



**British Columbia Ground and Inland Water
Search and Rescue Training and
Operational Support Model NIF**

REQUEST FOR PROPOSAL

Provincial Ground and Inland Water Search and Rescue Database (Data Management System - DMS)

Rev 2017/02/10

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1 INTRODUCTION

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

The BCSARA board includes regional volunteer directors and representatives from the RCMP, Emergency Management British Columbia (EMBC), Municipal Chiefs of Police Association, British Columbia Fire Chiefs Association, and the British Columbia Ambulance Service (BCAS). Delivery of the Search and Rescue service in British Columbia has many unique challenges; not only is the province vast in size, but terrain and weather can be extreme. The 80 SAR groups, with approximately 2,500 registered volunteers, respond to over 1,500 incidents each year.

Every year BCSARA and agencies that support SAR struggle to plan and fund training. This is mainly due to the fact that there is no reliable data available on a provincial basis to establish the current level of training or to forecast what is actually required to address call volume and/or incident type. A report completed in 2012 titled "Review of Search and Rescue Training in British Columbia" (Kathie Stenton, April 2013) recommends completion of an operational needs analysis, establishment of a common records management system for certification, and use of longer term training calendars based on needs.

Both government and non-government organizations look for sound business cases before discussions on funding can take place. A business plan was submitted to the Province of British Columbia in 2003 in order to identify and justify funding levels. This plan is now outdated and unfortunately failed to provide a consistent, easily updateable year over year forecast on funding requirements. The current approach to the Provincial Government for the establishment of a 'SAR Fund' would benefit from the data collected.

Community gaming grants are a significant source of funding for BC SAR groups. Every year many groups apply for funding, but not all are successful. The Gaming Policy and Enforcement Branch has requested assistance in evaluating funding applications, but neither EMBC nor BCSARA have been able to implement a structured process.

Some regions have taken the initiative to form regional response capabilities in specific specialized disciplines. There are opportunities to increase/improve operational capacity while optimizing available funding and reducing duplication, however without historical data and forecasted trends there is no evidence-based justification to make defensible decisions on moving forward with many of these changes.

Emerging socio-economic scenarios in northern British Columbia are being identified as significant challenges to SAR response capacity. In some cases this is due to major industries closing down; in other cases the opposite is happening. These changes will have an on-ground impact on volunteer SAR groups. This can be described as a 'worst-case' scenario where volunteers are already challenged due to member retention and funding combined with the huge remote areas that the groups cover. While the basic process of data collection is relatively straightforward, interpretation of the data must be done with regional/group input as not all geographical locations can be addressed with one approach.

While the Province of BC has signed the National Search and Rescue Secretariat's (NSS) SAR Knowledge Management System (KMS) data sharing agreement the current data collection tools used by EMBC are not easily shared with the NSS SAR KMS system. During 2012 BCSARA implemented the 'Leveling the Playing Field' NIF (New Initiative Fund). This project identified that the current manual filing of task expense claims was adding

to the administrative burden of BC GSAR volunteers. These challenges would be addressed through the improvement of information management and data collection standards for BC GSAR groups.

2 ABSTRACT

The British Columbia Search and Rescue Association (BCSARA) will contract for an on-line system to capture present and future operational, training and equipment information, as well as capture subject behaviour profile data in the International Search and Rescue Incident Database (ISRID) format. The data will be utilized to forecast training/equipment needs and identify trends, and provide critical data for researchers into subject behaviour and search techniques. The software will also provide a platform for BC GSAR groups to submit incident (task) reports and expense claims in an electronic format. An Incident Management/Geographical Information System (GIS) would be of added value.

3 PRIMARY OBJECTIVES

Develop and implement a provincial database (Records Management System) that facilitates the following:

1. Document operational history in order to identify and project trends in the types of incident responses.
2. Use incident response history to identify and determine training requirements.
3. Document and track training of all BC GSAR volunteers.
4. Document and track equipment life-cycle asset management, including depreciation of major capital items.
5. Document subject behaviour profiles in an ISRID-compatible (International Search and Rescue Information Database) format in order to contribute to the NSS (National Search and rescue Secretariat) KMS (Knowledge Management System).
6. Submission of task reports in an electronic format.
7. Tracking of volunteer hours from task reports (operational), training, administration, maintenance and prevention.

