



BASIN BUSINESS OPPORTUNITIES

REQUEST FOR EXPRESSIONS OF INTEREST (RFEI)

TABLE OF CONTENTS

1. INTRODUCTION 3

1.1 Background..... 3

1.2 Purpose 3

1.3 Business Opportunity Criteria..... 4

1.4 Respondent Criteria..... 4

2. INSTRUCTIONS TO RESPONDENTS 5

2.1 Inquiries 5

2.2 Information Webinar Meeting 5

2.3 Address and Closing Time for Submissions..... 5

2.4 Email Submissions 6

2.5 Addenda 6

3. SUBMISSION DETAILS 6

3.1 Format 6

3.2 Content 6

4. SUBMISSION REVIEW..... 6

4.1 Review Process 6

4.2 Notification..... 6

5. GENERAL CONDITIONS 7

5.1 No Obligation to Proceed 7

5.2 RFEI Not a Formal Competitive Bidding Process 7

5.3 RFEI Shall Not Limit the Trusts’ Pre-existing Rights 7

5.4 Respondent’s Expenses..... 7

5.5 No Claims 7

5.6 Conflict of Interest..... 8

5.7 Confidentiality 8

Appendix A.....9

REQUEST FOR EXPRESSIONS OF INTEREST

1. INTRODUCTION

1.1 Background

Columbia Basin Trust supports efforts by the people of the Basin to create a legacy of social, economic and environmental well-being and to achieve greater self-sufficiency for present and future generations.

The Trust serves the people who live in the Basin and assists communities in addressing their needs by:

- providing resources and funding;
- focusing on local priorities and issues;
- bringing people together around key issues;
- providing useful, credible, accessible information and expertise;
- encouraging collaboration and partnerships;
- seeking ongoing input from Basin residents; and
- investing prudently in Basin power projects, businesses and real estate.

The Trust has developed a renewed economic development business plan to lead and support efforts to advance economic growth, job creation, innovation and entrepreneurial opportunity for a prosperous and sustainable [Basin \(ourtrust.org/economic\)](http://ourtrust.org/economic) economy. The Trust is placing an increased emphasis on being a leader, catalyst and investor in economic development in the region and has an objective to originate, acquire, and/or develop regional assets to support job creation and sustainable economic growth.

The Trust has inherent advantages to enhancing economic development in the Basin:

- a long term and enduring mandate;
- planning, facilitation, project execution, commercial experience, business acumen and development expertise; and
- the financial resources and business strength required to take action and allow for customized approaches to financing of projects.

The Trust will focus on new ideas and business opportunities that may, in absence of the Trust, be a challenge to execute. The Trust will look to develop business opportunities in a leadership role or in partnership with businesses, groups, associations, or organizations in the form of acquisitions, development and/or management/operation of specific assets.

For more detailed organizational information, please refer to our website at ourtrust.org.

1.2 Purpose

The purpose of this Request for Expressions of Interest (RFEI) is to invite submissions (**Submissions**) from experienced and qualified parties (**Respondent**) that identify and outline a specific business opportunity in the [Columbia Basin Region \(Region\)](#) on which to partner with the Trust.

1.3 Business Opportunity Criteria

- (a) For the purpose of this RFEI, a business opportunity;
- should be a commercial venture;
 - can be either a new venture or expansion of an existing venture;
 - should involve resources of one or more parties in addition to the Trust;
 - should be operational within 18 months of finalization;
 - must be located within the Region; and
 - must have outcomes, as outlined below, within the Columbia Basin Region.
- (b) Expected outcomes of projects may include, but are not limited to:
- the creation of meaningful, sustainable jobs in the Region;
 - extended economic impact;
 - increased wealth into the Region;
 - community and/or Region wide economic growth;
 - attraction or retention of business in the Region;
 - workforce development; and
 - where possible and reasonable, Region wide application.

