

Request for Proposals

Monitoring and IPM support for Vancouver Island
Islands Agriculture Show Society

Issue date: March 11, 2021

Closing Time: Proposal must be received **before 4:00 PM Pacific Time on: March 29, 2021**

CONTACT PERSON: All enquiries related to this Request for Proposals (RFP), including any requests for information and clarification, are to be directed, via email, to the following person. Please note: Inquires will only be answered between March 11, 2021 and March 26, 2021. Information obtained from any other source is not official and should not be relied upon. Inquiries and any responses will be recorded and may be distributed to all Proponents at the Solicitor's option.

Shari Paterson/Ryan Wetlaufer
Islands Agriculture Show Society
7880 Trans Canada Hwy
Duncan, BC V9L 6B1
Email: contracts@climateagriculturebc.ca

DELIVERY OF PROPOSALS:

Proposals must be delivered by e-mail. One complete electronic proposal, in a Microsoft Office compatible format, must be received at the following closing location:

Shari Paterson/Ryan Wetlaufer
Islands Agriculture Show Society
7880 Trans Canada Hwy
Duncan, BC V9L 6B1
Email: contracts@climateagriculturebc.ca

PROPOSANTS' MEETING:

■ A Proponents' meeting **will not** be held.

PROPOSANT SECTION:

ALL PROPOSALS MUST BE E-MAILED. All parts of the Proponent Section (below) must be completed with a name in the signature field, as the originating email address will be used for confirmation of origin. The rest of this page must be otherwise unaltered and submitted as part of your proposal.

The enclosed proposal is submitted in response to the above-referenced Request for Proposals, including any addenda. Through submission of this proposal we agree to all of the terms and conditions of the Request for Proposals and agree that any inconsistent provisions in our proposal will be as if not written and do not exist. We have carefully read and examined the Request for Proposals, including the Administrative Section, and have conducted such other investigations as were prudent and reasonable in preparing the proposal. We agree to be bound by statements and representations made in our proposal.

Signature of Authorized Representative:	<i>Legal Name of Proponent (and Doing Business As Name, if applicable):</i>
Printed Name of Authorized Representative:	<i>Address of Proponent:</i>
Title:	
Date:	<i>Authorized Representative phone, fax or email address (if available):</i>

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A. Definitions and Administrative Requirements

1. Definitions

Throughout this Request for Proposals, the following definitions apply:

“Contract” means the written agreement resulting from this Request for Proposals executed by the Solicitor and the Contractor;

“Contractor” means the successful Proponent to this Request for Proposals who enters into a written Contract with the Solicitor;

“must”, or “mandatory” means a requirement that must be met in order for a proposal to receive consideration;

“Project” means the “Monitoring and IPM support for Vancouver Island” project

“Proponent” means an individual or a company that submits, or intends to submit, a proposal in response to this Request for Proposals;

“Request for Proposals” or “RFP” means the process described in this document;

“should” or “desirable” means a requirement having a significant degree of importance to the objectives of the Request for Proposals; and

“Solicitor” means the Islands Agriculture Show Society

“Regional” means the area included in the CAI Vancouver Island Adaptation Strategies plan.

2. Terms and Conditions

The following terms and conditions will apply to this Request for Proposals. Submission of a proposal in response to this Request for Proposals indicates acceptance of all the terms that follow and that are included in any addenda issued by the Solicitor. Provisions in proposals that contradict any of the terms of this Request for Proposals will be as if not written and do not exist.

3. Additional Information Regarding the Request for Proposals

All subsequent information regarding this Request for Proposals, including changes made to this document, will be shared by email simultaneously to all proponents.

4. Late Proposals

Proposals will be marked with their receipt time at the closing location. Only complete proposals received and marked before closing time will be considered to have been received on time. Electronic proposals that are received late will be marked late and will not be considered or evaluated. In the event of a dispute, the proposal receipt time as recorded at the closing location shall prevail whether accurate or not.

