

4 June 2018

**Request for Expressions of Interest
No. 2018 0601
Salt Spring Island Fire Protection District
Strategic Planning Retreat June 2018**

Through this *Request for Expressions of Interest*, the Salt Spring Island Fire Protection District (the “District”) is seeking Expressions of Interest and ideas from qualified and experienced firms or individuals.

The District wishes to:

1. Engage a facilitator to lead a one-day workshop/retreat that will assist the Board of Trustees in re-developing the *District’s* Vision, Mission and Core Values and determine goals, objectives and priorities to be accomplished within the next three to five years; and
2. Prepare a draft report summarizing the collective consensus and suggestions from the retreat which will enable the Board of Trustees to formulate a Strategic Plan and establish Priorities for the next three to five years. Identified goals and objectives will form the basis of the annual performance reviews of Board and senior staff.

Specifically, the eventual selected consultant will be asked to:

- Meet with staff and Board representatives to discuss and agree upon the retreat agenda and agree on desired outcomes and deliverables (approximately 2 -3 hours);
- Facilitate a one-day retreat (9:00 A.M to 4:00 P.M. proposed) with the location on Salt Spring to be confirmed. Trustees have expressed a desire to hold the retreat relatively soon to guide them in setting priorities for the balance of the year. June 23rd, 2018 has been set as the date; and
- Prepare a draft report to be received by the Board at their July meeting (July 16th, 2018).

INSTRUCTIONS TO RESPONDENTS

Closing Date and Time

Interested firms and individuals shall provide a printed and electronic (PDF) copy of their Expressions of Interest which shall not exceed 2 pages (excluding C.V.s) and which shall include:

1. Letter of Interest;
2. Specific point of contact;
3. C.V.s of key individuals proposed to lead and work directly on the project;
4. Statement of qualifications including at minimum:
 - a. Professional qualifications
 - b. Experience with similar projects of the same type
5. Three references from related projects whom the District may contact; and
6. Estimated total time required for the project (including preliminary meeting, preparation, the workshop event and preparing draft report) and total estimated fee. Any additional out-of-pocket expenses or other charges should be noted.

Submissions clearly marked "Expression of Interest 2018 Strategic Planning Retreat" will be received on or before 4:00pm June 11, 2018 at:

Salt Spring Island Fire Protection District
105 Lower Ganges Road
Salt Spring Island BC V8K 2T1
Attention: Andrew D. Peat, Administrator

An electronic copy (Adobe Acrobat format) should be sent to:

corpadmin@saltspringfire.com

Subject: Expression of Interest 2018 Strategic Planning Retreat

Enquiries

All enquiries regarding this *Request for Expressions of Interest* should be submitted by email to:

corpadmin@saltspringfire.com

Freedom of Information and Protection of Privacy Act

Information received by the *District* will be held in confidence and will become the property of the *District*. The *District* is, however bound by the provisions of the *Freedom of Information and Protection of Privacy Act*. All parties are advised that submissions will be treated as public documents and their contents may be disclosed, pursuant to the *Act*.

Respondents agree that by submitting a response to this *Request for Expressions of Interest*, the *District* may disclose the name of their company.

Acceptance of Submissions

The *District* is under no obligation to select a consultant, or to proceed to negotiations to enter into an agreement, and the *District* reserves the right at any time to reject all submissions and to terminate this Expressions of Interest process.

Following an evaluation of submissions, the *District* will negotiate to refine the project scope and fee with the preferred proponent(s).

Respondent's Expenses

Respondents are solely responsible for their own expenses in preparing submissions and for any meeting, negotiations or discussions with the *District* or its representatives, relating to, or arising from this *Request for Expressions of Interest*.

Not a Tender or Request for Proposal

This *Request for Expressions of Interest* is not a tender process and is not intended to create a contractual relationship between the *District* and the Respondent.