

Forest Resource Improvement Association of Alberta

COMMUNITY FIREGUARD PROGRAM (CFP) REFERENCE: FRIAA-CFP AUGUST 2025 PHASE 1: PLANNING

REQUEST FOR PROPOSALS

Issue Date:	August 21, 2025
Intake #3 Closing Date/Time:	September 26, 2025 – 14:00 pm
Virtual Information Session:	September 10, 2025
Submission Portal:	https://friaa.ab.ca/program-submissions/
Telephone:	780-429-5873
Inquiry Email:	admin@friaa.ab.ca
Website Information:	www.friaa.ab.ca
Mailing:	Box 11094 Main Post Office Edmonton, AB T5J 3K4

1. INTRODUCTION

- 1.1 The Forest Resource Improvement Association of Alberta (“**FRIAA**”) was established in 1997 to promote and initiate projects that enhance Alberta’s forest resources. In keeping with this primary purpose, FRIAA entered into a Grant Agreement with the Government of Alberta (“**GOA**”) to deliver the Community Fireguard Program (the “**CFP**”).
- 1.2 The purpose of the CFP is to support the Provincial FireSmart Program initiative by funding the construction of community fireguards that provide for enhanced public safety and improved protection of at-risk communities. Specified criteria of eligible construction projects include:
- (a) Large fireguards (several hundred meters wide), unless it can be demonstrated that a smaller fireguard complements an established wildfire mitigation strategy. This may include:
 - (i) Integration with other fuel treatments (e.g. thinning, prescribed burning, FireSmart best practices);
 - (ii) Strategic fireguard placement to protect critical infrastructure, residential zones, or evacuation routes;
 - (iii) Alignment with community values and land-use priorities; and,
 - (iv) Support from fire behavior modeling and risk assessments demonstrating the fireguard’s effectiveness.
 - (b) All flammable woody fuels and land-clearing debris must be cleared, with a long-term strategy in place to maintain the fireguard’s fuel-free condition and ensure the absence of hazardous fuels in the zone between the fireguard and the built environment; and,
 - (c) Creative options to reduce treatment and maintenance costs should be identified, such as using merchantable timber revenues, supporting bioenergy (e.g., wood pellet facilities), and employing grazing to reduce both short-term and long-term costs.
- 1.3 FRIAA is inviting prospective applicants to submit Proposals under the CFP for Phase 1: Planning proposals. The following information outlines the intent of this Request for Proposals (“**RFP**”) process and provides instructions to prospective applicants who wish to submit a Proposal under this RFP.
- 1.4 This RFP is open to any municipality; Alberta First Nation; Métis Settlement, Co-operative, Enterprise or Local, and is focussed on developing an expedited Operational Plan (by late November / early December 2025) for vegetation/fuel management projects relating to the construction of large fireguards, such that construction (clearing) may occur by spring breakup in March 2026.
- 1.5 Under the CFP, the following activities (“**Eligible Activities**”) may be considered by an applicant:
- (a) Planning (e.g., design, technical review, mapping, ground truthing, permitting, consultation); and,

- (b) Vegetation/Fuel management (e.g., complete vegetation removal in the construction of fireguards/fuel breaks including maintenance activities such as agricultural grazing).
- 1.6 FRIAA is requesting prospective applicants to submit **Phase 1** (of a two-stage proposal process), under this RFP. For context, a brief description of each phase follows:
- (a) **Phase 1: Planning.** The purpose is to develop an operational construction work plan (the “**Operational Plan**”), which includes both mapping and a written document describing: technical design mapping, ground truthing, permitting and authorizations, stakeholder (e.g. Wildfire Alberta), community and Indigenous (e.g. for a Temporary Field Authorization and/or a Vegetation Control Easement for provincial Crown Land applications) consultation, and operations budgeting. The Operational Plan will describe all the relevant information to complete the construction project in Phase 2.
- Following the development of a “FRIAA approved” Operational Plan, short-listed applicants will be invited to submit a proposal for Phase 2: Construction, subject to available funding.
- (b) **Phase 2: Construction.** The purpose is to remove hazardous fuels near communities by conducting operations such as: land clearing through timber harvest or mulching, debris disposal through removal from site or burning, and site preparation for grazing including grubbing/stumping, seeding or fencing (if needed).
- 1.7 Proposals may be approved, if they are in alignment with **Section 1.2** and **subject to available CFP funds** (which are competitive).
- 1.8 FRIAA Field Liaison representatives are available to discuss your project details to provide independent technical insights that may help facilitate the development of a strong Proposal. Applicants are required to connect as soon as possible, prior to submission. Please contact the representative in the area of your proposed project, by approximate geographic area (subject to change):
- (a) Andy Gesner
andy.gesner@friaa.ab.ca
780.404.6944
Fort McMurray, Lac La Biche, Slave Lake, Whitecourt
- (b) Rick Arthur
rick.arthur@friaa.ab.ca
403.489.2026
Edson, Rocky Mountain House, Calgary
- (c) Wes Nimco
wes.nimco@friaa.ab.ca
780.689.9073
High Level, Peace River, Grande Prairie