4 DISCRETIONARY OBJECTIVES

1. Provide an on-line/off-line Incident Management System, including a basic GIS function.

5 BID COMPLIANCE

5.1 General Requirements		Requirement	Comply	Non-Comply	Subject to additional development	Estimated hours to develop
5.1.1	Users shall be able to access the software using fixed and mobile devices including mobile computers, tablets and mobile phones. Browsing and mobile operating system shall support Android and iOS	Mandatory				
5.1.2	The system shall support up to an estimated three thousand (3,000) users.	Mandatory				
5.1.3	The estimated users per group/agency is: <ul style="list-style-type: none"> • SAR Group – Average of 35 (x 80 SAR Groups) • BCSARA - 25 • EMBC - 25 • RCMP - 25 • BCAS - 25 	Mandatory				
5.1.4	Reports and statistics shall be populated by the software	Mandatory				
5.1.5	Requesting Agencies, SAR Groups and BCSARA shall be able to create graphs and statistics with ease	Mandatory				
5.1.6	A minimum of five (5) secure user access levels shall be maintained.	Mandatory				
5.1.7	The system shall be able to accept the addition or deletion of SAR Groups/SAR Members.	Mandatory				
5.1.8	System and services shall have 99% availability	Mandatory				
5.1.9	The infrastructure shall be capable of supporting the service 24 hours a day 7 days a week and 365 days a year	Mandatory				
5.1.10	Ownership of data shall belong to BCSARA. BCSARA shall have the ability to retrieve all data from the hosted solution upon request and termination of the relationship.	Mandatory				
5.1.11	All environments including the disaster recovery site shall be hosted within Canadian borders.	Mandatory				

5.1 General Requirements		Requirement	Comply	Non-Comply	Subject to additional development	Estimated hours to develop
5.1.12	Systems and services shall have a disaster recovery plan with a recovery time of no more than eight (8) hours.	Mandatory				
5.1.13	The hosted infrastructure shall adhere to industry standard security principles. This includes compliance with standards such as ISO 27002.	Mandatory				
5.1.14	The hosted infrastructure shall adhere to protection of personal information legislation: www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_03063_01#section1	Mandatory				
5.1.15	The system shall be compatible with Internet Explorer, Google Chrome, Mozilla Firefox and Safari.	Mandatory				
5.1.16	The system shall track entries by sequential number and user, to provide an audit capability.	Mandatory				
5.1.17	The system shall feature a file import/export utility that can import/export files in common formats such as CSV (Comma Separated Values).	Mandatory				
5.1.18	BCSARA will perform a privacy scan during the late design stage and prior to implementation and development. The privacy scan will determine whether there are privacy concerns and whether additional risk assessment is required as per privacy information protection legislation.	Mandatory				
5.1.19	The system should be able to accommodate different fee schedules for different Requesting Agencies (if applicable)	Discretionary				
5.1.20	The system shall incorporate a help menu.	Mandatory				

5.1 General Requirements		Requirement	Comply	Non-Comply	Subject to additional development	Estimated hours to develop
5.1.21	The system shall be able to interface with standardized GIS mapping formats for mapping functionality. Formats should include (but not limited to): <ul style="list-style-type: none"> • WMS • GeoPDF • KML • GPX 	Mandatory				
5.1.22	The system shall be able to display provincial training schedules, visible by all registered users.	Mandatory				
5.1.23	Users shall be able to search the database by (but not limited to): <ul style="list-style-type: none"> • Task # • Task type • Agency • Agency file # • Subject type/behaviour/activity/profile • SAR Volunteer Name • SAR Volunteer qualifications • SAR Volunteer operational status • SAR Volunteer membership status • SAR Group(s) • Capability (SAR Group) • Region • Equipment Or multiples of the above	Mandatory				
5.1.24	Users shall be able to view incident locations on a map. Users shall be able to select time period (from/to) and region(s). Selecting 'All' will display incidents province-wide. NOTE: This feature will only be available once fields begin to get populated (no existing historical data).	Mandatory				

5.2 Individual SAR Group Members		Requirement	Comply	Non-Comply	Subject to additional development	Estimated hours to develop
5.2.1	Individual SAR group members shall be able to access their personal record to add, change or update their personal information	Mandatory				
5.2.2	<p>Individual information to include (but not limited to):</p> <ul style="list-style-type: none"> • Full Name • Date of Birth • Address • Phone number(s) • E-mail • Next of Kin • Emergency Contact information • Date joined/Released • Medical history • Photo <p>Personal information is subject to the following legislation:</p> <p>www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_03063_01#section1</p>	Mandatory				
5.2.3	<p>Individual SAR Group member status shall include (but not limited to):</p> <ul style="list-style-type: none"> • MIT (Member in Training) • Active Member • Reserve Member (member on leave of absence etc.) • Resource Member (local snowmobile club member etc.) • Support/Auxiliary Member 	Mandatory				

