

Addendum 1.1 - Questions and replies for pre-submission question period – v. 2026-10-15

**Questions added after initial addendum publication are marked with an asterisk*

Theme 1 — Eligibility, procurement process, and proposal requirements		
International Proponent Eligibility		
1.1	Are international companies eligible to participate in this RFP?	The RFP does not restrict eligibility to Canadian or British Columbia-based proponents. International proponents may submit proposals. Proposals must be submitted in Canadian dollars, and any successful proponent must be able to meet all applicable contractual, insurance, legal, tax, payment, and other requirements set out in the RFP and resulting agreement.
Proposal length and required schedules		
1.2	Does the 20-page proposal limit include the cover page, table of contents, Schedules A and B, and resumes?	The 20-page limit applies to the narrative proposal, including the cover page and table of contents. Completed Schedule A, completed Schedule B, and up to 10 resumes may be submitted in addition to the 20-page narrative proposal. No other appendices should be assumed to be excluded from the page limit unless expressly permitted by FVRD.
Theme 2 — Engagement, pilot delivery, evaluation, and refinement		
Design-phase engagement and usability testing		
2.1	What community, stakeholder, and user engagement is expected during the design and development period, including any usability testing with prospective PREP Pod organizations or community members?	FVRD will remain the primary relationship holder with prospective PREP Pod communities and other local stakeholders. During Phase 1, engagement is expected to focus primarily on FVRD staff and relevant technical subject-matter experts. Direct community engagement and usability testing by the successful proponent are not mandatory Phase 1 activities. FVRD staff will lead targeted recruitment of prospective pilot Pod communities and maintain the primary relationship with those groups. Proponents should not assume a prescribed number of community sessions, usability-testing sessions, or in-person engagement activities during Phase 1. Any optional engagement activity proposed by a proponent must be clearly described and accommodated within the available PREP budget.
Pilot roles, feedback, and program refinement		

2.2	What level of consultant involvement is expected during the pilot, including delivery, observation, feedback collection, evaluation, and subsequent refinement?	FVRD staff will lead and implement the pilot with 3–8 community groups. The successful proponent is not required to lead pilot delivery sessions or routinely attend pilot sessions. The proponent's base scope must include development of a practical pilot evaluation framework and tools, including feedback instruments, facilitator observation tools, performance measures, and success criteria. FVRD staff will use those tools to lead pilot delivery and gather and compile feedback. The successful proponent will analyze the information provided, identify lessons learned, and complete the evaluation, reflection, refinement, completion, and final reporting activities within the Phase 3 scope and budget. Any optional additional pilot-support services must be separately identified and priced within the maximum available budget.
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Orientation and Train-the-Trainer expectations

2.3	Is the successful proponent required to deliver Train-the-Trainer sessions, or only develop curriculum, facilitator materials, and implementation resources?	The required deliverable is the development of orientation and Train-the-Trainer materials that enable FVRD staff to implement PREP. FVRD expects proponents to describe a practical staff knowledge-transfer or orientation approach so staff can use the materials during the pilot. The RFP does not require the successful proponent to deliver community-facing Train-the-Trainer sessions or lead local PREP Pod sessions.
2.4*	What PREP content and modules must be developed before the pilot, and to what extent may pilot learnings inform post-pilot development and refinement?	Proponents should assume that the core PREP program architecture, the modules and materials required to support the pilot, and the applicable orientation and Train-the-Trainer resources must be developed in a sufficiently complete, pilot-ready form before pilot implementation begins. FVRD does not expect all PREP content to be fully finalized before the pilot. The pilot is intended to test the practical usability, sequencing, clarity, and community applicability of the modules and supporting materials. Pilot feedback, evaluation findings, and lessons learned will inform the refinement and completion of PREP materials during Phase 3. The successful proponent is not required to deliver Train-the-Trainer or community-facing sessions; FVRD staff will lead pilot delivery using the materials developed by the proponent. Proponents should describe their proposed development sequence, identify the materials that will be ready for pilot use, and show how pilot findings will be incorporated into final deliverables.

