



"A WORLD OF OPPORTUNITIES WITHIN OUR REGION"

REQUEST FOR PROPOSAL – REGIONAL ECONOMIC DEVELOPMENT PLAN UPDATE

Solicitation # RDBN-ECDEV-26-01

Regional District of Bulkley-Nechako

Request Issued: Monday, April 13, 2026

**Closing Date: Thursday, May 28, 2026
4:00 pm (Pacific Standard Time)**

Contact: Nellie Davis,
Manager of Strategic Initiatives and Rural Services
bid@rdbn.bc.ca

WWW.RDBN.BC.CA

INFO@RDBN.BC.CA

1-250-692-3195

1-800-320-3339

37 3RD AVE, PO BOX 820 BURNS LAKE, BC V0J 1E0

Contents

1 PROJECT SUMMARY	3
3 TERMS AND CONDITIONS	3
4 CANCELLATION OF RFP	3
5 SUBMISSION GUIDELINES	4
6 ADDENDA.....	5
7 ALTERNATIVE SOLUTIONS	5
8 ARTIFICIAL INTELLIGENCE	5
9 CHANGES TO PROPOSALS	5
10 PROPONENT'S EXPENSES	5
11 CONFIDENTIALITY OF INFORMATION.....	5
12 OWNERSHIP OF PROPOSALS AND FREEDOM OF INFORMATION.....	6
13 ACCEPTANCE OF PROPOSALS.....	6
14 EVALUATION CRITERIA	6
15 CONFLICT OF INTEREST	7
16 SUBCONTRACTORS.....	7
17 EXECUTION OF CONTRACT	8
18 INTENT OF CONTRACT DOCUMENTS.....	8
19 LOCAL CONDITIONS.....	8
20 MANAGER'S STATUS	8
21 CONSULTANT'S PERSONNEL	8
22 ASSIGNMENT OF CONTRACT	9
23 RIGHT TO TERMINATE SERVICES.....	9
24 REGIONAL DISTRICT'S RIGHT TO CORRECT DEFICIENCIES	9
25 INDEMNITY	9
26 INSURANCE	9
27 OCCUPATIONAL HEALTH AND SAFETY	10
28 CHANGES IN THE WORK.....	10
31 COMPLIANCE WITH LAWS.....	10
32 LAWS OF BRITISH COLUMBIA	11
33 PROPOSAL FORMAT AND CONTENT.....	11
34 SCOPE OF WORK	11
APPENDIX A - PROPOSAL REPLY FORM	13
APPENDIX B - PROPOSAL EVALUATION FORM	14
APPENDIX C - CONFLICT OF INTEREST DISCLOSURE STATEMENT	15
APPENDIX D – LIST OF SUBCONTRACTORS	16
APPENDIX E – REGIONAL ECONOMIC DEVELOPMENT PLAN	17

1 PROJECT SUMMARY

The Regional District of Bulkley-Nechako (the Regional District) is seeking proposals from qualified consulting firms to undertake the development of a comprehensive Economic Development Strategy to guide sustainable economic growth across the region from 2026 to 2030. This Strategy will provide a clear, actionable roadmap to strengthen the regional economy, enhance competitiveness, and support resilient communities. Building on previous planning work, the Strategy will reflect current economic conditions, emerging opportunities, and the unique strengths of the region, including its natural resources, strategic location, and diverse communities.

The Strategy will be developed through a collaborative and inclusive process, engaging municipalities, electoral areas, First Nations, businesses, industry groups, and residents. It will identify priority sectors, address workforce and infrastructure challenges, and outline practical actions to support business development, investment attraction, and community vitality. The final document will include measurable outcomes and an implementation framework to ensure the Strategy is both practical and effective in supporting long-term economic prosperity.

The Regional District intends this project to be delivered through a collaborative partnership between the Consultant and staff. Staff will play an active and hands-on role throughout the project, including contributing to research, coordinating logistics, supporting data collection, and co-developing engagement activities and strategy content.

Proponents should structure their proposed approach to reflect a highly collaborative working relationship, with regular working sessions and shared responsibilities between the Consultant and staff.

The Regional District is posting this Request for Proposal (RFP) concurrently with an RFP for the RDBN Tourism Strategy. The Regional District encourages proponents to submit proposals to complete the Economic Development Plan Update and the Regional Tourism Strategy simultaneously in a manner that maximizes opportunities for project efficiency and cost savings.

2 BACKGROUND

The Regional District spans eight (8) municipalities (Town of Smithers, Village of Telkwa, District of Houston, Village of Granisle, Village of Burns Lake, Village of Fraser Lake, District of Fort St. James, and the District of Vanderhoof) and seven (7) electoral areas: Electoral Areas A (Smithers/Telkwa Rural), B (Burns lake Rural), C (Fort St. James Rural), D (Fraser Lake Rural), E (Francois/Ootsa Lake Rural), F (Vanderhoof Rural), and G (Houston/Granisle Rural), with a population of nearly 38,000 residents, including 14 Indigenous Communities. The economy has long relied on forestry, mining, energy, and agriculture but must adapt to climate change, global market volatility, and shifting demographics. The previous 2022–2024 plan established a foundation in connectivity, agriculture, collaboration, and tourism. The new Strategy will expand upon these while identifying opportunities in innovation, green economy, workforce attraction, and Indigenous partnerships.

3 TERMS AND CONDITIONS

The terms and conditions applicable to this Request for Proposals are contained within this document. Submission of a proposal in response to this RFP indicates acceptance of all terms and conditions contained herein or in any addenda issued by the Regional District.