5.2 Individual SAR Group Members	Requirement	Comply	Non-Comply	Subject to additional development	Estimated hours to develop
5.2.4 SAR Group member(s) with permissions can add/change information including (but not limited to); <ul style="list-style-type: none"> • Equipment assigned (with recertification/expiry dates) • Training certifications/expiry dates including (but not limited to): GSAR (Ground Search and Rescue) GSTL (Ground Search Team Leader) SARM1 (SAR Manager Level 1) SARM2 (SAR Manager Level 2) RRTM (Rope Rescue Team Member) RRTL (Rope Rescue Team Leader) SWA (Swiftwater Aware) SWO (Swiftwater Operations) SWT (Swiftwater Technician) SWTL (Swiftwater Team Leader) MR1 (Mountain Rescue Level 1) MR2 (Mountain Rescue Level 2) MR3 (Mountain Rescue Level 3) Hover Exit Flat Ice Rescue CDFL (Class D Fixed Line) Avalanche Aware AST1 (Avalanche Skills Training) AST2 (Avalanche Skills Training) CAA 1 CAA 2 OAR (Organized Avalanche Response) OARTL (Organized Avalanche Response Team Leader) TA (Track Aware) T1 (Tracker Level 1) T2 (Tracker Level 2) <ul style="list-style-type: none"> • Personal equipment provided (with recertification/expiry dates) 	Mandatory				

5.2 Individual SAR Group Members		Requirement	Comply	Non-Comply	Subject to additional development	Estimated hours to develop
5.2.5	SAR Group member(s) with permissions can insert electronic copies (pdf, jpg etc.) of training certification.	Mandatory				
5.2.6	SAR Group member statistics shall include (but not limited to): <ul style="list-style-type: none"> • Training attended • Training Delivered (Instructor) • Deployment attended • Public Education (SAR Prevention) attended • Fund Raising Events attended • Total Volunteer time 	Mandatory				
5.2.7	SAR Group member operational status shall include (but not limited to): <ul style="list-style-type: none"> • Available for calls • Unavailable for calls <ul style="list-style-type: none"> ➤ Dates/times from – to 	Mandatory				
5.2.8	The system shall track volunteer hours to autofill the Search and Rescue Volunteer Tax Credit (SRVTC) paperwork. Information can be found at: http://sarvac.ca/wp-content/uploads/2015/08/SRV-TC-Guidelines-2017.pdf	Discretionary				

5.2 Individual SAR Group Members	Requirement	Comply	Non-Comply	Subject to additional development	Estimated hours to develop	
5.2.9	<p>The system shall track the records of SAR Group Members who have left the group. This will establish an attrition factor. Each record shall contain the following (but not limited to):</p> <ul style="list-style-type: none"> • Name • Date joined • Date left <ul style="list-style-type: none"> ➤ Display time period • Reason for leaving <ul style="list-style-type: none"> ➤ Retired ➤ Moved ➤ Personal (family) ➤ Too busy/too much commitment ➤ Other (comments field) 	Mandatory				

5.3 SAR Group Information	Requirement	Comply	Non-Comply	Subject to additional development	Estimated hours to develop	
5.3.1	SAR Group Contact Information to include (but not limited to): <ul style="list-style-type: none"> • Emergency Deployment • Non-Emergency contact(s) • Mailing Address • Physical Address • Deployment boundaries (GIS) • Radio frequencies, including details on analogue/digital, bandwidth, tones, BCSARA radio bank info and repeaters (with locations), <ul style="list-style-type: none"> ➤ Selecting a repeater will display its geo-referenced location on a map. ➤ Agency repeaters can also be added. • Society Number • BCSAR Membership Status 	Mandatory				
5.3.2	SAR Group inventory/life-cycle management to include (but not limited to): <ul style="list-style-type: none"> • Vehicles • Watercraft • ATV/UTV's • Snowmobiles • Rescue Equipment • First Aid • Training Resources • Team-Issued Apparel • Date of purchase • Planned life expectancy • Cost • Service/replacement dates • Photos • Serial #'s • Equipment upgrade requirements/expiry dates • Equipment usage statistics • Specialized equipment 	Mandatory				
5.3.3	SAR Group member(s) (with permissions) can remove individual members who are no longer with the group.					

5.3 SAR Group Information		Requirement	Comply	Non-Comply	Subject to additional development	Estimated hours to develop
5.3.4	<p>List of capabilities approved and maintained including (but not limited to):</p> <ul style="list-style-type: none"> • Ground Search • Rope Rescue • Flat Water Search/Rescue • Swiftwater Search/Rescue • Avalanche Search/Rescue • Mountain Search/Rescue • Flat Ice Rescue • Tracking • Hover Exit • CDFL (Class 'D' Fixed Line) • Helicopter Winch Rescue • Canine (SAR Dogs) • Mounted (Horse) 	Mandatory				
5.3.5	<p>Accounting – ability to track team expenses/revenue (reimbursement request workflow). Forms can be found at:</p> <p>http://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/volunteers/pslv-forms</p> <p>Note: Proponents should also view/download the sample file on the BCSARA website (where the RFP was located):</p> <p>EMBC Task Report-Reimbursement 2017-02-13.xls</p>	Discretionary				
5.3.6	SAR Group on-call schedule. The system shall display the contact person (duty officer/manager) for the current time.	Mandatory				
5.3.7	Individual SAR Group calendar to show upcoming events with ability to sign up for that event (independent from other SAR Groups). User can select option to share with provincial training calendar.	Mandatory				

