CANADIAN INTERAGENCY FOREST FIRE CENTRE INC.
CENTRE INTERSERVICES DES FEUX DE FORÊT DU CANADA INC.

# REQUEST FOR PROPOSAL

# ICS Wildland Forms Project – Phase 2

September 3, 2021

## 1. Definitions

**CIFFC** means the Canadian Interagency Forest Fire Centre Inc.

**Agencies** refers to the federal, provincial, and territorial ministries or departments mandated with wildland fire response within their respective jurisdictions.

**RFP** means Request for Proposal.

**Participant** means anyone submitting a response to this RFP.

**ICS** means the Incident Command System which is a standard onsite command and control system used to manage emergency situations.

**ICS Canada** is the network of organizations working cooperatively to maintain a standard Incident Command System that enhances incident management response through improved interoperability.

**IAP** means Incident Action Plan

**13 member agencies** – British Columbia, Alberta, Saskatchewan, Manitoba, Ontario, Quebec, New Brunswick, Nova Scotia, Prince Edward Island, Newfoundland & Labrador, Northwest Territories, Yukon & Parks Canada

## 2. Request for Proposal

CIFFC is extending an invitation to interested partied to provide proposals for this.

**Conduct an in-depth business needs analysis and develop a wireframe document outlining the requirements for building a software system that will improve the functionality of the ICS Canada forms and make the process of creating an IAP for a Wildland Fire Response more efficient and user friendly. This wireframe document is to include the requirements to integrate the 13 member agency internal systems and provide a long-term plan for maintenance and support.**

**Additional information about ICS Canada can be found on their website:**

**https://www.icscanada.ca/about%20ics%20canada.html**

**Note:** CIFFC shall not be responsible for any costs incurred by any Participant in preparing, submitting, and presenting proposals. All responses and accompanying documentation received under the RFP shall become the property of CIFFC and shall not be returned to the Participant. This RFP may not result in any contract awards and contains no contractual offer of any kind. Any RFP and quote received will be treated as an offer by the Participant and not as an acceptance of an offer made by CIFFC. Responses received unsigned or after the RFP closing date and time will not be considered. If responses are ambiguous, unclear, or unreadable, they may not be considered.



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## RFP Submission

**CIFFC is interested in the Participant's current abilities to recommend: 1) a defined solution that meets the requirements of all 13 member agencies and 2) Provide roadmap for a software developer to produce the required product.**

Participants must clearly highlight the merits of their submissions and particularly note that the following, though not necessarily exhaustive, are critical to CIFFC in its assessment of the submissions.

i. The participant should have knowledge and experience in the area software development. An understanding of the Canadian Incident Command System (ICS) would be an asset.

RFP submissions must include:

i. A statement indicating the Participant's understanding of the project and proposed methodology to produce a report based on deliverables in Section 4.
ii. A summary of products to be provided.
iii. A complete resume indicating the Participant's experience as it relates to the requirements outlined above.
iv. Contact names from three (3) clients for similar projects to be used as reference checks (if required).
v. An indication of the earliest date that the Participant could begin the project.
vi. A fixed cost quote for the total cost of the project.

Submissions must be received by **1:00 p.m. CT, September 24, 2021**. Submissions must be signed by a representative with the designated authority to bind the Participant to the terms, conditions, articles, and obligations of the proposal. Submissions shall be delivered by email to edwin.gillis@ciffc.ca.

All submissions and any amendments thereto received after the closing date and time will not be accepted.

Participants may be required to make a virtual presentation to CIFFC representatives to further explain their proposal. Presentations are limited to no more than 45 minutes, with a 15 minute question period.

Participants are requested to submit any questions regarding this RFP, in writing, no later than **September 17, 2021** to the following individual. Enquiries and responses will be recorded and may be distributed to all Participants.



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Edwin Gillis
edwin.gillis@ciffc.ca
204-784-2030

## 3. RFP Schedule of Events

| | |
|---|---|
| RFP Issue Date: | September 3, 2021 |
| Deadline for Participant Enquiries: | September 17, 2021 |
| RFP Submission Closing: | September 24, 2021 |
| Presentation Notifications (if required): | No later than September 17, 2021 |
| RFP Presentation (if required): | Week of September 20, 2021 |

If, after analysis of the Submissions, CIFFC wishes to proceed with one of the proposals, the Participant will be required to enter into a contractual arrangement with CIFFC (CIFFC Consulting or General Services Contract). The tentative timelines for completion of the project are as follows.

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|---|---|
| Project Start Date: | October 31, 2021 |
| Preliminary Report Due: | January 31, 2022 |
| Final Report Due: | March 31, 2022 |

## 4. Project Scope and Deliverables

Deliverable(s) for this project include:

i. Attend a project team teleconference meeting to discuss goals, timelines and expectations.
ii. Develop an outline for the final document
iii. Interview all 13 CIFFC member agencies to determine agency needs and what peripheral applications require integration.
iv. Provide a draft wireframe document with recommendations.
v. Attend a second project team teleconference meeting to discuss potential changes or edits
vi. Deliver the final report.

CIFFC will entertain additional deliverables as recommended by the Participant that would contribute positively to the project.



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Please note this RFP does not extend to the implementation of any recommendations for change.

## 5. Proposal Quote

Please provide the Fixed Fee Quotation in the following format.

| Item | Fixed Fee | Tax | Total (incl. tax) |
|---|---|---|---|
| Draft wireframe document delivered by January 31, 2022 | | | |
| Final report delivered by March 31, 2022 | | | |
| | | | |
| **TOTAL** | | | |



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