



# Request for Proposal Template

Abattoir Feasibility Study

February 2018

Issued by:

Lillooet Agriculture & Food Society (LAFS)

Representative:

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We thank the Province of BC for funding this project through the

BC Rural Dividend Program

## 1. Introduction & Background

The Lillooet Agriculture & Food Society, a non-profit society supporting local farmers, ranchers and growers, needs an ABATTOIR FEASIBILITY STUDY and is accepting proposals in response to this Request for Proposal (this "RFP," or this "Request for Proposal") to find a qualified source to provide an ABATTOIR FEASIBILITY STUDY. Our goal with the ABATTOIR FEASIBILITY STUDY is to:

1. Determine the economic viability of a licensed abattoir
2. Evaluate the market and assess the financial feasibility of an abattoir
3. Research and recommend abattoir structure, type and possible locations
4. Research and recommend partnerships, training and value-added products
5. A list of recommendations regarding next steps

The objective of this Request for Proposal is to locate a contractor or professional that will provide the best overall report to the LILLOOET AGRICULTURE & FOOD SOCIETY. While price is a significant factor, other criteria will form the basis of our award decision, as more fully described in the Evaluation Factors section of this Request for Proposal below.

## 2. Submission Guidelines & Requirements

The following submission guidelines & requirements apply to this Request for Proposal:

1. First and foremost, only qualified individuals or firms with prior experience on projects such as this should submit proposals in response to this Request for Proposal.
2. Bidders intent on submitting a proposal should so notify the representative identified on the cover page no later than **FEBRUARY 23, 2018**.
3. Bidders must list projects that are similar to this project as part of their response, including references for each. Examples of work should be provided as well.
4. A technical proposal must provide an overview of the proposed solution as well as resumes of all key personnel performing the work. In addition, the technical proposal should provide a proposed schedule and milestones, as applicable.
5. A price proposal must be provided that is not more than 2 pages. This price proposal should indicate the overall fixed price for the project as well as hourly rates and an estimated total number of hours, should the Lillooet Agriculture & Food Society decide to award a contract on an hourly rate basis.
6. Proposals must be signed by a representative that is authorized to commit bidder's company.
7. If you have a standard set of terms and conditions, please submit them with your proposal. All terms and conditions will be subject to negotiation.
8. Proposals must be received prior to **February 28, 2018** to be considered.
9. Proposals must remain valid for a period of 30 days.
10. The Lillooet Agriculture & Food Society anticipates selecting at least two individuals or firms to have more in-depth discussions with, and will make an award to one of these "down-selected" individuals or firms.

### 3. **Project Description**

The purpose & definition of this project are as follows:

The project will fund a feasibility study to establish a local abattoir for the Lillooet region. The study will determine the economic viability of a licensed abattoir. There is strong interest from local producers to research the opportunities and barriers to establish an abattoir and related businesses. They want to decrease their travel time to a licenses facility because currently they must travel approximately 140 kilometers each way. The study will evaluate the market and assess the financial feasibility of an abattoir. It will also include recommendations on the type of abattoir that would be best suited for our region and possible locations (if location is permanent). Partnerships, training and value-added products will also be researched.

### 4. **Project Scope**

Acceptance of the work is contingent to the following acceptance criteria:

Completion of a feasibility study to establish a local abattoir for the Lillooet region. Study components to include:

- An inventory of existing facilities
- Identification of potential abattoir sites with recommendations
- An inventory of local meat production with regards to animals and numbers, with consideration given to wild game as well
- A detailed description of community & St'at'imc support with potential partnership opportunities
- Options for the configuration of the abattoir (eg. Mobile vs. stationary)
- Market research including consumer information
- Identification of direct and indirect employment and new business opportunities
- Identification of available expertise and training needs for the abattoir and related businesses
- Identification of regulatory framework and licensing requirements
- Financial overview using market analysis with financing and funding sources identified
- A description of opportunities and barriers specific to the region
- A list of recommendations including a business plan outline as part of the report

### 5. **RFP & Project Timelines**

The Request for Proposal timeline is as follows:

Request for Proposal Response Due Date	February 28, 2018
Selection of Top Bidders	March 9, 2018
Start of Negotiation	March 2018
Contract Award / Notification to Unsuccessful Bidders	March 2018

The need-date for project completion (including invoices) is October 31, 2018. Bidders may propose an earlier date.

6. **Budget**

Lillooet Agriculture & Food Society's budget for the project is \$9,500.

7. **Evaluation Factors**

LILLOOET AGRICULTURE & FOOD SOCIETY will rate proposals based on the following factors:

1. Responsiveness to the requirements set forth in this Request for Proposal
2. Relevant past performance/experience
3. Samples of work
4. Technical expertise/experience of bidder and bidder's staff
5. Relevant References

LILLOOET AGRICULTURE & FOOD SOCIETY reserves the right to award to the bidder that presents the best value to the LILLOOET AGRICULTURE & FOOD SOCIETY as determined solely by the LILLOOET AGRICULTURE & FOOD SOCIETY in its absolute discretion. Only those applicants being considered will be contacted by March 9, 2018.