

# Regional Board Report

**TO:** Regional Board

**FROM:** Brian Reardon  
Chief Administrative Officer

**DATE:** June 21, 2017

**SUBJECT:** North Westside Services and Issues Review – RFP Response Summary

**Voting Entitlement:** *All Directors – Weighted Vote – Simple Majority – LGA 210.2*

---

**Purpose:** To present the results of the Request for Proposals process pertaining to the North Westside Services and Issues Review.

## Executive Summary:

As directed by the Board, on May 29<sup>th</sup>, 2017 staff issued a public “Request for Proposals” (RFP) document for the *North Westside Services and Issues Review* using the Board’s approved Terms of Reference and our standard RFP forms and conditions (copy attached). The RFP was posted on the Regional District of Central Okanagan (RDCO), BC Bid and Civic Info websites, was advertised in both the Kelowna Capital News and the Vernon Morning Star newspapers, and was sent directly to consultants that have completed similar reviews for local government organizations in the past few years.

The closing date for RFP submissions was June 15<sup>th</sup>, 2017. Two proposals were received prior to this deadline and were subsequently evaluated by a three member team consisting of the RDCO Purchasing Manager, Chief Financial Officer and the Chief Administrative Officer. This evaluation was performed using RDCO standard RFP evaluation methodology and templates (copy attached) as well as criteria and weightings stated publicly in the RFP document.

The evaluation team reached full consensus on the highest ranked proponent and is unanimous in making the recommendation below.

## RECOMMENDATION:

**THAT** the Board award the contract for the North Westside Services and Issues Review to EcoPlan International of Vancouver, British Columbia for a lump sum price of \$19,895 plus GST and authorize the Chief Administrative Officer to enter into this contract on behalf of the Regional District of Central Okanagan.

Respectfully Submitted:



Brian Reardon, CAO

---

**Implications of Recommendation:**

Strategic Plan:	Strategic Priority #1 – Provide Proactive and Responsive Governance includes an objective of improving the Electoral Area working relationships within the RDCO.
General:	Supporting the staff recommendation in this report will provide an independent, third party review of services provided to North Westside communities and identify issues from the perspective of the public, stakeholders, and the regional district.
Legal/Statutory Authority:	Decision making authority for this matter is derived through the provisions of the Local Government Act and the Regional Board's bylaws and policies.

---

**Background:**

At its regular meeting held on April 13<sup>th</sup>, 2017 the Regional Board approved an amended Terms of Reference for the North Westside Services and Issues Review. These Terms of Reference were confirmed by the Ministry of Community, Sport and Cultural Development in a letter received by the Board on May 11<sup>th</sup>, 2017.

On May 29<sup>th</sup>, 2017 RDCO staff issued a public “Request for Proposals” (RFP) document for the *North Westside Services and Issues Review* using the Board's approved Terms of Reference and our standard RFP forms and conditions (copy attached). The RFP was posted on the Regional District of Central Okanagan (RDCO), BC Bid and Civic Info websites, was advertised in both the Kelowna Capital News and the Vernon Morning Star newspapers, and was sent directly to consultants that have completed similar reviews for local government organizations in the past few years. During the posting period some of these consultants confirmed receipt of our invitation and Terms of Reference however declined to submit a proposal due to prior commitments.

The closing date for RFP submissions was June 15<sup>th</sup>, 2017. Two proposals were received prior to this deadline and were subsequently evaluated by a three member team consisting of the RDCO Purchasing Manager, Chief Financial Officer and the Chief Administrative Officer. This evaluation was performed using RDCO standard RFP evaluation methodology and templates (copy attached) as well as criteria and weightings stated publicly in the RFP document. The evaluation team reached full consensus on the highest ranked proponent and is unanimous in recommending EcoPlan International of Vancouver, British Columbia be awarded the contract for the North Westside Services and Issues Review.

**Financial Considerations:**

The proposal received from EcoPlan International falls within the maximum \$20,000 grant funding provided by the Province of British Columbia. Anticipated ancillary costs associated with this initiative are expected to fall within the budget parameters included in the 2017-2021 Financial Plan previously approved by the Board.

**Organizational Issues:**

As this process is a Board led initiative, there are no organizational issues other than to ensure the Board's direction is carried out.

**External Implications:**

There are no external implications associated with the recommendation being made to the Board.

Should the Board decide to approve the alternate recommendation, staff will need to take appropriate steps with Proponents to cancel the RFP process. In addition, the resulting delay would likely breach our timeline obligations made with the Province of British Columbia and could potentially jeopardize funding commitments made by the Province.

**Alternative Recommendation:**

The Board may choose not to proceed with awarding this contract as proposed, and instead direct staff to cancel this RFP process.

If this option is chosen, the Board should note two things:

- 1) For another RFP to be issued for this work, the Terms of Reference would need to be materially altered or a significant period of time would need to pass, so that we are not re-issuing the same RFP (could be perceived as bid shopping).
- 2) Due to the timeline commitments made in the Funding Agreement with the Province, cancellation of the current RFP process may put this funding in jeopardy.

Attachment(s): 1) Approved Terms of Reference  
2) RFP Document  
3) Evaluation Form