



GOVERNMENT OF THE NORTHWEST TERRITORIES

SHORT FORM REQUEST FOR PROPOSALS

Title:	NWT 2023 Wildfire Response Review
Department:	Environment and Climate Change
Event ID:	EV7042
Proposal Call Date:	Wednesday, September 27, 2023
Proposal Submission Deadline:	15:00 (Local Time) Friday, October 13, 2023

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1. Instructions and Information:

The General Instructions and Terms and Conditions (the “Rules”) that apply to this Short-Form Request for Proposals (SFRFP) can be viewed at:

<https://www.fin.gov.nt.ca/en/services/procurement-shared-services/forms>

By submitting a Proposal in response to this SFRFP the Proponent agrees to be bound by these Rules.

Proposal Submission Deadline:

Proposals **must** be received **prior** to 15:00 (Local Time) **Friday, October 13, 2023**.

Proposal Submissions:

Proponents are encouraged to submit their Proposal by uploading it to the GNWT [Contract Event Opportunities](#) website, but may choose any one (1) of the two (2) submission methods outlined in paragraph 1.1.3 of the Rules. Proposals should be separated in accordance with paragraph 1.1.2 of the Rules (Document 1 – Technical Submission and Document 2 – Financial Submission).

Proposal Submission by Facsimile Transmission:

Proposals submitted by facsimile transmission are to be submitted to the following facsimile number: **(867) 920-4112**

Contact Person:

All question or inquiries concerning this SFRFP must be submitted by email no later than three (3) business days prior to the Proposal deadline and directed to the following Contact Person:

Attention: Contracts Administrator
 Procurement Shared Services
 Department of Finance
 Government of the Northwest Territories

Email: psstendersfortsmith@gov.nt.ca

Phone: (867) 872-7411 (to be used for confirmation purposes only)

Verbal responses to any questions or inquiry cannot be relied upon and are not binding on either party. Information obtained from any sources other than the Contact Person referenced above is not official and cannot be relied on.

2. Contract Format:

The successful Proponent will enter into a contract in the form of the General Services Agreement. A pro-forma copy of the contract is available for review at:

- General Services Agreement
<https://www.fin.gov.nt.ca/en/services/procurement-shared-services/forms>

3. Term:

The contract is expected to commence on November 13, 2023 and expire on March 31, 2024. The contract may also be extended, based on the mutual agreement of both parties, for a period not to exceed 6 months.

4. Background:

The Government of the Northwest Territories (GNWT) provides wildfire management services on forest areas, including areas under land claim agreements. Fire management response for the Northwest Territories (NWT) is undertaken through 5 regional offices, each of which is similarly configured to have initial attack fire fighters, warehouse and administrative support under the direction of regional management. Regions are also responsible to deliver various aspects of the GNWT fire management program including prevention, detection, pre-suppression, and prescribed fire.

The Forest Management Division (FMD) provides oversight to the suppression budget for the NWT and coordinates sustained action response within and among the regional offices. FMD also provides policy guidance and program development for training, prevention, inter-jurisdictional resource sharing, wildfire science, decision support tools, IM/IT, aviation, communications, warehousing and finance and administration services.

The NWT Forest Fire Management Policy (2005) is the primary document to direct fire response, and it observes that:

“fire should be recognized as a significant and natural phenomenon in the forest areas of the Northwest Territories; and “the *Department of Environment and Climate Change (ECC)* may not extinguish every fire occurrence but will follow the principles and guidelines in this policy.”; (GNWT Policy 53.04)

It is neither desirable nor feasible to suppress all forest fires within a given landscape. Total exclusion of fires on the landscape contributes to ecological deterioration in fire dependent ecosystems. It may also contribute to more severe fire events when environmental factors (landscape level drought, heavy forest fuel accumulations), extreme forest fire behavior (extreme rates of spread and fire intensity), and fire incidence combine.

