



## REQUEST FOR PROPOSALS STRATEGIC PLANNING

### I. Reference Date

This Request for Proposals (RFP) is dated March 3, 2022

### II. Purpose

The Port Alberni Port Authority (PAPA) is inviting proposals from qualified proponents to assist in the development of our Port Alberni Port Authority Strategic Plan. The PAPA Strategic Plan is a requirement to meet our obligations under the *Canada Marine Act, Port Authorities Management Regulations*, and Letters Patent.

### III. Scope of Work

The Port Alberni Port Authority is seeking a qualified individual, or organization, to facilitate the strategic planning process. It is our expectation that broad experience and knowledge of the industry, as well as local and regional economy and landscape, by the proponent, be considered as we develop our future plans. PAPA has a very diverse portfolio and interests and would like to expand its operation and influence in all areas; and, specifically, to ensure the vision, mission, and values of the Port Alberni Port Authority continues to guide the work of our Board of Directors, management, and staff.

#### **The Vision:**

“To be a thriving and diversified international port”

#### **The Mission:**

“To be an economic driver that facilitates maritime trade and marine commerce by providing professional service that respects the environment, the community, and the port users.”

#### **Values Statement:**

The Port Authority will manage its affairs with integrity ensuring financial viability, social responsibility, and a healthy environment.



#### **IV. Deliverables**

- At minimum 2 in person sessions with the Port Alberni Port Authority Board of Directors to review previous strategic plan, mission, and vision of the Port Alberni Port Authority, current challenges and opportunities, goals, and outlining actions for the upcoming strategic plan
  - Drafting of the Port Alberni Port Authority Strategic Plan
  - Presentation to the Port Alberni Port Authority Board of Directors and staff at a future scheduled Board Meeting

#### **V. Evaluation Criteria**

Proposals will be evaluated on criteria including, but not limited to:

- Experience of proponent
- Value of services to be provided to Port Alberni Port Authority
- Proponent references

#### **VI. Submissions**

All interested parties are encouraged to submit proposals in confidence by email:

Heather Newton: Corporate Secretary,  
Port Alberni Port Authority  
2750 Harbour Road Port Alberni, BC, V9Y 7X2  
Email: [hnewton@papa-appa.ca](mailto:hnewton@papa-appa.ca)

#### **VIII. Deadline**

All proposals must be received by 4:00 pm on March 18<sup>th</sup>, 2022.