



Negotiated Request for Proposals

Economic Action Plan Consultant

2026-072-ADM

NRFP KEY INFORMATION

Overview of the Opportunity	The purpose of this NRFP is to invite Proposals from professional, qualified, and experienced companies for the provision of economic development services for the Creston Valley. The successful consultant will implement the Stronger Together – Creston Valley Economic Action Strategy, coordinate regional initiatives, and drive measurable outcomes for the community. The estimated annual value of this contract is approximately \$120,000.00.
Opening Date	9th September, 2026
Closing Time and Date	11 AM PDT 7th October, 2026
Questions	Proponents must email their question(s) to the RDCK Representative, quoting the NRFP number and name in the subject line, before 4:30pm PDT on 29th September, 2026 . Questions received after that time may not receive a response.
RDCK Representative	Mark Braithwaite Senior Procurement Specialist mbraithwaite@rdck.bc.ca
Site Visit	A Site visit is Not Applicable for Proponents prior to submitting a Proposal. Proponents should examine the Site and Site visit information, and before submitting a Proposal, shall satisfy themselves as to the nature of the Site. Proponents must make their own arrangements to visit the Site prior to submitting their Proposal by emailing the RDCK Representative.
Proposal Submission Instructions	Proposal submissions must be emailed to the RDCK Representative or, if too big to email, transferred via a secure file link. Proposals must be in Microsoft Word and any other supporting documents must be submitted in PDF. 1. In the “Subject Field” enter: NRFP Number and Name 2. The RDCK email server has an approximate 25 mb file size limit. Proponents must ensure that they have received a confirmation email prior to the closing time. If your Proposal is too large to send by email, please request a secure file link from the RDCK Representative or break down your submission into two or more emails, clearly identifying each email as being one out of x.

Obtaining NRFP Documents	NRFP Documents are available for download from the RDCK's website: https://www.rdck.ca/EN/main/administration/bids-tenders.html . Printing of NRFP documents is the sole responsibility of the Proponent.
Addenda	Proponents intending to submit a Proposal should provide an email notification to the RDCK Representative. Proponents who do not provide an email notification may not be sent amendments or addenda. Proponents who send an intent to submit email are not obligated to submit a Proposal.
Withdrawal of Submission	Proposals may be withdrawn at the request of an authorized representative of the Proponent by emailing the RDCK Representative prior to the Closing Date and Time for receiving Proposals.
Terms and Conditions of Contract	The RDCK's Consulting and Professional Service Agreement terms are posted on the RDCK's website and are intended to apply to any Contract awarded as a result of this NRFP.

NRFP DOCUMENTS

1 The complete set of NRFP documents includes:

- [Definitions](#) (online)
- [NRFP Rules for Participation](#) (online)
- [RDCK's Consulting and Professional Service Agreement terms](#) (online)
- Proposal Form (Provided as separate fillable Word document)
- This NRFP Document
 - [NRFP Key Information](#)
 - [NRFP Documents](#)
 - [Instructions to Proponents](#)
 - [Evaluation](#)
 - [Schedules](#)
 - [Schedule A: Scope of Services](#)
 - [Schedule B: Contract Supporting Documents and Deviations](#)
 - [Schedule C: Contract Supplementary Terms and Conditions](#)
 - [Schedule D: Contract Payment Terms](#)
 - [Schedule E: Insurance](#)

INSTRUCTIONS TO PROPONENTS

- 2 SERVICES** - The RDCK invites Proposals from professional, qualified, and experienced companies for the provision of the "SERVICES" described in Schedule A of the NRFP, in accordance with the terms and conditions included in the NRFP documents.
- 3 PROPOSAL VALIDITY PERIOD** - Proponents agree that their proposal, including pricing, will remain open for acceptance and subject to negotiation for a period of ninety (90) calendar days.
- 4 ACCEPTANCE OF NRFP TERMS AND CONDITIONS** - Proponents should read the complete set of NRFP documents. By submitting a Proposal, the Proponent agrees and accepts the terms and conditions by which this NRFP will be conducted.