5.3 SAR Group Information		Requirement	Comply	Non-Comply	Subject to additional development	Estimated hours to develop
5.3.8	Out of Service or Unavailable for Deployment status on vehicles/boats/equipment etc. with dates/times	Mandatory				
5.3.9	SAR Group/SAR Member/SAR Manager alerting feature (click to alert) in various formats including (but not limited to): <ul style="list-style-type: none"> • Text/SMS • Email <p>NOTE: This may be in conjunction with a third-party provider.</p>	Mandatory				
5.3.10	The SAR Group shall be able to record Operational Health and safety information such as (but not limited to): <ul style="list-style-type: none"> • Accidents/Incidents/ Occurrences involving: <ul style="list-style-type: none"> ➤ Personnel ➤ Equipment ➤ Boats ➤ Vehicles ➤ Aircraft • Accidents/Incidents/ Occurrences during: <ul style="list-style-type: none"> ➤ Tasks ➤ Training • Event reported to ECC. <ul style="list-style-type: none"> ➤ Date ➤ Time ➤ Person reporting • WorkSafe BC documentation completed. <ul style="list-style-type: none"> ➤ Date ➤ Time ➤ Person completing 	Mandatory				

5.4 <i>Operational Information</i>		<i>Requirement</i>	<i>Comply</i>	<i>Non-Comply</i>	<i>Subject to additional development</i>	<i>Estimated hours to develop</i>
5.4.1	Contact information: Emergency contact(s) Lead Contact(s)	Mandatory				
5.4.2	Incident Details to include (but not limited to): <ul style="list-style-type: none"> • EMBC Task number • Requesting Agency File Number • Time/Date • Location • Incident type • Primary or Mutual Assistance • Incident Commander • Search Manager • Deployment Info, (teams, dispatch information) • Import/Export incident status/planning maps to GIS mapping formats including (but not limited to): <ul style="list-style-type: none"> ➤ WMS ➤ GeoPDF ➤ GeoTIF ➤ KML ➤ GPX 	Mandatory				
5.4.3	Incident/Training sign in/out feature. Each member could sign in/out using their user name and password, swipe/bar code card etc. SAR Managers and SAR Group executive would also be able to enter for members.	Discretionary				
5.4.4	Common consistent incident and subject reports (ability to upload photographs or other pertinent information to the file). <i>NOTE: See #5.5 for additional subject information required for each incident.</i>	Mandatory				
5.4.5	SAR Manager can check attending member qualifications and certifications.	Mandatory				

5.4 <i>Operational Information</i>		<i>Requirement</i>	<i>Comply</i>	<i>Non-Comply</i>	<i>Subject to additional development</i>	<i>Estimated hours to develop</i>
5.4.6	Additional resources (personnel, convergent volunteers, equipment, specialized) can be added and searched	Mandatory				
5.4.7	Track equipment usage statistics that can also tie back to incidents and inventory control/life-cycle management.	Mandatory				
5.4.8	Each deployment will be assigned a file number for future tracking requirements.	Mandatory				
5.4.9	The software will show SAR Group availability on an on-going basis. Once a SAR Group is tasked, or otherwise unavailable a notification that the team is not available will be displayed. The SAR group can chose to be available even though tasked.	Discretionary				
5.4.10	The software will identify team locations and which SAR Groups(s) are nearest to the location of an incident. Next available SAR Group information will be based on location and competencies.	Discretionary				

5.4 <i>Operational Information</i>	<i>Requirement</i>	<i>Comply</i>	<i>Non-Comply</i>	<i>Subject to additional development</i>	<i>Estimated hours to develop</i>	
5.4.11	<p>The software shall contain a section on basic SAR Group preplans, featuring fields including (but not limited to):</p> <ul style="list-style-type: none"> • Travel times/distances from the base of operations to specific locations (common major landmarks) within the SAR group's area of operations. • Sources of fuel (location/hours of operation). • Sources of food/meals (location/hours of operation). • Sources of accommodation (type/location). • Helicopter providers. • Nearest airport. • Other local resource information (equipment, specialized services etc.). <p>The information contained in the pre-plan section shall also be viewable at a regional and provincial level.</p>	Mandatory				

5.5 Subject Information		Requirement	Comply	Non-Comply	Subject to additional development	Estimated hours to develop
5.5.1	<p>The software shall permit the entry of specific fields that comply with the International Search and Rescue Database (ISRID).</p> <p>Note: Proponents should also view/download the three (3) files on the BCSARA website (where the RFP was located):</p> <ul style="list-style-type: none"> • NSS SAR KMS Solution Architecture Document.pdf • SAR KMS Data Field Development.pdf • SARKMS-DataReceiver API – Quick Reference V2.pdf 	Mandatory				
5.5.2	<p>The ISRID data set shall be uploaded to the National Search and Rescue Secretariat's (NSS) Knowledge Management System (KMS) database. Incident data should be transmitted to SAR KMS using an automated process which sends updates on a regular periodical schedule such as every 24 hours. Data sent shall be in a format compatible with the SAR KMS API data standards. See reference documents in 5.5.1.</p> <p>Note: See 6.7.2 for contact persons for SAR KMS</p>	Mandatory				

