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Request for Proposals Terms of Reference for Value-Added Pilot

Background

BC Wood is initiating a study of what export development/export readiness programs already exist that may be applicable to small and medium sized enterprises in BC's value-added wood products sector. The primary geographic focus will be Canada and the US markets, and programs that support export readiness and export expansion. This study will include a review of what kinds of support already exist and can be leveraged by the sector.

A second element of the research study will look at other sectors, or other jurisdictions, and assess "best practices" and lessons that can be learned and applied to BC's value added sector / related programming. Again, the focus is on expanding export activity and supporting new exporters.

Objectives

The objectives of this study are as follows:

- Research on existing programs that are already in place to support British Columbia SME's in expanding their export opportunities in Canada and the US
- Develop a detailed summary of programs that exist, the kinds of support available, how to access, and any eligibility requirements to participate in existing service offerings
- Provide BC wood products manufacturers with up-to-date information on specific types of support, mentoring and training that is available
- Highlight sources of information, market intelligence, and where SMEs can access export and market opportunity information (on line, hard copy, or physical resource centres)
- Identify resources accessible to the sector to develop, adapt or refine products to target / suit specific new market opportunities
- Develop a list of programs and costs currently available

The secondary element of this work will:

- Identify highly relevant programs, support, or best practices from other sectors, or other jurisdictions to support new exporters, that could provide lessons learned and ideas to consider in any new programming in BC
- Summarize how these programs are delivered, the kinds of support required, costs to access, eligibility requirements, focus or scope of support available, etc
- Identify how these programs provide innovative or highly effective support to SMEs / new exporters, and why they are successful / unique
- Summarize lessons learned by other programs and how these lessons could be applied in BC / to the forest products value added sector.

Suggested Report Scope and Methodology

This study should cover the following areas of information:

1. Introduction and overview of methodology followed
2. Detailed description of current Programming Available (marketing, technology, product development, mentoring, information resources, market intelligence, etc)
3. Cost of Participation in Available Programs and Eligibility requirements



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4. Information on how to access existing programs, how services are delivered / accessed (website URLs, program descriptions, etc should be included in an appendix).
5. Summarize key findings from other jurisdictions (a prioritized and focused search) that may be relevant to the BC sector, and/or provide valuable lessons learned/best practices.
6. Identify the kinds of services available, why they are effective, and why the consultants are including them in the report
7. Summarize best practices and findings / experience from other programming that should be considered in BC, and why
8. Recommendations and Conclusion
9. Appendix

Methodology

It is anticipated that the consultants will complete the majority of this work using web based searches and through phone conversations/email correspondence. For programs / services within British Columbia, where required, on site visits/interviews may be warranted.

Evaluation

The evaluations of the submitted proposals will be made by FII and BC Wood staff and guided by an advisory committee of industry experts.

Request for Proposal Timeline

All proposals in response to this RFP are due no later than 5pm EST August 11, 2016. The evaluation of proposals will be conducted from August 12th to August 18, 2016.

The selection decision for the winning bidder will be made no later than August 19th, 2016.

Upon notification, the contract negotiation with the winning bidder will begin immediately.

Project Timeline

- Project planning phase must be completed by September 5, 2016. The project planning phase will determine the timeline/schedule for the remaining phases of the project.
- Project completion and submission of a preliminary findings must be completed by October 10, 2016
- Submission of a final written report must occur by October 24, 2016.

Please email submissions to bhawrysh@bcwood.com and for any additional information regarding this request, please contact;

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