



CAPITAL REGIONAL DISTRICT
INVITATION TO QUOTE (ITQ) FOR SERVICES
This is NOT an order

ITQ # **SSI 2021-008**
Economic Development Coordinator (EDC)
Issue Date: Tuesday, October 19, 2021

QUOTATIONS MUST BE RECEIVED **BEFORE 2:00 P.M. (Pacific Time)** ON Tuesday, November 16, 2021 AT THE FOLLOWING LOCATION:

ATTN: **Karla Campbell**
Location: **108 – 121 McPhillips Avenue**
Salt Spring Island, BC V8K 2W3
Fax: **(250) 537 - 4456**
(Email: ccharron@crd.bc.ca for inquiries)

THIS QUOTATION IS SUBMITTED BY:

NAME OF BIDDER: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

SIGNATURE: _____ DATE: _____

NAME OF AUTHORIZED REPRESENTATIVE (PLEASE PRINT): _____

Checklist for Bidders:

1. Read all the terms and conditions.
2. Complete the following pages that make up your quotation (the "Quotation"):
 - A signed front cover page of this ITQ (or signed cover page with the ITQ number and information requested in this ITQ front cover page);
 - A completed Appendix 1; and
 - A completed Appendix 2 (Additional Information Sheet), if attached to this ITQ.
3. Submit the Quotation before the closing date and time set out on the front cover page of this ITQ.
4. Deliver the Quotation by **hand / courier** to the closing location, or via email to ccharron@crd.bc.ca.

Invitation to Quote Terms and Conditions

1. Bidders must submit a Quotation that complies with the instructions provided in the “Checklist for Bidders” found on the front cover page of this ITQ.
2. By submitting a Quotation in response to this ITQ, the bidder is deemed to have agreed to the terms and conditions of this ITQ, and if selected as the successful bidder, to supply the services listed at the prices quoted in the submitted Quotation on the terms and conditions of the attached Contract for Services (the “Contract”), including the Schedules in the Contract and the Schedule embedded in this ITQ document.
3. Quotations will be marked with their receipt time at the closing location. Only complete Quotations received and marked before closing time will be considered to have been received on time. Hard copies of late Quotations will not be considered or evaluated. Electronic Quotations that are received late will be marked late and will not be considered or evaluated. In the event of a dispute, the Quotation receipt time as recorded at the closing location will prevail whether accurate or not.
4. Quotations will remain valid for 30 days from the closing date of this ITQ, despite anything to the contrary on the Quotation.
5. Lowest or any Quotation will not necessarily be accepted.
6. Bidders must comply with all applicable laws.
7. Bidders are solely responsible for their own expenses, if any, in preparing and submitting a Quotation and, if successful, in finalizing a contract.
8. If a bidder discovers that it has made an error in its Quotation, the bidder may forward a correction notice to the CRD at the location identified on the front cover page of this ITQ or withdraw its Quotation, but the correction or withdrawal must be received before the closing date and time for the ITQ. Once an award is made, the successful bidder will be held to its Quotation.
9. Before an award is made, if it appears that an error has been made in a Quotation, the CRD may, in its sole discretion, communicate with the bidder to ascertain if it wishes to honour the Quotation or permission to withdraw the Quotation. If the bidder is permitted to withdraw its Quotation, the Quotation will not be considered further.
10. The CRD reserves the right to award the services to be provided under this ITQ either in part or in full, on the basis of Quotations received unless the bidder specifies that its Quotation is valid only for the provision of the full range of services.
11. It is intended that the Contract will be issued to the bidder whose Quotation has the lowest fixed price/rate/unit price (as applicable to this ITQ) for the Services. The CRD will not be obligated in any manner to any bidder whatsoever until a Contract has been executed and delivered by both the CRD and the successful bidder respecting a Quotation.
12. Neither acceptance of a Quotation nor execution of a Contract will constitute approval of any activity or development contemplated in any Quotation that requires any approval, permit, license or other statutory authority pursuant to any federal, provincial, regional district or municipal statute, regulation or bylaw.
13. All inquiries related to this ITQ are to be directed to the CRD, to the contact person noted on the front cover page of this ITQ. Information obtained from any other source is not official and may be inaccurate. Inquiries and responses may be posted on the BC Bid website (www.bcbid.ca), the CRD website (www.crd.bc.ca/about/contracts-rfps/) or distributed to all bidders, at the CRD’s option.
14. All documents submitted to the CRD are subject to the disclosure provisions of the *Freedom of Information and Protection of Privacy Act*.
15. While the CRD has used considerable efforts to ensure an accurate representation of information in this ITQ, all bidders are urged to conduct their own investigations into the material facts. The CRD will not be held liable or accountable for any error or omission in any part of this ITQ.
16. Bidders must disclose any relationship that in any circumstance, could give rise to a conflict of interest between the Contractor’s duties to another party and the Contractor’s duties to the CRD if they were awarded the Contract.
17. The successful proponent may be awarded further work without a competition.