5.5 Subject Information	Requirement	Comply	Non-Comply	Subject to additional development	Estimated hours to develop	
5.5.3	<p>The software shall permit the entry (check boxes) of subjects' exposure to SAR prevention initiatives such as (but not limited to):</p> <ul style="list-style-type: none"> • Did the subject access AdventureSmart information? If so was it: <ul style="list-style-type: none"> ➤ Internet ➤ Social media ➤ Trailhead/event display ➤ Tradeshow • Did the subject complete a trip plan? • Did the subject attend any training for related outdoor activities? • Was the subject adequately dressed and equipped for the activity? 	Mandatory				

5.6 Incident Response Analysis	Requirement	Comply	Non-Comply	Subject to additional development	Estimated hours to develop
5.6.1 The software shall permit the entry of data fields directly related to training. The format of the entry shall be check boxes. The user will select the appropriate competencies used in each incident response. The competencies may include (but not limited to): <ul style="list-style-type: none"> • Ground Search • ATV/UTV Use • Ground Search (Inc Swiftwater Cool Zone) • Ground Search (Inc Swiftwater Warm Zone) • Ground Search (Winter) – Avalanche Risk • Snowmobile Use • Swiftwater Search/Rescue (Hot Zone) • Swiftwater Search/Rescue (Watercraft Use) • Rope Rescue • Hover Exit • Class ‘D’ Fixed Line (CDFL) • Helicopter Winch Rescue • Flat Water Search/Rescue • Flat Ice Rescue • Tracking • Avalanche Response • Mountain Search/Rescue • Body Recovery • Evidence Search • Civil Emergency - Evacuations • Civil Emergency - Other • Canine Search (Use Of Certified SAR Dog) • Mounted (Horse) Search 	Mandatory				

5.6 <i>Incident Response Analysis</i>	<i>Requirement</i>	<i>Comply</i>	<i>Non-Comply</i>	<i>Subject to additional development</i>	<i>Estimated hours to develop</i>
<p>5.6.2 The software shall provide options such as (but not limited to):</p> <ul style="list-style-type: none"> • Forecast future incident volume (# of calls) based on past history. • Forecast future trends based on past history of specific training competencies. • Allow the user to select the option of least three (3) different formulae to generate the forecast. • When the user selects a forecast formula, a window shall describe (in simple terms) how the results are generated. • Allow the user to choose options regarding the numbers of years of history and the forecast period (in years). • Allow the user (with permission) to select multiple data fields that combine the above information by SAR Group(s), Region(s) or Province (BC). <p>NOTE: Operational history data covering 2007-2016 will be supplied by BCSARA. This data will be used to generate the forecasted values required in 5.6.2. Every successive year the data collected (5.6.1) will be added to the inventory of available historical data.</p>	Mandatory				

5.6 Incident Response Analysis	Requirement	Comply	Non-Comply	Subject to additional development	Estimated hours to develop	
5.6.3	<p>The software shall enable the creation of multiple levels in each capability (5.3.4) based on training certification/history/incident frequency (5.6.1). Each level (in each capability) shall contain an inventory of the number of SAR members (in specific training certifications) and the associated equipment. FOR EXAMPLE ONLY:</p> <p>Ground Search Level 1 (1-5 Incidents/year) =</p> <ul style="list-style-type: none"> • 1 x SARM1 • 2 x GSTL • 6 x GSAR • 9 x First Aid • 1 x Rescue Truck <p>Ground Search Level 2 (6-15 Incidents/year) =</p> <ul style="list-style-type: none"> • 2 x SARM1 • 3 x GSTL • 9 x GSAR • 14 x First Aid • 1 x Rescue Truck • 1 x Command Vehicle/Trailer <p>Rope Rescue Level 1 (1-5 Incidents/year) =</p> <ul style="list-style-type: none"> • 2 x RRTL • 8 x RRTM • 1 x Rope Rescue Rigging 	Mandatory				

