

July 4, 2023

Request for Proposal: Committee Secretariate and Administrative Services

Project Title: Vancouver Island and Coastal Communities Committee on Solid Waste and Circular Economy (VICC-CSWCE)

Introduction: The Vancouver Island and Coastal Communities Committee on Solid Waste and Circular Economy (VICC-CSWCE) is seeking proposals from qualified organizations to act as a Committee Secretariate and provide administrative and meeting support services. The purpose of this request for proposal (RFP) is to identify a third party that can support administratively the Committee in achieving its goals and objectives outlined in the Terms of Reference.

Background: The VICC-CSWCE is a committee composed of representatives from regional district boards, the Association of Vancouver Island and Coastal Communities (AVICC) Executive, and their respective staff members. The Committee aims to take a collaborative regional approach in addressing the challenges and opportunities in managing solid waste, promote sustainable waste management practices, and work towards achieving a regional circular economy.

Scope of Work: The selected third party will be responsible for providing administrative support services to the VICC-CSWCE. The scope of work includes the following activities:

- Meeting support: Organize and coordinate committee meetings, including scheduling, agenda preparation, and distribution of meeting materials. Meeting support may include logistical arrangements for in-person or virtual meetings.
- Administrative support: Assist in maintaining committee records, including minutes, reports, and correspondence. Ensure timely dissemination of information to committee members and member regional districts.
- Stakeholder coordination: Facilitate correspondence among committee members, regional districts, provincial government agencies, NGOs, and other relevant stakeholders.

Deliverables: The selected third party will be responsible for delivering the following key outcomes:

1. **Annual "State of VICC Solid Waste" Report:** Coordinate with a third-party consultant and member regional districts to compile annual comparative solid waste metrics of member regional districts.
2. **Annual elected representative and staff meeting/workshop:** Work with Committee Chair to schedule, prepare agendas, distribute meeting materials and make logistical arrangements to organize an annual Hybrid meeting of Committee elected officials

and staff for annual information sharing, review of waste comparative data and issue and advocacy identification.

3. **Organize Virtual staff meetings:** Work with committee Chair and regional district CAO's and solid waste managers to arrange and coordinate two virtual staff meetings per year to discuss technical elements of alignment, collaboration, and advocacy.

Proposal Submission: Interested organizations should submit their proposals containing the following information

- Organization profile: Provide an overview of the organization, including its experience in providing administrative and meeting support services and supporting similar committees or initiatives.
- Proposed approach: Describe the approach and methodology that the organization will employ to fulfill the requirements outlined in the scope of work.
- Budget: Present a cost proposal that includes all relevant expenses, such as personnel, materials, and any additional costs. Clearly outline the basis for the proposed budget.

Evaluation Criteria: Proposals will be evaluated based on the following criteria:

- Experience and qualifications of the organization in providing administrative support services.
- Understanding of the objectives and scope of work outlined in the RFP.
- Proposed approach and methodology to meet the Committee's needs.
- Demonstrated ability.

Please Submit proposals to ben.geselbracht@nanaimo.ca

For more information or questions on scope please contact Ben Geselbracht at 250-713-4173