EVALUATION

- 5 EVALUATION AND SELECTION PROCESS** - The lowest or any Proposal will not necessarily be accepted, and the RDCK may reject any and all Proposals. Without limiting the foregoing, Proponents are hereby notified that the RDCK intends to review Proposals and enter into negotiations for a Contract based not only on the Proposal price, but on the criteria included in sections 6-14 below.
- 6 MANDATORY CRITERIA** -The following criteria must be met by Proponents for their Proposal to be considered:

- (a) **PROPOSAL LANGUAGE** - The Proposal must be in English;
- (b) **SUBMISSION DEADLINE** - The Proposal must be received as per the RDCK's Proposal Submission Instructions before the Closing Date and Time;
- (c) **PROPOSAL FORMAT** - The Proposal must be received using the Proposal Form provided by the RDCK or in a format that has been approved and is acceptable to the RDCK.

RDCK RIGHTS RESERVED - DEPARTURES, REQUIREMENTS AND REFERENCES

- 7 FORM OF AGREEMENT** - The Proponent must review the [RDCK's Consulting and Professional Service Agreement terms](#) and identify any requested departures, alternatives and additions on the Proposal Form. The RDCK reserves the right to reject the Proponent who is unwilling to use the RDCK's Consulting and Professional Service Agreement terms.
- 8 SCHEDULES** - The Proponent must review the NRFP Schedules and identify any requested departures, alternatives and additions on the Proposal Form. The RDCK reserves the right to reject the Proponent who is unwilling to accept the NRFP Schedules terms.
- 9 VERIFICATION OF REQUIREMENTS** - The Proponent must complete the Verification of Requirements section of the Proposal Form. The RDCK reserves the right to reject the Proponent who, in the RDCK's sole opinion, is unable to meet the RDCK's requirements identified in this section.
- 10 REFERENCES** - The Proponent must complete the Reference section of Proposal Form. The RDCK reserves the right to contact referees on the Proposal Form, as well as referees not provided to the RDCK, as well as to reject any Proponent if references, in the RDCK's sole opinion, are deemed to be unsatisfactory.
- 11 WEIGHTED CRITERIA** - The RDCK will evaluate Proposals by reference to:

Proposal Evaluation	Maximum Points to be Awarded
Corporate (See Proposal Form)	40
Technical (See Proposal Form)	30
Financial (See Proposal Form)	30
Total	100

- 12 OTHER CRITERIA** - The RDCK may also include in its evaluation any other factors the RDCK considers may affect the cost of the Project or the ability of the Proponent to complete the Services to the satisfaction of the RDCK in accordance with this NRFP and without unreasonable dispute.
- 13 PROPOSAL CLARIFICATION** - The RDCK may, at its discretion, request clarification or additional information from a Proponent with respect to any Proposal and the RDCK may make such requests to only selected Proponents. The RDCK may consider such clarifications or additional information in evaluating a Proposal.

- 14 INTERVIEWS** - The RDCK may, at its discretion, interview one or more Proponents or request demonstrations from a Proponent with respect to any Proposal. The RDCK may use that information to score the evaluation.

SCHEDULES

- 15 SCHEDULES** - Proponents should note that any field left blank/highlighted in yellow in the Schedules will be completed by the RDCK during the contract award based on information received from the selected Proponent's Proposal and any ensuing contract negotiations. The Schedules will then be appended to the [RDCK's Consulting and Professional Service Agreement terms](#) to form the Contract.

SCHEDULE A: SCOPE OF SERVICES

- 1 TERM** - Notwithstanding the date of execution of this Agreement the Contractor shall provide the Services described in this Schedule A hereof, commencing on **4th January, 2027** and ending on **3rd January, 2028** (the “Term”). The Agreement may be renewed for 3 (three), 1 (one) year periods upon mutual agreement of the parties.
- 2 LOCATION/SITE/WORKPLACE** - The Contractor will deliver the Services at the following Location (herein after called the “Location”, “Site” or “Workplace”) **Location, including address and/or PID when appropriate.**
- 3 SERVICES** - Except as identified in the Agreed Departures in Section 2 of Schedule B, the Contractor must provide the Services as follows:

(a) SCOPE OF WORK

- (i) Implement the EAP strategic plan, focusing on tourism, business retention, agriculture, resident attraction, and new directions.
- (ii) Facilitate collaboration among local governments, sector organizations, and community partners.
- (iii) Deliver and/or maintain existing economic development programs, including business outreach, grant administration, tourism initiatives, and special projects (e.g., Physician Recruitment, Community Event Coordination).
- (iv) Track and report on key performance indicators (KPIs) aligned with EAP goals.
- (v) Engage stakeholders through advisory committee meetings and public outreach with potential new initiatives being reported to the RDCK Creston Valley Services Committee.
- (vi) Build and maintain relationships with community, business, and industry stakeholders
- (vii) Provide quarterly updates and annual reports to the RDCK through the Creston Valley Services Committee.
- (viii) Administer contract deliverables within approved budgets and timelines.

