



CCBAC Request for Proposal

Providing Consulting Services to the Cariboo-Chilcotin Beetle Action Coalition

1.0 PURPOSE

The purpose of this Request for Proposals is to secure consulting services to work with the Cariboo-Chilcotin Beetle Action Coalition Society (CCBAC) Board of Directors in design and delivery of a communication plan that effectively communicates CCBAC activities to the public, government agencies, and relevant organizations.

2.0 SCOPE OF WORK

Under the direction of, and in consultation with CCBAC staff and the CCBAC Board of Directors, the selected consultant shall complete the design and delivery of a communication plan that includes the following:

1. **Ongoing maintenance and update of the CCBAC web site (<http://c-cbac.com/index.php>). This will include:**
 - Improving the current website design and navigation
 - Develop a document library for easy download of PDF documents.
 - Develop an email question / comment function.
 - Develop the capacity for upload digitally recorded presentation for viewing.
 - Develop a suitable content management system.
 - Train staff on basic website maintenance.
 - Create a seamless connection with established provincial and federal web sites pertaining to the mountain pine beetle epidemic by adding information specific to the southern interior.
2. **Communicates CCBAC activities to the public, government agencies, and relevant organizations as directed by CCBAC Board and Staff.**
 - Create and maintain an accurate contact list for distribution.
 - Designs and delivers effective, accurate press releases.
 - Designs and delivers speaking notes for communication releases that assist CCBAC Directors with enquiries.
 - Investigate 2nd generation communication tools including social media and make recommendations to the CCBAC Board of Directors.
 - Develop a suitable content management system.

3.0 DELIVERABLES

An effective, accurate, efficient communications system that delivers CCBAC messaging in a timely fashion.

4.0 PROPOSED TIMEFRAME

Start Date:	June 1, 2011
Completion Date:	March 31, 2012

5.0 RFP SUBMISSION DEADLINE:

To be eligible for consideration, RFP responses must be submitted electronically to manager@c-cbac.com by May 15, 2011.

Hard signed copies of the RFP Responses should be sent to:

Cariboo-Chilcotin Beetle Action Coalition
PO Box 4883 Station Main
Williams Lake, BC V2G 2V8

Any questions regarding this RFP should be submitted by e-mail to manager@c-cbac.com.

The respondent is responsible for all costs associated with preparing and submitting RFP responses. Neither the Cariboo-Chilcotin Beetle Action Coalition, nor its Board of Directors, agents nor employees shall be responsible for any costs incurred in the preparation of responses for this RFP.

6.0 GENERAL INFORMATION AND INSTRUCTIONS TO RESPONDENTS

6.1 RFP Response Submission Contents

All RFP response proposals shall provide all detailed information as requested in the RFP document. Failure to provide all information requested may result in rejection of the RFP response submission without further consideration.

6.2 Ownership of RFP Response Submissions

All proposals submitted, other than late proposals, become the property of Cariboo-Chilcotin Beetle Action Coalition and will not be returned. The successful proponent will be required under contract to assign copyright of the proposal and all material produced during the project to the Cariboo-Chilcotin Beetle Action Coalition.

6.3 Late Proposals

Late Proposals will not be accepted.

6.4 No Obligation to Proceed

Though the Cariboo-Chilcotin Beetle Action Coalition fully intends to use this RFP call to select and engage consulting services, neither the Cariboo-Chilcotin Beetle Action Coalition is under obligation to proceed to the RFP, or any other, stage. Likewise, RFP response submissions are being used to select the successful consultant(s) and the Cariboo-Chilcotin Beetle Action Coalition is under no obligation to accept any or all portions, of any RFP response submission. The final nature of the work to be completed, budgets and work plan details will be negotiated with the successful consultant(s) through a contract.

6.5 Timing of Services

Consultants should be available at the beginning of June 2011 to begin work.

7.0 RFP RESPONSE SUBMISSIONS MANDATORY CONTENTS

All response submissions to this RFP must include the following:

7.1 Description of Experience:

Please provide summary descriptions of all identified consulting team members in terms of their experience and training. Maximum of one page per consultant.

7.2 Summary of Previous Contracts Completed:

Please provide one page summaries of two (2) of your previously completed contracts/projects. The summaries should describe the scope and results of the contract/project. Maximum of two pages in total.

7.3 Proposed Work Plan & Budget:

Based on the major areas of work identified in Sections 2 of this RFP please provide no more than 3 pages of description of how you would propose to approach and complete each of these major segments of analysis work. Please provide an estimate of how much time (consulting days) and total budget requirements you would propose is required to complete the work. Maximum of three (3) pages in total.

7.4 References:

Please provide the names and contact information for four (4) references of previous clients. Maximum of one (1) page in total.

Total RFP Response Submissions including all Appendices must not be more than 10 pages in total.

8.0 AVAILABLE FUNDS

No budget amount for this RFP will be specified to ensure that prices are competitive. Final budget and contract fees will be negotiated with the consultant selected.

9.0 EVALUATION & CONSULTANT SELECTION CRITERIA

The following criteria will be used to select the successful consultant from this RFP:

- Consultant's experience in website design
- Proposed project budget
- RFP response quality and work plan