2. PROPOSAL REQUIREMENTS

2.1 Applicants are advised to pay careful attention to the information provided in this RFP. Failure to satisfy any term, condition or mandatory requirement of this RFP may result in delay or rejection of the Proposal.

2.2 Proposals must be clear and well-written and must concisely describe the components of the proposed project, including each of the program proposal requirements set out in subsections 2.3 and 2.4 below (collectively the “**Program Proposal Requirements**”), using the application form and template as provided by FRIAA.

2.3 Application Form

- (a) Provide a project title, referencing the planning discipline, yourself as the Applicant community and the project location.
- (b) Provide contact information for the Authorized Representative (name, title, phone number, email, and address) of the 1) Applicant organization and the individual(s) authorized to represent the Applicant and commit the Applicant to the execution of a Project Grant Agreement and 2) the individual who will manage the Project.
- (c) Indicate the duration, timing and the maximum amount of grant funding required to complete Phase 1 of the proposed project. Note: the development of a “FRIAA approved” Operational Plan under this phase will need to be complete by late November / early December 2025 in order to potentially be considered for Phase 2: Construction funding, such that construction (clearing) can take place in frozen conditions and prior to spring breakup in March 2026. **Phase 1: Planning projects that will lead to clearing in winter 2025/2026 will be prioritized for funding consideration.**

Indicate the anticipated duration and timing and the estimated amount of funding required to complete Phase 2 of the proposed project.

- (d) Include the appropriate attachment required below, and have an Authorized Representative sign the Applicant acknowledgement set out on the application form. Applications from:
 - (i) Municipalities must be accompanied by properly executed Municipal Council Resolution;
 - (ii) First Nations must be accompanied by a properly executed Band Council Resolution; and,
 - (iii) Métis Settlements must be accompanied by a properly executed Settlement Council Resolution and applications from Co-operatives, Enterprises or Community Locals must be signed by the President.

2.4 Template

- (a) Describe the **planning project overview**. Include a brief description what other wildfire mitigation measures the community has undertaken (particularly for higher level

planning, public education and fuel modification). The purpose is to establish the need for a fireguard, community acceptance of the project and how the fireguard effectiveness will be reinforced by other FireSmart activities. Expand the description to cover a **construction project overview**, which is expected to be significant (large) enough to produce economies of scale, resulting in cost savings or cost reduction efficiencies.

