

BC ASSOCIATION OF FRIENDSHIP CENTRES
REQUEST FOR PROPOSALS (RFP)
Development of Business Continuity Plans for
BC Friendship Centres

October 27th, 2020



BCAAFC | BC Association of
Aboriginal Friendship Centres

1. INTRODUCTION

1.1 PURPOSE

The BC Association of Aboriginal Friendship Centres (BCAAFC) is requesting submission of Proposals from experienced, qualified consultant(s) qualified to conduct business in Canada to develop a Business Continuity Plan that is to serve as a template and utilized by the 25 Friendship Centres across BC.

1.2 BACKGROUND

The BCAAFC is a leading provincial organization that exists to improve the quality of life for Indigenous peoples through the support of the member agencies. We are here to ensure the 25 Friendship Centres throughout the province feel supported with their efforts to serve the urban Indigenous communities in which they live, work, and play.

These Centres serve a wide range of communities who are subject to varying natural disasters including forest fires, flooding, earthquakes, etc. In recent years, the prevalence of forest fires poses a potential for devastating impact on the Centres and entire communities. In addition, the ongoing realities of the COVID-19 pandemic further highlights the necessity of business continuity plans.

2. SCOPE OF PROJECT WORK

The primary task to be completed is the development of business continuity plan templates and work relating to the implementation of those plans, by an expert in the field, and includes the following priorities:

- Conduct business impact analysis along with reviewing recent BC emergencies that could potentially occur.
- Create a business continuity plan to avoid and mitigate harm, disruption, and costs in regards to an emergency.
- Work with BCAAFC Occupational Health and Safety Team.
- Ensure plan aligns with and adheres to industry and federal, provincial and regional emergency plan standards as well as best practices.
- Engage with Friendship Centres to ensure plans meet specific regional needs.
Develop clear examples to guide staff in effective communication strategies in the event of an emergency.

3. SUBMISSION GUIDELINES AND REQUIREMENTS

The following submission guidelines & requirements apply to this RFP:

3.1 Only qualified individuals or firms in Canada with prior experience on projects that relate to disaster and emergency management should submit proposals in response to this RFP. The submission should highlight the following:

- Professional writing and revision skills, specifically in the area of disaster and emergency planning and integrating them into policy, and creating comprehensive plans and procedures.
- Ability to foresee business disruptions and plan accordingly.
- Demonstrated experience developing and leading projects from conception to delivery.
- Experience working with the BC Emergency Response Management System (BCERMS) is an asset.

3.2 The proposal must include details on most recent three (3) projects relevant to proposed work.

3.3 The proposal must include two (2) references.

3.4 The proposal must include a schedule that clearly identifies milestones for deliverables.

4. TIMELINE

December 1, 2020 to March 31, 2021

5. BUDGET

\$55,000.00 – Fixed

6. Location

The contractor will complete all work remotely. If site visits are required, this will be negotiated with the BCAAFC and implemented in partnership with individual Friendship Centres:

Conayt Friendship Society 2164 Quilchena Avenue PO Box 1989 Merritt, BC V1K 1B8	Friendship House Association of Prince Rupert 744 Fraser Street Prince Rupert, BC V8J 1P9	Lillooet Friendship Centre Society 357 Main Street Lillooet, BC V0K 1V0
Cariboo Friendship Society 99 South Third Avenue Williams Lake, BC V2G 1J1	Hiiye'yu Lelum (House of Friendship) Society PO Box 1015 Duncan, BC V9L 3Y2	Mission Friendship Centre Society 33150A First Avenue Mission, BC V2V 1G4
Dze L K'ant Friendship Centre Society 1188 Main Street PO Box 2920 Smithers, BC V0J 2N0	Kamloops Aboriginal Friendship Society 125 Palm Street Kamloops, BC V2B 8J7	Nawican Friendship Centre 1320-102nd Avenue Dawson Creek, BC V1G 2C6
Fort Nelson Aboriginal Friendship Society 5012-49th Avenue PO box 1266 Fort Nelson, BC V0C 1R0	Kermode Friendship Society 4714 Park Avenue Terrace, BC V8G 1W1	North Okanagan Friendship Centre Society 2904 29th Avenue Vernon, BC V1T 1Y7
Fort St. John Friendship Society 10208 95th Avenue Fort St. John, BC V1J 1J2	Ki-Low-Na Friendship Society 442 Leon Avenue Kelowna, BC V1Y 6J3	Ooknakane Friendship Centre 146 Ellis Street Penticton, BC V2A 4L5
		Port Alberni Friendship Center 3555 4th Avenue Port Alberni, BC V9Y 4H3

Prince George Native Friendship
Centre Society
1600 Third Avenue
Prince George, BC V2L 3G6

Quesnel Tillicum Society
319 North Fraser Drive
Quesnel, BC V2J 1Y9

Sacred Wolf Friendship
Centre Society
8950 Granville Street
Port Hardy, BC V0N 2P0

Tansi Friendship Centre Society
5301 South Access Road PO Box 418
Chetwynd, BC V0C 1J0

Tillicum Lelum Aboriginal Society
927 Haliburton Street
Nanaimo, BC V9R 6N4

Vancouver Aboriginal Friendship
Centre Society
1607 East Hasting Street
Vancouver, BC V5L 1S7

Victoria Native Friendship Centre
231 Regina Avenue
Victoria, BC V8W 1J6

Wachiay Friendship Centre Society
1625 McPhee Avenue
Courtenay, BC V9N 3A6

Fraser Region Aboriginal
Friendship Centre
Association
A101-10095 Whalley Boulevard
Surrey, BC V3T 4G1

7. EVALUATION CRITERIA

The BCAAFC reserves the right to:

- Reject any proposals whether complete or incomplete.
- Reject proposals that it considers to be not in its best interests.
- Request further information.
- Contact references provided.

8. SUBMISSION OF PROPOSALS

The Proposal shall be addressed to:

Julie Robertson, General Manager
551 Chatham Street | Victoria BC | V8T 1E1
jrobertson@bcaafc.com

SUBJECT LINE MUST INCLUDE: Proposal for Business Continuity Planning

All questions should be directed to Alexandra Pierik at apierik@bcaafc.com

PROPOSALS MUST BE RECEIVED BY: Sunday November 22, 2020 by 5:00PM PDT