

**FOREST RESOURCE IMPROVEMENT ASSOCIATION
FIRE HAZARD REDUCTION AND FOREST HEALTH PROGRAM**

CALL FOR PROPOSALS (FEBRUARY 2010)

Reference Number: FRIAA-FHRFHP February 2010

Published: Wednesday February 10, 2010

Closing: Wednesday March 31, 2010

The Forest Resource Improvement Association of Alberta (“FRIAA”) is inviting the submission of proposals for projects that reduce fire hazards and maintain forest health and provide employment in rural, forest-based communities in Alberta pending and subject to FRIAA’s receipt of funding for this program. The following information provides instructions to prospective applicants.

1.1 PROPOSAL REQUIREMENTS

Proposals must be clear and well written and must concisely describe the components of the proposed project using the Proposal Requirements in Schedule “A” to this Call for Proposals.

1.2 EVALUATION CRITERIA

A review panel will evaluate all submitted and eligible proposals on the basis of the Proposal Requirements in Schedule “A” as well as the following:

1. Proposals provide direct employment opportunities for Albertans.
2. Proposals help create or sustain forestry businesses.
3. The project as proposed must start quickly.
4. Proposals achieve provincial forest protection objectives by reducing fire hazard or reducing potential losses to insects and diseases.
5. Proposals reduce risk of damage or loss to Alberta communities and infrastructure.
6. Proposals reduce the risk of loss to key forest resources and values such as timber, water, wildlife habitat and recreation opportunities.
7. Proposals addressing fire hazard reduction identify and demonstrate linkages to or are a component of a FireSmart Plan approved by Alberta Sustainable Resource Development (“ASRD”).
8. Proposals addressing forest health identify and demonstrate linkages to a forest health project or program that has been approved by ASRD (e.g. provincial mountain pine beetle program).
9. Proposals are cost effective.
10. Proposals demonstrate the applicants ability to manage and deliver the proposed project.
11. Proposals demonstrate that steps have been taken to secure any necessary permits, licenses or authorizations required to implement the proposed project.
12. Funding for any project shall not exceed \$1,000,000. Proposals of all sizes and requesting funding levels of up to \$1,000,000 will be considered.

Note: The review panel reserves the right to consider additional criteria in their evaluation of proposals and may recommend proposals to the Board of Directors of FRIAA for approval in their entirety and for the full amount of funding requested or recommend a specific element or elements of a proposal for approval with funding in part.

1.3 SUBMISSION PROCESS

Proposals must include a completed Application Form published with this Call for Proposals and must be submitted:

- (i) in sealed envelopes or containers clearly marked as “FRIAA FHRFHP February 2010” by:

Mail delivery to: Forest Resource Improvement Association of Alberta
Box 11094
Main Post Office
Edmonton, AB. T5J 3K4
Attention: Review Panel

or

Courier or Hand-Delivery to: Forest Resource Improvement Association of Alberta
c/o Meyers Norris Penny LLP
Suite 400, Bell Tower
10104 - 103 Avenue
Edmonton, AB. T5J 0H8
Attention: Review Panel

and received by FRIAA before 4:30 p.m. local time as observed in the City of Edmonton on Wednesday March 31, 2010;

or

- (ii) by E-mail indicating “FRIAA FHRFHP February 2010” with the proposal and a completed Application Form published with this Call for Proposals attached in PDF format to: admin@friaa.ab.ca and received on FRIAA’s server before 4:30 p.m. on Wednesday March 31, 2010;

or

- (iii) by facsimile indicating “FRIAA FHRFHP February 2010 with a completed Application Form published with this Call for Proposals to: (780) 429-4026 and received by FRIAA before 4:30 p.m. on Wednesday March 31, 2010.

Only those proposals received before 4:30 p.m. on **Wednesday March 31, 2010** will be accepted for evaluation. Proposals received any time thereafter will not be accepted for evaluation.