Schedule A – Services

PART 1. TERM:

The term of this Agreement commences on December 1, 2021 and ends on December 1, 2022.

PART 2. SERVICES:

This is a one year contract for an Economic Development Coordinator (EDC) to work collaboratively with Salt Spring Island's Community Economic Development Commission (CEDC) and Salt Spring Island Chamber of Commerce (SSICC). The EDC will also be responsible for implementing economic development priorities and initiatives, building strong relationships between diverse stakeholder groups, pursuing partnerships and working relationships with First Nations, the business community, local industry and home-based businesses to create a healthy economy. The EDC will be skilled at identifying and implementing new opportunities and pursuing funding streams while creating opportunities for existing business growth and retention. The work will encompass the following areas:

1. All-Sector Economic Capacity Building

- a. Supports the development and implementation of a sustainable community economic strategy for Salt Spring Island (SSI) with a focus on sub-strategies for the creative and green economic sectors.
- b. Assesses and coordinates plans for community economic development needs across all economic sectors; including establishing a framework for achieving an SSI entrepreneurial ecosystem.
- c. Identifies opportunities for community economic coalition building and information sharing locally and regionally.
- d. Liaises with community partners; Southern Gulf Islands Electoral Area, local, provincial and federal levels of government to help achieve shared goals for local economic capacity building.
- e. Liaison with community stakeholders to facilitate understanding and support for accessing Island Coastal Economic Trust (ICET) and related government economic recovery program streams:
 - Includes building a data base of 'shovel-ready' projects
 - Provide a template for standard description about Salt Spring Island (SSI) for funding applications
 - Identifying complementary SSI projects – where there can be collaboration and shared applications
 - Establish a public calendar with grant submission dates that includes application link and eligibility guidelines
 - Be the 'go to' for information about ICET/related funding opportunities – promoting the opportunities through community partner contacts
- f. Conducts research as appropriate to support CEDC initiatives.
- g. Works collaboratively to advocate for Salt Spring and related rural island economic capacity building.
- h. Manages current CEDC project initiatives through completion and assessment.
- i. Identifies and accesses funding from government and other sources for special projects.

2. Community Economic Education, Planning, and Coordination

- a. Liaise with community partner organizations to engage their support for economic education.
- b. Plan events that support community economic education; including a re-boot of the Rural Business Accelerator Program.
- c. Work with Digital and Media Communications contractor to promote initiatives.
- d. Coordinate the CEDC project's i.e. 'Salt Spring By the Facts', a profile and data base of SSI sectors, jobs, businesses, employees, etc. for economic education and building capacity.

3. Support and Information Management

- a. Prepares comprehensive reports, proposals, related to community economic development objectives.
- b. Drafts program update reports and makes related presentations.
- c. Develops content for blog posts; white papers; economic papers.
- d. Creates presentation and marketing materials, and may host workshops/open houses.

- e. Coordinates internal communications efficiencies; including online project management.
- f. Attends community meetings representing CEDC as appropriate.
- g. Records outcomes of project meetings and pursuing follow-up actions.
- h. Schedules CEDC activities; drafts project meeting agendas, and work via virtual or in-person settings.
- i. Proactively tracks progress of initiatives; follow-up as required.
- j. Keeps Commissioners and partners regularly informed of governmental initiatives related to economic recovery, innovation, sustainable economy.
- k. Assist with and respond to project related correspondence and project communications as required.

4. COVID Recovery and Economic Resiliency Plans

- a. Reporting to the SSICC, coordinate and develop:
 - Recovery Plan for the COVID-19 Health and Economic Crisis followed by a long-term Economic Resiliency Plan for Salt Spring Island.
 - The plans will be created in conjunction with organizations and societies that impact the local economy and will be part of an overall island community resiliency strategy.
 - Establish a SSI Economic Resiliency Leaders Group to oversee the long-term successful implementation of the Recovery and Resiliency Plans.
 - Develop a Memorandum of Understanding to formalize a process for inter-island agencies to collaborate and leverage cooperation among the respective mandates and resources available to enhance the islands economic capacity; and advance strategic economic development programs and implementation of sector-specific economic strategies and opportunities.

Time/Work Allocation

Deliverables	Allocation
– All-Sector Economic Capacity Building	60 %
– Community Economic Education, Planning, and Coordination	
– Support and Information Management	
– COVID Recovery and Economic Resiliency Plans	30%
– General / Administrative	10%

Key Attributes:

1. Post-secondary education in a relevant field such as Economic Development, Business Administration, Commerce, Economics or Urban Planning.
2. Minimum of three years' experience in economic development, project management, marketing or urban planning.
3. Previous experience in a municipal government or public sector environment considered an asset.
4. Creating presentation and marketing materials, giving presentations and interacting with the public and media.
5. Developing funding and partnership proposals, and writing successful grant applications.
6. In group facilitation, consensus building and mediation.
7. Or an equivalent combination of education and experience.
8. Able to provide creative leadership while making individual contributions to team projects and tasks; team player; strategic thinker.
9. Possesses excellent communication skills, including public speaking.
10. Has good problem solving skills coupled with solid consensus building and entrepreneurial skills.
11. A broad general knowledge of business and government coupled with an ability to handle a variety of projects which must be completed within time deadlines.
12. Manage multiple projects simultaneously; attention to detail.
13. Administratively self-sufficient – ability to establish own schedule, coordinate people, schedules, priorities, plan job tasks and organize work area.