(b) DELIVERABLES

- (i) Annual Economic Development Work Plan
- (ii) Quarterly Progress Reports
- (iii) Annual EAP Performance Report
- (iv) Stakeholder Engagement Plan
- (v) Business Retention & Expansion Program
- (vi) Grant Strategy and Funding Support
- (vii) Tourism and Investment Attraction Initiatives

(c) POTENTIAL KEY PERFORMANCE INDICATORS

- (i) Number of stakeholder meetings facilitated
- (ii) Number of businesses engaged
- (iii) Grant applications submitted
- (iv) Grant funding secured
- (v) New partnerships established
- (vi) Business retention initiatives completed
- (vii) Tourism development initiatives launched
- (viii) Investment inquiries supported

SCHEDULE B: CONTRACT SUPPORTING DOCUMENTATION AND DEVIATIONS

- 1 SUPPORTING DOCUMENTATION** - Except as expressly stated in Schedule A or the Agreed Departures from these Supporting Documents identified in Section 2 of this Schedule B, without limiting any other provision of this Agreement, the Contractor must perform the Services in accordance with the obligations set out in the documents and document excerpts listed below, which are attached as appendices to this Schedule B:
 - (a) Appendix A: NRFP Addenda # **Add number** dated **DD Month YYYY**;
 - (b) Appendix B: Section 3 - Technical section of Contractor's Proposal Submission Form dated **DD Month YYYY**;
 - (c) Appendix C: Stronger Together Creston Valley – Kootenay Lake Economic Action Strategy dated June 2018.
- 2 AGREED DEPARTURES** – The RDCK and Contractor agree that there are no approved departures from Schedule A and the supporting documents in Section 1 of Schedule B.

OR

- 2 AGREED DEPARTURES** – The RDCK and Contractor agree to the following departures:
 - (a) Section **section #** of Schedule A shall be struck and replaced with:
Add new wording
 - (b) Section **section #** on page **page #** of the **document name included in one of the appendices** shall be deleted in its entirety and replaced with:
Add new wording
 - (c) The following wording on page **page #** of the **document name included in one of the appendices** shall be deleted in its entirety.

APPENDIX A: ADD NAME

APPENDIX B: ADD NAME

APPENDIX C: ADD NAME

SCHEDULE C: CONTRACT SUPPLEMENTARY TERMS AND CONDITIONS

- 1 RDCK RESOURCES** - The Contractor will be provided access to the following RDCK Resources to be used to complete the Services outlined in this Contract: **List any RDCK resources the Contractor will have access to and conditions for use (ie. IT resources, historic reports, staff resources assigned for things that need to be done in-house).**
- 2 RDCK TOOLS AND EQUIPMENT** - The Contractor will be provided access to the following RDCK tools and equipment to be used to complete the Services outlined in this Contract: **List any RDCK tools and equipment the Contractor will have access to and conditions for use.**
- 3 FACILITY ACCESS** - The Contractor will be provided access to the following RDCK Facility(ies) to be used to complete the Services outlined in this Contract: **List facilities/properties.**

- (a) Access **choose from list** to the Facility(ies) will be provided by the RDCK to the Contractor's personnel identified below:

NAME	PHONE NUMBER	EMAIL
first and last name	xxx-xxx-xxxx	Email
first and last name	xxx-xxx-xxxx	Email

- (b) The Contractor must adhere to the following conditions for use of the **choose from list**:
- (i) Any changes to the personnel listed above must be reported in writing to the RDCK Agreement Administrator identified on the first page of this Agreement within 3 business days;
 - (ii) The use of the **choose from list** is only for access to the Facility(ies) identified in this Agreement;
 - (iii) The Contractor is not authorized to copy the **choose from list** or lend, share or distribute the **choose from list** to others;
 - (iv) The **choose from list** must be returned at the end date of this Agreement;
 - (v) The Contractor must report any damage to the Facility(ies) or potential concerns immediately to the RDCK Agreement Administrator.
- (c) The following conditions apply to the Contractor's access to the Facility(ies):