Theme 3 — Hazard expertise and FireSmart BC

Subject-matter expertise and wildfire-resiliency content		
3.1	What subject-matter expertise is required for hazard-specific content? Does FVRD require a particular regulated British Columbia designation for each hazard area, including wildfire content, or may other recognized technical qualifications be proposed?	Proponents must demonstrate how they will select and work with subject-matter expertise that is appropriate to the hazard, the proposed content, and the intended public-education purpose of the materials. FVRD is not prescribing a specific professional designation for every hazard area. Where regulated professional expertise is appropriate to the content or proposed approach, proponents should include it. Proponents must include their proposed SME approach and associated costs within their proposal and budget and should not rely on FVRD to provide or additionally fund those experts. For the wildfire-resiliency pathway, FVRD anticipates an accessible, community-focused preparedness and resilience module that brings FireSmart BC—not the national FireSmart Canada program—within the broader PREP program. Proponents must demonstrate familiarity with FireSmart BC resources, terminology, and the British Columbia implementation context. The pathway should reflect an understanding of the role of regional districts in supporting community wildfire resilience, public education, local coordination, resident action, and intra-community FireSmart leadership. It should be appropriate to FVRD’s rural, remote, and electoral-area context. Forestry prescriptions, technical wildfire-risk assessments, and other professional forestry services are outside the intended scope of household and community preparedness materials. An appropriately experienced FireSmart BC practitioner or other qualified wildfire-resiliency professional may be suitable, provided the proponent demonstrates that the content will be technically sound, safe, aligned with FireSmart BC guidance, and appropriate to FVRD’s role and authority. The FVRD Community Wildfire Resiliency Plan, identified among the RFP resources, should be considered in developing wildfire-resiliency content.
Theme 4 — Emergency Preparedness Guide: scope, design, production, and digital output		
Guide design, production, printing, delivery, digital output, and reprinting		
4.1	Which document is being replaced: the 2018 Emergency Preparedness Guide or the 2022	The references are to the same public-facing preparedness resource, which has been referred to by different names over its lifespan. The intent of this RFP is the full replacement of the existing Emergency Preparedness Guide/Workbook with a new, accessible, four-phase Emergency Preparedness Guide.

	Emergency Preparedness Workbook?	
Existing Guide/Workbook and required replacement		
4.2	What are FVRD's requirements for Emergency Preparedness Guide design, production, printing, delivery, downloadable digital format, accessibility, and future reprinting?	The Emergency Preparedness Guide budget of up to \$56,000, excluding GST, includes development, design, production, printing, delivery, and an initial estimated print run of 3,000 copies. The successful proponent must provide full professional graphic design, layout, print-ready production files, and a downloadable digital PDF version of the Guide. The downloadable digital PDF must be designed for accessible public use and include, at minimum, tagged structure, logical reading order, accessible heading hierarchy, meaningful document title and navigation, sufficient colour contrast, selectable text, and descriptive text for meaningful visual content where applicable. Proponents should identify their proposed accessibility quality-assurance approach. FVRD has not prescribed a target length, finished size, colour treatment, binding method, paper stock, durability specification, printer, or existing unit pricing. Proponents should recommend an accessible, durable, practical, and cost-effective format and clearly identify all production assumptions. Delivery should be assumed to one FVRD-designated location, to be confirmed following contract award. Proponents must also identify practical local reprint options and associated unit costs. All work must be completed within the maximum Guide budget.
4.3*	Should the Emergency Preparedness Guide be developed as a single region-wide resource, or should it include area-specific content for individual electoral areas?	The Emergency Preparedness Guide is intended to be a single, electoral area-wide public resource for FVRD residents and businesses. It is not intended to duplicate or replace FVRD's existing Hazard Guide, which is identified among the RFP resources and provides hazard-specific information. The Emergency Preparedness Guide should focus on the four phases of emergency management—mitigation, preparedness, response, and recovery—and the practical actions residents can take within each phase. While the Guide should be broadly applicable across FVRD's rural, remote, and electoral-area contexts, FVRD is not seeking separate Guide versions, bespoke sections, or individually tailored hazard content for each electoral area within the scope and budget of this RFP. Proponents should consider how the Guide can direct residents to

		relevant FVRD hazard-specific resources where appropriate. The new Guide is intended to complement, rather than duplicate, FVRD's existing Hazard Guide and other hazard-specific public information resources.
Theme 5 — PREP materials, recognition items, and future re-ordering		
Printing, materials, quantities, and recognition		
5.1	What is expected for PREP materials, recognition items, quantities, procurement, and future re-ordering?	The successful proponent must include a practical approach for the provision and procurement of PREP materials and recognition items within the Phase 2 budget allocations identified in Section B.4. FVRD approval will be required before production. The Phase 2 allocation is intended to include the design, production or procurement, and delivery of the pilot PREP materials and recognition items proposed by the successful proponent. FVRD has not prescribed a fixed quantity of materials, participants, Pod leads, or recognition items. Proponents should propose a reasonable and scalable allocation that supports the pilot involving 3–8 community groups and remains within the available Phase 2 budget. Recognition items are intended to support meaningful achievement or training milestones; FVRD is not requiring that every participant receive a challenge coin. Recognition items should be designed broadly for the program rather than solely for the pilot. Materials and recognition items must be suitable for future local re-ordering, and proponents must identify practical reprint or re-order options and associated unit costs.
Theme 6 — Brand, visual assets, source files, and intellectual property		
FVRD design support and brand direction		
6.1	Will FVRD provide internal graphic design or communications support?	No. The successful proponent must provide full professional graphic design, layout, and production services. FVRD will provide content direction, brand direction, review, and approval at appropriate project milestones.
Brand assets, reuse rights, source materials, and final editable files		
6.2	What brand guidance, visual assets, editable source materials, reuse permissions, and final	Following contract award, FVRD will provide its Brand Guide, applicable brand assets, and relevant existing documents, visual assets, and editable or source materials that are in FVRD's possession and that FVRD is authorized to share or permit for reuse. Proponents should not assume that editable source files,