4 CANCELLATION OF RFP

The Regional District reserves the right to cancel this Request for Proposals at any time and for any

reason and will not be responsible for any direct or indirect loss, damage, cost, or expense incurred or suffered by any Proponent because of such cancellation. The acceptance of any proposal and the subsequent execution of a contract may be subject to funding and approval by the Board of the Regional District of Bulkley-Nechako.

5 SUBMISSION GUIDELINES

The Regional District invites the submission of proposals from qualified and experienced consultants as outlined in this document.

The Regional District will accept Proposals submitted by email or by direct delivery (in person or by courier/mail) to the Regional District main office at 37 3rd Avenue Burns Lake.

All proposals must be submitted to the Regional District by 4:00 pm (local time) on Thursday, May 28, 2026

Proposals submitted by fax will **NOT** be accepted. Any Proposals received after the closing time will be considered disqualified.

By Email

One (1) single PDF file containing your submission must be delivered to the Regional District by email at bid@rdbn.bc.ca. The Regional District will confirm receipt of emails.

By Direct Delivery (Hand Delivered, Mail or Courier)

One (1) complete copy of your submission must be submitted in a sealed envelope with the following information written on the outside of the envelope containing the proposal, as well as on the outside of the courier envelope/box (if sending by courier):

Attention: Asset Management and Procurement Clerk
Regional District of Bulkley-Nechako
37 3rd Avenue Burns Lake, BC V0J 1E0

Regional District of Bulkley-Nechako –
Regional Economic Development Plan Update
Request for Proposal
Responding Organization's name and address.

Inquiries regarding the RFP may be directed by email to bid@rdbn.bc.ca.

Please note that questions related to this Request for Proposals will be accepted up to 4:00 pm on Tuesday May 19, 2026. This will allow the answers to questions asked to be properly distributed to all interested parties via BC Bid.

Proponents shall be solely responsible for the delivery of their proposal in the manner and time prescribed. All submissions must be delivered according to the instructions provided herein and the Regional District will accept no responsibility for documents delivered to any other location.

To ensure your receipt of any answers to questions asked or addendums issued, you must fill out and return the attached reply form to bid@rdbn.bc.ca.

Failure to submit a properly filled out reply form absolves the Regional District of any obligation to provide addendums to Proponents wishing to submit a proposal.

See Appendix A for the Proposal Reply Form

6 ADDENDA

Addenda to this RFP may be issued prior to closing in response to queries received or at the initiative of the Regional District. Addenda will be in written form posted on BC Bid and the Regional District website. Information contained within RFP addenda is considered an integral part of the RFP and should be considered by Proponents when responding to this RFP.

All final Addenda will be issued and posted on BC Bid and the Regional District website by 4:00 pm on Friday May 22, 2026.

Verbal communications will not be binding unless confirmed by written addenda.

It is the sole responsibility of the Proponent to check for addendums.

7 ALTERNATIVE SOLUTIONS

If alternative solutions are offered, the information should be submitted in the same format as a standard proposed response but should be clearly marked as an "Alternative Proposal." If a Proponent submits more than one proposal each must be separately and uniquely identified.

8 ARTIFICIAL INTELLIGENCE

Proponents must note in their bid documents if they have used any artificial intelligence in the development of their submission, and if so, confirm they have verified and validated the information received through artificial intelligence prior to including it in their submission.

9 CHANGES TO PROPOSALS

By written notice submitted prior to the closing date, a Proponent may amend or withdraw its proposal. Upon closing, all proposals become irrevocable and may not be amended or withdrawn except where the Proponent and the Regional District have mutually agreed to a change for the purpose of entering into a contract.

Information obtained from any other source is not official and should not be relied upon.

10 PROPONENT'S EXPENSES

The Regional District will not be responsible for any costs incurred by the Proponents as a result of the preparation or submission of a Proposal pertaining to this RFP. The accuracy and completeness of the Proposal is the Proponent's responsibility. If errors are discovered, they will be corrected by the Proponent at their expense.

Proponents acknowledge that the Regional District, in preparation for the RFP supply of oral or written information to Proponents, review Proposals or the carrying out the Regional District's responsibilities under this RFP, does not owe a duty of care to the Proponents.

11 CONFIDENTIALITY OF INFORMATION

In accordance with the Freedom of Information and Protection of Privacy Act, the Proponents will treat as

confidential and will not, without prior written consent of the Regional District, publish, release, or disclose, or permit to be published, released, or disclosed, any information supplied to, obtained by, or which comes to knowledge of the Proponents as a result of this RFP except insofar as such publication, release or disclosure is required by the laws of British Columbia.

12 OWNERSHIP OF PROPOSALS AND FREEDOM OF INFORMATION

All Proposals submitted under this RFP become the property of the Regional District and will not be returned to the Proponent. The Regional District advises Proponents that parts or all their Proposals may be subject to the provisions of British Columbia's Freedom of Information and Protection of Privacy Act (FIPPA) and the Community Charter. Proponents who wish to ensure parts of their Proposals are protected from disclosure under the FIPP Act should specifically identify any information or records provided with their Proposals that constitute a) trade secrets, and b) that are supplied in confidence, and c) the release of which could significantly harm their competitive position. Information that does not meet all three of the foregoing categories may be subject to disclosure to third parties. Please refer to the Freedom of Information and Protection of Privacy Act for further information. The Regional District cannot guarantee that any information contained within a proposal will remain confidential if a request for access is made.

13 ACCEPTANCE OF PROPOSALS

This RFP should not be construed as an agreement to purchase goods or services nor as an invitation to perform any service for the Regional District except as specifically outlined herein. Proposals shall remain open for acceptance by the Regional District for a minimum of 90 days after the RFP closing date.

The Regional District's intent is to enter into a contract with the Proponent who has submitted the best value proposal. The Regional District reserves the right to accept any or none of the Proposals submitted and will evaluate Proposals based on the best value offered to the Regional District and not necessarily the lowest price, using the criteria specified in this RFP.