List all conditions for Facility(ies) access (ie. the Contractor will have access to the facility during the following days and hours, the Contractor must sign in at Reception prior to accessing the Facility(ies), the Contractor must notify the RDCK Agreement Administrator prior to accessing the Facility(ies), the Contractor must have an RDCK staff member present when working in the Facility(ies) during the operating hours (this may be used when Contractors work in areas with access to minors, vulnerable adults or confidential information, such as someone needing to do an emergency repair in the rec center during operating hours)

SCHEDULE D: CONTRACT PAYMENT TERMS

1 **PAYMENT** - In consideration for the provision of the Services, the RDCK shall pay the Contractor in accordance with the hourly rates in the Price Sheet below. The maximum billable amount shall not exceed \$Amount CAD (Canadian Dollars) (the “Maximum Contract Price”), excluding GST.

PRICE SHEET			
PROFESSIONAL FEES			
ITEM #	POSITION/TITLE	Estimated Billable Hours	Rate/Hour
1.			\$
2.			\$
3.			\$
4.			\$

MAXIMUM CONTRACT PRICE	
YEAR 1 SUBTOTAL	
SUBTOTAL (MAXIMUM CONTRACT PRICE)	
GST	
TOTAL	

3 The Contractor shall submit invoices as per the Payment Schedule below.

(a) PAYMENT SCHEDULE
☐ Monthly

Each invoice shall include, at minimum:

- (a) The Contractor’s name matching the name identified in the first page of this Agreement;
- (b) Dates the Services were performed;
- (c) Hours worked broken down by personnel and applicable rates;
- (d) Description, amount and receipts for reimbursable expenses;
- (e) Cumulative total billed to date if more than one invoice is being issued for this contract;
- (f) The Contractor’s GST number must be included on invoices where GST is applicable; in which case, GST shall also be listed as a separate line item.

4 Any year-end invoice must be submitted no later than January 15th of the following year.

5 The following contract number and GL code(s) **must** be quoted on the invoice(s):

Contract Number: **YYYY-##-DEPT_CONTRACTOR_NAME**

GL Code: **ACCOUNT # & WORK ORDER #**

6 Invoices must be emailed to ap@rdck.bc.ca, with the RDCK Contract Administrator identified on the first page of this Agreement in cc.

7 Invoices to be paid on net 30 day term.

PAYMENT WITHHELD OR DEDUCTED

8 The RDCK may withhold payment on any Progress Payment as may be necessary or prudent to protect itself from loss on account of:

(a) the Contractor is not making satisfactory progress with the supply of the Services;

(b) defective Services which are not remedied;

(c) if there are claims of lien, or liens (or a lien) filed against any premises of which the Services are supplied or being supplied, or reasonable evidence of the probable filing of such claims of lien or of filing or registration of liens (or a lien) as a result of the failure of the Contractor to make payment properly to subcontractors or for materials, labour, or otherwise;

(d) damages caused to another party by the Contractor;

(e) any other evidence of loss or danger of loss on the part of the RDCK, resulting from of the Contractor's operations.

SCHEDULE E: INSURANCE

WORKSAFE

- 1 The Contractor shall:
 - (a) Ensure compliance, on their part and on the part of all of their subcontractors, with the *Workers Compensation Act* and the Occupational Health and Safety Regulations thereunder.
 - (b) At its own expense, obtain WorkSafe BC coverage for itself, all workers and any shareholders, directors, partners or other individuals employed or engaged in the execution of the Services.
 - (c) Be responsible for all fines, levies, penalties and assessments made or imposed under the *Worker's Compensation Act* and regulations relating in any way to the Services, and indemnify and save harmless fines, levies, penalties and assessments.
- 2 Prior to supplying any of the Services in the Agreement, the Contractor must provide the RDCK with the Contractor's WorkSafe BC number and must pay and keep current during the term of the Agreement all assessments required by WorkSafe BC in relation to the supply of the Services or the Maximum Contract Price.
- 3 In the event that the Contractor refuses or fails to comply with an order under the *Workers Compensation Act* or Regulations thereunder, so that the supply of the Services is stopped, the RDCK may, upon written notice, terminate the Agreement and proceed in accordance with Sections 16-21 of this Agreement.