The Policy also requires that Fire management should strive to attain forest management and other land use objectives in a manner that considers environmental, social and economic criteria. Effective fire management should include community consultation and be responsive to the needs of Northwest Territories residents and draw upon local knowledge.

All wildfire receive a response based on consideration of the following criteria:

- a) Values-at-risk;
- b) Land and resource management objectives;
- c) Availability of personnel and equipment;
- d) fire weather;
- e) fire risk in higher-valued areas; and
- f) where property or resources are threatened, the relative value of that being threatened.

ECC, through broad based consultation, is to determine the values-at-risk based on the following hierarchy:

- a) Human Life;
- b) Property (communities and other infrastructure);
- c) Natural Resource values (e.g., primary wildlife harvesting areas, commercial timber areas, endangered species areas); and
- d) Cultural Resource values (e.g., historic/archaeological sites, culturally significant areas).

The goal of forest fire managers in the Northwest Territories should therefore be the maintenance of a natural fire regime while minimizing the negative or unwanted effects of wildfire. This goal is achieved through the resourcing of resources and equipment throughout the NWT and through decision making processes that incorporate strategies, operational guidelines and various decision support tools intended to meet the intent

of the Policy. FMD also establishes mutual resource sharing agreements and various procurement process to acquire additional support as needed.

The 2023 wildfire season was unprecedented for Northwest Territories (NWT). The season started early escalated month over month with record setting activity, significant impacts on communities and infrastructure and expenditures into October. There have been tragic losses including the life of a firefighter, homes, communities, and livelihoods. More hectares were burned (~4 million hectares) than any previous year in modern record keeping (50+ years). Assistance was required from across Canada and 3 international countries. The first ever NWT Fire Ban was initiated in late July and persisted into mid-September. Community evacuations added an unexpected strain on fire operations to operate without all the usual support mechanisms.

The GNWT is expecting to spend \$100,000,000.00 (one hundred million dollars) in suppression costs this year (about 5 times its annual budget).

5. Objective:

The Government of the Northwest Territories, Department of Environment and Climate Change (ECC), is requesting proposals from qualified Proponents to provide a comprehensive third-party review of the 2023 wildfire season preparedness and response.

The main objective is to determine if the organization's structure, budgets, and administrative systems are adequate to meet the requirements of the fire policy expectations; and to review specific operations undertaken during the fire season to confirm the extent to which they were undertaken within departmental requirements.

It is also important to determine ways that the thoughts and concerns of the residents, organizations and industries of the NWT can be incorporated into planning and decision making to ensure that the policy continues to be reflective of the needs of the broader population.

6. Scope of Work:

6.1 The successful Proponent will conduct a comprehensive review of Environment and Climate Change's (ECC) preparedness and response to the 2023 wildfire season with consideration of the following:

- The fire environment and how wildfire behaviour impacted operations and decision making;
- The management and resourcing of personnel, equipment and aircraft including the import of wildfire suppression resources;
- Regional and Territorial ECC human resource organizational structures, staffing levels and fire personnel, training, and certification; including the incorporation of mentorship programs as well as diversity and inclusion;
- Roles and functions of the regional and territorial duty officers and their interaction between each other and with incident management teams and senior management;
- ECC's wildfire material management program, resources, equipment, contracting, and hiring procedures;
- The relevance and effectiveness of ECC's current Wildfire Response Strategy, guidelines, procedures, and decision support tools (including policies and legislation) in helping decision makers to meet objectives set for wildfires in 2023;
- ECC's interaction with Emergency Management Organizations at the regional and territorial levels;
- ECC's media and public engagement and communications processes;

