

Request for Proposals



Castlegar and Regional District Areas I and J Five Year Economic Development Strategy

Closing Location

1995 – 6th Avenue
Castlegar, B.C.
V1N 4B7

Closing Date and Time

4:00 p.m. PST
January. 13th, 2020

Submit to:

Castlegar and District Economic Development Committee
Email: hr@castlegar.com

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A. INTENT

The Castlegar and District Economic Development Committee (CDEDC) is seeking Proposals from qualified consultants to assist in developing a five year economic development strategy for the City of Castlegar and Regional District Areas I and J region, as defined in Part D, Scope of Work, of this RFP. The need for this strategy was identified due to the success of a three-year pilot project which is concluding December 2019, which focused on: regional collaboration, supporting new and existing businesses, marketing and the creation of a website and investors guide. The five year Economic Development Strategic Plan will be aggressive, ambitious and provocative in identifying the long-term economic development goals for Castlegar and District. The plan is to include a multi-year, tactical implementation plan focused on marketing, investment, business attraction, diversification, retention and expansion.

B. DEFINITIONS AND ADMINISTRATIVE REQUIREMENTS**1.0 DEFINITIONS**

Throughout this Request for Proposal, the following definitions apply:

“Castlegar and District Chamber of Commerce” means the organization that holds the contribution agreement to oversee the Castlegar and District Economic Development Program.

“Castlegar and Economic Development Committee” means the advisory committee for the Castlegar and District Economic Development Program.

“Castlegar and District Economic Development Program” means the program that delivers the economic development functions for the City of Castlegar and Regional District of Central Kootenay Areas I and J.

“City of Castlegar” means a geographical area that is inclusive of and funders of the Castlegar and District Economic Development program.

“Contract” means the written agreement resulting from this Request for Proposal executed by the Castlegar and District Chamber of Commerce on behalf of the Castlegar and District Economic Development Committee and Funders.

“Columbia Basin Trust” means a trust that has been a funder in Phase one and two of the Castlegar and District Economic Development Program.

“Consultant” means the successful Proponent to this Request for Proposal who enters into a written Contract with the Castlegar and District Chamber of Commerce on behalf of the Castlegar and District Economic Development Committee and Funders.

“Must”, “shall” or “mandatory” means a requirement that must be met.

“Proponent” means an individual or a company that has been requested to and submits, or intends to submit, a proposal in response to this Request for Proposal.

“Proposal” means a submission in response to this Request for Proposal.

“Regional District of Central Kootenay Areas I and J” means two geographical areas that are inclusive of and funders of the Castlegar and District Economic Development program.

“Request for Proposal” and “RFP” means this Request for Proposal.

2.0 TERMS AND CONDITIONS

The following terms and conditions apply to this RFP. Submission of a Proposal in response to this RFP indicates acceptance of all the terms that follow and that are included in any addenda issued by the Castlegar and District Chamber of Commerce.

3.0 ALTERNATIVE SOLUTIONS

If alternative solutions are offered, the information should be submitted in the same format but as a separate Proposal and clearly marked as an alternative solution.

4.0 CHANGES TO PROPOSALS

By submission of a written notice, a Proponent may amend or withdraw its Proposal prior to the closing date and time.

Upon Closing, all Proposals become irrevocable. The Proponent may not change the wording of its Proposal after Closing and no words or comments may be added to the Proposal unless requested by the Castlegar and District Chamber of Commerce for clarification.

5.0 PROPONENTS’ EXPENSES

Proponents are solely responsible for their own expenses in preparing a Proposal. If the Castlegar and District Chamber of Commerce elects to reject all Proposals, the Castlegar and District Chamber of Commerce will not be liable to any Proponent for any claims for costs or damages incurred by the Proponent in preparing the Proposal, loss of anticipated profit in connection with a final Contract, costs for returning unopened Proposals, or any matter whatsoever.

6.0 PROPOSAL VALIDITY

Submitted proposals should remain open for acceptance for at least 45 days after the closing to provide the CDEDC with sufficient time to evaluate the Proposals and award a contract.

7.0 FIRM PRICING

- a) Proponents shall base their Proposal on furnishing everything required to complete the project coordinator services, including all labour, materials, tools, equipment, travel costs and incidentals.
- b) Proposals must include a Proponent maximum fee including sub-consultants to complete this project.
- c) Prices will be firm for the entire Contract period unless this RFP states otherwise.

