

BC Poultry Industry Emergency Operations Center Request for Proposals – EOC Management

The BC Poultry Industry has developed a comprehensive emergency response plan to support the sector as it faces various challenges, predominantly the ongoing challenges of Highly Pathogenic Avian Influenza (HPAI). The industry requires the support of a skilled, highly adaptable leader with incredibly strong communication skills who can support the sector in facing these emergency situations and ensure that the plan and responders maintain a state of preparedness to mobilize quickly as required.

The BC poultry industry EOC is led by a governance committee with members appointed by the BC Chicken Marketing Board, the BC Egg Marketing Board, the BC Broiler Hatching Egg Commission, the BC Turkey Marketing, and the BC Poultry Association. This governance committee is established to oversee strategic direction and ensure accountability and transparency within the delivery of industry's emergency response. They rely on the EOC Director to manage the ongoing and day to day operations of the response and maintain desired preparedness levels. The EOC Director is responsible for ensuring that contractors are in place, and the industry's emergency plan is regularly reviewed and updated as required. During an emergency event, the EOC Director is the operational leader who delivers on the desired outcome of the emergency response, in accordance with the goals of the partner responding agencies.

This request for proposals has been initiated by the EOC Governance Committee to identify a suitable contractor for the role and services required of the EOC Director.

Deliverables Expected to be Addressed in Your Proposal

1. On-going EOC management

- a. Manage all operational aspects of EOC during an emergency event – point contact for emerging issues and liaising with response partners as the EOC Director and Industry Incident Commander.
- b. Manage all operational aspects of EOC meetings.
- c. Populate positions in the EOC's ICS chart. Recruit and retain people to staff positions as required.

2. EOC Training

- a. As required, coordinate and potentially deliver basic training in EOC/ICS light and table tops for EOC members based on the industry's emergency response plan (ERP).
- b. Support basic biosecurity training for industry stakeholders.
- c. Participate and represent industry in any agency partner training or drill opportunities.
- d. Participate, develop, co-lead, and support training for sector-specific initiatives (e.g. destruction training, disposal, etc. for contractors).

3. EOC Documentation – maintain electronic and/or paper:

- a. Copies of all EOC meeting notes.
- b. Manage drives and records as required.
- c. Update master contact lists regularly.
- d. Maintain an ICS chart as required, consistent with the ERP.

4. EOC Communications

- a. Prepare and distribute internal industry updates as required and across a variety of media and platforms.
- b. Provide an annual report from the industry EOC to the marketing boards and commission staff for their annual reports.
- c. Participate regularly in AGRI and CFIA update calls, maintaining a strong relationship with both agencies while advocating for industry interests and continuous improvement in response, policies, and capacity in the interest of the entire industry.
- d. Working with boards and/or associations as required.
- e. Support contractors in dealing with external communications and public relations. Ensure that resources are in place for preparedness and ensure that partner agencies collaborate with industry communications teams.

5. EOC Financials

- a. Work with the BC Chicken Marketing Board staff who manage the EOC funds, develop an annual budget for the EOC for non-outbreak activities such as drills, classroom sessions, and media training.
- b. Ensure that all invoices for work completed within and administered by the EOC is reported appropriately and forwarded to BC Chicken staff for payment within the appropriate timelines.
- c. Letter to boards/commission requesting EOC funding top us as required in coordination with the BC Chicken Marketing Board staff.
- d. Regularly report on financials to the EOC Governance Committee.

6. EOC Reporting

- a. The EOC Governance Committee meets quarterly at minimum, or as required. Support the administration of the meetings, report out on deliverables, and prepare plans and an annual budget as required.
- b. Bi-weekly updates should be provided to the Chair and Vice Chair to ensure that they are aware of the industry readiness status, pending or immediate events that may require activation, and frequent updates on the impacts and reach of events as they occur.

7. Project Development & Management

- a. Support whole barn destruction training and the development of Nitrogen gas protocol development, providing support and assistance as required to the project leads.
- b. Develop additional projects to support industry's preparedness, capacity, and ability to respond to emergency events.

8. Additional Tasks – the contractor's top priority is the EOC. Expansion into the areas below will only be considered if time allows and with full approval of the EOC governance committee. It will be based on the contractor's workload.

- a. Biosecurity committee leadership and management.
- b. Work with member associations to initiate research projects to address emerging sector issues such as blackhead and ILT.

Proposal Guidelines & Requirements

Proposals should be framed on a full year contract, running from August 1, 2025 through July 31, 2026, address the following:

- Proposals should outline how all the deliverables outlined above will be realized. Recognizing that many deliverables will take time and require more detail than can be included in a proposal, prioritizing items and identifying timelines for completion may be sufficient.
- Proponents should submit a document outlining how their skills and experience align with the identified deliverables. Your proposal may include other supporting individuals. If you include engagement of others or subcontractors in your proposal, please include their brief bio or CV, and a breakdown of work that will be performed and their related cost.
- Be sure to include relevant work experience, how it applies to this role and how you intend to prioritize the work that this role can require during an extended emergency event with your other commitments.
- Be sure to note how you will work collaboratively to address competing demands and priorities with the unknown nature of work in emergency response.

Please consider the following in costing out your proposal:

- Identify the work to be done by deliverable, including the number of hours, and cost per named individual.
- Anticipated periods of overtime, if required, and how that will be addressed, billed, or carried, per individual and the rate at which they will be billed.
- Redundancies to ensure that someone is available throughout the year to activate into an emergency response event, if required.

The document structure is at the discretion of the proponent, but may be no longer than three pages, single spaced. It must be submitted as a PDF. Please include a current CV of the proposal lead with your proposal that clearly states their education and work experience, supporting the proposal and aligning with the deliverables identified in this document. You may submit or reference examples of prior work as well if you wish to, in order to demonstrate your prior accomplishments in an additional document.

All proposals must be submitted as a PDF, or clearly identified PDF files that identify the various components of this RFP.

Proposal Evaluation

All proposals must be submitted by June 30th, 2025 at noon, pacific time to: kevinklippenstein@bcchicken.ca.

Proposals will be ranked comparatively based on:

- Demonstrated and proven ability to complete the deliverables;
- Completeness of the proposal, addressing all of the identified tasks;
- Prior experience relevant to the requirements of the position;
- A clearly defined budget that includes a breakdown of the work to be completed by month, and by individual, and the rates that apply;
- Consideration for periods of increased demand, coverage, and how that will be addressed from a resources and cost perspective;
- Clearly articulated timeline and accounting of the necessary activities and anticipated needs of the role.