



Request for Proposal (RFP) – Emergency Operations Manager (Term)

1. Overview

West Moberly First Nations is seeking proposals from qualified individuals to provide Emergency Operations Management services for a fixed-term contract.

Contract Term: July 1, 2026 – September 30, 2026

The selected proponent will support preparedness, response, and coordination activities during the peak summer risk period, including wildfire and other emergency events.

Moberly Lake is a rural community in northeastern British Columbia with unique emergency management needs due to its geography, infrastructure limitations, and exposure to hazards such as wildfire, extreme weather, and transportation disruptions.

The community collaborates with local partners, First Nations, and provincial agencies.

2. Objective

The objective of this RFP is to engage a qualified Emergency Operations Manager (EOM) to provide leadership and coordination during emergency preparedness and response activities. The successful proponent will need to support the activation and operation of the Emergency Operations Centre (EOC). They will also be expected to enhance West Moberly's community readiness during the high-risk summer period.

3. Scope of Work

- Emergency Preparedness: Review and update emergency plans, ensure EOC readiness, conduct training, and liaise with partners.
- Emergency Response: Support EOC activation, coordinate response actions, and provide situational reports.
- Coordination & Liaison: Work with provincial agencies and local responders.
- Administration & Reporting: Maintain records, prepare after-action reports, and provide a final summary report.

4. Key Deliverables (a final contract summary report would be due Oct 15, 2026)

- Updated emergency contact and resource lists
- EOC readiness checklist and status report
- Documentation from training or exercises
- Situation reports during activations

5. Qualifications & Experience

- Experience managing Emergency Operations Centres
- Knowledge of BC Emergency Management System (BCEMS)



- ICS training (ICS 200/300 minimum)
- Strong communication and leadership skills
- Experience in rural or remote communities preferred

6. Contract Terms

Term: July 1, 2026 – September 30, 2026

Location: Moberly Lake, BC

Compensation: To be proposed

Hours: 35 hours/week minimum with 24/7 on call

7. Proposal Submission Requirements

Interested parties should submit their applications to rfp@westmo.org. Applications must include:

1. Cover Letter
2. Resume stating experience and qualifications
3. Approach to scope of work
4. Availability and work plan
5. Fee structure
6. A minimum of 2 professional references

Deadline to apply: July 10, 2026

9. Additional Information

The organization reserves the right to accept or reject any proposal. All proposal preparation costs are the responsibility of the proponent. Preference may be given to Indigenous candidates with local or regional experience.

Respondents are asked to disclose in their submission any actual or potential conflicts of interest and existing business relationships they may have with the Province, Treaty 8 First Nations, or neighboring communities (Indigenous or non-Indigenous).