The Regional District reserves the right in its sole unrestricted discretion to:

- a) Reject any and/or all irregularities in a proposal submitted.
- b) Waive any defect or deficiency in a proposal whether that defect or deficiency materially affects the proposal and accept that proposal.
- c) Reject any and/or all Proposals for any reason, without discussion with the Proponent(s); and
- d) Accept a proposal which is not the lowest price proposal.

In addition to any other provision of this RFP, the Regional District may, at its absolute discretion, choose not to consider a Proposal if the Proponent, or any officer or director of the Proponent, is or has been engaged directly or indirectly in a legal action against the Regional District in relation to any matter.

Proponents should not attempt to solicit any members of the elected Board of Directors or employees of the Regional District. Any solicitation may result in the Proponent being removed from consideration.

14 EVALUATION CRITERIA

Proposals will be ranked on a points basis with criteria including cost, qualifications (personnel), availability, experience, and quality of proposal. The Proposal Evaluation Form is a tool to assist in the evaluation process; however, it is not the sole determining factor in the evaluation process.

See Appendix B for the Proposal Evaluation Form**15 CONFLICT OF INTEREST**

When submitting a Proposal, the Proponent must complete, sign, and include with their Proposal a Conflict-of-Interest Disclosure Statement (Appendix "C").

The Regional District may reject a Proposal based on an actual, potential, or perceived conflict of interest.

The Regional District may reject any Proposal where:

- a) One or more of the directors, officers, principles, partners, senior management employees, shareholders, or owners of the Proponent, is an officer, employee, or director of the Regional District or a consultant involved in the procurement process, or is a member of the immediate family of an officer, employee or director of the Regional District or a consultant involved in the procurement process; or
- b) In the case of a Proposal submitted by a Proponent who is an individual person, where that individual is an officer, employee, or director of the Regional District or a consultant involved in the procurement process or is a member of the immediate family of officer, employee, or director of the Regional District or a consultant involved in the procurement process.

(collectively, "Restricted Parties")

A Proponent who has any concerns regarding whether a current or prospective employee, advisor, or member of that Proponent is, or may be, a Restricted Party, should request an advance decision by submitting to the Chief Administrative Officer (CAO), not less than ten working days (**May 13, 2026**) prior to the Closing Time, by email, the following information:

- a) Names and contact information of the Proponent and the person which the advance opinion is requested.
- b) A description of the relationship that raises the possibility or perception of a conflict of interest or unfair advantage; and
- c) Copies of any relevant documentation

The Regional District may make an advance decision regarding whether the person is a Restricted Party, and whether the Regional District will reject a Proposal based on the information provided. If Proponent has identified an actual, perceived, or potential conflict of interest regarding this RFP process or project, the Proponent must submit a Conflict-of-Interest Disclosure Statement (Appendix "A") to the CAO by **Thursday, May 21, 2026**.

16 SUBCONTRACTORS

All subcontractors, including affiliates of the Proponent, should be clearly identified in the Proposal as per the form attached as Appendix "D."

A Proponent may not subcontract to a firm or individual whose current or past corporate or other interests, may, in the Regional District's opinion, give rise to an actual, perceived, or potential conflict of interest in connection with the services described in the RFP. This includes, but not limited to, involvement be the firm or individual in the preparation of the RFP, or a relationship with any employee, consultant representative of the Regional District involved in preparation of the RFP, participating on the

evaluation committee or in the administration of the Contract. If a proponent is in doubt as to whether a proposed subcontractor might be in conflict of interest, the Proponent should consult with the CAO prior to submitting a Proposal. By submitting a Proposal, the Proponent represents that it is not aware of any circumstances that would give rise to a conflict on interest this is actual, perceived or potential, in respect of the RFP.

17 EXECUTION OF CONTRACT

Following acceptance by the Regional District, the successful Proponent will be provided with written confirmation. A contract will be signed by both parties subject to negotiation between the Regional District and the Proponent.

18 INTENT OF CONTRACT DOCUMENTS

The intent of the Contract Documents is that the consultant will provide all permits, materials, supervision, labour, equipment and all else necessary for, or incidental to, the proper execution to the Work described in the RFP documents or as directed by the Regional District and all incidental Work to complete the project.

19 LOCAL CONDITIONS

The consultant will, by personal inspection, examination, calculations, or tests, or by any other means, satisfy themselves with respect to the local conditions to be encountered and the quantities, quality, and practicability of the Work and of their methods of procedure. No verbal agreements or conversation with any officer, agent, or employee of the Regional District, either before or after the execution of the Contract, will affect or modify any of the terms or obligations herein contained.

20 MANAGER'S STATUS

The Manager will be the Regional District's representative during the period of operation and will observe the Work in progress on behalf of the Regional District for the purpose of ensuring that the Consultant maintains the site in a satisfactory condition, and for ensuring that the Work has been satisfactorily carried out. The Manager will have the authority to stop the Work whenever such stoppage may be necessary, in their opinion, to ensure the proper execution of the Work in accordance with the provisions of the Contract.

The Consultant will comply with such an order immediately. Neither the giving nor the carrying out of such orders thereby entitle the Consultant to any extra payment and the Regional District will not be held liable for any damages or any breach of laws, bylaws or regulations that may result.

21 CONSULTANT'S PERSONNEL

The Consultant will always keep sufficient personnel to carry out the Work required by the Contract. The Consultant must demonstrate that their organization is adequately staffed and trained to perform the requirements.

