



# City of Revelstoke

P.O. Box 170, Revelstoke, British Columbia V0E 2S0  
revelstoke.ca

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## Request for Expressions of Interest Technology Project Coordinator

### 1. Invitation

The City of Revelstoke invites expressions of interest from qualified persons to fill the position of Technology Project Coordinator on an interim basis, commencing November 1st, 2019 to March 31, 2020. The successful candidate will be responsible for assisting in the implementation of the Revelstoke Tech Strategy 2.0, coordinating the build-out of new office space and tech programming space, and the set-up of the Fabrication Lab, as outlined in Appendix A: Terms of Service and Deliverables. This is a part-time contract position requiring flexible working hours.

### 2. Background

The City of Revelstoke has received \$100,000 in funding from the B.C. Rural Dividend Fund to build on the success of its community-wide Technology Strategy. Developed over the past three years with input from local business, tech entrepreneurs, educators and trainers, the Technology Strategy is focused on:

- Promoting Revelstoke as being an innovative and technology friendly community
- Supporting the first phase of the implementation of the Revelstoke Fabrication Lab
- Supporting local businesses and entrepreneurs to adopt digital technology
- Supporting youth access to technology programming and digital technologies both within and external to school programming
- Adoption of Smart Technologies for the purpose of improved economic, social and environmental resiliency
- Development of investment opportunities in technology

The implementation of the Tech Strategy 2.0 will entail working closely with existing and newly identified partners at both the local and regional levels to expand and implement the Tech Strategy.

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DEVELOPMENT  
SERVICES

(250) 837-3637  
development@revelstoke.ca

PUBLIC WORKS

(250) 837-2001  
works@revelstoke.ca

FINANCE

(250) 837-2161  
finance@revelstoke.ca

FIRE RESCUE  
SERVICES

(250) 837-2884  
fire@revelstoke.ca

PARKS, RECREATION  
& CULTURE

(250) 837-9351  
prc@revelstoke.ca

CORPORATE  
ADMINISTRATION

(250) 837-2911  
admin@revelstoke.ca

COMMUNITY  
ECONOMIC DEVELOPMENT

(250) 837-5345  
ced@revelstoke.ca

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### **3. Community Partners**

The following community partners will assist with the implementation of the Technology Strategy. A key part of the Coordinator's role will be to communicate and collaborate with these partners in this project.

- Revelstoke Fabrication Lab Society will lead the development and operations of the FAB Lab, including set-up and programming.
- School District #19 (Revelstoke) will participate in this project by assisting with the development of mentorship and training activities for youth in the technology sector.
- The Chamber of Commerce will lead the Business Retention and Expansion (BR+E) activities with local technology sector companies.
- Community Futures Revelstoke delivers a range of business support programs, in addition to providing loans for new business start-ups and existing businesses.
- Okanagan College-Revelstoke Centre will design and deliver training programs as required by the project.
- The Regional Science Councils, KAST and Accelerate Okanagan, will provide support to the project as required.
- The City of Revelstoke Community Economic Development Department will be the lead agency in delivering the project.

Having all seven local agencies involved in the project will help to strengthen the cooperation and collaboration among the agencies which will benefit the community over the long term.

### **4. Work Plan & Timelines**

The funding from the Province of British Columbia for the FAB Lab and Tech Strategy is phased over two years. However, due to the requirements to design and set up the FAB Lab and the tech programming space initially before programming commences, it is anticipated that this phase of the project will require specific skill sets and deliverables from an interim Tech Project Coordinator position.

The initial contract term will be November 1st, 2019 to March 31, 2020 with the ability to extend on a monthly basis as required. If deliverables are met, and subject to continued availability of funding, the proponent will be invited to apply for the position of Technology Coordinator or alternative contract positions created through the implementation of the Tech Strategy in an open competition or tendering process and at the discretion of the City of Revelstoke.

The successful proponent will work with community partners and staff to identify priorities of the FAB Lab and Technology Strategy 2.0 projects based on proposed timelines, develop a work

plan in concurrence with project deliverables, and carry out activities in the proposed work plan. If and when activities supersede the allocated number of hours associated with the contract, the Director of Community Economic Development will work with the proponent to determine which deliverables to prioritize. Over the course of the contract, the City reserves the right to modify the proposed priorities listed in the work plan in accordance with current community needs.

