



April 16, 2019

THE LOWER COLUMBIA INITIATIVES (LCIC)
IS SEEKING
REQUEST FOR PROPOSALS
FOR A
CIRCULAR ECONOMY FEASIBILITY STUDY AND
GAP ANALYSIS
FOR THE
Cities of Trail and Rossland, Villages of Fruitvale,
Warfield and Montrose and Area A and B of the RDKB

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Request for Proposals – SUPPLY CHAIN INVENTORY AND GAP ANALYSIS

Contact Person:

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LCIC
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Closing Date: 4:00 PM Pacific Time, May 24, 2019

i. BACKGROUND

The Lower Columbia Initiatives Corporation (LCIC) was created in 2010 as a wholly owned subsidiary of the Lower Columbia Community Development Team Society (LCCDTS) and is the result of a partnership between the City of Rossland, City of Trail, Village of Warfield, Village of Montrose, Village of Fruitvale and electoral areas A & B of the Regional District of Kootenay Boundary.

Our mandate is to provide economic development services within the Lower Columbia Region and to serve as the 'first place of call' as opportunities develop. The LCIC works to develop a creative, dynamic and competitive business environment that fosters economic growth.

The LCIC works collaboratively with the communities in the Lower Columbia region, local agencies, organizations and businesses to develop and implement strategies that will assist in strengthening our local economy. The LCIC shares information with potential investors, existing businesses, and other service providers to advance local projects and economic priorities. In addition, the LCIC assists existing business and industry to maintain a healthy economic climate, while identifying and pursuing new economic opportunities.

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The region is heavily dependent on a single sector employer who employs either directly or indirectly over 35% of our local workforce. With that in mind, we recognize improvement of services and diversification is essential for economic growth. As part of a long term sustainability plan, it is necessary to undertake an inventory and mapping of our supply chain, identifying gaps and research viable business solutions while continuing to globally position the region as a center of excellence in metallurgy and advanced materials, digital technologies and IIoT & Big Data and Industrial Recycling.

The Lower Columbia Initiatives is committed to a cohesive, comprehensive, region-wide approach to the challenges and opportunities of economic development in the Lower Columbia Region.

Our vision is for the LCIC to be the regional economic development agent that supports and drives growth and prosperity.

Our mission is to drive Economic Development in the Lower Columbia.

We value innovation and creativity, collaboration and partnerships, honesty, trust and respect for diversity and the opinions of others.

The LCIC launched a marketing strategy called Metal Tech Alley in the beginning of 2017 to promote the area as a Technology and Innovation hub, with further focus on Digital Fabrication and Advanced Materials/Metallurgy, Recycling and Circular Economy and is now exploring local growth opportunities within these sectors.

1.0 PURPOSE

1.1 PROJECT DESCRIPTION

Transitioning the region towards a Circular Economy requires a better understanding of our intermediate and waste streams and by-products that will stimulate innovation, identify new opportunities for our businesses to improve processes and productivity, to attract new markets and ensure profitability. By turning waste products into usable, viable added resources will remove the pressure on the environment and improve the security of our supply of raw materials. This Supply Chain Inventory and Gap Analysis

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study will give the LCIC the tools to support local business innovation, expansion and investment attraction boosting diversifying our economy and creating more jobs locally.

1.2 PROJECT GOAL

The LCIC is looking for a Circular Economy and Supply Chain specialist to review existing economic development materials, visit the region and engage with local businesses to inventory supply chains specific to the Meta Tech Alley sectors. Once these activities and frame work have been completed the Consultant will identify local and global opportunities and trends to covert these streams into usable, viable value added products.

1.3 PROJECT SCOPE

- i. Review and evaluation of relevant studies, reports and initiatives to generate an in-depth understanding of the Lower Columbia regions' local strengths and partnerships to be leveraged for this study, including but not limited to:
 - Lower Columbia Foreign Direct Investment Strategy
 - Industrial Lands Marketing Plan
 - Meta Tech Alley Marketing Strategy and target markets
 - LCIC Workplan
 - NISP workshop outcomes
- ii. Interview and/or survey approximately 80 Metal Tech Alley local businesses and support organizations to inventory supply chains, intermediate and waste streams, by products and end products.
- iii. Create a comprehensive database (or similar electronic tool) with all data collected in an organized end product.
- iv. Analyze data to identify gaps, opportunities, risks, barriers, challenges and make short and long term recommendations to convert by-products locally into usable, viable, value added services.
- v. Conduct a thorough research into global markets, with high level contact information, that identify new and existing potential synergies to fill gaps that cannot be filled locally as well as global supply chain trends for these sectors.

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2.0 SELECTION PROCESS

The LCIC will take into consideration such matters as it considers appropriate in selecting the Proponent. Those matters will include, but are not limited to:

- Proposed methodology;
- Proponent's understanding of the context, issues and ultimate objectives of the project;
- Experience and qualifications of those involved in the study;
- Fees and disbursements;
- Schedule; and
- Reference checks.