All workers must have sufficient knowledge, skill, and experience to perform properly the Work assigned to them and to be tactful and courteous in dealing with the Regional District's staff. Any supervisor or worker employed by the Consultant or Sub-Consultant who, in the opinion of the Manager, does not perform their Work in a competent manner, appears to act in a disorderly or intemperate manner, or is intoxicated or willfully negligent will at the written request of the Manager, be removed from the site of the Work immediately and will not be employed again in any portion of the Work without the approval of

the Manager.

The Consultant will comply with all federal and provincial legislation regarding wages and labour regulations including payment of all dues, levies, or charges made under or in relation to the Contract. The Consultant will make proof of payment available to the Manager when requested.

22 ASSIGNMENT OF CONTRACT

The Consultant will not sublet, sell, transfer, assign, or otherwise dispose of the Contract or any portions thereof, or their right, title, or interest therein, or their obligations thereunder without written consent of the Regional District, except for assignment to a bank of the payments to be received hereunder.

23 RIGHT TO TERMINATE SERVICES

The Regional District may terminate any or all services upon 30 days' written notice. If such notice is given, the Regional District will pay only for time and expenses incurred by the Consultant up to the termination date and for any reasonable time and expenses incurred to bring the services to a close in a prompt and orderly manner.

24 REGIONAL DISTRICT'S RIGHT TO CORRECT DEFICIENCIES

Upon failure of the Consultant to perform the Work in accordance with the Contract Documents, and after written notice to the Consultant, or without notice if any emergency or danger to the Work or public exists, the Regional District may, without prejudice to any other remedy they may have, correct such deficiencies. The cost of Work performed by the Regional District in correcting deficiencies will be paid by the Consultant or may be deducted from monies payable to the Consultant.

25 INDEMNITY

Notwithstanding the provision of insurance coverage by the Consultant, the Consultant hereby agrees to indemnify and save harmless the Regional District, its officers, agents and employees from and against all claims, demands, losses, costs, damages, actions, suits or proceedings by whomever made, brought or prosecuted and in any manner based upon, arising out of, related to, occasioned by or attributable to the activities of the Consultant, its servants, agents, sub-contractors and sub-operators, in providing the services and performing the Work of the Contract, excepting always liability arising solely out of the negligent act or omission of the Regional District.

26 INSURANCE

The Consultant, without limiting its obligations or liabilities, and at its own expense, must provide and maintain throughout the Contract term, the following insurances with insurers licensed in the Province of British Columbia in forms acceptable to the Regional District. All required insurance (except Professional Liability Insurance and automobile insurance on vehicles owned by the Consultant) shall be endorsed to show the Regional District as additional insured and provide the Regional District with thirty (30) days' advance written notice of cancellation or material change.

The Consultant's insurance policies shall include a deductible no greater than \$25,000 for each claim. The Consultant must provide the Regional District with evidence of the required insurance, in a form acceptable to the Regional District, upon notification of award and prior to the execution and delivery of the contract:

- a) Commercial General Liability (CGL), written on an occurrence-based form, in an amount not less

than \$3,000,000 inclusive per occurrence insuring against bodily injury and property damage and including liability assumed under the contract. The Regional District is to be added as additional insureds. Such CGL coverage shall include the following liability extensions: Contingent Employers Liability, Broad Form Products & Completed Obligations, Personal Injury, Blanket Contractual, and Cross Liability.

- b) Professional Liability in an amount not less than \$2,000,000 inclusive per occurrence.
- c) Where the Consultant requires the use of automobiles to undertake the Work of the Contract, the Consultant will have the following:
 - a. Automobile Liability on all vehicles owned, operated, or licensed in the name of the Consultant in an amount not less than \$2,000,000 per occurrence.
 - b. Non-owned Automobile Liability insurance in an amount not less than \$2,000,000 per occurrence.

The Consultant shall ensure that all sub-contractors forming from this Contract meet the insurance requirements outlined above. It is the sole responsibility of the Consultant to determine if additional limits of liability insurance coverage are required to protect them from risk.

27 OCCUPATIONAL HEALTH AND SAFETY

The Consultant will use due care and take all necessary precautions to ensure the protection of persons and property at the Facility and will comply with the Workers' Compensation Act of the Province of British Columbia.

The Consultant must prepare a Health and Safety plan in accordance with the provincial WorkSafe BC. A copy will be submitted to the Regional District prior to commencing the Work.

28 CHANGES IN THE WORK

The Regional District, without invalidating the Contract, may make changes by altering, adding to, or deducting from the Work. The Consultant will proceed with the Work as changed and the Work will be executed under the provisions of the Contract. No changes will be undertaken by the Consultant without a written order from the Regional District, except in an emergency endangering life or property, and no claims for additional compensation will be valid unless the change was so ordered. The Regional District will entertain no payment for extra work or changes in any Contract unless a "Change Order" form is completed and signed by the Regional District and the Consultant.

If, in the opinion of the Regional District, such changes affect the Contract amount, these will be adjusted at the time of ordering the changes. The value of the addition or deduction from the Contract amount, and the method of determining such value, will be decided by the Regional District. The Regional District will use one or more of the following methods in deciding such value:

- a) by lump sum submitted by the Consultant and accepted by the Regional District.
- b) on a force account basis as specified in these General Conditions.

31 COMPLIANCE WITH LAWS

The consultant will give all the notices and obtain all the licenses and permits required to perform the Work and provide written confirmation that the Consultant (and Sub-contractor's) personnel are fully certified to perform the Work. The Consultant will comply with all laws, regulations and requirements of authorities having jurisdiction applicable to the Work or performance of the contract.

32 LAWS OF BRITISH COLUMBIA

Any Contract resulting from this RFP will be governed by and will be construed and interpreted in accordance with all laws in effect in the Province of British Columbia.

33 PROPOSAL FORMAT AND CONTENT

The proponent shall provide one (1) bound copy of its proposal to the Regional District. The content of the proposal should include (but is not limited to) the following.