The Trust has strategic interests in agriculture, transportation, alternative energy, innovative green technologies, accommodation and housing, and niche advanced manufacturing. Innovative business opportunities in these areas are encouraged. See our strategic priorities at ourtrust.org/priorities.

1.4 Respondent Criteria

- The Trust is particularly interested in submissions from respondents that have:
- a stated purpose and have qualifications and direct experience in the related sector;
 - financial resources or tangible assets to contribute in amounts relative to the business opportunity proposed;
 - an engaged ownership/management team;
 - strength in evaluating market opportunities; and
 - willingness to consider creative partnership models, including equity that will optimize strengths of all partners.

2. INSTRUCTIONS TO RESPONDENTS

2.1 Inquiries

All inquiries related to this RFEI should be emailed to the person named below (**the Trust's Representative**). Information obtained from any person or source other than the Trust's Representative may not be relied upon.

Name: Rina Gresiuik
Email: rgresiuik@cbt.org

Inquiries and responses will be recorded and will be posted to BC Bid at the discretion of the Trust.

Respondents finding discrepancies or omissions in this RFEI, or having doubts as to the meaning or intent of any provision, should immediately notify the Trust Representative. If the Trust determines that an amendment is required to this RFEI, the Trust's Representative will issue an addendum in accordance with Section 2.4. No oral conversation will affect or modify the terms of this RFEI or may be relied upon by any Respondent.

2.2 Information Webinar Meeting

A web-based interactive information meeting will be held to explain the Trust's interest and the RFEI process. Attendees will have the opportunity to ask questions and have them answered live during the webinar.

Date: April 11, 2018 @ 10:00 a.m. – 11a.m. PT

Registration and log in details will be posted at ourtrust.org/opportunities on March 16.

Following the Information Meeting respondents will have the opportunity to submit further questions via email. An addendum of all questions, along with answers, will be posted to BC Bid at the discretion of the Trust.

2.3 Address and Closing Time for Submissions

Submissions should be received at the following email address:

Email: rgresiuik@cbt.org

On or before the following date and time (the **Closing Time**):

Date: August 31, 2018
Time: 1:00 PM PT / 2:00 PM MT

Please note: the Closing Time provides a timeframe for this document and process, however, the intent of the RFEI is to invite submissions on an on-going basis and submissions received after the Closing Time will be considered.

2.4 Email Submissions

Respondents assume the entire risk that the email will be received by the addressee and is complete, including the risk that the Trust's system will properly receive the email and any email attachments. The Trust assumes no risk or responsibility that any email will be received.

2.5 Addenda

If the Trust determines that an amendment is required to this RFEI, the Trust's Representative will issue a written addendum that will form part of this RFEI. No amendment of any kind of the RFEI is effective unless it is contained in a formal written addendum.

3. SUBMISSION DETAILS

3.1 Format

The following format, sequence and instructions should be followed in Submissions:

- a) all pages should be consecutively numbered;
- b) submissions should be no more than 10 pages long (including cover page, appendices and all documentation); and
- c) submissions must be in English.

3.2 Content

Submissions should address the criteria outlined in Sections 1.3 and 1.4 and provide all the information requested in Appendix A of this RFEI.

4. SUBMISSION REVIEW

4.1 Review Process

All submissions to this RFEI will be reviewed by the Trust against the criteria outlined above in Sections 1.3 and 1.4 and the information requested in Appendix A of this RFEI.

The Trust may, at its sole discretion:

- a) initiate subsequent processes at any time to engage select Respondents in relation to this RFEI; and
- b) as submissions are investigated, move along a continuum from potential, to probable, to proven with the possibility of discontinuation at any point along that journey if found to not be feasible.

4.2 Notification

The Trust will notify Respondents whether or not the Trust will be contacting the Respondent in relation to this RFEI within 20 business days of receipt of the Submission.

5. GENERAL CONDITIONS

5.1 No Obligation to Proceed

Notwithstanding any provision of this RFEI, the Trust will have no obligation to select Respondents or negotiate or enter into a contract with any Respondent. The Trust reserves the right to reject all Submissions and to terminate this process at any time.