- (b) Describe the **adjacent community(ies) and geographic area** to be covered by the planning project. Include an overview map for the planned area(s): clearly identify the proposed fireguard boundary, size (length and width in metres), total hectares, and values-at-risk. If you include aerial imagery, ensuring shading does not obscure the imagery.
- (c) Provide a description of the planning **project approach** and project work plan.
 - (i) Describe the detailed approach for Phase 1 of the proposed project, with a high-level overview for Phase 2. Identify your proposed wildfire planning consultant if known.
 - (ii) Provide a **chronological work plan and timeline** for both Phases, with additional detail provided for Phase 1, including: major tasks, milestones, dependencies, start and end dates, and deliverables. (For example, this could a review of past FireSmart planning documents and activities, a conversation with the local Wildfire Prevention officer, a desktop and field verification of fuel types and values-at-risk, a conversation with the local timber mill on salvage volumes, rates and timing, regulatory review for required permitting and land authority, community engagement, Operational Plan development with mapping, logistics and operational considerations including debris disposal and vegetation maintenance, construction budgeting, draft Operational Plan submission to FRIAA, incorporation of feedback from various stakeholders, final Operational Plan submission to FRIAA for approval.)
- (d) Describe the **permits, licences and authorizations** expected to be required to undertake the Phase 2: Construction project and the process that the Applicant will undertake to obtain approvals. The objective is to expedite Phase 2 and initiate/acquire these approvals during Phase 1. (Note: development on provincial Crown land will likely require the acquisition of a Vegetation Control Easement (“**VCE**”), which will require Indigenous consultation as directed by the Aboriginal Consultation Office (“**ACO**”), payment of Timber Damage Assessment(s) (“**TDA**”) to the Forest Management Agreement (“**FMA**”) holder, and/or a Temporary Field Authorization (“**TFA**”), etc. Water Act approvals, third-party road use and crossing agreements, and wildlife sweeps prior to construction should also be considered.)
Include a cost allowance in your budget estimation for completing these processes.
- (e) Describe how the **community and stakeholders** (including government entities in the community) will be involved in the development of the planning project. Indicate how community members will be advised of and/or engaged in the planning and construction phases of the project (describe your **communications plan**). Describe the impacts of construction on other resources or land users. Describe the communication milestones planned for the proposed project, detailing the sequence, timing, and duration of related activities. During the planning phase, you will develop a long-term **vegetation management plan**, which may include the incorporation of community values.

- (f) Describe the preliminary discussions and involvement of the regional **Alberta Wildfire** office in development of the planning project, regarding the technical design of the fireguard. At the completion of Phase 1, you will be expected to be able to demonstrate the approval of an effective design, strategic location, and tactical size for use in operations by describing the discussion and engagement with your local Wildfire Prevention Officer.
- (g) Describe the preliminary discussions and the involvement of the regional **Public Lands** office in Phase 1 of the proposed project regarding the feasibility of grazing livestock on the fireguard (if grazing is being proposed in your vegetation management plan).
- (h) Describe the preliminary discussions and involvement with **timber mills and biomass facilities** regarding fibre and debris disposal options. Successful applicants will be required to engage with local timber mills and biomass processing facilities to determine cost-effective or cost-reduction alternatives for debris disposal, in consideration of options such as timber salvage, pile and debris burning, mulching or chip and haul. You are encouraged to initiate these conversations as soon as possible.
- (i) Describe the **project management** and processes in place to ensure that the planning project is completed thoroughly (by an experienced land management and wildfire consultant), expediently and within budget, including the measures in place for quality control (e.g., a technical review, regulatory approvals for Crown Land and grazing, communications, data), cost control/tracking, and adequate reporting to FRIAA. Identify the person(s) responsible by name or role. Identify supporting project management consultant if known.
- (j) Describe the anticipated **project outcomes** in terms of measurable results. Quantify specific outcomes that you expect to achieve in developing a community fireguard. The immediate goal of Phase 1: Planning is to prepare a comprehensive Operational Plan so that you can apply for Phase 2: Construction funding. The broader goal is to implement the Phase 2: Construction plan to increase your community's resilience to the risk of wildfire. Additional required deliverables are outlined below.

(i) **PHASE 1 DELIVERABLES:**

Develop an **Operational Plan** which includes a compiled work plan document, a technical design map, and digital spatial data.

1) Compiled work plan document includes: (As per the template provided)

a. **Operational Plan:**

- i. Describe the **technical design considerations** made and reasons for the outcomes chosen (e.g. location, size, reinforcing landscape features, planned treatment, planned installations, timber types and volumes being removed/salvaged, proximity to values at risk and what the values are, minimization of hazardous fuels between the fireguard and the built environment, ability to backfire or use as a wetline, prevailing/seasonal winds, riparian areas, completed and planned FireSmart treatments, determination of operability including wet areas and slopes,