The successful proponent will have access to previous reports, analysis and work products completed as part of the tech strategy contract in previous years.

## **5. Qualifications and Experience**

- Knowledge of and experience with local and regional stakeholders
- Ability to work independently, and manage competing priorities
- Work experience and/or post-secondary education in a related field
- Excellent understanding of the technology industry
- Experience with business development and educational programming
- Strong project management skills with technical knowledge and experience
- Understanding of funding programs, agreements, and reporting requirements
- Ability to work collaboratively with diverse groups of people and their interests
- Excellent written and oral communication skills
- Proven track record of balancing multiple tasks and meeting set deadlines

## **6. Submission Requirements**

Submit one (1) pdf document, no more than 5 pages. Your Expression of Interest should include a detailed response to the following:

- (a) A summary of the proponent's qualifications, past work, related projects, and experience related to the services required outlined in Appendix A.
- (b) Proposed work plan and approach to execute the services outlined in Appendix A, including any recommended modifications to the proposed services.
- (c) Hourly fee rate(s) to complete the services and proposed payment schedule.
- (d) An overall budget estimate that separates out professional fees, travel expenses, communications, costs, etc. of fulfilling the contract.
- (e) References (3)

The City reserves the right to negotiate changes to the scope or any other aspect of the offer with any or all proponents after the offers have been evaluated.

This RFP is not a tender call, and the submission of any response to this EOI does not create a tender process. This EOI is not an invitation for an offer to contract, and it is not an offer to contract made by the City. No contractual or other legal obligations or relations between the City of Revelstoke and any other person can or will be created except in a written contract executed by two authorized signatories of the City of Revelstoke.

In considering any submissions delivered in response to this EOI, the City of Revelstoke reserves the absolute and unfettered discretion to:

- accept or reject any EOI that fails to comply with the requirements set out for the content of proposals;
- assess EOIs as it sees fit, without in any way being obliged to select any proposal or Proponents, or to select the proposal that offers the lowest price or cost;
- determine whether any proposal or proposals satisfactorily meet the selection criteria set out in this request;
- require clarification after the dates and times set out above from any one or more of the Proponents in respect of proposals submitted;
- communicate with, meet with or negotiate with any one or more of the Proponents respecting their EOIs or any aspects of the project;
- reject any or all EOIs with or without cause, whether according to the selection criteria set out above or otherwise.

## **7. Evaluation Process**

Evaluation of Proposals will be undertaken by an Evaluation Committee formed by the City, which may consist of one or more persons. The Evaluation Committee may consult with others including staff members, third party consultants and references as the Evaluation Committee may in its discretion decide what additional information it requires.

## **8. Submission Details**

Expressions of Interest should be emailed to:

Ingrid Bron, Director of Community Economic Development, [ibron@revelstoke.ca](mailto:ibron@revelstoke.ca) with the subject line: Expression of Interest – Technology Strategy Coordinator.

Closing Date: October 18th, 2019

## **9. Service Agreement**

Before any work is completed, successful proponent(s) will be required to enter into a contract for services with the City of Revelstoke.

### **9.1 Revelstoke Business License:**

Proponents should be aware that the City requires all companies doing business in Revelstoke to have a valid Revelstoke Business License.

### **9.2 Insurance:**

Proponents should take notice that the successful Contractor shall obtain and maintain in full force and effect during the Term of the Contract, and provide proof of, general liability insurance in an amount no less than \$1,000,000 provided by a company duly registered and authorized to conduct insurance business in the Province of British Columbia. The City of Revelstoke shall be a named insured on such general liability insurance policy and the Contractor agrees to deliver a copy of such policy to the City.

### **9.3 Negotiation:**

If the City of Revelstoke selects a preferred Proponent, the City of Revelstoke will enter into negotiations with the preferred Proponent in an attempt to reach an agreement necessary to acquire the equipment, goods or services, as generally described in this RFP. If the City of Revelstoke considers that it is unlikely to reach an agreement with the preferred Proponent despite having negotiated with the preferred Proponent for at least seven (7) days after selection of the preferred Proponent, the City of Revelstoke is entitled to cease negotiations with the preferred Proponent and to begin negotiations with another Proponent.