5. Eligibility

Proposals will not be evaluated if the Proponent’s current or past corporate or other interests may, in the Solicitor’s opinion, give rise to a conflict of interest in connection with the project described in this Request for Proposals. This includes, but is not limited to, involvement by a Proponent in the preparation of this Request for Proposals. If a Proponent is in doubt as to whether there might be a conflict of interest, the Proponent should consult with the Contact Person listed on the cover page prior to submitting a proposal.

Proposals from not-for-profit agencies will be evaluated against the same criteria as those received from any other Proponents.

6. Evaluation

Evaluation of proposals will be by a committee formed by the Solicitor and may include employees and contractors of the Solicitor. All personnel will be bound by the same standards of confidentiality. The Solicitor’s intent is to enter into a Contract with the Proponent who has the highest overall ranking.

7. Negotiation Delay

If a written Contract cannot be negotiated within thirty days of notification of the successful Proponent, the Solicitor may, at its sole discretion at any time thereafter, terminate negotiations with that Proponent and either negotiate a Contract with the next qualified Proponent or choose to terminate the Request for Proposals process and not enter into a Contract with any of the Proponents.

8. Debriefing

At the conclusion of the Request for Proposals process, all Proponents will be notified. Unsuccessful Proponents may request a debriefing meeting with the Solicitor.

9. Alternative Solutions

If alternative solutions are offered, please submit the information in the same format, as a separate proposal.

10. Changes to Proposals

By submission of a clear and detailed written notice, the Proponent may amend or withdraw its proposal prior to the closing date and time. Upon closing time, all proposals become irrevocable. The Proponent will not change the wording of its proposal after closing and no words or comments will be added to the proposal unless requested by the Solicitor for purposes of clarification.

11. Proponents’ Expenses

Proponents are solely responsible for their own expenses in preparing a proposal and for subsequent negotiations with the Solicitor, if any. If the Solicitor elects to reject all proposals, the Solicitor will not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in preparing the proposal, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

12. Limitation of Damages

Further to the preceding paragraph, the Proponent, by submitting a proposal, agrees that it will not claim damages, for whatever reason, relating to the Contract or in respect of the competitive process, in excess of an amount equivalent to the reasonable costs incurred by the Proponent in preparing its proposal and the Proponent, by submitting a proposal, waives any claim for loss of profits if no Contract is made with the Proponent.

13. Proposal Validity

Proposals will be open for acceptance for at least 90 days after the closing date.

14. Firm Pricing

Prices will be firm for the entire Contract period unless this Request for Proposals specifically states otherwise.

15. Currency and Taxes

Prices quoted are to be:

in Canadian dollars;

inclusive of duty, where applicable; FOB destination, delivery charges included where applicable; and

inclusive of Goods and Services Tax, Harmonized Sales Tax and Provincial Sales Tax where applicable.

16. Completeness of Proposal

By submission of a proposal the Proponent warrants that, if this Request for Proposals is to design, create or provide a system or manage a program, all components required to run the system or manage the program have been identified in the proposal or will be provided by the Contractor at no charge.

17. Sub-Contracting

Using a sub-contractor (who should be clearly identified in the proposal) is acceptable. This includes a joint submission by two Proponents having no formal corporate links. However, in this case, one of these Proponents must be

prepared to take overall responsibility for successful performance of the Contract and this should be clearly defined in the proposal.

Sub-contracting to any firm or individual whose current or past corporate or other interests may, in the Solicitor's opinion, give rise to a conflict of interest in connection with the project or program described in this Request for Proposals will not be permitted. This includes, but is not limited to, any firm or individual involved in the preparation of this Request for Proposals. If a Proponent is in doubt as to whether a proposed subcontractor gives rise to a conflict of interest, the Proponent should consult with the Project Contact Person listed on page 1 prior to submitting a proposal.