Decision making will be based on objective assessment of the criteria mentioned in the selection process.

3.0 ACCESS TO / DISSEMINATION OF DATA

Data collected from this Supply Inventory and Gap Analysis will be used for:

- Growing the local economy.
- Stimulate innovation.
- Attract new global markets.
- Attract new investments.

Data shall not be used for individual interests that are not related to the goals of this project.

On submission of the study, the LCIC will own its content and be free to use the information for any purpose. All information, digital and/or hard copies, commissioned by the LCIC, shall remain the property of the LCIC.

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4.0 FINANCIAL

The LCIC has allocated a maximum of \$74,000.00 inclusive of GST for this study.

The LCIC expects to receive proposals that meets the established scope and goals of the project and as such will select the proposal that best fits the project goals with an appropriate budget.

Proposals pricing must be firm for at least 60 days after the final date. Prices will be firm for the entire contract period.

Prices quoted are to be:

- In Canadian dollars;
- Inclusive of duty, where applicable;
- FOB destination, delivery charges and all disbursements to be included where applicable; and
- Inclusive of GST

The successful Proponent will receive 50% at project award and 50% upon receipt of the Supply Chain Inventory and Gap Analysis.

8.0 GENERAL INSTRUCTIONS, TERMS AND CONDITIONS

1. Electronic proposals shall be sent to Terry Van Horn tvanhorn@lcic.ca no later than 4:00 pm on Friday May 24, 2019.
2. Proposals will not be opened in public.
3. The LCIC cannot guarantee that its Internet connection will be available at all times up to the submission deadline. A Proponent submitting an e-proposal does so at its own risk, but all applicants will receive confirmation of proposal.

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4. The law applicable to this RFP shall be the law in effect in the Province of British Columbia. Except for an appeal from a British Columbia Court to the Supreme Court of Canada, no action in respect to this RFP shall be brought or maintained in any court other than in a court of the appropriate jurisdiction of the Province of British Columbia.
5. In carrying out its obligations hereunder, the Proponent shall familiarize itself and comply with all applicable laws, bylaws, regulations, ordinances, codes, specifications and requirements of all regulatory authorities, and shall obtain all necessary licenses, permits and registrations as may be required by law. Where there are two or more laws, ordinances, rules, regulations or codes applicable to the Services, the more restrictive shall apply.
6. Applicability of law: All references in the RFP to statutes and regulations thereto and Town by-laws shall be deemed to be the most recent amendments thereto or replacements thereof.
7. The RFP, accepted submission, and LCIC contract documents represent the entire Agreement between the LCIC and the Successful Proponent and supersede all prior negotiations, representations or agreements either written or oral. The contract documents may be amended only by written instrument agreed and executed by the Successful Proponent and the LCIC.
8. This RFP is not a tender call, and the submission of any response to this RFP does not create a tender process. This RFP is not an invitation for an offer to contract, and it is not an offer to contract made by the LCIC.
9. Though the LCIC fully intends at this time to proceed through the RFP, in order to select the services, the LCIC is under no obligation to proceed to the purchase. The receipt by the LCIC of any information (including any submissions, ideas, plans, drawings, models or other materials communicated or exhibited by any intended Proponent, or on its behalf) shall not impose any obligations on the LCIC. There is no guarantee by the LCIC, its officers, employees or Managers, that the process initiated by the issuance of this RFP will continue, or that this RFP process or any RFP process will result in a contract with the LCIC for the purchase of the equipment, service, or project.

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10. The LCIC will endeavor to keep all Proposals confidential. The material contained in the Successful Proposal will be incorporated in a contract and information which is considered sensitive and/or proprietary shall be identified as such by the Proponent. Technical or commercial information included in the LCIC contract shall not be released if the LCIC representatives deem such releases inappropriate, subject to the Freedom of Information Act.
11. The LCIC reserves the right to seek Proposal clarification with the Proponents to assist in making evaluations.
12. Proponents will not offer entertainment, gifts, gratuities, discounts, or special services, regardless of value, to any employee of the LCIC, elected official or members of the Library Board or Historical Society. The LCIC reserves the right to accept or reject any or all proposals.
13. The LCIC will not be responsible for the costs of preparing proposals.
14. The successful Proponent will be authorized to proceed only upon approval from the LCIC.
15. The Proponent selected to carry out the study will be required to enter into a contract with the LCIC.
16. Method of payment is governed by LCIC policy as well as applicable Federal and Provincial laws.
17. Inquiries during the proposal period should be directed to Terry Van Horn, Executive Director, LCIC by phone 250-364-6461 or email tvanhorn@lcic.ca.