8.0 CURRENCY AND TAXES

Prices quoted will be in Canadian Dollars and inclusive of duty, delivery charges where applicable, and exclusive of GST and other taxes which shall be shown separately as applicable.

9.0 SUB-CONTRACTING

- a) Using a sub-consultant (who must be clearly identified in the Proposal) is acceptable. This includes a joint submission by a Proponent and sub-consultant who have no formal corporate links. However, the Proponent must be prepared to take overall responsibility for successful interconnection and this must be defined in the Proposal.
- b) Where applicable, the names of approved sub-consultants listed in the Proposal will be included in the Contract. No changes or additions to the list will be permitted without the written consent of the Castlegar and District Chamber of Commerce.

10.0 ACCEPTANCE OF PROPOSALS

- a) This RFP must not be construed as an agreement to purchase goods or services. The Castlegar and District Chamber of Commerce is not bound to accept the lowest priced or any Proposal of those submitted. The Castlegar and District Chamber of Commerce is under no obligation to receive further information, whether written or oral, from any Proponent.
- b) Neither acceptance of a Proposal nor execution of a Contract will constitute approval of any activity contemplated in any Proposal that requires any approval, permit or license pursuant to any federal, provincial, or municipal statute, regulation or bylaw.
- c) The Castlegar and District Chamber of Commerce reserves the right to reject any Proposal and to accept any Proposal notwithstanding any non-compliance with this RFP. The Castlegar and District Chamber of Commerce may select any Proposal for acceptance or negotiation with the Proponent by selecting the Proposal which the Castlegar and District Chamber of Commerce, in its sole unrestricted discretion and on the basis of such criteria as it considers appropriate, deems to be in the best interests of the city of Castlegar and Regional District of Central Kootenay Areas I and J region.
- d) If a proposal contains a defect or fails to comply with the requirements of the proposal documents, which in the sole discretion of the Castlegar and District Chamber of Commerce is not material, the Castlegar and District Chamber of Commerce may waive the defect and accept the proposal.
- e) No Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in the RFP, whether in respect of Proposal preparation costs, loss of anticipated profit, or any other matter whatsoever, and by submitting a Proposal each Proponent shall be deemed to have irrevocably waived any such claim.
- f) The Castlegar and District Chamber of Commerce reserves the right to cancel this RFP at any time and for any reason, and in so doing to reject all Proposals, and will not be responsible for any loss, damage, cost or expense incurred or suffered by any Proponent as a result of such cancellation.
- g) The Castlegar and District Chamber of Commerce reserves the right to enter into negotiations with one or more Proponents concerning the terms and conditions of the services to be provided, and expressly

reserves the right through such negotiations to request changes, alterations, additions or deletions from the terms of any Proposals received.

- h) The Castlegar and District Chamber of Commerce reserves the right to select one or more Proponents for further consideration following the initial proposal evaluation process. The Castlegar and District Chamber of Commerce may require in-person presentations or interviews with Proponents selected for final consideration, and may request examples of completed strategic plans prior to negotiating a contract.
- i) The acceptance of any Proposal is subject to funding and may require additional approval by the City of Castlegar and/or Regional District of Central Areas I and J.
- j) After acceptance by the Castlegar and District Chamber of Commerce, the successful Proponent will be issued a written Notice of Award.

11.0 DEFINITION OF CONTRACT

Notice in writing to a Proponent of the acceptance of its Proposal by the Castlegar and District Chamber of Commerce and the subsequent full execution of a written Contract will constitute a Contract for the Services, and no Proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events. By submission of a Proposal, the Proponent agrees that, should it be identified as the successful Proponent, it is willing to enter into a Contract with the Castlegar and District Chamber of Commerce within seven (7) days of the date of the Notice of Award.

12.0 LIABILITY FOR ERRORS

While the Castlegar and District Chamber of Commerce 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 Proponents. The information is not guaranteed or warranted to be accurate by the Castlegar and District Chamber of Commerce, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in this RFP.

13.0 MODIFICATION OF TERMS

The Castlegar and District Chamber of Commerce reserves the right to modify the terms of the RFP at any time at its sole discretion. Such modifications will be communicated to all Proponents through formal addenda.

