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## Remote Air to Ground Project Manager Statement of Work

Emergency Management BC (EMBC) is the lead agency for the volunteer SAR program in British Columbia. Key SAR stakeholder agencies include the RCMP, BCSARA, SAR BCAS, JRCC and the JIBC. Together with EMBC, these key SAR stakeholders work in collaboration to ensure safe, effective, and efficient SAR operations in the province.

As part of the BC Public Safety Lifeline Volunteer (PSLV) program, there are 80 Ground Search and Rescue (GSAR) groups comprising of approximately 2,500 registered members across the Province. PEP Air has over 100 fixed wing aircraft crewed by more than 900 volunteer pilots, navigators and spotters who are members of the Civil Air Search and Rescue Association (CASARA).

GSAR and or PEP Air volunteer resources respond to over 1,000 Search and Rescue incidents in the province each year. GSAR volunteers are also often requested to assist in the search for downed/missing aircraft in large and remote terrain. PEP Air volunteer aircraft and crews also support ground searches for lost/missing persons.

Since the inception of organized searches using ground and air resources, there continues to be challenges that impact effective communications. GSAR resources utilize VHF radios which work well in communication between agencies (especially with the approval of SAR-IF) and some aircraft such as chartered rotary wing and DND resources. Most small fixed wing aircraft operated by volunteers use AM air band for communications since they do not have the space for installing fixed VHF radios. Attempts to use handheld VHF radios have not been effective given limited range and lack of inter-com connection. The use of air band radios by ground resources is also not feasible because it is an unreasonable expectation for each ground team to carry an additional radio and attain the required special license for operating this radio.

This proposal will enable GSAR teams to communicate with PEP Air using existing GSAR portable radios which will address the problems identified as a result of post action reviews completed following SAR incidents. The level of frustration is shared by several key SAR stakeholders who have had to resort to non verbal means of communication such as wagging of wings to indicate a subject's location. The recent report from the formal review of the search for a missing nurse north of Ft. St. James also identified this type of communication failure when a PEP Air resource was requested to complete a search of hundreds of miles of remote logging roads looking for the subjects' vehicle. Due to inadequate communications, the air crew was unable to contact the SAR Manager to confirm the search area, and the ground SAR resources

were unable to communicate to the aircraft crew for several hours that the subject had been located.

**Project Components:**

1. Coordinate the tendering process and Procurement of the Air to Ground Communications Equipment
2. Oversee the assembly and the delivery of the communications kits
3. Develop and facilitate training sessions for PEP Air and BC GSAR groups in the use of the equipment

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

**Under general direction of the EMBC Project Lead effectively manage the project by:**

- **liaising with the National Search and Rescue Secretariat (NSS), Emergency Management B.C. (EMBC), and PEP Air,**
- **managing all financial matters including tracking of expenditures and submitting of invoices related to the project,**
- **completing all financial claims and reports required for the SAR-NIF funding,**
- **arranging and facilitating meetings with stakeholders, Subject Matter Experts, and SAR practitioners as required,**
- **processing travel claims submitted by meeting attendees,**
- **ensuring all other aspects of the project are carried out in the most efficient and effective manner.**

**Assumptions**

EMBC and support agencies will provide access to documents and contacts as required.

All required equipment (computers, phones, software, etc) and work space will be the responsibility of the contractor.

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

### **Change management process**

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 approved rate is \$40.00 per hour (inclusive of any taxes required) over the term of the Contract which we are estimating to be 300 hours, with submission of invoices on a monthly basis for actual time spent. The quarterly budget allocated within the project will be determined within the Contract up to the maximum amount shown.

Travel and accommodations for meetings will be claimed as per Federal Government rates, separate from the maximum noted above, within the approved budget.

## Information to be included in proposals

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

- proponent name and address,
- contact name, phone numbers, and email address,
- outline of related experience and knowledge in project management, financial/record keeping, search and rescue, and risk management,
- any additional value added qualifications the Proponent can provide,
- disclosure of any relationship to SAR organizations, or providers of training and other services to SAR organizations,
- statement confirming understanding of the project requirements and ability to complete same within the term of the project, and
- acknowledgement that the Proponent will work as a independent contractor.

## Submission of Proposals

Proposals must be submitted by email, as a attached PDF, to [ian.cunnings@gov.bc.ca](mailto:ian.cunnings@gov.bc.ca). Proposals must be received by 1630hrs (Pacific time) on July 31st , 2013 to be considered. Proponents must retain a 'read receipt' for their submitted proposals, which maybe requested to confirm submission.

Questions regarding this project can be directed to the Project Lead at [ian.cunnings@gov.bc.ca](mailto:ian.cunnings@gov.bc.ca). or to [Carol.McClintock@gov.bc.ca](mailto:Carol.McClintock@gov.bc.ca).