



Request for Proposal

CBFA Coordination and Program Management

January 2016

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1 INTRODUCTION

The Forest Products Association of Canada is seeking a vendor/service provider who can provide the Canadian Boreal Forest Agreement (CBFA) with coordination services and/or program management services.

The objective of this Request for Proposal (RFP) is to obtain proposals from vendors/service providers that may be used to establish a short list of potential vendors.

1.1 Background

The Canadian Boreal Forest Agreement (CBFA), which was signed in May 2010 by member companies of the Forest Products Association of Canada and nine leading environmental organizations, seeks to safeguard our vast boreal forest while making Canada one of the greenest and most competitive forest sectors in the world.

Signatories are committed to finding constructive ways to conserve areas of the boreal forest stretching from British Columbia to Newfoundland, protect threatened woodland caribou, respect Aboriginal and treaty rights, take action on climate change and sustain a healthy forest industry for the communities that rely on it.

The CBFA is a framework agreement that lays out the ground rules for collaborative, interest-based negotiations on six major goals. An independent auditing firm is tasked with periodically assessing and publicly reporting on progress on implementation of the agreement.

The Canadian Boreal Forest Agreement Secretariat is responsible for working closely with both industry and environmental organizations to implement the agreement. The agreement acknowledges that governments, including Aboriginal governments, are the final authority for land use decisions and that successful implementation requires the effective involvement of Aboriginal Canadians in a manner that respects and honours their rights and title, and their legitimate interests and aspirations.

2 GENERAL CONDITIONS

This RFP is not an offer to contract. FPAC shall not be obligated in any manner to any Firm until a written contract has been duly executed relating to an approved proposal. Neither the issuance of this RFP, nor the delivery of a proposal by a Firm and the acceptance thereof by FPAC, either commits FPAC to award a contract to any Firm, even if all requirements stated in this RFP are met, nor limits our right to negotiate in our best interest, nor to accept (nor to decline to accept) non-compliant proposals. We reserve the right to contract with a Firm for reasons other than lowest price.

2.1 Confidentiality/Non-Disclosure

The information contained in this RFP (or accumulated through other written or verbal communication) is confidential and proprietary to FPAC. It is for proposal purposes only and is not to be disclosed or used for any other purpose. It is solely for your organization's use and is not to be copied, scanned, or distributed to any other individual and/or company without prior written consent from FPAC. Your personnel should also be so advised of this clause.

2.2 Firm's Proprietary Information

Firms shall identify those specific portions of their proposals deemed to be proprietary, confidential, and legitimately under protection. FPAC will neither accept nor honor requests to keep the entire proposal confidential.

FPAC shall use only reasonable efforts to keep confidential those specific portions of the proposal identified as confidential by a Firm. In the event of disclosure, however, FPAC shall not be liable to the Firm.

2.3 Conflict of Interest

The proponent shall disclose in its Proposal any potential conflict of interest between themselves (or their agents, principals, officers and employees) and FPAC or its employees or signatory organizations of the CBFA or its employees.

2.4 Verification of Proponent's Proposal

The proponent shall authorize FPAC to conduct such investigations as it may deem appropriate to verify the contents of the proponent's proposal.

2.5 Liability for Errors

While FPAC has used considerable efforts to ensure an accurate representation of information in this RFP, the information contained herein is supplied solely as a guideline for proponents. The information is not guaranteed or warranted to be accurate by FPAC, nor is it necessarily comprehensive or exhaustive. No information in this RFP is intended

to relieve proponents from forming their own opinions and conclusions in respect to the matters addressed in this RFP.

2.6 Right of Rejection

We reserve the right to enter into discussions and/or negotiations with one or more qualified Firms at the same time and to reject any or all responses to this RFP.

2.7 Cost of Proposals

Expenses incurred in the preparation of proposals in response to this RFP are the Firm's sole responsibility.

2.8 Proposal Validity Period

Proposals are irrevocable and open for acceptance by FPAC for a period of 14 days after the Submission Deadline.

2.9 Right to Cancel

FPAC reserves the right to cancel this RFP process at any stage without liability to any Proponent.

3 PROPOSAL INSTRUCTIONS AND TIME FRAMES

This section contains instructions governing the proposal to be submitted.

3.1 Intention to Bid

Firms must notify us of their intention to bid by **5:00 PM EST on February 29th, 2016**. Notification can be by mail or email. Please provide the name, address, telephone #, e-mail address for the Firm contact who should receive answers to questions and RFP revisions and updates. Any Firm who elects not to bid is requested to destroy this RFP.

3.2 Proposal Delivery

Deliver 1 copy of your proposal via e-mail to the following address **not later than 5:00 PM EST on February 29th, 2016** (the “**Submission Deadline**”).

Cheryl Miltimore
Manager Market Affairs
Email: RFP@borealagreement.ca
FPAC
410-99 Bank Street
Ottawa, ON K1P 6B9

Note: FPAC reserves the right not to consider proposals delivered after the Submission Deadline or delivered to any other e-mail address or location or contact person other than the above address and contact person.

3.3 RFP Questions

Firms are requested to carefully review this RFP without delay for any ambiguity, conflict, discrepancy, omission, or other error.

Questions regarding this RFP are encouraged and should be submitted in writing or by e-mail to:

Cheryl Miltimore
Manager Market Affairs
Email: RFP@borealagreement.ca
FPAC
410-99 Bank Street
Ottawa, ON K1P 6B9

3.4 Awarded Contract

The selected Proponent will be required to enter into a formal Contract with FPAC and the award of the Contract is conditional upon the parties agreeing upon the terms and conditions of the final Contract. Contract period April 1, 2016 to December 31, 2016.