14.0 OWNERSHIP OF PROPOSALS AND FREEDOM OF INFORMATION

All documents, including Proposals, submitted to the Castlegar and District Chamber of Commerce become the property of the Castlegar and District Chamber of Commerce. Each Proposal should clearly identify any information that is considered to be confidential or proprietary information.

However, the Castlegar and District Chamber of Commerce is subject to the provisions of the *Freedom of Information and Protection of Privacy Act*. As a result, while section 21 of

the *Freedom of Information and Protection of Privacy Act* does offer some protection for confidential third party business, financial and proprietary information, the Castlegar and District Chamber of Commerce cannot guarantee that any such information provided to the Castlegar and District Chamber of Commerce will remain confidential if a request for access is made under the *Freedom of Information and Protection of Privacy Act*.

15.0 CONFIDENTIALITY OF INFORMATION

Information pertaining to the Castlegar and District Chamber of Commerce, Castlegar and District Economic Development Program, City of Castlegar, Regional District of Central Kootenay Areas I and J obtained by the Proponent as a result of participation in this project is confidential and must not be disclosed without written authorization from the of Castlegar and District Chamber of Commerce Castlegar and District Economic Development Program, City of Castlegar, Regional District of Central Kootenay Areas I and J

C. PROPOSAL SUBMISSION REQUIREMENTS**1.0 PROPOSAL SUBMISSION**

Responses should be delivered by hand, mail or email to the following location no later than 4:00 PM Pacific Daylight Time on or before January. 13th, 2020, (Closing) and should be clearly marked “**RFP: Castlegar and Regional District Areas I and J Five Year Economic Development Strategy**”.

a)

Attention: Castlegar and
District Economic
Development Committee
Castlegar and District Chamber
of Commerce
1995 – 6th Avenue
Castlegar, B.C.
V1N 4B7
Email: hr@castlegar.com

b) Proposals are to include the following sections:

i) General:

An introductory cover letter that includes a general background overview of the Proponent, identification of strategic planning services provided for other clients and outline of expected approach for successfully undertaking the project.

ii) Relevant Experience:

This section must include:

- A listing of recent relevant project experience. Project descriptions should include a summary of related work, including scope, project successes, location and length of time of project.

iii) Proposed Schedule:

This section must include:

- A schedule for completion of the project broken down by phase and task.
- A description of the tasks to be undertaken and methodologies to be used by the Proponent.
- Lead, team members and sub-consultants.

iv) Qualifications:

This section must include:

- Educational and professional qualifications of each individual to be assigned. Include a summary of each individual’s work experience with related projects. Resumes may be included as an appendix.

- Identification of availability (in Castlegar and Regional District of Central Kootenay Areas I and J region, remotely and office location).

v) Financial Expectations

This section must include:

- Proponent maximum fee.
- A breakdown of project costs by task in a manner that allows for easy cross-referencing of task, personnel, timing and costs:
 - for each task include the hours estimated for each individual, including sub-consultants, showing hourly charge-out rate, total hours and disbursements per task; and
 - Subtotals for each phase in the project.
- Total hours and fees per individual, including sub-consultants, to be assigned for the entire project.

vi) References:

A list of references from a minimum of two (2) clients who have engaged the Proponent to complete similar projects, include the name, address and phone number of references; and,

vii) Assurance that the Proponent and any proposed sub-consultant(s) are not in a position which may be perceived as a conflict of interest with respect to undertaking this project.

c) Proposal format:

- i) Proposals may be either emailed with the Request for Proposal title clearly indicated in the subject line (Please request confirmation of receipt of any emailed proposals), or submitted in a sealed package with the name and address of the Proponent and the Request for Proposal title clearly marked on the outside.
- ii) Facsimile submissions will not be considered.
- iii) Late Proposals will not be considered.
- iv) Proposals that are conditional; illegible; obscure; contain arithmetical errors; erasures, alterations, or irregularities of any kind; may, at the discretion of the Castlegar and District Chamber of Commerce, be declared disqualified.
- v) The person(s) authorized to sign on behalf of the Proponent and to bind the Proponent to statements made in response to this RFP must sign the Proposal Form provided herein. Unsigned Proposals will be declared disqualified and returned.

- vi) Proponents shall be solely responsible for the delivery of their Proposals in the manner and time prescribed. All submissions must be delivered according to the instructions herein. The Castlegar and District Chamber of Commerce will accept no responsibility for documents delivered to other facilities and at the discretion of the Castlegar and District Chamber of Commerce these may be declared disqualified.