- need for frozen ground conditions during construction, land access and clearing authority, debris disposal methods etc.).
- ii. Describe the **debris disposal methods** planned and the considerations made, including how implications of the chosen methods have been planned for (e.g. logging on steep slopes, log truck loading areas and new access roads, watercourse crossings, pipeline / powerline crossings, required ground / seasonal conditions for heavy machinery and for debris burning, logging debris disposal, non-merchantable debris disposal, smoke from debris burning.);
 - b. Detail **timelines, milestones, dependencies** and start and end dates for Phase 2 (priority projects will have clearing completed prior to spring breakup in March 2026 with debris disposal burning in fall 2026);
 - c. List of the **authorizations and regulatory requirements, with current status** and expected time to completion to implement construction (e.g. ACO for Indigenous consultation, FMA Consent, TDA assessment, TFA, VCE, third party crossings or road use, water act approvals, wildlife sweeps as required). Describe how the status of regulatory approvals will impact your planned construction timing and project duration;
 - d. Outline your **communications plan** (describe the methods and timing to keep the community informed about construction objectives, plans, timelines, etc.);
 - e. Development of a **vegetation management plan** (for future maintenance options: including grazing, mowing, mulching, burning etc.). Describe how the site will be prepared to accommodate or facilitate the maintenance option selected. If grazing will be used, describe the type of livestock, the number of head and the suitability assessment as per an agrologist and/or the public lands review. Describe how will maintenance be monitored, managed and paid for. Indicate if mowing or mulching, if the equipment is already owned by the community. Address the budget, timelines, methods etc. These future costs are expected to be addressed by the community;
 - f. **Alberta Wildfire technical review** and approval of the fireguard design for effective, practical use in operations including tactical size, strategic location, proximity to values at risk, absence of fuel between the guard and the built environment (required). Describe with whom and when discussions were held and the outcome;
 - g. **Public Lands technical review and approval of a grazing suitability** assessment, if grazing is planned (required). Describe with whom and when discussions were held and the outcome;
 - h. Describe the **proposed construction equipment**, which could include clearing or partial thinning by feller buncher, mulcher, other. Determine if the timber mill or community will supply these resources or if contract services will be used. If this will be contracted, ensure cost-effectiveness or consider alternative timing in terms of mill availability. Document the options considered and the reasons for the preferred option;

- i. Describe the value of **revenue generation or cost minimization** options considered for fibre removal and debris disposal in conversation with local timber mills and biomass facilities. Describe how the least cost option was selected (e.g. if the cost of logging and hauling far exceeds the debris disposal cost of piling and burning, make the cost-effective choice. If debris disposal costs are reduced by hauling biomass to a facility, make the cost-effective choice. If there is no fibre market for mature aspen, consider the volume expected to be removed and if removal is the best choice.);
- j. **Projects that involve harvesting of merchantable timber or biomass may only claim incremental costs of harvesting activities.** Describe how the merchantable fibre will be sold or allocated (to which mill or location, rates (\$/m3 by conifer or deciduous) and contract terms like roadside or delivered fibre). **Revenue generated from the sale of timber or biomass must be returned to the project budget in Phase 2.** Include documentation on the salvage timber rates and commitments from timber mills; and,
- k. Provide **detailed cost estimate and budget breakdown for Phase 2: Construction.** Include clearing, debris disposal, site preparation/seeding for grazing, installations like fencing or dugouts etc. costs. Show cost reductions or revenue returned to the project due to salvage timber or biomass sales (indicate the volume (m3) by type (coniferous, deciduous, chipped biomass) being sold, the rate being received (\$/m3) and the total revenue being received.

2) **Technical design map(s)** must show:

- a. boundary of the proposed fireguard clearing with length(s), width(s) and total area (ha), (expected 100m wide minimum if tied into existing grazing or other cleared rights-of-way (ROW), **target should be 300-500m, and as large as 1000m**);
- b. delineated treatment types (harvest, mulch, thin/prune in riparian areas, grazing, etc.);
- c. planned installations such as dugouts or fencing to be built during construction;
- d. timber types (coniferous / deciduous) and volumes (m3) being removed / salvaged and from where on the fireguard, also indicate temporary access roads or crossings to be developed;
- e. tie-in with natural (rivers, lakes, ridges, slopes) or non-fuel (road, powerline, pipeline ROW, active gravel pits, grazing/farming areas, etc.) features;
- f. completed and planned FireSmart treatments, as per your wildfire mitigation strategy;
- g. previously cleared fireguards;
- h. existing water sources adjacent or within the fireguard boundary (for livestock or firefighting purposes);
- i. location and type of the values-at-risk;
- j. land authority (municipal, provincial Crown, Forest Management Area, Parks, Reserve, Settlement, etc.);

- k. demonstrate an absence of hazardous fuels in the zone between the guard and the built environment;
- l. legible scale, i.e. 1:10,000 (if needed, use multiple pages up to tabloid size to clearly show the required information); and,
- m. include arial imagery (readily available, free internet information is adequate).