	master files will be available or required for the project?	transfer rights, or reuse permissions exist for every referenced document or visual asset. For example, FVRD does not own the design files for the EM101 video or Hazard Report. Proponents should include within their proposed budget any work necessary to create or redevelop equivalent assets required to deliver the Guide and PREP materials in alignment with FVRD's Emergency Management document family and the EM101 visual approach. The successful proponent must provide complete editable master materials, including native/source files, linked or embedded graphics, editable content, and sufficient documentation to support FVRD's future use, revision, adaptation, reprint, and reuse. Deliverables intended for regular FVRD or community-level adaptation should also be provided in an editable, commonly accessible format where reasonably practicable. Professionally designed publication files may be provided in their native design format, together with final accessible PDF and print-ready PDF versions. Microsoft Office formats are preferred where materials are intended for regular FVRD or community-level adaptation. Any fonts, templates, graphics, or other third-party assets must be licensed or otherwise made available for FVRD's intended ongoing use, editing, adaptation, and reprinting, or clearly identified with an appropriate alternative.
6.3	What visual identity and branding approach should proponents apply to the Emergency Preparedness Guide and PREP materials?	The Emergency Preparedness Guide is an FVRD public-facing household preparedness resource and must be FVRD-branded. Its design should align with FVRD's existing Emergency Management visual identity and the current style of related Emergency Management materials. PREP materials should be visually aligned with the broader FVRD Emergency Management program and maintain appropriate consistency in quality, accessibility, and overall design approach. However, PREP materials are not intended to be FVRD-branded throughout all materials. FVRD is not seeking the creation of a separate sub-brand for PREP. The intended approach is to protect and consistently apply FVRD branding to materials, assets, and program elements that FVRD owns and controls, while leaving appropriate space for participating community Pods to incorporate their own local identity, context, and visual nuance where they choose. Proponents should describe how their proposed visual system will balance FVRD brand protection, program coherence, and community-level flexibility.

Creative Commons licensing		
6.4	Does FVRD have a preferred Creative Commons licence?	FVRD will own all project-specific deliverables developed under the contract, including final content, editable source files, templates, and graphic assets, subject to any disclosed third-party licence restrictions. Proponents may recommend an appropriate Creative Commons licence for materials that FVRD elects to publish or share for broader community use. Any recommended licence must preserve FVRD's unrestricted ability to use, reproduce, adapt, publish, reprint, and redistribute the deliverables without additional licence fees. The proponent must identify any third-party assets, associated licence conditions, and any limitations on FVRD's ongoing use.
Theme 7 — Budget, timelines, and final reporting		
Component budgets and PREP phase allocations		
7.1	How should proponents structure budgets and schedules for the Emergency Preparedness Guide and PREP components?	Proponents must provide separate budgets and timelines for the Emergency Preparedness Guide and PREP components. For PREP, the cost proposal must align with the Phase 1, Phase 2, and Phase 3 budget allocations set out in Section B.4. For the Emergency Preparedness Guide, proponents should provide sufficient cost detail to demonstrate how development, design, digital production, printing, delivery, and reprint-option requirements will be achieved within the \$56,000 maximum budget. Proponents must understand that funding cannot be reallocated between the Guide and PREP components.
Final reporting		
7.2	Which budget line covers final reporting due September 29, 2028, after the Phase 3 completion date?	Final reporting is a required PREP deliverable and must be included within the total PREP budget. Proponents should include final reporting within the Phase 3 — Refinement and Completion professional-fee allocation and show the work in their schedule through to the September 29, 2028 final-reporting deadline. No additional budget is available for final reporting.
7.3*	Is there a required sequence between development of the Emergency Preparedness Guide and the PREP program, or may the Guide be developed and delivered independently before	The Emergency Preparedness Guide and PREP are related components of the overall project, but FVRD does not require that Guide development wait for completion of PREP design, pilot implementation, or post-pilot refinement. The Guide may be developed and delivered independently and may be completed before the PREP program is fully finalized. Proponents should propose a practical, coordinated project schedule that maintains appropriate consistency

	completion of PREP design and pilot activities?	between the Guide and PREP materials in content, accessibility, visual approach, and overall preparedness messaging. The Guide and PREP components remain subject to separate budgets, deliverables, and timelines, and funding may not be reallocated between them.
Theme 8 — Related plans and project context		
Fraser/Harrison Freshet Flood Response Plan		
8.1	When will the Fraser/Harrison Freshet Flood Response Plan be available, and how should it be considered in the proposal?	The Fraser/Harrison Freshet Flood Response Plan is in development and may be available during winter 2026–27. Proponents should not rely on its availability during proposal preparation or early design work. The plan is intended to guide Emergency Operations Centre response activities associated with Fraser and Harrison River spring freshet conditions; it is not a general flood-readiness guide and does not replace the need for communities to be flood aware, and flood resilient to other FVRD flooding contexts, including atmospheric-river and local watercourse flooding.
8.2	Can you please make the PREP Framework and MOU available?	PREP Framework: https://pub-fvrd.escribemeetings.com/filestream.ashx?DocumentId=34937 PREP Draft MOU: https://pub-fvrd.escribemeetings.com/filestream.ashx?DocumentId=34115