



# REPORT

To: Broadband Internet and Mobility Committee

Report Number: ADM-BIMC-023

From: Trevor Ouellette, IT Manager

Date: April 24, 2024

**Subject: Contract Award – Planetworks Consulting (RFP 12-2024)**

## RECOMMENDATION:

That the Broadband Internet and Mobility Committee recommend that the Regional Board award the contract for “Regional Connectivity Strategy Report RFP 12-2024” to Planetworks Consulting Corp. at the cost of \$92,740.00 (excluding taxes); further that the Chair and Chief Administrative Officer be authorized to sign the contract on behalf of the Regional District.

## BACKGROUND/RATIONALE:

On February 22, 2024, the Regional Board approved the following recommendation from the Broadband Internet and Mobility Committee meeting held January 26, 2024:

*MOVED, SECONDED and CARRIED,*

*“That the Regional Board authorize staff to initiate a public procurement to source external expertise to collaborate with stakeholders to collect, revise and update data and develop a high-level design for the PRRD 2024 Regional Connectivity Strategy Report.”*

On March 11, 2024, the Peace River Regional District (PRRD) issued a Request for Proposal (RFP) seeking qualified consulting companies to submit proposals to complete an update of the Regional Connectivity Strategy. The RFP sought to identify a consulting firm able to undertake a comprehensive research and engagement initiative aimed at producing an updated Regional Connectivity Strategy Report. This revised report will assess the present connectivity landscape within the region, identify service deficiencies, propose remedial measures, and establish connectivity benchmarks and objectives for each Electoral Area, member municipality, and First Nation entity. Moreover, the report will outline specific technological solutions and potential funding frameworks geared towards enhancing services for underserved communities.

The term of the agreement is for a period of six months, with the deliverables completed by October 31, 2024.

The Peace River Regional District received four proposals for RFP 12-2024:

Mandatory Requirements	Planetworks	Kea Consulting	i-Valley	Canadian Fiber Optics
Submission Form (Appendix B)				
	✓	✓	✓	✓
Scoring Matrix Results				
Proposal Scoring	89.25	43.86	79.17	37.83
Proposal Cost	\$92,740	\$84,000	\$83,454	\$100,000

Planetworks Consulting emerged as the top performer in the evaluation process, achieving the highest score across qualifications, methodology, work schedule, and cost. Despite not being the lowest cost provider, their proposal aligned the closest with the requirements outlined in the Request for Proposal (RFP).

Planetworks Consulting's proposal stood out for its attention to detail and the depth of work invested. Their submission demonstrated a comprehensive understanding of the project requirements, with each aspect of their proposal crafted to address specific needs outlined in the RFP. The proposal exhibited a clear methodology, outlining a step-by-step approach to project execution, complete with timelines, milestones, and deliverables. Their proposal highlighted extensive research and industry knowledge, with innovative strategies tailored to optimize project outcomes. Finally, Planetworks Consulting's proposal demonstrated a good understanding of the objectives and priorities, with tailored recommendations aimed at maximizing value and minimizing risk.

**ALTERNATIVE OPTIONS:**

1. That the Broadband Internet and Mobility Committee provide further direction.

**STRATEGIC PLAN RELEVANCE:**

- ☒ Collaboration and Cooperation with First Nations
  - ☒ Share PRRD Strategic Goals with First Nations to Identify Opportunities for Cooperation and Collaboration

**FINANCIAL CONSIDERATION(S):**

Funding was included in the 2024 budget for Function 135 – Regional Connectivity for this project.

**COMMUNICATIONS CONSIDERATION(S):**

Successful and unsuccessful proponents will be notified.

**External Links:**

1. [Report ADM-BIMC-021, Update Connectivity Strategy Report – 2024](#)  
(January 26, 2024 Broadband and Internet Mobility Committee Meeting Agenda, Item 8.1)
2. [Report ADM – BRD-473 Function 135 Regional Connectivity Draft 2024 Budget](#)  
(February 21, 2024 Special (Budget) Regional Board Meeting Agenda, Item 5.5)
3. [Report ADM-BRD-474 Broadband Internet and Mobility Committee Recommendation](#)  
(February 22, 2024 Regional Board Meeting Agenda, Item 8.3)