3) Shapefile or geodatabase data to include at a minimum as outlined in Section 2.4 (j) (i) 2) a. - d. above:

- a. proposed fireguard boundary;
- b. treatment types;
- c. planned installations; and,
- d. timber types (coniferous / deciduous) and volumes.

(ii) **ANTICIPATED PHASE 2 DELIVERABLES** (for future scope and budget consideration):

1) A **constructed fireguard** as per the “FRIAA approved” Operational Plan from Phase 1.

2) **As-built technical map(s)** of the constructed fireguard indicating:

- a. the total boundary dimensions (length and width in m) and size (ha) of the cleared areas;
- b. delineated and attributed treatments (e.g. ha of clearing, mulching, thinning in riparian area, stumping, seeding); and,
- c. site installations (e.g., fencing, dugouts, gates, cattleguards) etc.

3) Shapefile or geodatabase

- a. As-built fireguard boundary;
- b. Delineated and attributed treatment areas e.g. seeding, thinning, stumping, harvest, mulching, etc.;
- c. Site installations (e.g., dugouts, fencing, gates, cattleguards); and,
- d. Use the FRIAA FireSmart data format and templates, as provided in **Appendices A, B and C.**

4) Description of the total volume of wood or biomass sold (m3 of each conifer and deciduous) and total amount of revenue (\$) returned to the project.

5) Description of the value of local employment created in terms of ‘full-time equivalent’ (“**FTE**”) positions employed on the project.

(k) Description of funding requested and detailed budget for Phase 1 (per Section 1.6 (a));

(i) Describe the itemized planning **project budget and the funding requested from FRIAA for Phase 1 activities.** Proposed costs for activities must contain sufficient detail (e.g., unit costs and estimated number of units) to allow for assessment that they are transparent, competitive, and consistent with fair-market value principles.

- Flat rate or lump sum values will not be accepted. Demonstrate your understanding of the scope of work and the steps required to complete the project.
- (ii) Describe the process used to determine that budget costs represent fair-market value for the activities proposed (e.g., bid tenders, market survey, etc.).
 - (iii) The funding committed in Phase 1 will be reimbursed up to the maximum approved amount, inclusive of GST on third-party invoices.
 - (iv) Generalized administration fees, contingency fees or “percentage markup” will not be accepted.
 - (v) Describe and quantify in dollars the value of in-kind resources that will directly contribute to the activities proposed. FRIAA funds must not be used for existing staff or resources of the applicant. “In-kind” can include administration, supervision, project management and quality control time, equipment such as trucks, tools, fuel, uniforms, Personal Protective Equipment (PPE), training materials and resources, advertising costs and materials, hall rentals, financial contributions and any other project support that is offered by the applicant to subsidize the cost of the project. In-kind contributions are highly regarded.
 - (vi) Describe other funding sources that will contribute to the overall Project budget and the amount of those funds. Sources may include financial contribution by the Applicant or other stakeholders.
- (l) Description of funding anticipated and high-level budget for Phase 2 (per Section 1.6 (b));
- (i) Provide a **cost breakdown for the anticipated work in Phase 2: Construction**. The preliminary budget for Phase 2 should include a cost “best estimate”.
 - (ii) The completion of Phase 1: Planning will be where you confirm the cost and work plan details in order to apply for Phase 2: Construction funding. A “FRIAA approved” Operational Plan will be required. Note: potential project funding for Phase 2 is subject to the submission and approval of a detailed proposal (if the Applicant is short-listed), and to funding availability.
- (m) Describe the **local employment** expected to be created over Phases 1 and 2 in terms of financial impact to local citizens or businesses. Include the expected number of jobs (“FTE” full-time equivalent) and proximity (km range) of “local” dollars spent.
- (n) Propose a **Progress Reporting schedule** related to the work schedule and completion of project milestones for Phase 1. Consider major work milestones and seasonality, to balance reporting with key project stages. The Final Outcomes Report will describe the Phase 1 project summary including activities completed and costs (to the maximum of the approved grant amount) with supporting contractor invoices. (FRIAA provides a progress reporting and expense claim template.)
- (o) Propose a **Payment Schedule** for making grant payment claims, in conjunction with the proposed progress reporting schedule. At least 20% of the total project cost will be

designated for the final payment, with the submission and verification of final reporting, expense claims, and FRIAA approved deliverables.