Where applicable, the names of approved sub-contractors listed in the proposal will be included in the Contract. No additional subcontractors will be added nor other changes made, to this list in the Contract without the written consent of the Solicitor.

18. Acceptance of Proposals

This Request for Proposals should not be construed as an agreement to purchase goods or services. The Solicitor is not bound to enter into a Contract with the Proponent who submits the lowest priced proposal or with any Proponent. Proposals will be assessed in light of the evaluation criteria. The Solicitor will be under no obligation to receive further information, whether written or oral, from any Proponent.

Neither acceptance of a proposal nor execution of a Contract will constitute approval of any activity or development contemplated in any proposal that requires any approval, permit or license pursuant to any federal, provincial, regional district or municipal statute, regulation or by-law.

19. Definition of Contract

Notice in writing to a Proponent that it has been identified as the successful Proponent and the subsequent full execution of a written Contract will constitute a Contract for the goods or services, and no Proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events.

20. Contract

By submission of a proposal, the Proponent agrees that should its proposal be successful the Proponent will enter into a Contract with the Solicitor on the terms set out in Appendix A.

21. Liability for Errors

While the Solicitor has used considerable efforts to ensure information in this Request for Proposals is accurate, the information contained in this Request for Proposals is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the Solicitor, nor is it necessarily comprehensive or exhaustive. Nothing in this Request for Proposals is intended

to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in this Request for Proposals.

22. Modification of Terms

The Solicitor reserves the right to modify the terms of this Request for Proposals at any time in its sole discretion. This includes the right to cancel this Request for Proposals at any time prior to entering into a Contract with the successful Proponent.

23. Ownership of Proposals

All proposals submitted to the Solicitor become the property of the Solicitor. They will be received and held in confidence by the Solicitor, subject to the provisions of the *Freedom of Information and Protection of Privacy Act* and this Request for Proposals.

24. Use of Request for Proposals

Any portion of this document, or any information supplied by the Solicitor in relation to this Request for Proposals may not be used or disclosed, for any purpose other than for the submission of proposals. Without limiting the generality of the foregoing, by submission of a proposal, the Proponent agrees to hold in confidence all information supplied by the Solicitor in relation to this Request for Proposals.

25. No Lobbying

Proponents must not attempt to communicate directly or indirectly with any employee, contractor or representative of the Solicitor, including the evaluation committee and any elected officials of the Solicitor, or with members of the public or the media, about the project described in this Request for Proposals or otherwise in respect of the Request for Proposals, other than as expressly directed or permitted by the Solicitor.

26. Collection and Use of Personal Information

Proponents are solely responsible for familiarizing themselves, and ensuring that they comply, with the laws applicable to the collection and dissemination of information, including resumes and other personal information concerning employees and employees of any subcontractors. If this RFP requires Proponents to provide the Solicitor with personal information of employees who have been included as resources in response to this RFP, Proponents will ensure that they have obtained written consent from each of those employees before forwarding such personal information to the Solicitor. Such written consents are to specify that the personal information may be forwarded to the Solicitor for the purposes of responding to this RFP and use by the Solicitor for the purposes set out in the RFP. The Solicitor may, at any time, request the original consents or copies of the original consents from Proponents, and upon such request being made, Proponents will immediately supply such originals or copies to the Solicitor.

B. Requirements and Response

1. SUMMARY OF THE REQUIREMENT

The geographic scope of this project is the area defined within the *Vancouver Island Adaptation Strategies*. The overall objectives associated with this contract are to:

- Implement pest monitoring of select key species of concern to Vancouver Island agricultural producers
- Facilitate community and collaborative monitoring of agriculturally significant pollinator and beneficial species
- Communicate monitoring findings to Vancouver Island producers during the (2021) production season
- Increase producer knowledge and implementation of Integrated Pest Management

The contractor will work in collaboration with the Project Oversight Committee to establish other project parameters and to develop a detailed work plan for the project.

