

---

## Request for Proposal

**RFP for:** Implementation Plan for projects proposing to increase capacity of small tenure holders or small wood manufacturers

**Contacts:**

**December 4 – January 4:** Beth Oldham, [beth@bcruraldevelopment.com](mailto:beth@bcruraldevelopment.com), (250) 777-1460

**January 4-January 15:** Hugh Watt, [hwatt@truenorthforestry.com](mailto:hwatt@truenorthforestry.com), (250) 265-1856

**Submission Deadline:** January 15, 2024. Email proposal to: [beth@bcruraldevelopment.com](mailto:beth@bcruraldevelopment.com)

---

**Purpose:** To provide opportunities for individuals or groups to help implement projects that will increase the capacity of small tenure holders or small wood manufacturers in the Kootenay Boundary catchment area (see attached map).

**RFP Issued by:** Nakusp and Area Community Forest (NACFOR) for Small Forest Capacity Building Project

**Proposal due date:** January 15, 2024

**Project Background:** In May 2022, NACFOR's Small Tenure Capacity Building Project committee released a report on capacity building among small tenure holders and small wood manufacturers in the Kootenay-Boundary (<https://www.nakuspcommunityforest.com/wp-content/uploads/2022/06/Small-Forest-Tenure-Capacity-Building-Report-Final-May-2022.pdf>). The report identified challenges and barriers facing small-scale forestry in the region as well as potential projects that could enhance their capacity.

In May 2023, the committee released feasibility studies for two projects with the potential to increase capacity of small tenure holders and small wood manufacturers: 1) an online log and lumber exchange, and 2) a small tenure/small wood manufacturer partnership (<https://www.nakuspcommunityforest.com/special-projects/>).

**RFP Overview:** This RFP will provide \$5,000 in seed money to up to two (2) interested parties or groups to develop a detailed implementation plan to increase the capacity of small forest tenure holders and small wood manufacturers in the Kootenay Boundary. This RFP is open to any project that can increase capacity in the industry and is not necessarily restricted to the two projects identified (above) in the May 2023 publications. See Section VI of the [May 2022 Small Forest Tenure Capacity Building in the Kootenay-Boundary](#) report for other recommendations.

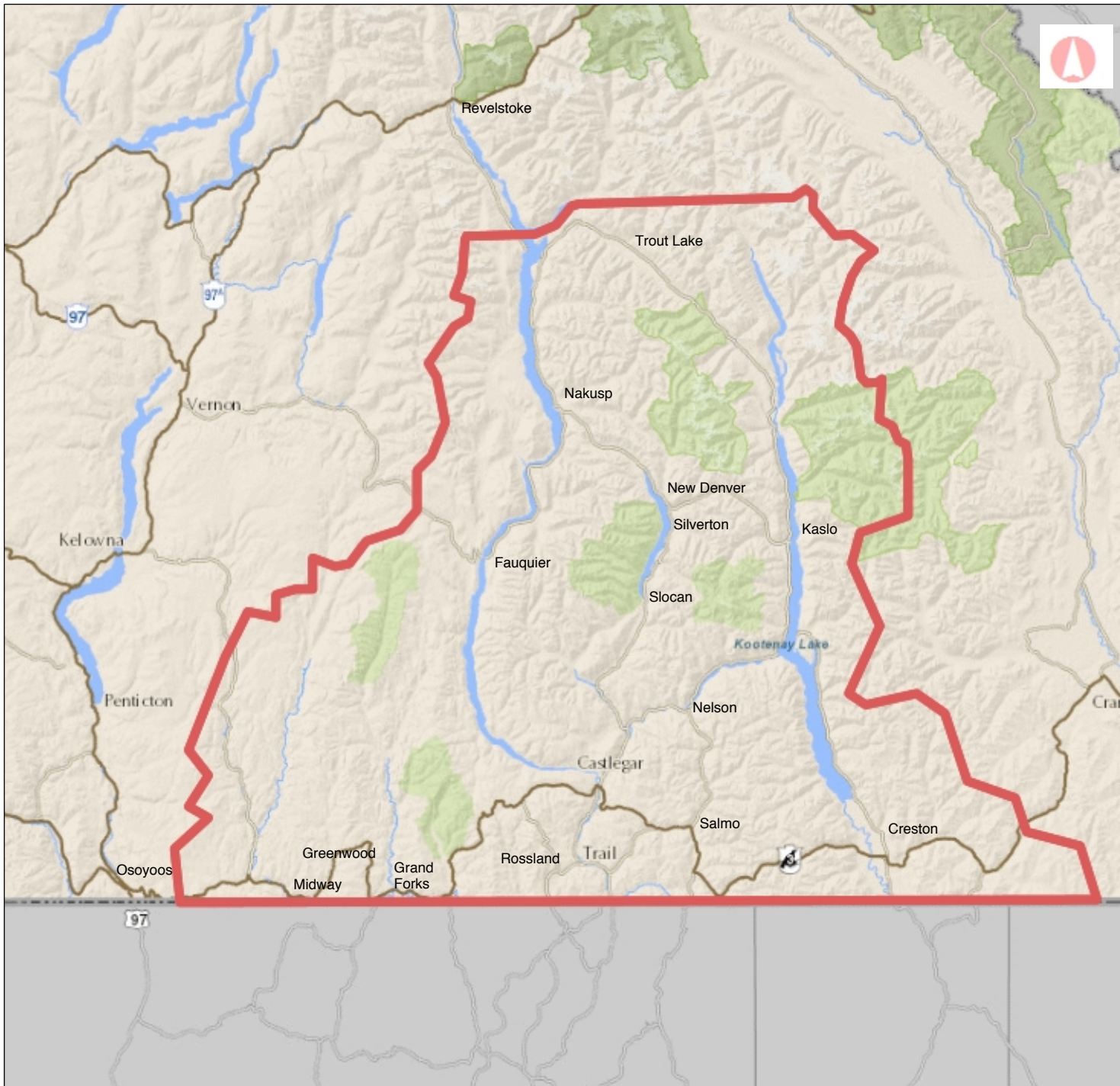
**RFP Deliverables:** A copy of the detailed implementation plan which may be shared, depending on the proprietary nature of the plan.