- a) A description of the proponent's understanding of the Services.
- b) A description of the proponent's corporate structure and history.
- c) A list of the personnel to be involved in providing the Services, their roles, and the per diem rate for each person or category of personnel.
- d) Staff resumes and relevant experience (including references) of key staff, with details of staff time allocation for each component of the work.
- e) A list of all sub-contractors that will be used to provide the Services along with their costs, company resumes, and administration fees (if applicable).
- f) A detailed work program and timeline for providing the Services, including a description of the following:
 - a. the scope of the background review.
 - b. the stakeholder and community consultation process.
 - c. the factors to be considered in developing the service delivery models proposed; and,
 - d. A list of at least three (3) references, which may be contacted by the Regional District.

34 SCOPE OF WORK

Community & Stakeholder Engagement – Develop an inclusive engagement plan involving municipalities, electoral areas, First Nations, residents, businesses, and regional partners.

Research & Analysis – Review existing plans, conduct SWOT and economic base analysis, assess workforce, infrastructure, and investment readiness, and identify sector opportunities.

Strategy Development – Create a vision, goals, and guiding principles, and provide actionable recommendations across all identified priority areas.

Implementation Framework – Identify timelines, responsibilities, funding opportunities, and measurable performance indicators.

Final Deliverables – Provide draft and final versions of the Strategy, and present findings to the Regional District Board and stakeholders.

DELIVERABLES:

- Engagement & Communications Plan
- Baseline Research & SWOT Analysis Report
- Draft Economic Development Strategy
- Final Economic Development Strategy (2026–2030)
- Executive Summary and public-facing infographics

Project Activities

- Project Initiation and Work Planning – Confirm scope, refine methodology, and develop a detailed work plan and schedule in collaboration with the Regional District staff.

- Stakeholder and Community Engagement – In strong partnership with RDBN staff, conduct engagement with municipalities, electoral areas, First Nations, businesses, and residents through surveys, interviews, and workshops in collaboration with the Regional District staff.
- Background Review and Research – Review existing plans, policies, and data; conduct economic, demographic, and labour market analysis.
- Economic and Sector Analysis – Assess key sectors, identify strengths and gaps, and evaluate emerging opportunities and risks.
- Strategy Development – Establish vision, goals, and strategic priorities, with actionable recommendations across priority areas.
- Implementation Planning – Develop a clear implementation framework including timelines, roles, funding opportunities, and performance measures.
- Reporting and Presentation – Prepare draft and final Strategy documents and present findings to the Regional District Board and stakeholders.

APPENDIX A - PROPOSAL REPLY FORM

PROPOSAL REPLY FORM	
Project Title: Regional Economic Development Plan 2026 Update	
Company Name: _____	
Contact Person: _____	
Contact Information	
Phone	
e-mail	
Mailing Address	

APPENDIX B - PROPOSAL EVALUATION FORM

PROPOSAL EVALUATION FORM			
Proponent's Name: _____			
Project Title: RDBN Economic Development Plan 2026 Update			
Evaluation Date: _____			
Evaluator: _____			
Criteria			
Step 1:		YES	NO
Mandatory Criteria	Proposal received prior to closing		
	List of Key Personnel and References		
	Reply Form		
	Proposed Schedule		
	Detailed All-Inclusive Price Quote		
Step 2:		Max Points	Points Awarded
	1.0 Proponent Qualifications & Experience: Demonstrated relevant experience and qualifications of the firm and key personnel. Knowledge of and connection to the region. Quality of references and past performance	30	
	2.0 Price: Clarity, Completeness, and competitiveness of proposed fees. Alignment of scope, deliverables, and cost estimate	30	
	3.0 Methodology & Project Approach: Understanding of project objective and the current RDBN Economic Development Plan. Quality and clarity of proposed approach, design methodology, and engagement process.	40	
Total Score		100	

APPENDIX C - CONFLICT OF INTEREST DISCLOSURE STATEMENT

Proponent Name: _____

The Proponent, including its officers, employees, and any person or other entity working on behalf of or in conjunction with (including subcontractors), the Proponent on this procurement process:

- is free of any conflict of interest that could be perceived to improperly influence the outcome of this procurement process.
- has not, and will not, participate in any improper procurement practices that can provide the Proponent with an unfair competitive advantage including obtaining and using insider type information to prepare a solicitation offer or participating in bid rigging.
- has an actual, perceived, or potential conflict of interest regarding this procurement process as a result of:

State reason(s) for conflict of interest:

If an actual, perceived, or potential conflict of interest regarding this procurement process has been identified, the Proponent must submit this document to the CAO by Thursday May 21, 2026.

By signing below, I certify that all statements made on this form are true and correct to the best of my knowledge.

Print Name of Person Signing Disclosure

Authorized Representative of:

Signature of Person Making Disclosure

Date Signed

APPENDIX D – LIST OF SUBCONTRACTORS

The Proponent advises that they will be subcontracting the following parts of the work to the Subcontractor(s) listed below. In the Proponent's opinion, the Subcontractor(s) named are reliable and competent to perform that part of the work for which each is listed. Please indicate "not applicable" on this page if Subcontractors are not required and include it with your Proposal. Following acceptance of the Proposal, the Subcontractors named in the List of Sub-Contractors must not be changed nor will additional subcontractors be employed except with the written approval of the Regional District.

