



**British Columbia Search and Rescue Association**  
**Statement of Work**  
Project Management,  
Search and Rescue Prevention  
Indigenous Engagement

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**Extension**  
**June 25, 2019**

**Presented by:**  
**Neil Brewer**

<i>Client name</i>	<b>British Columbia Search and Rescue Association</b>
<i>Project Lead</i>	<b>Neil Brewer</b>
<i>Project name</i>	<b>Search and Rescue Prevention Indigenous Engagement</b>
<i>Begin date</i>	<b>July 2, 2019</b>
<i>End date</i>	<b>March 31, 2020</b>

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## Statement of work

The British Columbia Search and Rescue Association (BCSARA) represents and supports the 80 Search and Rescue groups and 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 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 Chiefs of Police Association, B.C. Fire Chiefs Association, and the B.C. Emergency Health Service.

The British Columbia Search and Rescue Association (BCSARA) proposes to review Search and Rescue (SAR) prevention programs and materials by consulting with Indigenous organizations to ensure cultural appropriateness. The consultation will also provide recommendations on future initiatives and specific materials for use by Indigenous communities to help reduce the number and severity of SAR incidents.

The project will react to feedback and engagement with First Nations communities in B.C. that suggests a need for Search and Rescue (SAR) prevention programs and materials to be more inclusive and culturally appropriate.

The concept of a NIF project to consult with Indigenous organizations and communities on SAR prevention materials and activities was brought forward to the BCSARA board several years ago. At that time another priority was chosen. Several recent events and changes present an opportunity to move such a project ahead. These include:

- Establishment of the First Nations Coordination Unit in Emergency Management British Columbia (EMBC), providing a link between the EMBC role in supporting SAR, including prevention, and Indigenous organizations.
- Regional Partnership Tables being developed through Indigenous Nation to Nation conversations providing an opportunity to include SAR related discussions.

## **Statement of Work**

- Interest in corroborating in AdventureSmart programs being received from several indigenous organizations including the Indigenous Sport, Physical Activity and Recreation Council and the Aboriginal Youth Mountain Bike Association.

The main objectives of this project are:

- To reduce the frequency, duration and severity of Search and Rescue (SAR) incidents within Indigenous Communities by ensuring SAR prevention programs and materials are culturally appropriate.
- Increase SAR prevention programming in Indigenous communities by ensuring opportunities are communicated effectively and appropriately.

### **Project Components:**

Consultation with Search and Rescue (SAR) prevention practitioners and organization representatives, Indigenous organizations and public safety champions to bring together a large breadth of knowledge to assist in ensuring cultural appropriateness of current SAR prevention materials and programs.

Identify gaps in SAR Prevention Programs that are specific to Indigenous Communities that may require additional programs and/or materials.

Staging of a provincial workshop with Search and Rescue (SAR) prevention practitioners and organization representatives.

A final report to be shared with all participants and Public Safety Canada, along with any recommendations for changes to the national AdventureSmart programs and materials. Any specific materials developed for use in British Columbia will be shared for use nationally

## **Statement of Work**

### **The following work will be completed under contract by the successful proponent;**

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

1. liaising with the National Search and Rescue Secretariat (NSS), Emergency Management B.C. (EMBC) and BCSARA Executive and Board members on matters concerning the project
2. Identifying and liaising with indigenous community representatives, SAR prevention practitioners and subject-matter experts concerning the project
3. Arranging and facilitating meetings with indigenous community representatives, subject-matter experts, and SAR prevention practitioners as required, including a provincial workshop.
4. Managing all financial matters, including tracking of expenditures and submitting invoices related to the project
5. Completing and submitting all reports required for the SAR-NIF funding
6. Processing travel claims submitted by meeting attendees
7. Ensuring all other aspects of the project are carried out in the most efficient and effective manner.

### **Assumptions**

The BCSARA 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 BCSARA, 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.

## **Statement of 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 \$50.00 per hour with maximum funding of \$45,000 (exclusive of any taxes required) over the term of the Contract, 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 SAR prevention/mitigation,
- Experience in working with indigenous communities,
- Any additional value added qualifications the Proponent can provide,
- Disclosure of any relationship to SAR organizations, or providers of SAR prevention 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 (Revised)**

Proposals must be submitted by email, as an attached PDF, to [grants@bcsara.com](mailto:grants@bcsara.com). Proposals must be received by 1630hrs (Pacific time) on July 5th , 2019 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 [grants@bcsara.com](mailto:grants@bcsara.com).