- ECC's prevention and community protection planning with an emphasis on pre-attack planning, FireSmart implementation, and public messaging (prevention); and
 - Other factors identified by the successful Proponent and agreed to by the Project Manager.
- 6.2 The successful proponent will review specific wildfire events and the effectiveness of the strategies and tactics deployed on wildfires where homes were lost in:
- 6.2.1 North Slave fire ZF-015-23 that affected the community Behchoko; and
 - 6.2.2 South Slave fire SS052-23 that affected the communities of Enterprise and Hay River (Paradise Gardens, Patterson's Road).
- 6.3 The successful proponent will incorporate separate reports and fire reviews, including various after-action reviews by incident management teams, completed by ECC during the 2023 fire season.
- 6.4 The successful Proponent will compile statistics into the report and include a chronology of major events throughout the season. This will include at a minimum:
- a. Preparedness planning
 - b. Fire environment indicators and significant events or trends;
 - c. Significant Wildfire events;
 - d. Incident Management Team mobilization;
 - e. Community Wildfire Impacts;
 - f. Imported wildfire fighting resources;
 - g. Internal resource movements; and
 - h. Aircraft procurement and utilization.
- 6.5 The successful Proponent will evaluate ECC's Presuppression and Suppression budgets, available resources, and equipment type and stocking levels to confirm they are adequate to properly prepare and respond to wildfire threats.
- 6.6 The successful Proponent will provide recommendations for the department to consider based on known industry best practices and observations resulting from the review.
- 6.7 The successful Proponent will consult with GNWT staff, external experts, and key stakeholders in completing its review. Public engagement is not part of the scope of this project but recommendations should be made for the type and scope of future public engagement that should be considered by ECC as a results of the findings of this review.
- 6.8 The successful proponent should plan for an initial meeting in Yellowknife with regional and territorial managers and program leads at the end of November, 2023 and for regular status meetings throughout the term of the review. Additional travel may be required for more in-depth discussion and analysis in the communities of Inuvik, Norman Wells, Yellowknife, Fort Simpson and Fort Smith.
- 6.9 The successful Proponent will report to the ECC's Project Manager regarding the Project requirements.

7. GNWT Resources:

- 7.1 Project oversight will be provided by the Department of ECC who will provide direction and feedback throughout the process and coordinate meetings or interviews with FMD and regional staff and IMT members imported into the NWT.
- 7.2 FMD will provide data on budgets and expenses, fire and weather information, incident files including maps and photographs, resources utilized during the season and any reports, after action reviews or publications produced during the fire season.

8. Deliverables:

- 8.1 Monthly progress reports will be provided throughout all periods of the project;
- 8.2 The successful Proponent will prepare a draft report for review by March 1, 2024;
- 8.3 A final written report is to be completed by March 31, 2024; and
- 8.4 The successful Proponent will be expected to deliver a presentation to Forest Management Division on the overall findings and recommendations at a spring meeting in Yellowknife in April of 2024. Additional presentations to senior management may also be requested.

9. Available Budget:

The GNWT has decided not to release a budget for this project.

10. Mandatory Requirements:

1	Proposal must be received prior to the specified deadline.
2	Proposal must clearly state the proposed fees and expenses.
3	Prices must be stated in actual dollars and cents expressed in Canadian funds.

11. Evaluation of Proposals:

Proposal Rating Schedule:

Item	Rating Criteria	Assigned Weight
Document 1 - Technical		
1	Team	20
2	Methodology / Approach	25
3	Community Engagement	5
4	Proponent's Past Relevant Experience	15
Document 2 - Financial		
5	Fees & Expenses	15
6	<i>Business Incentive Policy 63.02: NWT</i>	15
7	<i>Business Incentive Policy 63.02: Local</i>	5

Fees and Expenses will be evaluated using a Lowest Cost Ratio Evaluation approach: (Lowest Cost / Cost Being Evaluated) x (10) = Awarded Points

12. Proposal Response Guidelines:

The following information should be provided in each Proposal, as this information will be utilized in evaluating each responsive Proposal that is received. Proponents should use the same headings in their Proposal. Please note the Proposal restrictions that are explained in this section.