2.0 ENQUIRIES

- a) All enquiries related to this RFP shall be directed in writing via email to:

Castlegar and District
Economic Development
Committee
Email: hr@castlegar.com

- b) Enquiries will be accepted until 12:00 p.m. PST, January. 7th, 2019. All enquiries and responses under the discretion of the Castlegar and District Economic Development Committee may be public with all consultants who have shared their intent on bidding on this RFP.
- c) Information obtained from any other source is not official and should not be relied upon.

3.0 ADDENDA

- a) Responses to any questions that are received by the Castlegar and District Economic Development Committee that affect the Request for Proposal process will be issued as addenda by the Castlegar and District Chamber of Commerce.
- b) Addenda will be published on the Castlegar and District Chamber of Commerce website. It is the responsibility of the proponent to monitor the website to check for updates. All addenda become part of the Contract document and must be considered when responding to this RFP.

4.0 DISCLAIMER

Each Proponent is responsible to review and understand the terms and conditions of this RFP, and the scope of work being requested. The Castlegar and District Chamber of Commerce makes no representation or warranty as to the accuracy or completeness of the information contained in this RFP and the Proponent is solely responsible to ensure that it has obtained and considered all information necessary to understand the requirements of the RFP, and to prepare and submit its Proposal. The Castlegar and District Chamber of Commerce will not be responsible for any loss, damage or expense incurred by a Proponent as a result of any inaccuracy or incompleteness in this RFP, or as a result of any misunderstanding or misinterpretation of the terms of this RFP on the part of any Proponent.

5.0 EVALUATION AND SELECTION CRITERIA

Evaluation of Proposals will be by the Castlegar and District Chamber of Commerce and Castlegar and District Economic Development Committee according to the criteria identified below. Those Proposals passing the mandatory requirements will be further evaluated against the point-rated criteria. During the evaluation process, Proponents may be required to provide clarification to statements and or examples made in their Proposals.

Mandatory Criteria
Proposal Form completed and signed by a person authorized to bind the Proponent to Statements made in the submission.
Proposal must be received at the closing location by the specified Closing date and time.

Point-rated Criteria	Points Assigned	Weighted Total
Experience and qualifications	40	
Methodology - Detailed method/planning and work program	30	
Reputation and feedback from references	10	
Cost including disbursements.	20	
Total Points	100	

6.0 COMMITMENT BY THE CASTLEGAR AND DISTRICT CHAMBER OF COMMERCE/ECONOMIC DEVELOPMENT COMMITTEE

- a) The **Castlegar And District Chamber Of Commerce/Economic Development Committee** will make available, upon request and at no cost to the successful Proponent, any existing City of Castlegar, Regional District of Central Kootenay Areas I and J maps, plans, reports, OCP's, copies of which are publicly available.
- b) The **Castlegar and District Chamber Of Commerce/Economic Development Committee** will provide support, in the form of a Castlegar and District Economic Development Committee Liaison and when required representation from the Castlegar and District Economic Development committee and municipal/regional district. The Liaison will participate with the consultant in the full planning process, communicate regional interests (from a local knowledge perspective) and ensure all components of the RFP are delivered inclusive of: municipal, regional district, key, business and community stakeholder engagement is upheld by the consultant.
- c) The successful Proponent may be required to sign non-disclosure, confidentiality or other agreements when access is provided to Castlegar and District Chamber of Commerce, Castlegar and District Economic Development Program, City of

Castlegar and/or Regional District of Central Kootenay Area I and J information.

- d) Castlegar and District Chamber of Commerce meeting room/office, when available, may be used at no charge to the Consultant and are to be arranged through Castlegar and District Chamber of Commerce booking protocol. All other meeting space may be subject to charge which must be included in the RFP.

D. SCOPE OF WORK

1.0 OVERVIEW OF THE CASTLEGAR AND DISTRICT ECONOMIC DEVELOPMENT PROGRAM

Background:

The Castlegar and District Economic Development Program was created through the Castlegar and District Economic Development Committee (CDEDC), a volunteer group of local business owners/managers, politicians, Castlegar Chamber of Commerce, community representatives and Columbia Basin Trust. The Program operates out of the Castlegar & District Chamber of Commerce under the guidance of the CDEDC.