14. Proficient computer skills – Microsoft office; online visual collaboration platforms.
15. Sound personal judgement, discretion and credibility.
16. Required to attend meetings outside of regular business hours.
17. Excellent, writing, editing (photo/video/text), presentation and communication skills.
18. Demonstrable social networking experience and social analytics tools knowledge.
19. Proven ability to develop, maintain and update website content.

Provide the CRD with the insurance requirements outlined in Schedule B.

Schedule B – Insurance

1. INSURANCE REQUIREMENTS

The Contractor shall, at his own expense, provide and maintain during the term of this Agreement the following insurance in a form acceptable to the CRD with a company duly registered and authorized to conduct insurance business in the Province of British Columbia:

(a) **Commercial General Liability Insurance**

- i) The Contractor shall maintain Commercial General Liability Insurance covering losses to a third party for bodily injury or death, property damage, and unlicensed vehicle and attached equipment operations, and
- ii) this insurance shall be an occurrence based policy with a one million (\$1,000,000) minimum limit, and
- iii) the Capital Regional District and the Salt Spring Island Chamber of Commerce shall be named as an additional insured, and
- iv) this policy shall contain the separation of insureds, cross liability clause in the conditions of the policy, and
- v) all such policies shall provide that no cancellation or material alteration in the policy shall become effective until 15 days after written notice of such cancellation, or alteration has been given to the CRD, and
- vi) the Contractor shall provide the CRD with a certificate or certificates of insurance as evidence that such insurance is in force including evidence of any insurance renewal or policy or policies. Every certificate, or certificates of insurance shall include, certification by the insurance agent or the insurer that the certificate of insurance specifically conforms to all of the provisions required herein.

If waived in writing by CRD, the CRD will not be liable for any loss or damage caused by the Contractor's tortious or wrongful acts nor will the CRD defend or indemnify the Contractor for such acts. The Contractor understands and agrees it is solely responsible for its defence costs and damages arising.

(b) **Automobile Insurance**

If using a vehicle for CRD purposes under this contract, the Contractor shall maintain Third Party Legal Liability Insurance in an amount not less than \$2,000,000 per occurrence in respect of all vehicles owned or operated by the Contractor in connection with this agreement.

(c) **Property Insurance**

Notwithstanding anything contained elsewhere herein or within the service agreement, it is understood and agreed that the CRD will not be liable for any loss or damage to the Contractor's equipment including loss of use thereof. Each and every policy insuring Contractor's equipment to be used on this project shall contain a waiver of subrogation clause in the favor of the CRD.

2. The Contractor shall require that any and all of its Sub-Contractors provide evidence of comparable insurance in the name of the Sub-Contractor to that set forth under this schedule.
3. Maintenance of such insurance and the performance by the Contractor of its obligations under this schedule shall not relieve the Contractor of liability under the indemnity provisions set forth in this Agreement, nor shall it limit liability of the Contractor to the limits of any insurance policy.
4. The CRD may take out and maintain the insurance required by this agreement at the cost of the Contractor if the Contractor is in default under this Agreement.

APPENDIX 1

Complete and submit this Appendix 1, clearly identifying the price(s) proposed for the Services in Schedule A. Schedule B will be completed during contract finalization to match the information provided in this Appendix 1.

Hourly rate for services described in this ITQ plus incidentals.	\$ _____ hour plus up to \$ _____ for disbursements up to \$5,000 related to COVID Recovery and Economic Resiliency Plans. Maximum contract amount is \$70,000
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APPENDIX 2 – Additional Information Sheet

Bidders are asked to emphasize individual experience and expertise in carrying out projects of a similar nature.

Note: Reference checks will be made to verify client/employer satisfaction with the services provided.

Quotations should be submitted in the following format:

<u>Education and Managerial Expertise:</u>		
<p>Describe your relevant education and how you have the necessary technical expertise and managerial background to carry out this assignment. Include a one (1) page maximum description of your capabilities in this regard.</p>		
<u>Past Experience:</u>		
<p>List and briefly describe past projects undertaken by you within the last 15 years that are relevant and closely comparable to work proposed herein. Indicate your degree of your responsibility in each of the listed projects.</p>		
<u>References: (Minimum 3 client contacts of past projects)</u>		
Name:	Address:	Phone #:
<u>Additional Services:</u>		
Service:	Extra Fees:	