2. SITUATION/OVERVIEW

The *Vancouver Island Adaptation Strategies* planning process (2019-2020) brought together the region's agricultural producers and local and provincial government partners to evaluate climate change impacts on local agricultural production, and to develop strategies and actions to address the associated challenges. Among the identified areas of concern were the anticipated changes in pest and pollinator populations.

With climate change, shifts in the distribution, lifecycles, and prevalence of agriculturally relevant pest, pollinator and beneficial species are anticipated. Increasing annual temperatures – in particular winter minimums – are already magnifying pest impacts and management complexity and costs. Extreme and variable weather conditions are likely to increase pest pressure in the Vancouver Island region and impact pollinator and beneficial species populations. Changes to crops and adjacent landscapes, resulting from climate change and other factors, will also have impacts on these agriculturally significant species.

Vancouver Island agriculture is characterized by a wide range of production types, although forage is the predominant land use. A recent outbreak of true armyworm in 2017 demonstrated the potential economic impact of the arrival of unanticipated pest species on common crops. Pollinator and beneficial species have value to a range of farm types and may be of increased significance to agriculture as honeybee colony health is threatened and new pests become prevalent (e.g. if Asian giant hornet or other bee predators become prevalent).

At present, there is limited monitoring of these agriculturally significant species on Vancouver Island. Collaborative monitoring of a handful of notable forage pests (true armyworm and western corn rootworm) is being conducted through joint efforts of government and industry and this activity is continuing through the 2021 production season. However, joint monitoring of species of concern to tree fruits, berries and vegetables has not occurred on Vancouver Island in many years. Some producers

conduct their own farm-level monitoring for relevant species and make management decisions based on these efforts.

The recently completed *Pest and Pollinator Gaps and Opportunities Assessment for Vancouver Island* [the Assessment]¹ highlights gaps in monitoring, research and knowledge and identifies potential activities to address these needs. This project builds forward from the Assessment with a focus on a subset of the identified activities.

Species specific monitoring The first project element is the establishment of species-specific monitoring for agriculturally significant pests. As there is already some monitoring for critical forage pests, this project will focus on other key crop types (vegetables, berries, tree fruit). A long list of species of concern was developed through the Assessment. This project will identify 3-5 highest priority pests for monitoring in the 2021 season – with additional input and engagement with producers and final review from pest specialists.

Following the selection of the key pest species, a monitoring implementation plan confirming appropriate protocols and methodologies will be developed with input from the oversight committee and in collaboration with the Ministry of Agriculture, Food and Fisheries entomologist and agrologists. This plan will ensure that linkages between existing monitoring activities and infrastructure are considered and that, where feasible, this project builds on those opportunities.

The project will then conduct monitoring of the selected priority pests for the 2021 production season with intent to continue for a second year. It is anticipated that monitoring data will be a helpful broader engagement and communication tool for producers – particularly for pests that may have substantial economic impacts such as spotted wing drosophila.

Community/collaborative pollinator/beneficial species monitoring

The project will explore the potential for community/citizen science to contribute to the knowledge base for pollinator and other beneficial species. The lack of data and information regarding pollinator and other beneficial species was identified as a significant gap through the Assessment.

Potential internet/app platforms (e.g. iNaturalist and Insight Citizen Science) and existing models of community/citizen monitoring will be assessed for their applicability to the Vancouver Island agricultural community. Engagement with agricultural producers to encourage participation in data collection will be supported through the production season of 2021.

Monitoring communication/updates

To ensure that the monitoring activities are widely communicated to producers, this project will include regular communications through accessible channels (social media, existing producer networks, etc.) throughout 2021. This will include:

- notable updates on significant pests (including data collected through this project as well as Ministry of Agriculture supported forage monitoring);
- items of interest from the community/citizen pollinator and beneficials monitoring;

¹ A draft version of *Pest and Pollinator Gaps and Opportunities Assessment for Vancouver Island* is available to proponents upon request.

- important updates for management interventions.

