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Cariboo Regional District

Expression of Interest - Emergency Operations Centre Support

1. Introduction

The Cariboo Regional District is seeking Expressions of Interest from qualified individuals to provide temporary contract services in support of the CRD Emergency Operations Centre during emergency activations. Emergency activations may occur in response to wildfires, floods, landslides, severe weather, hazardous materials incidents, public health emergencies, or other emergencies affecting the Cariboo Regional District.

The purpose of this Expression of Interest is to establish and maintain a roster of qualified contractors who may be contacted on short notice to supplement the CRD's existing Emergency Operations Centre team during emergency activations. Contractors engaged through this roster will augment the CRD's operational capacity during periods of increased demand.

This Expression of Interest is intended to identify individuals with the knowledge, skills, and experience necessary to perform Incident Command System functions within a local government Emergency Operations Centre.

2. Scope of Services

Successful applicants may be contracted to perform one or more functions within the Incident Command System (ICS), including but not limited to:

Command Staff

- Information Officer
- Safety Officer

Operations Section

- Operations Section Chief
- Branch Directors
- Division/Group Supervisors
- Damage Assessment

Planning Section

- Planning Section Chief
- Situation Unit Leader
- Documentation Unit Leader
- Technical Specialists
- GIS Specialists
- Recovery Unit Leader

Logistics Section

- Logistics Section Chief
- Communications Unit Leader
- Information Technology Support

Applicants may identify one or more positions for which they wish to be considered.

3. Qualifications

Applicants should possess some or all the following qualifications:

- Incident Command System (ICS) training appropriate to the position
- Emergency Operations Centre training and experience
- Demonstrated experience performing the duties of the position being applied for
- Experience working for a local government, First Nation, or provincial agency is an asset
- Strong written and verbal communication skills
- Excellent interpersonal and teamwork skills
- Ability to work effectively under pressure and within rapidly changing operational environments
- Strong organizational and problem-solving abilities
- Contractors carrying their own Commercial General Liability insurance and/or Professional Liability insurance will be given preference

4. Submission Requirements

Interested applicants should submit:

- Cover letter (one page)
- Contact information
- Summary of relevant emergency management experience
- Position(s) of interest
- Copies of relevant certifications (if available)
- Two professional references

5. Selection Process

The CRD will evaluate all submissions against its operational requirements.

The CRD reserves the right to contact only those applicants it considers best qualified for the positions and may request interviews, references, or additional information as part of the evaluation process.

Applicants who successfully complete the evaluation process may be placed on the Emergency Operations Centre Contractor Roster.

Placement on the roster does not guarantee future work. Assignments will be based on the operational requirements of the CRD and the contractor's qualifications, experience, availability, and suitability for the specific assignment.

6. Contract Terms

Contractors may be offered individual “as and when” contracts for specific emergency activations.

Contractors engaged by the CRD will:

- Work as part of the CRD Emergency Operations Centre.
- Operate within the Incident Command System (ICS).
- Report to the assigned Section Chief, Branch Director, Unit Leader, or other designated supervisor.
- Follow all CRD policies, procedures, EOC guidelines, and safety requirements.
- Participate in orientation, training sessions, exercises, and briefings, as requested.
- Maintain professional conduct at all times.
- Protect confidential and sensitive information obtained during EOC operations.
- Sign a Confidentiality Agreement prior to accessing confidential information.
- Disclose any actual, potential, or perceived conflicts of interest.
- Maintain all qualifications required for the assigned position.

7. Compensation

Compensation will be based on the position, qualifications, experience, and responsibilities assigned. Hourly rates and any approved expenses will be established in the individual contract for each activation. Travel, accommodation, and meal reimbursement, where applicable, will be addressed in the individual contract. No minimum amount of work, number of hours, or compensation is guaranteed.

8. Location of Work

Most work will be performed at the Cariboo Regional District Emergency Operations Centre located in Williams Lake, British Columbia.

Depending on operational requirements, some positions may work remotely or in a hybrid capacity.

9. Availability & Schedules

Contractors should be available to respond on short notice during emergency activations.

While contractors are encouraged to accept assignments whenever possible, they may decline an activation without affecting their eligibility for future opportunities.

Schedules will be determined based on operational requirements.

10. Important Information

This Expression of Interest:

- Is not a Request for Proposal or Request for Quotations.
- Does not constitute an offer of employment.
- Does not guarantee placement on the contractor roster.
- Does not guarantee that any work will be offered.
- Does not create a contractual relationship between the CRD and any applicant.

11. Submission Deadline

Submissions will be accepted on an ongoing basis.

***Please submit your Expression of Interest electronically to: iisrael@cariboord.ca
Subject line: Expression of Interest – External EOC Support***

12. For More Information

For further information on the Cariboo Regional District and the Emergency Operations Centre please review our website at www.cariboord.ca

For any questions or additional details on the Expression of Interest, please contact

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250-855-8924
iisrael@cariboord.ca