4 PROPOSAL PREPARATION

All submitted proposals must adhere to the specifications contained herein. Firms are not restricted from providing additional details if they feel they would meet or exceed FPAC's objectives.

4.1 RFP Response Format

You are requested to provide your RFP response in the following format:

Letter of Transmittal

The letter of transmittal should be no longer than two (2) pages and should include the following:

- a) A brief statement of your understanding of the CBFA and our requirements.
- b) A brief statement of services and products to be provided.
- c) Contact information (name, address, e-mail, phone numbers and role in the company) for the principal individuals to be contacted regarding the information in the RFP.

Subcontractors

If applicable, the Proponent shall indicate in its Proposal all the parts of the Project that it will not perform itself and the name(s) of any and all subcontractor(s) to whom it intends to entrust any part of the Project.

Client References

Provide a minimum of three (3) client references and reference to any previous work for either the CBFA or FPAC.

For each reference please provide: an overview of the work you have done including size for the project and timeframe, the company name, contact person's name, phone number and e-mail address.

4.2 Cost Proposal

In order for proper comparison to other proposals, please standardize costing for any consultation on a "per hour" basis. If applicable, list taxes separately from your estimate.

4.3 Exceptions to the RFP

You may find instances where your services are not offered in a manner consistent with the specification in this RFP. In such cases, it is permissible to take exception to portions of the RFP. The exceptions should be clearly identified. If necessary, attach an additional page describing the scope of the exceptions and a summary of any advantages these exceptions represent to FPAC.

5 SCOPE OF SERVICES

The Proponent to indicate whether they are offering coordination and/or program management services. Proponent will offer services to the CBFA Secretariat to:

- Coordinate one or more of the CBFA local implementation projects, working groups or committee which are composed of, amongst others, forest industry and conservation community representatives who are developing joint, consensus-based and broadly-supported recommendations to fulfill the goals of the CBFA; and /or
- Provide program management services in support of the CBFA Secretariat

If subsequently contracted, the proponent will report to the Executive Director of the CBFA Secretariat and will coordinate closely with any facilitator(s), technical expert(s), Independent Science Advisory Teams (ISATs), and other working groups as relevant.

Description of Services

- a) Work under the CBFA is guided by the CBFA Implementation Terms of Reference.
- b) Coordination Services: As a member of the CBFA Secretariat, the Coordinator is required to undertake the following functions:
 - i. Coordination and support for CBFA signatory organization representatives and others on local implementation projects, working group(s) and/or committees;
 - ii.
 - iii.
 - iv. Keep abreast of the management directions and financial policies provided by the Secretariat (e.g. workplanning and budgeting procedures, CBFA Financial and Administrative Policies and Procedures guidelines, etc.);
 - v. Manage the local implementation project(s), working group(s) or committee workplans, including updating and revising the workplans as necessary, to achieve the deliverables;
 - vi. Manage budgets to support and achieve the deliverables consistent with the workplans, including regularly tracking expenses and commitments against the budgets and revising the forecasts for the budgets;
 - vii. Arrange and supervise any third-party contracts with the Secretariat necessary to support the workplans, consistent with the policy direction provided by the Secretariat and Science Committee;
 - viii. Coordination and support in relation to the communications and government relations;
 - ix. Schedule a series of face-to-face meetings and conference calls over a six month period to support and achieve the workplans in coordination with the facilitator and/or Secretariat staff and the signatory representatives, update these schedules

quarterly and maintain these schedules accessible through the CBFA online collaboration tool (i.e. PBworks);

- x. Arrange all meeting logistics, including securing venues, arranging catering, arranging audio-visual support, arrange the attendance of third-party experts/presenters, and secure and circulate meeting materials/presentations;
 - xi. Draft proposed agendas in close coordination with a facilitator and/or Secretariat staff and circulate for comment at least two week days before the meeting;
 - xii. Take draft notes and produce a record of decisions of all meetings in close coordination with the facilitator and/or Secretariat staff and circulate for comment within two week days of every meeting;
 - xiii. Compile review comments from the signatories on meeting notes and the record of decisions and confirm final consensus versions in close collaboration with the facilitator and/or Secretariat staff at the beginning of the following meeting;
 - xiv. Compile review comments from signatory members on technical documents and, working with the facilitator and/or Secretariat staff, proposing solutions to issues of divergence which may emerge;
 - xv. Provide a weekly written report on progress and identify, track and record progress towards the resolution of issues and attend a weekly conference call to discuss progress and issues – Mondays at 1PM ET;
 - xvi. Manage and maintain an online collaboration workspace – i.e. PBWorks - for the local implementation project, working group or committee, ensuring it is up-to-date and well organized. At a minimum, this includes posting Terms of References, posting of meeting notes and the record of decisions, posting of each final draft products intended to be approved by the Steering Committee, describing recent and forthcoming activities, and maintaining the central calendar updated by inserting schedule of meetings; and,
 - xvii. Such other responsibilities as the CBFA Secretariat Executive Director may determine from time to time as being required.
- c) Program management services. As a member of the CBFA Secretariat, the program manager is required to undertake the following functions:
- i. Updating the CBFA Administrative Policies and Procedures as required, and at least annually, and support the development of new procedures as required;
 - ii. Chair the weekly Secretariat call and track action items
 - iii. Draft and edit the monthly CBFA newsletter – “This Month in the CBFA”;
 - iv. Support the quarterly report development for the Executive Committee, Steering Committee and Boreal Business Forum presentations and Natural Resource Canada, Forest Products Association of Canada and funder quarterly reports amongst others;

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- v. Support the development of funding proposals to Natural Resources Canada amongst others;
- vi. Manage the annual work planning process, including the annual work planning meeting;
- vii. Such other responsibilities as the CBFA Secretariat Executive Director may determine from time to time as being required.