**Proposal Instructions:**


1. **Project description:** Provide a description of your project. Include the rationale behind the project and how it will build capacity for small-scale forestry in the Kootenay-Boundary region.
2. **Project goals and objectives:** Clearly state the goal of the project. Define the project's objectives in specific, measurable terms. Describe how the goals and objectives drive the implementation plan.
3. **Project team:** Identify the individuals who will be working on the project. Describe their roles and responsibilities as well as their qualifications for each role.
4. **Milestones and Deliverables:** Provide milestones that will indicate that the project is proceeding as planned. Describe the project's deliverables and a plan to monitor them.
5. **Project Budget:** Identify what you intend to do with the funds, if awarded.
6. **Project Timeline:** Include a timeline in the budget for project launch and implementation.
7. **Success Criteria:** Describe how you will determine whether or not the project has been successful.
8. **Length:** Proposal should be no longer than 5 pages, single spaced.

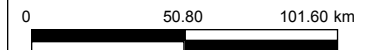
**Proposal Evaluation Criteria:**

Evaluation Criteria	Value	Content
Adherence to RFP Instructions	5	<ol style="list-style-type: none"> <li>1. Addresses objectives of RFP</li> <li>2. Demonstrates understanding of Small Forest Tenure project</li> </ol>
Project Description	20	<ol style="list-style-type: none"> <li>1. Plan includes rationale for proposed project</li> <li>2. Plan describes how it will build capacity for small-scale forestry operations in Kootenay-Boundary region.</li> </ol>
Project Goals and Objectives	20	<ol style="list-style-type: none"> <li>1. Project goal clearly stated</li> <li>2. Project objectives are specific and measurable.</li> <li>3. Goals and objectives drive implementation plan</li> </ol>
Project Team	15	<ol style="list-style-type: none"> <li>1. Team members' roles and responsibilities are clearly outlined.</li> <li>2. Project team has the relevant experience to carry out project</li> </ol>
Milestones and Deliverables	15	<ol style="list-style-type: none"> <li>1. Plan lists tangible and intangible outputs of tasks.</li> <li>2. Plan has defined milestones and a plan to monitor them.</li> </ol>
Project Budget	10	<ol style="list-style-type: none"> <li>1. Budget is realistic and supports project delivery.</li> <li>2. Budget shows placement of grant funds within total budget as well as other funding sources including in-kind works.</li> </ol>
Project Timeline	10	<ol style="list-style-type: none"> <li>1. Plan includes a timeline for completion.</li> </ol>
Success Criteria	5	<ol style="list-style-type: none"> <li>1. Plan identifies a method for measuring success.</li> </ol>
<b>Total</b>	<b>100</b>	



## Small Forest Tenure Capacity Building Project

 Interest Area



1: 2,500,000

### Copyright/Disclaimer

The material contained in this web site is owned by the Government of British Columbia and protected by copyright law. It may not be reproduced or redistributed without the prior written permission of the Province of British Columbia. To request permission to reproduce all or part of the material on this web site please complete the Copyright Permission Request Form which can be accessed through the Copyright Information Page.

CAUTION: Maps obtained using this site are not designed to assist in navigation. These maps may be generalized and may not reflect current conditions. Uncharted hazards may exist. DO NOT USE THESE MAPS FOR NAVIGATIONAL PURPOSES.

Datum: NAD83

Projection: WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere

### Key Map of British Columbia