In 2015, the CDEDC conducted a research project to determine if there was a need for an economic development program for Castlegar and District. The results identified a need for the program and provided direction for a three-year pilot project for the delivery of economic development services within the City of Castlegar and Regional District of Central Kootenay (RDCK) Areas I and J.

A sub-committee of the business community assisted the research component of this project, provided project oversight and guidance, and a recommended structure for the economic development function to local government.

Due to the success of the three-year pilot project, which focused on regional collaboration, supporting new and existing businesses, marketing and the creation of a website and investors guide, the CDEDC is moving forward with the development of a subsequent 5 year Strategic Plan. The five year Economic Development Strategic Plan will be aggressive, ambitious and provocative in identifying the long-term economic development goals for Castlegar and District. The plan is to include a multi-year, tactical implementation plan focused on marketing, investment, business attraction, diversification, retention and expansion.

2.0 PROJECT OVERVIEW

The purpose of the project is to provide a five year strategic and implementation plan for regional economic development for the City of Castlegar and Regional District of Central Kootenay Areas I and J

The five year regional economic development plan will create opportunity for a business and community stakeholder engagement process compiled with a unified, holistic regional approach to build on relevant past successes while prioritizing and actioning current and future community and regional interests. It will leverage appropriate partners, funding sources and create a tangible five year plan and aligned approach to economic development in the City of Castlegar and Regional District of Central Kootenay Areas I and J.

3.0 PROJECT OBJECTIVES AND ACTIVITIES

The Castlegar and District Chamber of Commerce would like to engage a consultant to undertake a facilitated engagement process to develop a five-year, regional economic development strategy with tangible, and capacity appropriate projects and associated implementation plan.

The project will be carried out by a qualified consultant on a contractual basis. The contract will be administered by the Castlegar and District Chamber of Commerce/Castlegar and District Economic Development Committee on behalf of the funders (City of Castlegar, Regional District of Central Kootenay Areas I and J and Columbia Basin Trust).

In order to undertake this process it is anticipated that the following services will be required:

1. An initial meeting with the Castlegar and District Economic Development Committee which may include funders to understand the community, work completed under the Castlegar and District Economic Development Program and additional economic development context for the five year strategic plan.
2. The coordination, gathering, review and incorporation of relevant existing reports and data relating to the Castlegar and Regional District of Central Kootenay Areas I and J economic development program in support of the deliverables.
3. Creation and delivery of a Stakeholder Engagement plan – to be submitted and approved to the Castlegar and District Economic Development committee for review, and modification where appropriate prior to delivery.
4. Undertaking Stakeholder engagement – including a minimum of three (3) stakeholder meetings and may include all or some as stated: one to one interviews with key stakeholders, survey, municipal/regional district consultation.
5. Identifying strategic directions required to address the economic challenges and opportunities in Castlegar and Regional District of Central Kootenay Areas I and J. Strategy must include detailed initiatives, actions and performance measures and will inform the work of the economic development program for the next five years.

Deliverables and Expected outcomes:

- A. A comprehensive review and interviews with stakeholders identified by the Castlegar and Economic Development Committee to ensure inclusion of relevant organizations and associations engaged in economic development
- B. An analysis of
 - i) The relevant observations and findings from the consultations,
 - ii) demographic and market data relevant to economic trends and opportunities in the region
 - iii) supply chain and service sector gaps/opportunities
- C. Identification of common themes, strategic directions and key drivers to strengthen the economic base of Castlegar and Regional District of Central Kootenay Areas I and J.
- D. Development of strategic direction to include but not limited to the following areas of focus:
 - Sector development, including traditional resource-based core sectors (e.g. forestry) and key emerging sectors of the regional economy
 - Business Retention and Expansion

- Infrastructure related to economic opportunities and growth
 - Investment Attraction, including target industries and sectors
 - Workforce Development, aligning with needs of targeted/core sectors
- E. Recommendation on options for implementation, including capacity required; a timeline of action items and recommended budget for year 1.
- F. Interim reports and presentations to the Castlegar and District Chamber of Commerce and Economic Development Committee for review as per agreed upon schedule.
- G. Presentation of final report to Castlegar and District Economic Development Committee and funders which may include a presentation to the City of Castlegar Mayor and Council
- H. The final report inclusive of professional brochure available to key stakeholders/community

4.0 PROJECT TIMELINE

The project has a maximum of five-month turnaround time, and key milestones leading to the completion of the project are expected to be as follows:

January 2020 – Engage Consultant

January – February 2020 – Steering Committee consultations, review of existing economic development reports and recommendations.

