



# REPORT

To: Chair and Directors

Report Number: CS-BRD-338

From: Community Services

Date: July 18, 2024

**Subject: Contract Award – RFP No. 39-2024 – Agricultural Emergency Plan Development**

### **RECOMMENDATION: [Corporate Weighted]**

That the Regional Board award RFP No. 39-2024 ‘Agricultural Emergency Plan Development’ to KPMG at a cost of \$195,000 (excluding taxes); further, that the Chair and Chief Administration Officer be authorized to sign the agreement on behalf of the Peace River Regional District.

### **BACKGROUND/RATIONALE:**

On June 26, 2024, the Request for Proposal (RFP) for the Agricultural Emergency Plan Development closed. Three qualified bids were received. The proponents were evaluated on Experience and Qualifications, Methodology, Work Schedule, and Quality of Proposal Document.

	Trace Associates	MNP LLP	KPMG LLP
<b>Mandatory Requirements</b>			
Submission Form (Appendix B)	✓	✓	✓
<b>Scoring Matrix Results</b>			
Experience and Qualifications (35%)	28.00	28.58	29.17
Methodology (35%)	26.03	24.28	29.09
Work Schedule (15%)	12.75	12.75	12.75
Quality of Proposal (5%)	4.00	4.25	4.25
PROJECT BUDGET (10%)	10.00	7.00	7.00
<b>Total Score</b>	<b>80.78</b>	<b>76.86</b>	<b>82.26</b>

All submissions were thoroughly reviewed, and KPMG had the highest score out of the three submissions. Therefore, KPMG is the preferred proponent.

On October 5, 2023, the Regional Board passed the following resolution:

*MOVED, SECONDED and CARRIED,  
That the Regional Board authorize staff to apply for a grant of up to \$250,000 through the Investment Agriculture Foundation to fund the development of an agriculture emergency plan and related procedures, and training for the Emergency Operations Centre personnel staff on implementing the agriculture emergency plan and procedures.*

**ALTERNATIVE OPTIONS:**

1. That the Regional Board provide further direction.

**STRATEGIC PLAN RELEVANCE:**

- Emergency Management
- Engage in *Emergency Program Act* and *Fire Services Act* Amendment Processes

**FINANCIAL CONSIDERATION(S):**

This project is 100% grant-funded through the Investment Agriculture Foundation – Food Security Emergency Planning and Preparedness Fund Grant.

**COMMUNICATIONS CONSIDERATION(S):**

The consultant, along with PRRD staff, will work closely with the agricultural sector to ensure alignment of the emergency response plans.

**OTHER CONSIDERATION(S):**

None at this time.