### **9.4 RFP Cancellation:**

The City of Revelstoke is entitled to cancel this RFP at any time by addendum issued to Proponents, without liability for any loss, damage, cost or expense incurred or suffered by any Proponent as a result of that cancellation.

## **9.5 Responsibilities and Risks:**

Each Proponent is solely responsible for the risk and cost of preparing and submitting its proposal in response to this RFP and neither the City of Revelstoke nor its officials, employees or consultants are liable for the cost of doing so or obliged to remunerate or reimburse any Proponent for that cost.

By submitting its proposal to the City of Revelstoke, each Proponent represents and warrants to the City of Revelstoke that the information in its proposal is accurate and complete.

The RFP does not impose on the City of Revelstoke any duties of fairness or natural justice to any or all respondents with respect to this RFP or the process it creates. Unless the City of Revelstoke is expressly permitted or required by this RFP to “act reasonably” the City of Revelstoke is entitled to act in its sole, absolute and unfettered discretion.

While the City of Revelstoke has used considerable efforts to ensure an accurate representation of information in this RFP, the information contained herein is supplied solely as a guideline for Proponents. The information is not guaranteed to be accurate, nor is it necessarily comprehensive or exhaustive. The City of Revelstoke will assume no responsibility for any oral information or suggestion(s).

## **9.6 No Claim for Compensation:**

Except as expressly and specifically permitted in these instructions to Proponents, no Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in the RFP and by submitting a Proposal each Proponent shall be deemed to have agreed that it has no claim.

## **APPENDIX A: Terms of Service and Deliverables**

The City of Revelstoke Technology Project Coordinator reports to the Director of Community Economic Development and will be subcontracted by the City of Revelstoke to meet the deliverables of the funding agreement between the City and Province of British Columbia. The successful proponent will be retained as a contractor to provide services to the City of Revelstoke, and will not be, in any capacity, an employee of the City of Revelstoke.

The Coordinator will work remotely until the Fabrication Lab and/or Technology Programming space is established, and will then work from the Fab Lab or Tech Programming space during hours of operation.

The Coordinator will be the project lead, responsible for developing an implementation plan for the Technology Strategy 2.0, including the development and set-up of the Fabrication Lab, that will include, but will not be limited to, a description of:

- Major activities or programs
- Key personnel and partners of the Tech Strategy 2.0, including roles and responsibilities, and/or reporting relationships;
- Facility build out to house and/or support operations of the Technology Strategy, Incubator and Fabrication Lab
- Services to be delivered as part of Tech Strategy 2.0
- Performance metrics/monitoring

The Technology Project Coordinator will produce and submit to the City of Revelstoke:

- An interim report detailing progress of the FAB Lab project and Tech Strategy 2.0 by November 30, 2019, as per funding guidelines and reporting requirements.
- A complete implementation plan as detailed above by January 31, 2020
- A final report on the progress and status of Tech Strategy 2.0 by March 31, 2020

The Technology Project Coordinator will communicate:

- Monthly and more often as requested with the Director of Community Economic Development and the Fabrication Lab Society
- As requested with local/regional elected officials (likely an introductory presentation and project update presentation towards the end of the contract term)
- With media and stakeholders as the key point of contact for the project

The Technology Project Coordinator will also be responsible for:

- Supporting the work of the Revelstoke Fabrication Lab Society, which will oversee and guide the development and operations of the FAB Lab
- Leading the implementation of the technology entrepreneur

programming space, including the selection of equipment, management of contractors making facility renovations, setting up the fabrication lab, development of programs, and provision of services

- Implement the use of a smart technology platform to facilitate operations, administration, and data collection for the technology programming space
- Identifying additional grant opportunities and revenue streams to leverage the funding received from the Rural Dividend Funds and to ensure the ongoing sustainability of the FAB Lab and the technology programming.
- Additional activities as required to ensure the success of Tech 2.0 strategy.