



Statement of Work Training and Technical Rescue Support

Version 1.0
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Presented by:
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<i>Client name</i>	British Columbia Search and Rescue Association
<i>Project Lead</i>	Jim McAllister
<i>Project name</i>	Training and Technical Rescue Support
<i>Begin date</i>	January 01, 2018 (or as negotiated)
<i>End date</i>	June 30, 2018

Statement of work

The British Columbia Search and Rescue Association (BCSARA) represents and supports the 80 Ground Search and Rescue (GSAR) groups and the appropriate 2,500 volunteers in the Province. The BCSARA evolved from the SAR Advisory Committee formed in 1989 by the Provincial Emergency Program (now Emergency Management B.C.), adding the ability to raise funds to the advisory function.

The BCSARA board includes regional volunteer directors, and representatives from the RCMP, Emergency Management B.C., Municipal Chief of Police Association, B.C. Fire Chiefs Association, and the B.C. Ambulance Service.

An increasing number of GSAR responses require specialized skills and equipment, commonly referred to as 'technical rescue'. GSAR Groups where required, with support from the Province of B.C. and BCSARA, have increased their capabilities to provide:

- Rope Rescue
- Swiftwater Rescue
- Flat Ice Rescue
- Flat Water Rescue
- Avalanche Search and Rescue
- Helicopter Rescue
- Class 'D' Fixed Line/Winch Rescue
- Mountain Rescue

The expansion of technical rescue capabilities requires coordination, provision of expertise, and review to ensure programs are kept up to date.

Statement of Work

The BCSARA Board formed a Provincial Training Committee in 2016 to focus on all aspects of GSAR training. BCSARA is seeking a contractor to assist the Training Committee in moving forward in conjunction with other committees and stakeholders. In addition, BCSARA is considering forming a Technical Rescue Committee or sub-committee to the Training Committee, and seeking assistance through the same contractor within this Statement of Work process towards that end. The following explanation is provided.

The following work will be completed under contract(s) by the successful proponent;

- review the current and proposed structure of the Provincial Training Committee and in discussion with BCSARA board representatives and stakeholders provide recommendations on the structure of a Technical Rescue Committee/sub-committee,
- assist the Provincial Training Committee to further define the structure and processes, and in specific projects in discussion with the Committee Co-chairs,
- assist in the development of Terms of Reference of a Technical Rescue Committee/sub-committee
- assist in the selection of members for the Technical Rescue committee/sub-committees that is consistent with the approved Terms of Reference (TORs),
- provide logistical support for a all BCSARA committee forum to be held in March 2018 (TBD) in Victoria B.C.,
- provide minute taking for initial conference calls and at the all BCSARA committee forum, provide a template for the committee(s) to use longer term,
- update the assigned representative of the BCSARA Board on progress, challenges, and recommendations to address challenges.

Assumptions

The Committee will provide overall direction to the contractor,

All required equipment (computers, phones, software, etc) and work space will be

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the responsibility of the contractor.

The contractor will be required to ensure confidentiality of information gathered and produced. All electronic and paper reports will be the property of BCSARA, and will be submitted at the end of the work.

Change management process

The contractor will request any further information required from the BCSARA Project Manager before submitting a quote for the described work.

Any changes to the scope of work outlined within this document and the contractor will be discussed by the parties as to any additional cost and appropriate approvals gained before additional work is undertaken.

Engagement related expenses

The contractor is responsible for all costs associated with the work.

Contract

Following negotiations with the successful proponent a Contract will be drafted outlining the specifics from this Statement of Work and conditions for the completion of work.

Project Budget

The maximum funding is \$25,000; travel to meetings will be reimbursed separately with prior approval.

Information to be included in proposals

Proponents must include the following information within their proposals to be considered;

Name and address of proponent

Contact phone numbers, and email address

Outline of related experience and knowledge

Disclosure of any relationship to SAR agencies

Disclosure of any relationship to providers of technical rescue services, GSAR training and/or equipment

Statement confirming understanding of the project requirements

Methodology to be followed in completing the requirements

Hourly rate charged

Any other costs (eg GST)

Submission of Proposals

Proposals must be submitted by email, as a attached PDF, to sarsupport@bcsara.com . Proposals must be received by 1630hrs on December 10, 2017 to be considered. Proponents must retain a 'read receipt' for their submitted proposals, which maybe requested to confirm submission.

Questions regarding this Statement of Work maybe directed to Trent Blair, Co-chair BCSARA Training Committee at cariboochilc@bcsara.com .