5.2 RFEI Not a Formal Competitive Bidding Process

This RFEI is issued for information-gathering purposes and is not intended to be a formal legally binding bidding process. Without limiting the generality of the foregoing, this RFEI may result in subsequent negotiations. Any pricing, costing or budget information submitted by Respondents shall be for general information purposes and will not be binding on Respondents.

No legal relationship or obligation regarding the purpose of this RFEI shall be created between the respondent and the Trust by the RFEI process until the successful negotiation and execution of an Agreement.

5.3 RFEI Shall Not Limit the Trusts' Pre-existing Rights

This RFEI shall not limit any of the Trust's pre-existing rights. Without limiting the generality of the foregoing, the Trust expressly reserves the right, at its discretion:

- (a) to seek subsequent information or initiate discussions with any firm, including Respondents that did not respond to this RFEI;
- (b) to initiate direct negotiations with any Respondent or Respondents, regardless of whether the firm or Respondents responded to this RFEI;
- (c) to contact a limited number of respondents, which may be limited to those that responded to this RFEI, or may include respondents that did not respond to this RFEI; and
- (d) to elect not to proceed with the purpose of this RFEI.

5.4 Respondent's Expenses

Respondents are solely responsible for their own expenses in preparing and submitting Submissions and for any negotiations or discussions with the Trust or its representatives and consultants relating to or arising from this RFEI.

5.5 No Claims

By submitting a Submission, each Respondent:

- (a) agrees that the Trust and its Board members, employees, representatives, agents, consultants and advisors will not under any circumstances be liable for any claims, whether for costs, expenses, losses (including loss of anticipated profits), damages or liabilities which are or may be incurred or suffered by any Respondent arising from or in any way connected to this RFEI, including if the Trust breaches any express or implied term of the RFEI; and
- (b) waives any and all claims against the Trust or any of its Board members, employees, advisors, representatives, consultants or advisors.

5.6 Conflict of Interest

Respondents should disclose in their Submission any potential conflicts of interest and existing business relationships they may have with the Trust. If requested by the Trust, Respondents must provide all pertinent information regarding the ownership of a corporate Respondent.

5.7 Confidentiality

All submissions become the property of the Trust and will not be returned to the Respondent. All submissions will be held in confidence by the Trust unless otherwise required by law. Respondents should be aware that the Trust is a “public body” as defined by *Freedom of Information and Protection of Privacy Act* (British Columbia) and is subject to that Act.

APPENDIX A

Please note: Submissions should address the criteria outlined in Sections 1.3 and 1.4 and provide all the information requested here in Appendix A. Information should be at a high level but with sufficient detail to explain your business opportunity and the experience and qualifications of the parties involved in the business opportunity.

1. Respondent's Contact Information

- (a) registered legal business name and any other name under which it carries on business;
- (b) address, telephone, email and website (if applicable);
- (c) name, address, telephone and e-mail address of the contact person(s) for the organization; and
- (d) name of the person who is primarily responsible for the submission.

2. Respondent Details:

- (a) name any additional parties involved in the business opportunity;
- (b) indicate the ownership structure of the parties (e.g. sole proprietor, incorporated, unincorporated, municipality, consortium) ;
- (c) describe the purpose, qualifications and experience of all parties as related to the business opportunity; and
- (d) identify, in general, the financial resources or tangible assets that the parties can provide or secure to bring to the business opportunity (examples: land, cash, assets, other funding etc.).

3. Business Opportunity and Outcomes:

- (a) describe the business opportunity being proposed;
- (b) indicate whether this a new venture or the expansion of an existing venture;
- (c) provide the location(s) in the Region;
- (d) outline the expected outcomes;
- (e) summarize the risks associated with or potentially impacting the business opportunity;
- (f) indicate the initial scale of the business opportunity or the estimated total investment required; and
- (g) outline the timeframe or high level schedule for the business opportunity.

END OF APPENDIX A