12.1. Cover Page

The Proposal cover page should include:

- Proponent's name
- Proposal reference number
- Project title
- Closing time and date of the SFRFP (the Proposal Submission Deadline)
- Proponent contact person, including:
 - Phone number
 - Email address
 - Mailing address
 - Physical address

12.2. Team

Describe the team in terms of responsibilities, decision-making and the role each member of the team will play. In particular:

- Who will have the overall responsibility for managing the project team? What experience does this person have managing an interdisciplinary team on similar projects? In particular, describe the manager's experience on at least two similar projects within the last 10 years.
- Describe the Project Lead/Manager's experience with each of the following (as applicable):
 - a) program and organizational review;
 - b) financial analysis;
 - c) policy development and writing; and/or
 - d) related fields?
- Identify the individuals and amount of time key members are expected to put into this project.
- Identify the roles and responsibilities of each team member and what expertise each will provide in meeting specific aspects of the project. Team members are not required to have all the skills implied in the scope of the RFP or that would be required to complete the work; however, all skills should be covered by one or more team members. I
- What relevant Northern experience does each team member have?
- Identify who will be back-up to key personnel. Backups should have similar capacity to perform the role as the primary team members.
- Provide resumes for key members of the project team, including back-up members.
- Identify the permanent residence of each team member (City/Town and Province/Territory).

Team members are required to be independent and able to provide a third-party assessment of the GNWT wildfire response. Proponents are to refer to [General Instructions and Terms and Conditions](#), Subsection 3(3.30) Ineligible Parties) to ensure their team members are independent and don't fall under the definition of "Ineligible Party(ies)".

12.3. Methodology / Approach

Proponents should demonstrate their understanding of the work involved and also demonstrate an understanding of the importance of the work.

Proponents should explain their approach to meeting all the stated objectives, scope of work and deliverables; as well as identifying significant factors, objectives, site trips, meeting, schedule, budget, various concerns, client reporting, and other significant events or activities.

The project schedule should be presented in a Gantt chart format and take into consideration the project scope and deliverables and ensure that the schedule aligns with the Proponent's proposed approach for the performance of the services.

Proponents should demonstrate how their methods are best suited to gather and analyze the information required to answer the evaluation questions while ensuring that the views of interviewees are fairly represented.

12.4. Community Engagement

Proponents should explain / demonstrate:

- how local labour will be recruited and utilized as part of the work;
- how local or NWT businesses will be utilized as part of the work;
- plans to provide and maximize on-the-job training opportunities for local residents;
- an understanding of the local economy, highlighting how their Proposal addresses any economic constraints or challenges; and
- the approach for communication and collaboration with local governments and first nation organizations.

12.5. Proponent's Past Relevant Experience

Proponents should describe two (2) similar services/projects they have provided in the past, and identify the location and dates of the work performed. Projects for similar public sector organizations are of particular interest; however, other projects that indicate the Proponent's experience and ability to undertake the work should also be described.

Note to users, this section focuses on the Firm's experience whereas the Team section focuses on the team's individuals.

12.6. Fees and Expenses

Proposals MUST propose a total cost for the project.

The proposed fee is to include:

- Total cost of the project
- Provide a breakdown of the total cost of the project by deliverable.

The Proponent is to provide a table outlining the team members involved in the project, their titles, hours of involvement per deliverable and their hourly rate with their financial submission in a manner substantial in form to the below:

Member	Title	Estimated Hours	Hourly Rate

The table provided above is an example only. Please note that the table and values will not be part of the evaluation for fees and expenses and are to be provided for information purposes only. Proponents will be paid per deliverable and the total proposed cost of all deliverables will be the only value evaluated. Proponents should further breakdown each team member's estimated hours per deliverable.

The below cost per deliverable table, or an equivalent in form substantial to the below table, should be included in the proponent's financial submission, breaking down the cost per milestone/deliverable as well as totaling the values. Draft numbers and names are provided for example only. Proponents may provide their own milestones or payment schedule based on deliverables and aren't required to provide the exact breakdown by deliverable below. If Proponents propose only a total proposed cost, if successful, said Proponent will be paid upon completion of the work. The Proponents will need to factor draft versions and ECC review and feedback periods as part of each deliverable where drafts are required but otherwise not indicated below.