March – April 2020 – Stakeholder engagement and development of a draft regional economic development strategy and action based implementation plan.

May 2020 – Community presentations of draft strategy and final key stakeholder, committee, community input.

June 2020 – Finalization and delivery of final five year regional economic development strategy.

5.0 REMUNERATION

- a) The budget for the completion of this project will be as per submitted by consultant as the successful proponent for this RFP. The Castlegar and District Chamber of Commerce, Castlegar and District Economic Development Committee and Funders will not, under any circumstance provide additional fees.
- b) A summary report with mid project invoice shall include details of the work performed, the number of hours worked, and the disbursements expended.
- c) Payment by invoices to be sent to the Castlegar and District Chamber of Commerce shall be made upon contract signing for one-third of the fees, within fifteen (15) days one-third of the fees, after receipt of mid project report and invoice. Final payment will be made within fifteen (15) days of final reporting complete and approved.

E. CONTRACT CONDITIONS

By submission of a Proposal, the Proponent agrees that should its Proposal be successful, the Proponent will enter into a Contract with the Castlegar and District Chamber of Commerce based on this RFP, the Proponent's Proposal, and any negotiations concluded pursuant to Section B.10.

1.0 COMPLIANCE WITH LAWS

The Consultant will comply with all laws applicable to the work or performance of the Contract.

2.0 LAWS OF BRITISH COLUMBIA

Any Contract resulting from this RFP will be governed by and will be construed and interpreted in accordance with all laws in effect of the province of British Columbia.

3.0 INDEMNITY

Notwithstanding the providing of insurance coverage by the Consultant, the Consultant hereby agrees to indemnify and save harmless the Castlegar and District Chamber of Commerce, Castlegar Economic Development Committee, and funders (City of Castlegar, Regional District of Central Kootenay Areas I and J and Columbia Basin Trust), its employee(s), agent(s) and authorized representative(s) and each of them from and against losses, claims, damages, actions and causes of action (collectively referred to as “Claims”), that the Castlegar and District Chamber of Commerce, Castlegar Economic Development Committee, and funders (City of Castlegar, Regional District of Central Kootenay Areas I and J and Columbia Basin Trust) may sustain, incur, suffer or be put to at any time, either before or after the expiration or termination of this Agreement, that arise out of the acts or omissions, including negligent acts or omissions of the Consultant or its sub-contractor(s), servant(s), agent(s) or employee(s) under this Agreement, expecting always that this indemnity does not apply to the extent, if any, to which the Claims are caused by errors, omissions or the negligent acts of the Castlegar and District Chamber of Commerce, Castlegar Economic Development Committee, and funders (City of Castlegar, Regional District of Central Kootenay Areas I and J and Columbia Basin Trust), its other consultant(s), assign(s) and authorized representative(s) or any other persons.

4.0 INSURANCE

The Consultant is required to provide and maintain professional liability insurance insuring the Consultants' liability resulting from errors and omissions in the performance of professional services under the Contract. Proof of insurance must be provided to the satisfaction of the Castlegar and District Chamber of Commerce.

5.0 REGISTRATION WITH WORKSAFEBC

The Consultant shall have Work Safe BC coverage for itself, all workers and any shareholders, directors, partners or other individuals employed or engaged in the execution of the Work, and shall comply with all conditions of the Workers Compensation Act and regulations there under.

6.0 OWNERSHIP

The material produced, furnished and used by the Consultant as a result of this Agreement will be the exclusive property of the Castlegar and District Chamber of Commerce and Castlegar and District Economic Development Committee upon completion of the work

F. PROPOSAL FORM

**RFP: Castlegar and Regional District Areas I and J
Five Year Economic Development Strategy**

CLOSING: 4:00 P.M. PACIFIC TIME ON January. 13th, 2020

This form must be completed, signed and included with the submission.

The undersigned confirms that their submission is in response to the Request for
Proposals for the Castlegar and Regional District Areas I and J
Five Year Economic Development Strategy
And the Proponent acknowledges receipt of addenda # _____

Name of Firm: _____

Address: _____

Phone: _____ **Email:** _____

Contact Name: _____

Position: _____

Phone: _____ **Email:** _____

Authorized Signature

Name and Title

Date