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9.0 SUBMISSION DETAILS

9.1 PROPOSALS WILL INCLUDE:

- Identification of the roles as well as the commitment, qualifications and expertise of the project manager and all team members and their estimated time to be spent on the project. The Proponent must maintain the key personnel as may be listed in the Proposal, and shall not replace any of such key personnel without the LCIC's prior written agreement, which agreement shall not be unreasonably withheld or denied;
- A list of similar work undertaken as well as the names and contact information for two recent projects;
- Proponent's understanding of the context, issues and ultimate objectives of the project;
- Proposed methodology;
- A cost breakdown for fees and disbursements; and
- Schedule, not to exceed past Dec 31, 2019.

9.2 FEE STRUCTURE AND PAYMENT:

- Proponents will fully describe the proposed fee structure and must clearly quote any additional charges that may be applicable and which have not already been addressed in the Proposal. The fee should include GST as a separate line item. A list of chargeable disbursements, including unit costs and an estimate of the total cost is also to be included. Hourly and per diem rates for all staff must be provided. These rates will form the basis for agreed variations in services;
- Proponents will clearly note any/all costs that are not included or allowed for and will also allow for the mandatory meetings and notifications required for the project.

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10.0 ADDITIONAL TERMS

10.1 SUB-CONTRACTING

- Using a Sub-contractor (who must 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 interconnection of the two product or service lines and this must be defined in the proposal.
- Sub-contracting to any firm or individual, whose current or past corporate or other interests may, in the LCIC's opinion, give rise to a conflict of interest in connection with this project will not be permitted. This includes, but is not limited to, any firm or individual involved in the preparation of this proposal.

10.2 LIABILITY FOR ERRORS

While the LCIC has used considerable efforts to ensure an accurate representation of information in this RFP, the information contained in this RFP is supplied solely as a guideline for Contractors. The information is not guaranteed or warranted to be accurate by the LCIC, the Consultant or its representatives, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve Contractors from forming their own opinions and conclusions with respect to the matters addressed in this RFP.

10.3 AGREEMENT WITH TERMS

By submitting a Proposal the Contractor agrees to all the terms and conditions of this RFP. Contractors who have obtained the RFP electronically must not alter any portion of the document, with the exception of adding the information requested. To do so will invalidate the proposal.

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10.4 USE OF REQUEST FOR RFP

This document, or any portion thereof, may not be used for any purpose other than the submission of proposals.

11.0 SPECIAL CONDITIONS

1. A qualified proposal is one which meets the needs and specifications of the LCIC, the terms and conditions contained in the RFP. The preferred proposal is a qualified proposal offering the best value, as determined by the LCIC.
2. The LCIC will decide whether a proposal is qualified by evaluating all of the proposals based on the needs of the LCIC, specifications, terms and conditions and price. The LCIC Representatives will examine all proposals and recommend which proposal is in the LCIC's best interest.
3. A proposal which is unqualified is one that exceeds the cost expectations of the LCIC and/or does not meet the terms and conditions contained in the RFP and/or do not meet the needs and specifications of the LCIC. The LCIC reserves the right to reject any or all unqualified proposals.
4. The LCIC reserves the right to cancel this RFP at any time.
5. The LCIC recognizes that "Best Value" is the essential part of purchasing a product and/or service and therefore may prefer a proposal with a higher price, if it offers greater value and better serves the LCIC's interests, as determined by the LCIC, over a proposal with a low price. The LCIC's decision shall be final.
6. The LCIC reserves the right to negotiate with a preferred Proponent, or any Proponent, on any details, including changes to specifications and price. If specifications require significant modification, all Proponents shall have the opportunity to adjust their proposals or re-submit altogether, as determined by the LCIC representative.

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7. All equipment, goods and workmanship must conform to all Laws and Standards necessary for use in Canada and the Province of British Columbia.
8. The Successful Proponent, shall guarantee that his proposal will meet the needs of the LCIC and that any or all item(s) supplied and/or service(s) rendered shall be correct. If the item(s) supplied by the Successful Proponent and/or the service(s) rendered by it are in any way incorrect or unsuitable, all correction costs shall be borne solely by the Successful Proponent.
9. Where only one proposal is received, the LCIC reserves the right not to make public the amount of the proposal. The amount of the proposal may or may not be made public if a contract is awarded. The LCIC reserves the right to accept or reject a proposal, where only one proposal is received.
10. The LCIC reserves the right in its sole discretion to accept or reject all or part of any proposal which is non-compliant with the requirements of this Invitation.
11. The LCIC shall not be obligated either to accept or reject any non-compliance with the requirements of this Invitation.
12. Cancellation Clause: The LCIC reserves the right to cancel the Contract Agreement for services as outlined in this RFP, at any time, by providing 30 days written notice to the Vendor.

12.0 ARBITRATION

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