Table 1: Fees

Fees - Deliverable/Milestone	Cost
Draft Report	\$
Final Report	\$
Presentation in Yellowknife, NT	\$
Total Fees (A)	\$

Proponents will provide a total estimate for all expenses associated with the services based on their proposed methodology and the reimbursement approach explained below. Table 2 is provided as an example but a detailed breakdown of expenses in whatever format the Proponent chooses is acceptable and encouraged.

Expenses are to include all costs related to airfare, accommodation, incidentals, per diems (see: [GNWT Duty Travel Rates](#)), ground transportation, or other expenses while travelling. Expenses are expected to be estimates only to the communities listed below for potential meetings. Proponents are required to reasonably cost out all expenses related to travelling from their home base to the community and back for a 3-day meeting. A breakdown of the expenses for each trip is encouraged.

Table 2: Expenses

Expenses	Cost
Inuvik Trip - 3 Days	\$
Norman Wells - 3 Days	\$
Fort Simpson - 3 Days	\$
Fort Smith - 3 Days	\$
Yellowknife - 3 Days (Presentation Expenses)	\$
Total Expenses (B)	\$

Proponents are invited to propose a payment schedule with their financial submission; however, the actual payment schedule will be agreed upon together by the successful Proponent and ECC together after award.

TOTAL PROPOSED COST = TOTAL FEES (A) + TOTAL ESTIMATED EXPENSES (B)

No other charges or expenses incurred by the Contractor will be paid except with the prior written authorization of the GNWT.

Constraints:

- Prices proposed must be stated in actual dollars and cents expressed in Canadian funds.
- Prices should not include GST.

Note: If a Proponent does not follow the above noted response instructions and instead proposes their Fees and Expenses in a way/format that cannot be evaluated in accordance with the evaluation methodology set out in Section 9, the Proposal may receive a score of zero for the Fees and Expenses portion of the Proposal evaluation.

12.7. NWT / Local Content:

In accordance with paragraph 1.2.23 of the Rules, the GNWT has identified the Local community as all NWT locals.

To receive credit pursuant to the Business Incentive Policy proponents must submit the required information on the Substantiation of BIP Adjustment forms available at:

<https://www.fin.gov.nt.ca/en/services/procurement-shared-services/forms>

Please note that the above link will bring you to a Microsoft Excel version of the Substantiation of BIP Adjustment forms. If a different format is required please email the Contact Person, prior to the Closing Deadline, and request a PDF version of the forms.

Restrictions:

Proposals should be submitted in PDF format using a minimum font size of 10 point and a maximum size of 12 point. The font used in the Proposal should be Arial, Times New Roman, Cambria, or Calibri.

The Proposal length for the Technical Submission (see format below) is limited to five (5) pages in letter size (8.5" x 11") page format. This page limit excludes the cover page, a one (1) page cover letter/introduction, the table of contents and resumes of key personnel, but includes any unsolicited supplementary information such as corporate brochures or other attachments. Resumes for key personnel are limited to two (2) pages each. Proponents should not include links to websites or other resources as these will not be reviewed or considered.

The Proposal length for the Financial Submission (see format below) is limited to two (2) pages in letter size (8.5" x 11") page format. This page limit excludes the Substantiation of BIP Adjustment Forms but includes any unsolicited supplementary information such as corporate brochures or other attachments.

While the Proposal size limit is not a mandatory requirement, the GNWT will disregard any pages of the Proposal that exceed the page limit.

Format:

Proposals should be submitted in the following format:

Document 1 – Technical Submission

- 1) Cover Page
- 2) Cover Letter / Introduction
- 3) Table of Contents
- 4) The Main Body
 - Team
 - Methodology / Approach

- Community Engagement
 - Proponents Past Relevant Experience
- 5) Resumes

Document 2 – Financial Submission

- 1) Fees and Expenses
- 2) Substantiation of BIP Adjustment Forms