INSURANCE

- 4 **INSURANCE** - Without restricting the generality of the indemnification provisions of this Agreement, insurance and coverage will be arranged and paid for as under-noted:
 - (a) The Contractor must take out and maintain the insurance coverages detailed in this section 4 of Schedule E and shall provide the RDCK evidence of coverage upon execution of this Agreement in the following format:
 - (i) the RDCK's Standard Certificate of Insurance form completed by the Contractor's broker.
 - (b) Subject to satisfactory proof of financial capability by the Contractor, the RDCK may agree to increase the deductible amounts.

COVERAGE TYPE	MINIMUM AMOUNT	MINIMUM AGGREGATE	DEDUCTIBLE MAXIMUM
(a) Automobile Liability (third party) Insurance for vehicles used to complete the Services.	\$2,000,000 per occurrence	N/A	N/A
(b) Commercial General Liability	\$2,000,000 per occurrence	N/A	\$5,000
(c) Professional Liability	\$1,000,000 per claim	\$N/A	\$50,000

- (c) The Contractor shall maintain **Commercial General Liability** coverage for the Term of this Agreement and a minimum of one (1) year after the completion of the Services with Products and Completed Operations coverage extended for an additional year (2 years in total). To achieve the desired limit, umbrella or excess liability insurance may be used. Such insurance will include but is not limited to the following:

- (i) **Broad Form bodily injury, death, property damage, and personal injury** coverage, on an occurrence basis;
 - (ii) **Non-Owned Automobile** Liability with a limit not less than **\$2,000,000 per occurrence** (including contractual non-owned automobile liability endorsement SEF 96);
 - (iii) **Blanket Contractual** Liability;
 - (iv) **Cross Liability** and/or **Severability of Interests**;
 - (v) A **Waiver of Subrogation** in favour of the Regional District of Central Kootenay;
 - (vi) **“Regional District of Central Kootenay, its elected officials, officers, employees, servants, and agents”**, as an **Additional Insureds**;
 - (vii) Require the insurer to provide the RDCK with **30 days written notice** of any material change or cancellation;
 - (viii) **Personal and Advertising Injury**;
 - (ix) Coverage that is **Primary and Non-Contributory** to any other sources of insurance available to the Contractor or the RDCK.
- (d) The Contractor shall maintain **Professional Liability Insurance** for the Term of this Agreement and a minimum of 3 years after the completion of the Services.

ADDITIONAL INSURANCE TERMS AND CONDITIONS

- 5 The Contractor is solely responsible for determining what additional insurance coverage, if any, is necessary or advisable for the protection of the Contractor or that is required by the Contractor to fulfill its obligations under this Agreement, with such additional insurance maintained and provided at the sole expense of the Contractor and with the Contractor being responsible for obtaining whatever additional insurance it deems necessary.
- 6 The Contractor shall pay the deductible amounts in the event of a claim which the above policies are required to pay.
- 7 The Contractor shall ensure that all insurance required to be maintained by the Contractor under this Agreement is underwritten by a responsible insurance company or companies licensed to do business in the province of British Columbia.
- 8 As may be applicable, the Contractor must cause all subcontractors to comply with the insurance requirements outlined in section 4 of this Schedule.
- 9 The RDCK may, at its discretion, notify the Contractor that the terms, amounts and types of insurance required to be obtained by the Contractor hereunder be changed. The Contractor shall, upon request, obtain a written quote from its insurer for the incremental cost of such additional or amended coverage and submit that quote to the RDCK for review. The RDCK may, in its sole discretion, approve or decline the proposed increase. Where the RDCK approves the increase in writing, the RDCK will pay the approved incremental cost increase, and the parties shall record the change and payment terms in an Agreement Amendment. The Contractor shall not bind or purchase the increased or amended coverage until RDCK’s written approval is provided.

- 10** If the Contractor's insurance policies expire prior to the coverage periods identified in section 4 of this Schedule, the Contractor shall renew its insurance policies prior to the expiry date and provide the RDCK with an updated evidence of insurance in the format identified in section 4(a) of this Schedule, confirming such renewal to the RDCK within 14 days of its current policy's expiry.
- 11** In the event the Contractor shall fail to take out and maintain such insurance at all times during the coverage periods identified in section 4 of this Schedule the RDCK shall be entitled to take out and maintain equivalent insurance at the cost of the Contractor and the Contractor will pay to the RDCK, on demand, the RDCK's cost of so doing, or at the option of the RDCK, the RDCK shall be entitled to terminate this Agreement.