5.7 <i>Incident Management System</i>		<i>Requirement</i>	<i>Comply</i>	<i>Non-Comply</i>	<i>Subject to additional development</i>	<i>Estimated hours to develop</i>
5.7.1	<p>The Incident Management System should be structured around ICS (Incident Command System).</p> <p>BC GSAR ICS forms can be found at:</p> <p>https://myem.jibc.ca/wp-content/uploads/2014/04/ICS-FormList-and-full-set-20150929.pdf</p>	Discretionary				
5.7.2	Forms used in the Incident Management System should be user-customizable based on level of access.	Discretionary				
5.7.3	The Incident Management System should be available on-line and off-line.	Discretionary				
5.7.4	If used off-line, the data should be capable of being uploaded to the on-line system where/when accessible.	Discretionary				
5.7.5	<p>The Incident Management System should feature an integrated GIS module. The GIS module shall feature:</p> <ul style="list-style-type: none"> • The ability to import and export GPS tracks. • The ability to create multiple layers, all of which can be named and turned on/off. • The ability to create search areas, all of which can be named and display data such as area size etc. 	Discretionary				

5.7 <i>Incident Management System</i>		<i>Requirement</i>	<i>Comply</i>	<i>Non-Comply</i>	<i>Subject to additional development</i>	<i>Estimated hours to develop</i>
5.7.6	<p>The Incident Management System should 'autofill' the EMBC task report form. Forms can be found at:</p> <p>http://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/embc/policies/101_task_report_form_mar_2013.pdf</p> <p>Note: Proponents should also view/download the sample file on the BCSARA website (where the RFP was located):</p> <p>Sample EMBC Task Report-Reimbursement 2017-02-13.xls</p>	Discretionary				
5.7.7	<p>The GIS module should be capable of utilizing both vector and raster data. Formats should include (but not limited to):</p> <ul style="list-style-type: none"> • WMS • GeoPDF • GeoTIF • KML • GPX 	Discretionary				
5.7.8	<p>The GIS module should enable the import of subject behaviour median travel distances (area) from a specific point (selected by the user).</p>	Discretionary				
5.7.9	<p>The GIS module should enable the import of subject behaviour median travel distances (area) from a specific point (selected by the user) and display an area that automatically adjusts to terrain height (contours).</p>	Discretionary				
5.7.10	<p>The GIS module should enable the import of subject locations (location found). Subject activity can be chosen from the fields in the ISRID data.</p>	Discretionary				

6 RESPONSE TO TENDER

6.1 Response requirements (Mandatory)

- 6.1.1 In section five (5), complete the bid compliance table by inserting a check mark (✓) in the appropriate box to signify 'comply' **OR** 'non-comply' **OR** 'subject to development'. If 'subject to development' is selected, enter an estimated number of hours to develop this feature. If 'non-comply' is selected the Proponent is unable to provide (or develop) that feature.
- 6.1.2 Provide at least two (2) examples of current functioning applications with similar features (5.1 to 5.5 inclusive).
- 6.1.3 Provide at least one (1) example of a current application generating and reporting ISRID data.
- 6.1.4 Provide at least one testimonial from a client who has been utilizing a similar application (5.1 to 5.5).
- 6.1.5 Provide a detailed description of the Incident Management/GIS application (5.7) (where available) and be prepared to deliver a live/on-line demonstration if requested.
- 6.1.6 The Proponent must include a detailed description of how the service(s) will be provided, including the resources that will be available to support the development, implementation and training phases.

6.2 General Conditions

The British Columbia Search and Rescue Association BCSARA expressly reserves the right:

- a. to accept any Proposal;
 - b. to reject any and/or all irregularities in a Proposal submitted;
 - c. to waive any defect or deficiency in a Proposal that does not materially affect the Proposal and accept that Proposal;
 - d. to reject any and/or all Proposals;
 - e. to accept a Proposal which is not the lowest cost Proposal;
 - f. to make decisions with due regard to quality of service, experience, compliance with requirements and any other such factors as may be necessary in the circumstances;
 - g. to work with any Proponent whose Proposal is in the best interest of BCSARA; BCSARA reserves the right to make that determination; and
 - h. to cancel or reissue the RFP without any changes, in the event that only one compliant Proposal is received, and/or if the pricing submitted in Proposal(s) exceeds the estimated budget for this project.
- 6.2.1 This RFP and any contract that may be entered into as a result of this RFP will be subject to the laws of the Province of British Columbia.
 - 6.2.2 It is the responsibility of the Proponent to thoroughly examine this RFP including any attachments and/or appendices to satisfy itself as to the full requirements of this RFP.
 - 6.2.3 While BCSARA has used considerable effort to ensure an accurate representation of information in this RFP, the information contained herein is supplied solely as a guideline for Proponents. The information is not guaranteed to be accurate, nor is it necessarily comprehensive or exhaustive. BCSARA will assume no responsibility for any information or suggestion(s) given by way of verbal communication.
 - 6.2.4 Proponents acknowledge that BCSARA, in the preparation of the Request for Proposal, supply of oral or written information to Proponents, review of Proposals or the carrying out BCSARA's responsibilities under this Request for Proposal, does not owe a duty of care to the Proponents and each Proponent waives for itself, its successors and assigns, the right to sue BCSARA in tort for any loss, including economic loss, damage, cost or expense arising from or connected with any error, omission or misrepresentation occurring in the preparation of the Request for Proposal, supply of oral or written information to Proponents, review of Proposals, or carrying out BCSARA's responsibilities under this Request for Proposal, with the exception of fraud on BCSARA's part.