Integrated Pest Management training

To supplement monitoring activities and tie the results to management practices, a set of production system specific Integrated Pest Management (IPM) workshops will be developed and delivered in winter months. These sessions could focus on forage, fruits/berries or vegetables depending on interest from the producer community and the availability of existing resources.

Year 1 summary and Year 2 plan

The final element of this project will be a summary of the monitoring results, including an evaluation of the methods and recommendations for Year 2 activities based on lessons learned. Toward the end of Year 1, potential for addition of further elements of the activities outlined in the completed Assessment will be explored as well as possible partnerships and funding leveraging opportunities.

2.1 Partner priorities

2.1.1 Vancouver Island Agricultural Adaptation Working Group

The Working Group includes representatives from the Comox Valley Farmers' Institute, the Wine Island Growers Association, the Cowichan Agricultural Society, Island Milk Producers, Alberni Farmers' Institute, Peninsula & Area Agricultural Commission, Mid-Island Farmers' Institute, Comox Valley Regional District, Alberni-Clayoquot Regional District, Regional District of Nanaimo, Cowichan Valley Regional District, Capital Regional District, BC Ministry of Agriculture, Food and Fisheries and Climate and Agriculture Initiative BC. The Working Group participants provide input on the projects as they develop and ensure that projects are designed and delivered in keeping with the *Vancouver Island Adaptation Strategies*. Participants also bring their organizational knowledge and perspectives and help to ensure that projects are coordinated with other local activities.

2.1.2 Islands Agriculture Show Society

The Islands Agriculture Show provides resources and education opportunities for farmers, rural landowners, farm organizations, equipment dealers, service providers and the general public to learn, connect and engage on Vancouver Island and the Gulf Islands.

2.1.3 Climate and Agriculture Initiative BC

The Climate and Agriculture Initiative (previously Agriculture & Food Climate Action Initiative) develops tools and resources to enhance agriculture's ability to adapt to climate change. Since 2013, the Initiative has been working with partners across BC to develop and implement regional agricultural adaptation plans. The Vancouver Island planning process was completed in 2020. This project — "Monitoring and IPM Support for Vancouver Island" fulfills priority actions identified in the *Vancouver Island Adaptation Strategies*.

2.1.4 Government of British Columbia

The Province supports an innovative, adaptive, sustainable, and globally competitive agri-foods sector valued by all British Columbians.

Grow BC, Feed BC, Buy BC is a three-pillared strategy to support B.C.’s agriculture, seafood, and food processing sectors, enhance rural economic development, encourage consumption of B.C. products, and develop strategic initiatives to advance the sector and ensure resilience. The Ministry’s 2018/19 Service Plan has an objective to support climate change adaptation by the sector, and a related performance measure to track progress over time.

The B.C. government has accepted the recommendations of the February 2018 report of the Auditor General, *Managing Climate Change Risks: An Independent Audit*. The report identified the need for further action to deal with wildfire risk. The B.C. government is also considering the recommendations in the report by George Abbott and Maureen Chapman, *Addressing the New Normal: 21st Century Disaster Management in British Columbia*. The report was an independent review of B.C.’s unprecedented 2017 flood and wildfire season.

The elements of the Government of British Columbia’s climate change adaptation strategy are to build a strong foundation of knowledge, to make adaptation part of Government business, and to assess risk and take action in sensitive sectors (such as agriculture).

https://www2.gov.bc.ca/assets/gov/environment/climate-change/adaptation/adaptation_strategy.pdf

2.2 Project Responsibility

The project will be overseen by a project oversight committee that includes representatives of the Vancouver Island Agricultural Adaptation Working Group, the Climate and Agriculture Initiative BC and the BC Ministry of Agriculture, Food and Fisheries. The project oversight committee is a committee of the Vancouver Island Agricultural Adaptation Working Group. Final project deliverables will be reviewed by the complete Vancouver Island Agricultural Adaptation Working Group.

General Project responsibilities are delineated in Table 1 below.

