

# Invitation to Quote

## Ministry of Forests

### Project - Fish Stream Identification training module for forestry classification

**December 22, 2023**

Closing Time: January 08, 2024 before 4:30 pm Local Time  
Closing Location: Via email to: Shelly Bhasin at [sbhasin@bccf.com](mailto:sbhasin@bccf.com)  
Government Contact: Lisa Nordin at [Lisa.J.Nordin@gov.bc.ca](mailto:Lisa.J.Nordin@gov.bc.ca)

#### CONTRACT SERVICES

##### **Background:**

The B.C. Ministry of Forests in partnership with British Columbia Conservation Foundation (BCCF) is inviting proposals for the project on “Fish Stream Identification training module for forestry classification”.

The Fish Stream Identification Guidebook (1998) is currently being updated for inclusion in the Ministry of Forests value handbook series. The Ministry is interested in the development of a training module to explain the key concepts described in the revised document, which may be used in combination with future field training. This project is to provide the foundational powerpoint slide deck (or equiv.) for the ½ day classroom portion of the training, including speaker notes, example diagrams and/or maps, photos, scenarios and quizzes.

##### **Project deliverables:**

The scope of the project is limited to the key concepts presented in the revised handbook, including emphasizing the ubiquitous distribution of fish across the province and explaining when non-specialists can: 1) confidently assign a known fish-stream classification, 2) consider a default fish-stream classification, 3) understand the circumstances in which a non-fish stream designation may be applied by a non-specialist (such as steep or dry reaches above permanent barriers), and, 4) when to involve a qualified professional in fish and fish habitat assessment for a suspected non-fish stream. Detailed information on fish and fish habitat, including life history stages of different species, is not within the scope of this project, though it may be included where appropriate for greater understanding or clarity of key concepts. The Ministry will provide a draft version of the revised handbook for reference prior to the commencement of the contract. For the purpose of this quote, please refer to the Fish Stream Identification Guidebook (1998).

##### **Mandatory Contactor Qualifications:**

- A) Must be a registered professional with qualifications in the subject area.
- B) Must have education and training related to fish, fish habitat, and stream classification.
- C) Must have a demonstrated ability to apply analytical approaches, design thinking and representational skills.
- C) Must have a minimum of 10 years of experience in providing stream classification services for the purpose of planning forestry activities.
- D) Must have an experience in creating training materials for stream classification, fish and fish habitat surveys or related work.
- E) Availability to commence work in January 2024 to ensure timely completion of project deliverables.
- F) MUST have a valid and active WCB registration number and Commercial General Liability Insurance

## CONTRACT FORMAT

**Term of the contract** is from **January 15, 2024- March 15, 2024**, with options to extend at the sole discretion of the Ministry.

**Contract Budget** – The maximum allowable budget for the Contract is **\$18,050 including GST** and all other expenses.

**Contract Location-** This project is office based and can be completed remotely with electronic submission of the deliverables.

### **Submission of a proposal:**

- Please propose an approach to deliver the services described in the quote that addresses the requirements. Include a timeline, schedule and methods for consultation, components of the document - creative ingenuity is encouraged. Key deliverables should be completed by March 15, 2024.
- Please detail your prior experience with dates and references. Include all experience with the subject matter, including authorship of similar documents and familiarity with existing programs.
- Provide unit rate where a unit is defined as day rate. Contract cost will not exceed \$18,050.00 including GST and all other expenses.
- Please also attach your resume and at least 3 references directly related to work experience with contact information.

## Proposal Evaluations

Your bid/proposal should include and will be assessed on:

Weighted Criteria	Weight (#)	Minimum Score (#if applicable)
Education and Professional Designation	20	15
Experience – previous experience with stream classification services, training materials, setting objectives, authorship of guidance documents	25	15
Price	10	N/A
TOTAL	55	

- Proponents who do not meet a minimum score within a weighted criterion will not be evaluated further. Contract award will be offered to the proponent that has met all mandatory requirements.
- Invitation to quote should **not exceed 2 pages in length** (not including resume).