- 6.2.5 Proponents are solely responsible for their own expenses in preparing a response and for subsequent negotiations, if any. If BCSARA elects to reject all Proposals, BCSARA will not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in preparing the Proposal, loss of any anticipated profit in connection with any Contract, or any other matter whatsoever.
- 6.2.6 No Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in the RFP, and by submitting a Proposal each Proponent shall be deemed to have agreed that it has no claim.
- 6.2.7 In submitting a Proposal, the Proponent acknowledges and agrees that it has read, understood and agrees to all terms and conditions described in the RFP and that it has the necessary experience, skills and ability to effectively provide the Product and/or Services.

6.3 Definitions

- 6.3.1 **“(but not limited to)”** means that the example fields listed could be incomplete
- 6.3.2 **“Proponent”** means an individual or a company that submits, or intends to submit, a Proposal in response to this RFP
- 6.3.3 **“Proposal”** means a Proposal submitted in response to the RFP
- 6.3.4 **“Request for Proposal”** or **“RFP”** means the process described in this document
- 6.3.5 **“shall”** or **“mandatory”** means a requirement that must be met.
- 6.3.6 **“should”** or **“discretionary”** refers to a requirement, the fulfilment of which is not mandatory, but which BCSARA would strongly prefer be fulfilled and which BCSARA may in its sole discretion elect to treat the failure to fulfil as grounds for rejection of a Proposal.

6.4 Language

- 6.4.1 Proposals shall be submitted in English

6.5 Amendments or Withdrawal of a Proposal

- 6.5.1 By submission of a clear and detailed written notice, a Proponent may amend or withdraw its Proposal **prior** to the closing date and time. Upon closing all Proposals become irrevocable. A Proponent will not change the wording of its Proposal or withdraw its Proposal after closing and no words or comments will be added to the Proposal unless requested by BCSARA for purposes of clarification.

6.6 Response Pricing

- 6.6.1 Cost per 3-year license per SAR organization (80 SAR Groups and BCSARA) (5.1 to 5.6 inclusive)
- 6.6.2 Cost per each additional year (5.1 to 5.6 inclusive)
- 6.6.3 Cost per 3-year license for the Incident Management and GIS system (5.7)
- 6.6.4 Cost per each additional year for the Incident Management and GIS system (5.7)
- 6.6.5 Cost per 3-year license per agency (Emergency Management British Columbia, RCMP, British Columbia Ambulance Service etc.) (5.1 to 5.6 inclusive) **If different than 6.6.1**
- 6.6.6 Cost per each additional year per agency (5.1 to 5.6 inclusive) **If different than 6.6.2**
- 6.6.7 Cost (hourly) to develop customized features
- 6.6.8 Cost for on-line training module(s). (Proponent to state annual/per licensee or unlimited).
- 6.6.9 Cost for annual on-line support (Proponent to state estimated response time)
- 6.6.10 Cost for live phone support (Proponent to state hours/days available and rate)
- 6.6.11 Cost for five (5) separate regional training sessions. BCSARA to pay for all attendees costs (other than trainer's travel/meals/accommodation expenses). Nelson, Kamloops, Prince George, Nanaimo and Richmond. Approximately 80-100 attendees per session. Estimate four (4-6) hours per session. All audio/visual equipment provided by BCSARA. **Sessions to be held on a weekend (October-December 2017).**

6.7 Contact Persons

- 6.7.1 Request(s) for information on the RFP can be addressed to: grants@bcsara.com
- 6.7.2 Questions on SAR KMS can be addressed to:

Major (Ret'd) Graham Newbold, PhD.
Senior Analyst, National Search and Rescue Secretariat
Public Safety Canada / Government of Canada
Graham.Newbold@Canada.ca
Tel.: (613) 991-4813

OR

Glenn Gray
Program Officer,
National Search and Rescue Secretariat
Public Safety Canada / Government of Canada
Glenn.Gray@Canada.ca
Tel.: (613) 991-4814

6.8 Response receiving

- 6.8.1 Proposals addressing the requirements and pricing listed in 6.1 and 6.6 should be sent by e-mail to grants@bcsara.com. Request a 'read receipt'.

6.8.2 All parts of the Proponent Section (below) **must** be completed.

The enclosed proposal is submitted in response to the above-referenced Request for Proposal, including any addenda. Through submission of this proposal we agree to all of the terms and conditions of the Request for Proposals and agree that any inconsistent provisions in our proposal will be as if not written and do not exist. We have carefully read and examined the Request for Proposal, including the ‘Response to Tender’ section, and have conducted such other investigations as were prudent and reasonable in preparing the proposal. We agree to be bound by statements and representations made in our proposal.