Table 1 – Project Responsibilities

Role	Responsibility
Project Oversight Committee	<ul style="list-style-type: none"> • Providing overall project direction • Providing input during development of all project deliverables and certain interim deliverables • Sharing deliverables with partner organizations • Communicating project findings • Periodic meetings with Contractor on project progress

Role	Responsibility
Vancouver Island Agricultural Adaptation Working Group	<ul style="list-style-type: none"> • Providing overall project oversight • Communicating with respective organizations • Reviewing final project deliverables
Contractor	<ul style="list-style-type: none"> • Refining work plan and project parameters • Periodically (at agreed upon times) updating and receiving feedback from the project oversight committee • Completing all project activities (as outlined below) • Submitting all project deliverables (as outlined below) in draft and final form

2.3 Project Scope/Budget

2.3.1 Scope

In Scope:

The scope of the contract includes:

Major project elements (activities)

Project initiation and work plan [April 2021]

- Conduct project initiation meeting with oversight committee to discuss:
 - Potential monitoring locations and site collaborators
 - Key pest species of concern
 - Monitoring protocols/methodologies and platforms
 - Local experts to be consulted
 - Draft work plan
- Submit final project work plan

Pest monitoring planning [April 2021]

- Confirm key species of concern to be monitored through:
 - Review of existing resources (including recently completed CAI project)
 - Engagement with agricultural producers/organizations
 - Input from oversight committee and key specialists
- Develop the monitoring plan including
 - Establishing partnerships with collaborating farm sites, considering:
 - Input from project oversight committee
 - Engagement with existing pest monitoring personnel

- Focus production system
- Geographic scope/relevance
- Establish methodologies/protocols for monitoring, including:
 - Trapping and sampling methods
 - Collections and databasing/ID protocols
- Submit monitoring implementation plan to oversight committee for review

Pest monitoring implementation and coordination (April – October)

- Coordinate and conduct pest monitoring activities through the 2021 production season, including:
 - Managing personnel to conduct site collections & monitoring
 - Procuring trapping supplies
 - Ensure sample collection and processing adheres to established protocols
 - Databasing of samples as required
 - Collection and collation of data from various monitoring sites
 - Arranging for correct identification of samples, including verification of identification of species of concern or special interest.

Community/collaborative pollinator and beneficial species monitoring [May – October 2021]

- Identify potential options for facilitating producer-led monitoring of agriculturally relevant pollinator and beneficial species, this could include:
 - Online apps/platforms (e.g. iNaturalist, Insight Citizen Science App)
 - Transferable citizen science examples from other regions (e.g. invasive species monitoring)
- Submit citizen science platform recommendation with data collection considerations to oversight committee for review
- Engage with Vancouver Island producers to pilot a producer pollinator and beneficial species monitoring system for the 2021 production season

Monitoring communications [May – September 2021]

- Establish regular producer-focused communications throughout the production season to inform growers of monitoring results, this could be done on a regular schedule (bi-weekly/monthly) and/or as significant findings are made and will include:
 - Target species monitoring results
 - Current Ministry of Agriculture forage species monitoring
 - Findings (and promotion) of the community/collaborative monitoring
- Communications will be done through accessible platforms and could include:
 - Facebook/Instagram/Twitter (or other social media) posts
 - A written/emailed newsletter
 - Updates to agricultural organizations and other partners

Development and delivery of IPM training [September 2021 – February 2022]

- Submit IPM training plan to the oversight committee and meet to review and finalize

- Develop and deliver Integrated Pest Management training that:
 - Covers key topics of value/interest
 - Leverage existing IPM materials
 - Are production system specific (e.g. forage, fruit/berries, vegetables/field crops)

Year 1 summary and Year 2 monitoring plan [November 2021 – February 2022]

- Submit a summary of 2021 monitoring results and data including
- Develop a draft monitoring plan for 2022, including:
 - Sites to be monitored
 - Proposed changes/additions to monitoring protocols/methods
 - Potential knowledge transfer activities/information needs of producers
 - Potential areas of expansion
- Present findings at Island Ag Show 2022 and other appropriate venues or events.

