



## REQUEST FOR STATEMENTS OF QUALIFICATIONS (RFSQ) No. 24-051

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**DATE:** November 4, 2024

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**Project Title:** Freedom of Information (FOI) and Protection of Privacy Administration and Consulting Services

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The Regional District of Nanaimo (RDN) invites qualified and experienced firms to submit Statements of Qualifications to provide administrative and consulting services to support the RDN's development and maintenance of a Privacy Management Program, as well as processing requests made under the *Freedom of Information and Protection of Privacy Act*.

### **A. Intent**

This Request for Statements of Qualifications (RFSQ) is issued to determine the most qualified and experienced service provider that can meet the Regional District of Nanaimo's requirements, expectations, and timeline.

The Regional District of Nanaimo will review submissions received in response to this RFSQ and enter discussions with the top-ranked Respondent to negotiate the terms, scope, timeline, and cost based on the actual scope of work required (the Work). Should these negotiations fail to result in a contract for the Work, the Regional District of Nanaimo may then elect to negotiate with the next highest ranked service provider and so on until an agreement is reached or the process cancelled.

In any event, the Regional District of Nanaimo shall not be bound to enter a contract with any Respondent to this RFSQ and, at its sole discretion, may elect to collapse this process.

### **B. Background**

The Regional District of Nanaimo is considered a public body under the *Freedom of Information and Protection of Privacy Act* (FOIPPA) and is required to maintain a privacy management program and to respond to requests made under FOIPPA. The RDN is seeking the services of a qualified proponent to support the continued development of the RDN's privacy management program, provide advice regarding privacy protection and access to information and either process or support the processing of requests made under FOIPPA.

### **C. Contemplated Scope of Work and Timeline**

- Provide accurate and timely advice regarding Freedom of Information and Protection of Privacy.
- Process and track formal FOI requests.
- Process and track formal consultation requests.

- Liaise with the Office of the Information and Privacy Commissioner when required.
- Support the completion of Privacy Impact Assessments including:
  - drafting/reviewing draft privacy impact assessments.
  - providing guidance and recommendations regarding privacy impact assessments.
  - identifying risks related to new initiatives or changes to existing initiatives involving the collection, use, disclosure and/or security of personal information.
- Develop FOI and privacy policies and procedures.
- Develop and/or provide training for employees and elected officials regarding freedom of information and privacy protection.

The contract is for one year with the option to extend for up to two additional one-year terms, based upon mutual agreement, successful performance, and available budget.

**D. Statement of Qualifications and Evaluation**

The statement of qualifications should be no longer than twenty (20) single sided pages in length (not including cover page, cover letter and appendices). Please include the following:

- Qualifications and areas of expertise of the Firm and nominated Project Manager(s). Please include CV/Resume of the Project Manager(s) and explain how this individual will provide value for the RDN. Describe your Firm's approach to the work.
- Provide short descriptions of similar projects and assignments completed by both the Firm and nominated Project Manager(s) specific to the Province of British Columbia's *Freedom of Information and Protection of Privacy Act* including:
  1. The Firm's experience, approach and processes related to disclosing and withholding documents requested under FOIPPA.
  2. The Firm's experience developing privacy and access policies and procedures for public bodies.
  3. The Firm's experience drafting privacy impact assessments for public bodies.
  4. The Firm's experience interpreting and applying Orders of the Office of the Information and Privacy Commissioner of British Columbia.
  5. The Firm's experience providing accurate and timely advice regarding freedom of information and protection of privacy.
  6. The Firm's experience developing and providing training in privacy and FOI for staff of public bodies and for elected officials.
- A statement of your firm's approach to advancing equity and sustainability in corporate operations and service provisions, including any certifications in this regard.

Statements of Qualifications (the "SOQ") will be evaluated by the Regional District of Nanaimo on a consensus basis and assigned a score out of 100 based on the above evaluation criteria. Any or all SOQs will not necessarily be accepted.

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**E. Submission Date & Time**

Statements of Qualifications should be received on or before 3:00 p.m. local time on the 25th day of November, 2024. The RDN at its sole discretion, reserves the right to accept late submissions.

**F. Questions and Submissions**

Questions and submissions should be directed to: Sky Snelgrove, Assistant Manager, Legislative Services/Privacy Officer, [ssnelgrove@rdn.bc.ca](mailto:ssnelgrove@rdn.bc.ca).

**G. Additional Information**

If the RDN determines that additional information is required, the RDN will post an Addendum on the RDN ([www.rdn.bc.ca/current-bid-opportunities](http://www.rdn.bc.ca/current-bid-opportunities)) and the new BC Bid ([www.bcbid.gov.bc.ca/](http://www.bcbid.gov.bc.ca/)) websites. It is the sole responsibility of interested vendors to check for additional information prior to submitting their response.

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