Legal Name of Proponent (and Doing Business As Name, if applicable):	
Printed Name of Authorized Representative:	
Signature:	
Address of Proponent:	
Title:	
Date:	
Authorized Representative phone, fax or email address (if available):	

6.9 Closing date/time

- 6.9.1 Closing date/time – March 31st, 2017 at 1600hrs PST (Pacific Standard Time). Responses received after 1600hrs PST on March 31st 2017 will not be accepted.
- 6.9.2 Upon closing date and time all Proposals shall be irrevocable. Proposals will remain open for acceptance for at least (60) sixty days after the closing date and time, whether or not another Proponent’s Proposal has been accepted.

6.10 Acceptance of Proposals

- 6.10.1 This Request for Proposal should not be construed as an agreement to purchase goods or services.
- 6.10.2 Neither acceptance of a proposal nor execution of a Contract will constitute approval of any activity or development contemplated in any proposal that requires any approval, permit or license pursuant to any federal, provincial, regional district or municipal statute, regulation or by-law.

6.11 Evaluation Criteria

6.11.1 Scoring matrix

Compliance with Mandatory requirements	40
Compliance with Discretionary requirements	15
Demonstrated experience and resources	35
Cost	10
Total Points	100

6.11.2 Proponents will be evaluated by a committee appointed by BCSARA. A rating guide will be used to establish the score of each of the above criteria.

7 ANNEX 'A' DRAFT TABLE OF PERMISSIONS

ACCESS LEVEL		5.1		5.2		5.3		5.4		5.5		5.6		5.7	
		View	Edit												
1	SAR Group member *	✓		✓	✓	✓		✓		✓		✓		✓	✓
2	SAR Group Executive & SAR Managers	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3	BCSARA Board/Directors	✓	✓	✓		✓	✓*	✓		✓		✓		✓	
4	Agency	✓		✓		✓		✓		✓		✓		✓	
5	Site Administrator(s)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

* Selected fields only

8 ANNEX 'B' EXAMPLES (partial)

A user **with permission(s)** can:

8.1 Search

- 8.1.1 Search for a specific member training certification(s) by SAR Group(s), Region(s) or Province (BC only).
- 8.1.2 Search for a specific item(s) of equipment by SAR Group(s), Region(s) or Province (BC only).
- 8.1.3 Search for SAR Group executive members by SAR Group(s), Region(s) or Province (BC only)
- 8.1.4 Search for available (operationally) SAR Members by training certification(s) by SAR Group(s), Region(s) or Province (BC only).

8.2 View

- 8.2.1 View the provincial training schedule
- 8.2.2 View and sign up for training (where applicable)
- 8.2.3 View a map showing incident locations (by time period/by region)
- 8.2.4 View 'subject found' locations by subject activity/date/region
- 8.2.5 View possible subject search areas (map) by subject activity type (enter location –Point last seen etc.)

8.3 Alert (This may be in conjunction with a third-party provider).

- 8.3.1 Alert a specific SAR Group member(s) by sending a SMS/text or e-mail.
- 8.3.2 Alert a SAR Group(s) (emergency contact) by sending a SMS/text or e-mail.

8.4 Analysis

- 8.4.1 Display the SAR Group's call history by call type/subject activity etc.
- 8.4.2 Display the subject(s) by activity (range of dates, Regions, SAR Group[s])

8.5 Forecast

- 8.5.1 Forecast incident volume by training type (based on yearly historical data) by SAR Group(s), Region(s) or Province (BC only)
- 8.5.2 Forecast incident volume trends by SAR Group(s), Region(s) or Province (BC only)
- 8.5.3 Forecast recruitment/training and asset procurement based on historical data/ incident frequency versus capability level inventory (the comparison of what exists versus what is forecasted).

8.6 Reports

- 8.6.1 View/print reports detailing SAR Member training, showing expiry/recertification dates by SAR Group(s), Region(s) and Province (BC only).
- 8.6.2 View/print reports on subject(s) exposure to prevention initiatives and activity education (AdventureSmart)
- 8.6.3 View/print reports on equipment expiry/recertification/replacement/service/maintenance dates
- 8.6.4 View/print/export EMBC task reports
- 8.6.5 View/Print reports on SAR Members leaving SAR Groups and the reasons why (attrition)
- 8.6.6 View/Print reports on equipment life-cycle expiry by SAR Group(s), Region(s) and Province (BC only).

8.7 Forms

- 8.7.1 Generate/print ICS forms and maps
- 8.7.2 Generate/print missing person information

9 ANNEX 'C' PROJECT MILESTONES

2017

- (mid)February-March Tender Period
- April/May Bid Evaluation/Contract Award
- May-September Initial System Customization/Development
- October-December Regional Workshops (5)

2018

- January-March Final Configuration/Testing
- April System Launch
- April-December System Monitoring

2019

- January-March System Monitoring