

REQUEST FOR PROPOSAL (RFP)
Marine Shipping Subcommittee – Information Management & Notetaking Services
PROPOSAL DEADLINE: SUNDAY – JULY 20, 2025, at 11:59PM

Official Contact Persons	Closing date, time and location
<p>All enquiries relating to this Request for Proposal are to be directed, in writing or email, to the person listed below. Response time and replies will depend upon availability. Information obtained from any other sources is not official and should not be relied upon. Enquiries and responses will be kept confidential. Those which affect the terms of the RFP and have potential to affect a Proposal will be recorded and distributed to all Proponents to ensure fair and equitable access to information.</p> <p>Official Contact Persons: CANDO e. info@iamc.ca</p>	<p>Proposals sent by facsimile will be rejected. Proposals sent via e-mail is required. Proposals and emails must be clearly marked with the name and address of the Proponent with the following project title “[PROPONENT NAME]_MSSC Information Management & Notetaking Services.</p> <p>Proposal must be sent to the Official Contact Person and must be received no later than 11:59 PM Pacific Time on: JULY 20, 2025. Proposals received after this date will be rejected.</p> <p>*Preference given to a First Nations candidate who resides within the geographical area of the participating marine nations</p>

PROPONENT SECTION

A person authorized to sign on behalf of the Proponent, and to bind the Proponent to statements made in response to this Request for Proposal, must complete and sign this Proponent Section.

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 terms and conditions of the Request for Proposal 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 Administrative 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.

<i>Signature:</i>	<i>Legal Business Name of Proponent, and Doing Business as Name If Applicable:</i>
<i>Printed Name:</i>	<i>Address:</i>
<i>Title:</i>	
<i>Date:</i>	

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1.0 INTRODUCTION

This request for proposal outlines the specific services and deliverables required to provide information management and notetaking services to the Indigenous Advisory & Monitoring Committee's Marine Shipping Subcommittee (<https://www.iamc-tmx.com/marine-shipping-subcommittee/>).

2.0 BACKGROUND

The Indigenous Advisory and Monitoring Committee for the Trans Mountain Expansion Project (IAMC - TMX or "the Committee") is intended to form the basis of a new relationship between Indigenous communities, the Government of Canada and federal regulators. One of the Committee's objectives is to integrate Indigenous knowledge, values and perspective into the components and risks specific to the increased marine traffic stemming from the Trans Mountain Expansion Project.

The Marine Shipping Subcommittee (MSSC) focuses on key concerns around marine shipping and related traffic, anchorage, marine safety, response, operational spills, and is committed to protecting the waters of the south coast of BC. The subcommittee currently has 34 members, consisting of representatives from 29 First Nations and 4 federal departments that operate/regulate in the marine space. Recently, the subcommittee has turned its attention to communicating with affected marine communities with the intention of strengthening communication with Indigenous communities and leadership; carrying out communication activities in accordance with our annual workplan; and understanding communities' concerns regarding marine shipping impacts, emergency management, indigenous inclusion, socio economic wellbeing and marine monitoring.

3.0 REQUIREMENTS

The key responsibilities of the MSSC information management note taker will include:

1. Attending all MSSC meetings, which are estimated to be approximately 6 meetings per year, held over the course of two days each.
2. Attending working group and other adhoc meetings to provide notetaking and associated information management services, estimated to be up to four 1-2 hour meetings per month.
3. Capturing detailed notes and records of the discussions, decisions, and action items from each meeting.
4. Capturing and linking important documents or sites to link to the final copy of minutes.

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5. Adding new and ongoing action items into the meeting summaries and associated tracker for use by MSSC staff and members.
6. Organizing and distributing the meeting notes to the MSSC Chair in a timely manner.
7. Providing information management and storage of important MSSC notes, summaries and recordings for ease of access by the MSSC team and co-chairs.
8. Ensuring the continuity of information and maintaining a comprehensive record of the MSSC's work for approximately 2 years (based on continued funding).

The MSSC meetings will be held at various locations throughout Vancouver Island and the Lower Mainland. The note taker will be expected to travel to these meeting locations as required, as well as participate in “virtual only” meetings.

4.0 RESPONSE

Applicants should include a detailed response to the following:

- ***Applicant's experience:*** Proposals should include a detailed account of the applicant's qualifications, experience, and successes in the areas detailed above.
- ***Hourly Rate and Estimate:*** All proponents should provide their hourly rates for undertaking the work and an estimated level of effort for a 2-day MSSC meeting, and hourly meetings as described above.

5.0 CONTRACT TERM

The work is anticipated to be undertaken between June 2025 – March 2027 based on annual funding. Contracts are renewed annually.

6.0 PROPOSAL FORMAT

The following format and sequence should be followed to provide easy comparison of consultant responses and ensure each proposal receives full and complete consideration.

6.1 Cover Letter with Authorized Signature

The proposal should include a cover letter summarizing the applicant's understanding of the project and an indication as to why the MSSC should select the applicant. The letter should be signed by the person(s) authorized to provide the notetaking services.

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6.2 Qualifications and Experience

The applicant will submit evidence of previous successful performance in comparable work and a minimum of two references for projects of a similar nature. Resumes of the person(s) who will work on the project should be included.

6.3 Availability

The applicant should describe their availability to attend the scheduled MSSC meetings and any travel limitations.

6.4 Cost Estimate

The applicant must provide their hourly rate for undertaking this work and an estimated level of effort per 2-day MSSC meeting.

7.0 EVALUATION OF PROPOSALS

The MSSC reserves the right to reject any or all proposals or accept the proposal deemed most favourable in the interests of the MSSC. The applicants must be competent and capable of performing the work. The MSSC will not be responsible for any costs incurred by the applicants that result from the preparation or submission of documents pertaining to this RFP. The accuracy and completeness of the proposal is the applicant's responsibility. Should errors be discovered, they will be corrected by the applicants at their expense.

Preference given to individuals of First Nation's descent and who reside within the 29 participating nation territories.

We look forward to receiving your application and the opportunity to work with you in support of the MSSC's important work.

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APPENDIX A: Marine Shipping Route and MSSC Members