Subcontractor's Legal Name	Work to be Performed by Subcontractor

APPENDIX E - REGIONAL ECONOMIC DEVELOPMENT PLAN



Regional Economic Development Plan 2022-2024

"A World of Opportunities within our Region"



REGIONAL ECONOMIC DEVELOPMENT PLAN

Table of Contents

- INTRODUCTION 3
- WHERE ARE WE NOW? – Quick Stats..... 4
- Board Direction 4
- Current Activities 4
- Past Activities 5
- WHERE DO WE WANT TO GO?..... 5
 - Vision 5
- Strategic Areas and Goals..... 6
 - 1) Connectivity and Infrastructure 6
 - 2) Agriculture, Labour Force, and Small Business Development 6
 - 3) Collaboration 6
 - 4) Tourism, Attraction, and Retention 6
- HOW ARE WE GOING TO GET THERE? 7
 - Connectivity and Infrastructure 7
 - Agriculture, Labor Force, and Small Business Development 7
 - Collaboration 8
 - Tourism, Attraction, and Retention..... 9
- IMPLEMENTATION PLAN 10
- ARE WE GETTING THERE? 10
 - Monitoring..... 10
 - Performance measurement 10
- APPENDICES..... 10



REGIONAL ECONOMIC DEVELOPMENT PLAN

INTRODUCTION

The Regional Economic Development Department Annual Workplan and Budget are guided by this overarching document. This Plan is created in consultation with Economic Development stakeholders across the region, including Municipal, First Nations and Provincial Economic Development Staff, Community Futures, and others. It incorporates RDBN Board Priorities as well as Economic Development priorities from the region's Official Community Plans.

The RDBN undertakes Economic Development Planning to guide the work of the Regional Economic Development Department. In addition to the fluid and responsive work identified in this plan, the Department also provides RDBN Grant Services in the region, including facilitating the Grant in Aid and Federal Gas Tax programs, as well as Grant Writing Support for RDBN initiatives and Non-Profit Organizations in the region.

The Regional Economic Development Action Plan covers a period of three years, which provides an opportunity to approach economic development with a medium and long-term lens while recognizing the changing nature of regional opportunities and trends to remain flexible and adaptable to changing circumstances.

Projects and initiatives designed to meet the goals identified in this plan will be proposed annually as part of the Department Workplan and Budgeting Process.



REGIONAL ECONOMIC DEVELOPMENT PLAN

WHERE ARE WE NOW? – Quick Stats

- We are home to eight Municipalities and seven Electoral Areas.
- The RDBN is located within the traditional territory of nearly 30 First Nations, of which 14 Nations have communities on the land. These communities represent Dakelh, Nedut'en and Wet'suwet'en people.
- The RDBN population is 37,896, with 2.5% growth from 2006-2011 and 3.3% decline from 2011-2016.
- RDBN Age demographics trend the same as Northern BC, with 25-54 years comprising over 35% of the population.
- Median household income is consistent with Northern BC stats, with 2016 reporting a median of around \$75,000.

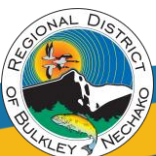
Board Direction

The RDBN Board is committed to providing opportunities to increase the vibrancy, diversity, and sustainability of the regional economy. There is a strong understanding of the connectedness between rural and urban areas, and a high level of commitment to seeing development happen in a way that reflects and preserves the natural, cultural, and built amenities, and ensures balance and compatibility between future economic activity and the rural character of the Plan areas.¹

Current Activities

- Support advancing Reconciliation through the First Nations Liaison position
- Support regional Economic Development capacity building through the Regional Communications Team
- Support for Agriculture Sector through the Agriculture Coordinator Position
- Support for Business and Entrepreneurship through Regional Business Forum
- Support collaborative Tourism Marketing initiatives through the Tourism Working Group and other partner cost-shared initiatives

¹ Source: RDBN Electoral Area Official Community Plan (Economic Development)



REGIONAL ECONOMIC DEVELOPMENT PLAN

Past Activities

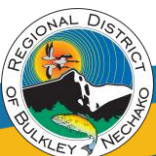
- Website and Marketing focused on Mining Activity
- Tourism web-based itinerary generator
- Region-wide Business Directory
- Support for Beyond the Market Agriculture Initiative
- Investment Readiness Action Plan Development
- BC Provincial Nominee Program – Entrepreneur Immigration

WHERE DO WE WANT TO GO?

Vision

Regional Economic Development Stakeholders were interviewed, and a brainstorming session was hosted to help create a vision for the future of the RDBN.

"The RDBN will be home to a growing, diverse population. Critical infrastructure needs are being addressed and support the development of healthy communities. The region is working towards adapting to climate change impacts, which includes a strong agriculture sector and food security, as well as new, green technology, and job opportunities. Strong commitment to Reconciliation is demonstrable through relationships and partnerships in the region, and small and medium businesses are being supported to thrive."



REGIONAL ECONOMIC DEVELOPMENT PLAN

Strategic Areas and Goals

Strategic Areas were gleaned from consultation and RDBN Board Priorities.

1) Connectivity and Infrastructure

Reliable, high-speed internet, cellular service, and other critical infrastructure were identified as barriers to economic and social development. This also includes opportunities to research and secure funding to address housing gaps, increase access to recreation infrastructure, and support green energy projects or climate change adaptation/mitigation infrastructure projects.

2) Agriculture, Labour Force, and Small Business Development

Support for Agriculture, including climate change adaptation and food security, was considered a high priority. This includes exploring opportunities for local skills training and job or business opportunities related to food processing and green technology. Small business development and entrepreneur support were also highly ranked.

3) Collaboration

Many participants indicated a strong commitment to regional collaboration, including collaboration between local and First Nations governments and joint education. Proposed projects included studies related to the regional economy, movement towards a circular economy, as well as improved information sharing processes and repositories.

4) Tourism, Attraction, and Retention

Topics identified as priorities include ongoing work of collaborative marketing within the region, as well as planning and development of Tourism related infrastructure and signage. Retaining, supporting, and attracting a diverse, youthful population, including entrepreneurs was identified as a priority. This includes ensuring programs and process are in place to support a diverse workforce, including access to childcare and transportation.



