

## ADMINISTRATIVE REPORT

**TO:** Board of Directors

**FROM:** B. Newell, Chief Administrative Officer

**DATE:** July 6, 2023

**RE:** **Award of Okanagan Falls Incorporation Study and Community Engagement Process Contracts**

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### **Administrative Recommendation:**

THAT the contract to carry out the Okanagan Falls Incorporation Study and Community Engagement Process be awarded to the combined team of Neilson Strategies, Horsman Strategies, Leftside Partners, and Inspire Creative for an amount not to exceed \$120,000, plus GST; and

THAT all project costs in addition to those funded by the Province of British Columbia be charged to the Electoral Area "D" Rural Projects Budget.

### **Reference:**

Okanagan Falls Incorporation Study Request for Proposals

Okanagan Falls Communications and Community Engagement Process Request for Proposals

### **Business Plan Objective:**

- Key Success Driver 3.0: Build a Sustainable Region
- Goals 3.1: To develop a healthy and socially sustainable region

### **Background:**

On March 23, 2023 the Minister of Municipal Affairs confirmed financial support for the Regional District of Okanagan-Similkameen to undertake an incorporation study, including an estimate of financial impacts, a full community discussion, and an independent road assessment of provincial roads. The study will provide electors within the study area with the information required to make an informed decision on incorporation.

On April 6, 2023 a Terms of Reference for the study was adopted.

On May 26, 2023 two requests for proposal (RFP) were issued to retain the services of consultants to work with the Okanagan Falls Incorporation Study Committee in order to:

- Conduct the incorporation study; and
- Conduct the communications and community engagement process

The RFPs were advertised on BC Bid, Civic info, the Regional District website, and social media.

The key components of the evaluation process were:

- Methodology – 35 points
- Consultant experience – 35 points
- Schedule – 10 points
- Fees and Disbursements – 10 points
- References – 10 points

Three submission were received, two for the Communications and Community Engagement Process RFP (Spur Communication and Delaney the engagement people) and one partnership proposal which encompassed both the Okanagan Falls Incorporation Study and the Communications and Community Engagement Process RFPs (a partnership between Neilson Strategics, Horsman Strategics, Leftside Partners and Inspire Creative).

The Communications and Community Engagement process from the Neilson submission was broken out of the combined submission and evaluated separately from the Incorporation study portion of the submission, so that all three Communications and Community Engagement submissions were evaluated together.

#### **Analysis:**

The tables below respresent an average of the ratings submitted by the Electoral Area Director, the RDOS Board Chair, the Manager of Finance, and the Manager of Legislative Services.

#### Communications and Community Engagement Process

	Methodology	Consultant Experience	Schedule	Fees and Disbursements	References	Total /100
Delaney and Associates	26	26.5	7.75	8.75	7.75	76.75
Neilson Strategics et al.	31.875	31.375	8.75	7.75	8.5	88.25
Spur Communication	26.5	26	5.75	7.7	8.28	74.2

#### Incorporation Study

	Methodology	Consultant Experience	Schedule	Fees and Disbursements	References	Total /100
Neilson Strategics et al.	32.75	33.75	8.75	9.35	9.75	94.35

#### **Alternatives:**

THAT the proposals be rejected, terms of reference amended and go back out for a second competition.

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**Communication Strategy:**

An information release will be distributed on July 7, 2023 with a list of committee members and the chosen contractors for the Study and the Communications and Community Engagement Process RFPs.

**Respectfully submitted:**

*"Christy Malden"*

C. Malden, Manager of Legislative Services