the Regional District.

6. COVID-19

The Regional District of Fraser-Fort has a Communicable Disease Plan and supporting program to minimize the risk of COVID-19 and other identified infectious agents capable of transmission in our operations. The Regional District has implemented a COVID-19 targeted vaccination compliance



program as an additional measure towards protecting our workers, contractors and customers from workplace exposure to the COVID-19 virus and to take reasonable measures to ensure uninterrupted service delivery. Any Regional District employees working with the successful proponent or the proponent's workers will be fully vaccinated. The Contractor will ensure that any workers and/or subcontractors it provides for this project that are required to work inside a Regional District facility or work side-by-side with Regional District employees are fully vaccinated.

Fully vaccinated individuals are those that have obtained a full series of COVID-19 vaccines authorized by Health Canada. All Individuals must be prepared to provide proof of vaccination by way of a BC Vaccine Card in a digital or paper version (or equivalent format if vaccinated in a different jurisdiction) when requested to do so. Proponents and contractors that do not reside in Canada and commute across border will be required to produce validated International Entry documentation prior to entering Regional District facilities.



Appendix "B"
CONFLICT OF INTEREST DISCLOSURE STATEMENT

PROCUREMENT PROCESS

ADM-22-02 – Regional Cultural Plan

Proponent Name: _____

The Proponent, including its officers, employees, and any person or other entity working on behalf of or in conjunction with, the Proponent on this Procurement Process:

- is free of any conflict of interest that could be perceived to improperly influence the outcome of this procurement process.
- has not, and will not, participate in any improper procurement practices that can provide the Vendor with an unfair competitive advantage including obtaining and using insider type information to prepare a solicitation offer or participating in bid rigging.
- has an actual, perceived or potential conflict of interest regarding this procurement process as a result of:

State reason(s) for Conflict of Interest:

By signing below, I certify that all statements made on this form are true and correct to the best of my knowledge.

Signature of Person Making Disclosure

Print Name of Person Signing Disclosure

Date Signed