REGIONAL ECONOMIC DEVELOPMENT PLAN

HOW ARE WE GOING TO GET THERE?

Connectivity and Infrastructure

Goal: Improve or Develop Critical Infrastructure to Support Economic and Social Development.

Actions

- Pursue P3 Partnerships to facilitate broadband infrastructure development.
- Complete RDBN Connectivity Strategy.
- Support collaboration with partners for tourism infrastructure.
- Support Funding applications for RDBN housing, green energy, and recreation initiatives.

Details

- Connectivity work will be guided by the RDBN Connectivity Committee and implemented by staff.
- RDBN will facilitate communication and support planning and funding strategies for new or improved tourism infrastructure.
- Grant writing staff will support infrastructure-related applications.

Agriculture, Labor Force, and Small Business Development

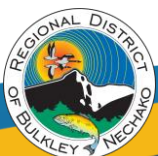
Goal: To support stability and growth in the Agriculture Sector and for Small Business

Actions

- Support the implementation of the RDBN Food and Agriculture Plan.
- Facilitate small business support through the Regional Business Forum and Start-up Business Contest.
- Counter the boom-and-bust cycle by supporting and cultivating economically diverse business opportunities.
- Ensure businesses and Agriculture producers are well supported to plan for emergency events.
- Work with producers, associations, residents, municipalities, and First Nations to increase food security in the region.

Details

- Support for the Agriculture sector is facilitated through the Regional Agriculture Coordinators and the Connecting Consumers and Producers program.
- Support diversification within and outside of traditional economic industries will help support vibrant, sustainable communities.
- Emergency support planning will be approached in partnership with RDBN Protective Services and other business support agencies, such as Community Futures.
- Ensure support, education and communication is available to help all producers and local consumers make choices that strengthen local food supply chains.



REGIONAL ECONOMIC DEVELOPMENT PLAN

Collaboration

Goal: To increase and streamline communication and partnerships within and outside the region.

Actions

- Maintain and grow Regional Economic Development Communications Group.
- Identify and facilitate opportunities for partnership projects between several stakeholders.
- Expand educational opportunities available to grow the economic development capacity in the region.
- Facilitate projects for research and studies of regional benefit to support economic and social development.
- Prioritize relationship building with and among First Nations and local governments in the region through meaningful dialogue opportunities.
- Explore opportunities for collaboration with economic development initiatives relating to First Nations agreements, such as Pathway Forward 2.0 and Lake Babine Nation Foundation Agreement.
- Explore opportunities for advocacy as well as participation in the development and implementation of programs related to industry transitions impacting the region.

Details

- Regional Communications Meetings will be expanded to include additional, diverse educational opportunities. This group is a highly valuable collaboration to ensure communication and information sharing among economic development professionals in the region.
- Research and studies will be pursued at the recommendation of the Regional Communications Team to ensure regionally beneficial projects are completed and shared widely.
- Formal and informal opportunities will be prioritized to develop trust and the development of relationships.
- Opportunities to work together to implement actions and priorities identified through Agreements will be explored through relationship with signatories.
- Remain apprised of current and anticipated industry transitions (increases and decreases).
- Advocate for input and involvement in the discussion, development and implementation of support programs, education and training opportunities and local procurement processes related to industry activity.



REGIONAL ECONOMIC DEVELOPMENT PLAN

Tourism, Attraction, and Retention

Goal: To develop and market the incredible built and natural amenities in the region.

Actions

- Develop and implement Attraction and Retention marketing initiative for the region.
- Facilitate the Tourism Working Group to assist the RDBN in understanding the needs and desires of member municipalities and First Nations regarding Tourism work. This group helps direct RDBN tourism initiatives.
- Promotion of the established #visitbulkleynechako brand and website through media channels.
- Continue participation in regional partnerships to leverage marketing opportunities.
- Continue to support RDBN and local community group infrastructure development initiatives through grant writing support.
- Support Northern BC Tourism to develop regional strategies and marketing content.

Details

- A well-researched understanding of target markets and strong collaboration with Northern BC Tourism ensures that the RDBN participates appropriately in marketing efforts in the region.
- Collaboration with partners along Highway 16 allows the RDBN to leverage minimal contributions for maximum impact in Tourism marketing.
- Marketing initiatives can be easily tweaked to also function as resident or targeted skilled labor attraction and retention, as community attributes that attract visitors also attract residents.
- Participation in the NBCTA Signage Strategy, Northwestern BC Destination Development, and Northwest BC Coop advisory committees ensures that the RDNB contributes to and is represented in regional strategy development and implementation.



REGIONAL ECONOMIC DEVELOPMENT PLAN

IMPLEMENTATION PLAN

The annual Regional Economic Development Work Plan will detail activities associated with each Strategic Area. The annual Work Plan and Budget development occur in the Fall for the upcoming calendar year.

ARE WE GETTING THERE?

Monitoring

Grant Writing Support for Non-Profit organizations is reported annually to NDIT.

Progress on the RDBN Food and Agriculture Plan is reported quarterly to the Board.

Project reporting occurs annually to the Board or as required.

Project reporting for particular stakeholder groups is reported as required, including the Regional Communications Group and the Tourism Working Group.

Performance measurement

Performance of social media and websites is measured via appropriate tracking for those mediums (impressions, site traffic, Click-through-rate).

RDBN Grant Program performance is tracked by dollars allocated (Grant in Aid, Federal Gas Tax, CCP Community Event Grants). The COVID-19 Relief Grant Program will also continue into 2022.