FRIAA is not responsible for proposals that are not received as the result of any courier or postal delivery service or electronic transmission issues including disruptions, loss of postal service, the loss of a proposal by the postal service or a delivery or electronic transmission service failure of any kind by any delivery or electronic transmission service whatsoever.

The review panel will receive, evaluate and make recommendations on all proposals to the FRIAA Board of Directors.

The Board of Directors will determine which of those proposals will be conditionally approved for funding.

Only those proposals that will result in funds being expended directly on a specific project deliverable and undertaken by the applicant will be considered.

The Board of Directors is not obligated to approve any proposal or give reasons for the selection or rejection of any proposal or to allocate funds in respect of any proposal. Any and all decisions made by the Board of Directors in respect of all proposals, project selection and funding allocation are final and binding.

Please note that by submitting a project proposal and signed Application Form, the Applicant accepts and agrees to be bound by all of the terms and conditions set out in this Call for Proposals.

1.4 CONTACT INFORMATION

Forest Resource Improvement Association of Alberta
Box 11094
Main Post Office
Edmonton, Alberta. T5J 3K4.
E-mail: admin@friaa.ab.ca
Fax: 780.429.4026
Phone: 780.429.5873

SCHEDULE “A”

PROPOSAL REQUIREMENTS

1.1 PROPOSAL OVERVIEW

- Indicate: “FRIAA-FHRFHP February 2010”.
- Indicate: Project title.
- Identify the applicant and also, if applicable, the individual that represents the applicant with respect to the proposal (name, title, relevant professional credentials, contact, phone number and address).
- If the applicant is a First Nation, a Band Council Resolution authorizing the proposal must be included with the proposal.
- If the applicant is a Métis Settlement a settlement council resolution authorizing the proposal must be included with the proposal.
- Relevant background information of the applicant and any partners.
- Detailed site selection information and map of the proposal area.
- Complete and sign the enclosed Application Form.

1.2 PROPOSAL OBJECTIVES

- Description of the objectives of the proposed project with respect to employment and fire hazard reduction or forest health.

1.3 REQUIRED INFORMATION

- Description of the proposed project’s objectives.
- Description of methods and project plan.
- Description of activities. **Note:** Proposed projects that involve logging of merchantable timber must address and request funding only for that component or those components of the logging operation that are directly linked to a FireSmart plan or a forest health program or plan and only for incremental costs. For clarification contact FRIAA at the number set out above on page 3 of this Call for Proposals.
- Description of the areas and number of hectares to be treated.
- Description of the number of people employed by the proposed project, period(s) of employment and wages to be paid.
- Description of employment to be generated by the proposed project expressed in man-months and showing the calculation used to determine the number of man-months.
- Description of the number and types of businesses involved in delivering the proposed project.
- Description of what has been done by the applicant to date by way of a review to assess the soundness of the methodology and plan for the proposed project.
- Description of funding requested and overall budget (breakdown contract services, staff time, equipment rental, machinery and products to be used, etc).

- Description of other funding that has been or will be applied to the proposed project.
- Description of work to be subcontracted and estimated costs of the contracts.
- Description of the project management, particularly descriptions of the measurements in place to ensure the proposed project is completed on time and within budget and who is responsible.
- Description of the requirements for permits, licenses or other authorization to carry out the work and what will be done to obtain the authorization including work completed to date to secure required permits, licenses and authorizations.
- Description of impacts on other resources or users and (if applicable) referral to impacted stakeholders.
- Description of project results.
- Description of project outcomes.

1.4 REQUIRED SCHEDULES

- Progress reporting schedule.
- Proposed payment schedule (to be proposed on the basis of activities to be carried out).
- Work schedule/work plan.

NOTE: Project proposals must closely follow the outline of proposal requirements set out above. If specific items or sections do not apply to the proposal, an indication of “Not Applicable” is suggested within the body of the proposal under the pertinent section.