

January 16, 2018

The Regional District of Nanaimo is seeking responses to the following Request for Information (RFI):

RDN Request for Information on Fire Services Operational Guidelines
RFI No. 18-01

This RFI is requesting information from interested parties on developing one standardized set of Operational Guidelines for the Fire Services Division of the Regional District of Nanaimo (RDN). This RFI is intended to gather information that could assist the RDN in the development of a future procurement process.

Copies of this Request for Information can be downloaded from our website (link below) on or after Wednesday, **January 17, 2018**.

There will be no public opening for this RFI.

CLOSING DATE / TIME / LOCATION:

Proponents are requested to submit their RFI prior to the closing time of 2:00 pm (14:00 hrs) Pacific Time, January 31, 2018. Submission methods:

1. By hand/courier delivery: One (1) copy of the Proposal along with one (1) electronic version on USB flash drive should be enclosed and sealed in an envelope clearly marked:

RFI No. 18-01 Fire Operational Guidelines delivered to the:

Regional District of Nanaimo
Transportation and Emergency Services
6300 Hammond Bay Road
Nanaimo, BC, V9T 6N2

2. By Email: With **RFI No. 18-01 Fire Operational Guidelines** as the subject line at this electronic address: dgardiner@rdn.bc.ca

Please note: Maximum email file size limit is 15MB, or less.

Submissions may be withdrawn before the deadline upon written notice to dgardiner@rdn.bc.ca

RDN website: www.rdn.bc.ca

REQUEST FOR INFORMATION
TRANSPORTATION and EMERGENCY SERVICES
RDN REQUEST FOR INFORMATION ON FIRE SERVICES OPERATIONAL GUIDELINES

The Transportation and Emergency Services Department is requesting information from interested parties for developing one standardized set of Operational Guidelines for the fire departments within the Fire Services of the RDN. This RFI is intended to gather information that could assist the RDN in the development of a future procurement process. In the event that sufficient information is received, the RDN may, but is not obligated to, initiate procurement of services, in accordance with *Authorization to Purchase and Pay Accounts Policy No. A2.9*.

SCOPE:

The RDN is interested in obtaining industry information that will assist to identify products and service options that may be included in a future procurement process, if undertaken, for consultation with the RDN fire departments, to review and consolidate their individual Operational Guidelines (OGs) into one set of standardized OGs for to all six fire departments within the Fire Services of the RDN. The new RDN OGs will address the specific needs, service levels and regulatory requirements of all of the RDN fire departments, and may be implemented with suitable technology and format deliverables to afford timely and efficient management of the OGs by the RDN.

BACKGROUND INFORMATION:

The RDN is one of 27 regional governments in BC, and has a population of more than 155,698 people (2016 census data). The RDN is made up of four municipalities: Nanaimo (90,504), Parksville (12, 514), Qualicum Beach (8,943) and Lantzville (3,605) and seven (7) unincorporated electoral areas (39,097). The electoral areas cover South Wellington, Cassidy, Cedar (Area 'A'), Gabriola Island and surrounding islands (Area 'B'), Extension, East Wellington, Pleasant Valley (Area 'C'), Nanoose (Area 'E'), Coombs, Hilliers, Errington (Area 'F'), Dashwood, Englishman River, French Creek (Area 'G') and Shaw Hill, Deep Bay, Bowser (Area 'H').

The RDN Transportation and Emergency Services Department provides several key services within the RDN including public transit, emergency program coordination, and fire services coordination for six rural volunteer fire departments, as the authority having jurisdiction for these emergency services.

Currently, each of the six (6) RDN volunteer fire departments maintain OGs for their respective department. In British Columbia, the *Fire Services Act* and 'Structure Firefighters Competency and Training Playbook', as well as WorkSafe BC occupational health and safety regulations, require that fire departments develop and maintain OGs for guidance, clarity, standardization of operations, and to promote safe work environments for fire department personnel. The OGs for each of the RDN fire departments often cover the same subject matter but vary in context and brevity. The maintenance of these documents by each department also naturally requires extensive time of senior staff at each department or duplication of work for what could be consolidated. Transitioning the six fire department OGs into one set of standardized regional fire department OGs is expected to provide administrative efficiencies for each of the fire departments, promoting clear and consistent operational expectations amongst the departments, and to enable regionally administrative support by the RDN for improved coordination of the fire services.

PRIMARY OBJECTIVES:

The primary objectives of this RFI are to:

- a) determine the level of market interest from proponents specifically experienced in consulting with and developing OGS for fire departments;
- b) obtain information on new technology, solutions or approaches that enable timely and efficient additions, revisions, or deletions of OGs;
- c) obtain information on new technology, solutions or approaches that enable timely and efficient delivery and roll-out of OGs, to all fire departments and personnel, and in various settings and environments, i.e. In fire halls, on response apparatus, etc.;
- d) obtain recommendations that may enhance the success of a future procurement opportunity for this service need;
- e) obtain high-level cost estimates for services and available options for budget purposes; and
- f) provide industry with an opportunity to comment on the potential procurement opportunity.

INSTRUCTIONS FOR MAKING A SUBMISSION:

Interested parties are invited to respond to this RFI by making a submission in writing to the Regional District. Submissions should include ideas, information and recommendations that could result in a clarification of the requirements, cost-saving opportunities, and the identification of potential problem areas with this initiative.

Respondents are requested to provide a concise and focused submission to this RFI. Submissions are requested in the following format:

- a) a brief company profile;
- b) name of a key contact person, including telephone number, fax number and email address;
- c) information, advice and recommendations organized as requested in this RFI;
- d) identification and discussion of key factors that the respondent recommends the Regional District consider when establishing its future business requirements; and,
- e) other required information specific to the nature of this RFI and deemed important by the respondent.

Submissions should include the following:

- a) a brief explanation of the respondent's background relative to consulting and the fire services industry (*please see request below to not detail experience and qualifications*);
- b) details on new technology, solutions or approaches that the respondent provides for timely and efficient additions, revisions, or deletions of OGs;
- c) details on technology, solutions or approaches that the respondent provides for timely and efficient delivery and roll-out of OGs, to all fire departments and personnel, and within various settings and environments, i.e. fire halls, response apparatus, command staff, firefighters, etc.;
- d) recommendations that the respondent feels may enhance the success of a future procurement opportunity;
- e) high-level cost estimates for services and options for the respondents services / product; and
- f) any other comments or recommendations on the potential procurement opportunity.

Respondents are specifically requested not to submit price proposals (other than high-level cost estimates for budget purposes) or information about the qualifications or experience of their firm or individuals in their firm.

EVALUATIONS:

This RFI will not be used to evaluate, rank or select vendors, nor will it be used to pre-qualify or screen vendors for a subsequent competitive bidding process, if any.

OUTCOMES:

If subsequent competitive bidding opportunities are issued, the RDN is under no obligation to advise any vendor responding to this RFI. Vendors should monitor the BC Bid website (www.bcbid.gov.bc.ca) for any such opportunities, should any arise, which will be open to all vendors regardless of whether or not a response to this RFI has been submitted. Competitive bidding opportunities are undertaken for certain procurement processes in accordance to the RDN'S *Authorization to Purchase and Pay Accounts Policy No. A2.9*.

All responses to this RFI become the property of the RDN and will be held in confidence, subject to the provisions of the *Freedom of Information and Protection of Privacy Act*. Respondents to this RFI consent to the RDN incorporating any submitted ideas, concepts, approaches, or strategies into any planning, design, procurement, or contractual activities related to any aspect of the project without any obligation, liability, or consideration on the part of the RDN. The vendor is responsible for any costs incurred by responding to this RFI.