Out of Scope:

The following items are out of scope and provided to help clarify the scope and boundaries of the contract:

- Development of new IPM materials (training will be built on existing resources)
- Communication of project results beyond the Vancouver Island agricultural community

2.3.2 Budget

The anticipated budget for this Project is \$53,000 **representing a hard cap inclusive of all contractor costs and applicable taxes.**

2.3.3 Timing

Timing for major milestones for the project is provided in Table 2 below.

Table 2 - Project Timing

Deliverable / Milestone	Target Completion Date
Release Request for Proposals	March 11, 2021
Close Request for Proposals	March 29, 2021
Proponent selection	April 7, 2021
Project initiation meeting	Week of April 12, 2021
Draft pest monitoring plan Research and select suitable option/s for community pollinator/beneficials monitoring	April 30, 2021

Deliverable / Milestone	Target Completion Date
Outreach to potential cooperators, site confirmation, final monitoring plan	May 10, 2021
Undertake seasonal pest monitoring and promotion/support for citizen monitoring	September 30, 2021
Develop IPM workshop plan/outline	October 15, 2021
Conduct IPM workshops	November 2021 – January 2022
Year 1 summary, Year 2 plan	January 2022

3. REQUIREMENTS

3.1 Major Deliverables

The *major* deliverables for this Project are:

- Project initiation and work plan
- Monitoring implementation plan
- Monitoring implementation and oversight
- Community/collaborative monitoring support
- In-season communication
- IPM training outline and workshops
- Year 1 dataset and evaluation
- Year 2 implementation plan

4. EVALUATION

This section details all the mandatory and desirable criteria against which proposals will be evaluated. Proponents should ensure that they fully respond to all criteria in order to receive full consideration during evaluation.

4.1 Mandatory Criteria

Proposals not clearly demonstrating that they meet the following mandatory criteria will be excluded from further consideration during the evaluation process:

- a) One complete electronic proposal, in a Microsoft Office compatible or PDF format, must be received at the closing location.
- b) The proposal must be in English and must be sent by e-mail.
- c) The proposal must be received at the closing location before the specified closing time.
- d) Applied knowledge of agricultural pests, pollinators and beneficial species (with preference for knowledge/experience on Vancouver Island).

- e) Experience working with the agriculture sector with preference for experience with project coordination and agricultural pest monitoring.
- f) Formal education in entomology, agronomy or a related field.
- g) Knowledge of the impacts of climate change on pests and/or agricultural management issues
- h) Proposal must conform to the budget provided in this RFP.
- i) Proposal must clearly articulate how the major deliverables of section 3.1 will be met.

4.2 Desirable Criteria

Proposals meeting all the mandatory criteria will be further assessed against desirable criteria:

- a) Proponent's ability to cost effectively deliver the requirements of the project.
- b) Experience in managing/coordinating pest monitoring activities.
- c) Strong interpersonal skills that enable positive and productive interaction and coordination with project partners/stakeholders.
- d) Demonstrated ability to effectively communicate technical information to an agricultural audience.

5. PROPOSAL FORMAT

The following format, sequence, and instructions should be followed in order to provide consistency in Proponent response and ensure each proposal receives full consideration. All pages should be consecutively numbered.

- a) The proposal should be a maximum of 15 pages, including all appendices, CV's, cover page and signature.
- b) An unaltered and completed Request for Proposals cover page, including Proponent Section as per instructions contained in this document
- c) Table of contents including page numbers
- d) The body of the proposal, including pricing, i.e. the "Proponent Response"

6. PROPONENT RESPONSE

In order to receive full consideration during evaluation, proposals should include a detailed response to the following:

- a) Describe in detail your company's experience delivering comparable materials (and provide links to any available samples/examples).
- b) Provide CV/biography including relevant education, experience and professional credentials for personnel likely to participate in the project. Also, clearly identify which personnel will be undertaking each element of the project.