Public engagement is measured via the appropriate metrics for the initiative (e.g.: newsletter distribution, survey responses, feedback forms, social media engagement, public meeting attendance).

APPENDICES

- Sample OCP - Economic Development Section
- Implementation Strategy (Current Year)
- Link to [RDBN and Community Profiles and Industrial Land Use Inventories](#)
- Link to [Visit Bulkley-Nechako Tourism Website](#)
- Link to [Connecting Consumers and Producers Online Directory](#)



Sample OCP - Economic Development Section

4.8. Economic Development ¹

It is recognized that in order to achieve the goals contained in the Plan the region must provide opportunities for the creation of a vibrant, diverse, and sustainable economy. To do so requires maintenance and enhancement of the region's quality of life, as well as its natural, cultural, and built amenities. Future economic development is closely tied to the maintenance of a well-planned rural area.

Industrial activity in the Plan area is supported in select areas and circumstances, and local commercial and tourist commercial uses are also supported where appropriate. The Plan also recognizes the importance of a healthy home based business sector to the regional economy. The Plan supports the maintenance of existing, and the increased establishment of new, home based businesses that are compatible with the rural residential and agricultural character of the area, and do not negatively impact the quality of life of area residents.

4.8.1. Objectives

(1) To concentrate commercial and industrial development in existing centres of activity, and to direct most of that activity within the Town of Smithers and the Village of Telkwa, with the understanding that certain commercial and industrial activities are necessary in the rural area and must be accommodated in accordance with the policy contained in this Plan.

(2) To increase the attractiveness of the Plan area to new residents, entrepreneurs, and business by protecting and enhancing the aspects of the social, cultural, natural, and built environment that contribute to the quality of life of residents.

(3) To support home based business activity that fits within the rural character of the area and does not negatively impact resident quality of life.

4.8.2. Policies

(1) Home based business activity that is compatible with the rural residential character of the Plan area may be supported. The Regional District especially encourages consulting, technology and information based home based business to locate in the Plan area.

(2) The Regional District encourages service providers to improve cell phone service and high speed internet service in the areas where this service is limited or non-existent.

(3) The opportunity to establish home based business with a personal service, retail, or industrial character shall be limited in order to protect rural residential areas from impacts associated with noise and traffic, and to help protect the integrity of existing commercial and industrial areas.

¹ Smithers Telkwa Rural Official Community Plan 43 RDBN Bylaw No. 1704, 2014 Section 4: General Application Objectives and Policies

Regional Economic Development Plan - Implementation Strategy

Strategic Area	Goals	Year One (2022) Implementation
Connectivity and Infrastructure	<ul style="list-style-type: none"> - Pursue P3 partnerships for connectivity infrastructure - Complete RDBN Connectivity Strategy - Support collaboration with partners for tourism infrastructure - Support Funding applications for RDBN infrastructure initiatives - Support Parks and Trails Planning staff to secure funding for new RDBN recreation assets 	<ul style="list-style-type: none"> - Complete AAP for Regional Broadband Service - Complete first iteration of RDBN Connectivity Strategy - Facilitate meetings in early 2022 for identified partnerships (eg: Trails in Area G, Granisle and Lake Babine Nation) to prepare for Grant opportunities
Collaboration	<ul style="list-style-type: none"> - Maintain and grow Regional Economic Development Communications Group - Identify and facilitate opportunities for partnership projects between several stakeholders - Expand educational opportunities available to grow the economic development capacity in the region - Facilitate projects for research and studies of regional benefit to support economic and social development - Prioritize relationship building with and among First Nations and local governments in the region through meaningful dialogue opportunities 	<ul style="list-style-type: none"> - Research and secure funding for Regional Economic Leakage Study - Research education opportunities for RCM - Data warehouse update and training (expand to Ag data) - Update information on Economic Development website (opportunities@rdbn.bc.ca) - Update Community Profiles with new Census Data - Increase participation and collaborative work with Chambers in the region. - include purposeful Reconciliation conversations and education opportunities in planned events.
Tourism Attraction and Retention	<ul style="list-style-type: none"> - Facilitate the Tourism Working Group to assist the RDBN in understanding the needs and desires of member municipalities and First Nations regarding Tourism work. This group helps direct RDBN tourism initiatives. - Promote through the region and the established #visitbulkleynechako brand and website through social media and print media - Continue participation in regional partnerships to leverage marketing opportunities 	<ul style="list-style-type: none"> - Create Attraction and Retention Campaign to target major urban centres - NBCTA Signage Strategy Advisory Committee Participation - Complete region-wide Geotagged Asset Map and market to locals and visitors - Social Media Plan update - Ongoing participation in advisory groups for Northwest BC Co-op Marketing, Ride North, Route 16, GO North RV

	<ul style="list-style-type: none"> - Continue to support RDBN and local community group infrastructure development initiatives through grant writing support - Support Northern BC Tourism to develop regional strategies and marketing content 	
<p style="text-align: center;">Agriculture, Labour Force and Small Business Development</p>	<ul style="list-style-type: none"> - Support the implementation of the RDBN Food and Agriculture Plan - Support the work of the Bulkley-Nechako Opportunities Table - Facilitate small business support through the Regional Business Forum and Start-up Business Contest - Support and cultivate economically diverse business opportunities - Implement the Business Façade Improvement Program in partnership with NDIIT in Electoral Areas 	<ul style="list-style-type: none"> - facilitate community conversations about slaughter licenses and meat cutting capacity - Podcast and YouTube Series Production/ Ag Newsletter - Ongoing marketing and promotion of Connecting Consumers and Producers Directory and Events - ongoing advocacy for resolutions to the veterinarian shortages - Plan and run Regional Business Forum with learning opportunities - Plan and run Start-Up Business Contest -support ongoing work of developing components of a Food Hub network