- c) Provide a project budget showing: anticipated work hours, billing rates and total project costs inclusive of taxes. The budget description should also break out budget details, including hours and rates, by deliverable.
- d) Provide a high level/preliminary draft work plan describing how the project will be accomplished (including timeline). Note any constraints that may impact your ability to execute the project in a manner consistent with the timing outlined in this RFP.

Appendix A Contract Form

By submission of a proposal, the Proponent agrees that should its proposal be successful the Proponent will enter into a Contract with the Solicitor that will include the following selected contract clauses:

Compliance With Laws

The Contractor will give all the notices and obtain all the licenses and permits required to perform the work. The Contractor will comply with all laws applicable to the work or performance of the Contract.

Laws of British Columbia

Any Contract resulting from this Request for Proposals will be governed by and will be construed and interpreted in accordance with the laws of the Province of British Columbia.

Arbitration

All disputes arising out of or in connection with the Contract will, unless the parties otherwise agree, be referred to and finally resolved by arbitration pursuant to the *Commercial Arbitration Act*.

Indemnity

Any Contract resulting from this Request for Proposals will require that the Contractor indemnify and save harmless the Solicitor, its employees and agents from and against all claims, demands, losses, damages, costs and expenses made against or incurred, suffered or sustained by the Solicitor at any time or times (either before or after the expiration or sooner termination of this Contract) where the same or any of them are based upon or arise out of or from anything done or omitted to be done by the Contractor or by any servant, employee, officer, director or sub-Contractor of the Contractor pursuant to the Contract excepting always liability arising out of the independent acts of the Solicitor.

The Contract will not contain a limitation of liability clause or describe how there will be a limitation of a set amount or type.

Insurance

Any Contract resulting from this Request for Proposals may require that the Contractor, without limiting its obligations or liabilities and at its own expense, provide and maintain throughout the Contract term, the following insurances with insurers licensed in British Columbia in forms acceptable to the Solicitor. All required insurance will be endorsed to provide the Solicitor with 30 days' advance written notice of cancellation or material change. The Contractor will provide the Solicitor with evidence of the required insurance, in the form of a completed Solicitor of British Columbia Certificate of Insurance, immediately following execution and delivery of the Contract.

Comprehensive Commercial General Liability in an amount not less than \$2,000,000 inclusive per occurrence insuring against bodily injury and property damage and including liability assumed under the Contract. The Solicitor is to be added as an additional insured and the policy shall contain a cross liability clause.

Professional Liability in an amount not less than \$2,000,000 insuring the Contractor's liability resulting from errors and omissions in the performance of professional services under the Contract.

Automobile Liability on all vehicles operated or licensed in the name of the Contractor in an amount not less than \$2,000,000.

Registration with Workers' Compensation Board

The Contractor and any approved sub-Contractors must be registered with the Workers' Compensation Board (WCB), in which case WCB coverage must be maintained for the duration of the Contract. Prior to receiving any payment, the Contractor may be required to submit a WCB Clearance Letter indicating that all WCB assessments have been paid.

Payment Holdback

The Contract may contain a provision whereby the Solicitor will hold back a portion of the total Contract price until the requirements of the Contract have been met.

Software

It is the Contractor's responsibility to ensure that the Solicitor has all licenses required to use any software that may be supplied by the Contractor pursuant to the Contract.

Intellectual Property Rights

The Solicitor will be the owner of the intellectual property rights, including patent, copyright, trademark, industrial design and trade secrets in any product developed through a Contract. Licensing and marketing rights to the developed product will not be granted in the Contract. (Proposals regarding these rights should not be submitted in response to this Request for Proposals and will not be considered in evaluating responses. If, in the future, the Solicitor elects to commercialise the developed product, the licensing and marketing rights will be negotiated separately.)