- (p) Provide any additional information to support your Proposal.

3. PROPOSAL ADJUDICATION CRITERIA

3.1 Proposals shall be reviewed, evaluated, and recommended by an expert panel ("**Expert Panel**") to the FRIAA Board of Directors (the "**Board**") for approval based on the following criteria:

- (a) Proposals must use the application form and follow the template provided for this RFP.
- (b) Priority will be given to Proposals that support:
 - (i) **enhanced public safety and improved protection of at-risk communities in the Forest Protection Area;**
 - (ii) **large effective projects that can be cleared prior to spring breakup 2026;**
 - (iii) **planned fireguard boundaries directly adjacent to communities and values at risk for optimal benefits (including technical design effectiveness approval from Alberta Wildfire);**
 - (iv) **projects at a size and scale that cost efficiencies are realized and opportunities for timber salvage and/or biomass revenue can help offset project costs;**
 - (v) projects with minimal overhead (administrative) to operational costs;
 - (vi) projects with municipal/community support and acceptance, based on community ownership of previous FireSmart activities;
 - (vii) use of local contractors and labour that promotes cost-effectiveness; and,
 - (viii) projects that leverage FRIAA funding with other sources of funding, including significant in-kind support.
- (c) The expenses set out in the Proposal must be reasonable in all circumstances and must not exceed the fair market value of the goods and services being provided.
- (d) The Applicant must be able to complete the project economically and efficiently, and in considering these criteria, the Expert Panel and the Board may consider the following:
 - (i) The Applicant and selected consultant's proximity to the location of the proposed project (for cost-effectiveness);
 - (ii) The Applicant and selected consultant's wildfire experience in performing such projects;
 - (iii) Whether the Applicant and selected consultant has, in the past, successfully completed projects funded by FRIAA (and how many are on-going, particularly if the project is aged over two years);

- (iv) The amount of leverage by way of in-kind contributions of labour, equipment or other resources by the Applicant that are directly applicable to the proposed project. Note: The proposed budget must not allocate any FRIAA funds for existing staff or resources of the Applicant; and,
- (v) The amount of leverage in direct funding secured by the Applicant for the proposed project.
- (e) COR, SECOR or equivalent safety certification and a minimum of \$5 million of liability insurance will be required for Phase 1. Phase 2 will require \$10 million of liability insurance.
- (f) The proposed project must not be located on private land or lands under federal jurisdiction, except that the proposed project may be located on a Reserve or on Métis Settlement, Cooperative, Enterprise or Community Local lands.
- (g) The proposed project must not include any prospective, in-progress or completed work under the Provincial FireSmart Program or the FRIAA FireSmart Program.
- (h) The proposed project must not involve work that will have a significant adverse impact on other forest resources or the environment as a whole and the Applicant must agree to carry out the proposed project in an environmentally responsible manner.
- (i) The proposed project must not be contrary to the provisions of relevant regulations or legislation or the objects of FRIAA, or FRIAA's bylaws.
- (j) The proposed project must not include any work that is, in the opinion of FRIAA, a responsibility of a timber disposition holder or constitutes a subsidy to the forest industry.

4. COMMUNITY FIREGUARD PROGRAM OUTLINE

- 4.1 The [full text](#) of the Program Outline for the CFP is available on FRIAA's website (www.friaa.ab.ca).

5. LEGAL NOTICE

- 5.1 By submitting a Proposal, you confirm that you have read, understand, and accept the information contained in this RFP and, that each of you, the Applicant and all individuals and entities that collaborate or are otherwise involved in the preparation of the Proposal or the delivery of the proposed project ("**Project Partners**") agree as follows:
- (a) FRIAA may at any time withdraw, suspend, cancel, terminate, amend, or alter all or any portion of this RFP, including but not limited to the Program Proposal Requirements, the Proposal process, and the Proposal adjudication criteria.
 - (b) FRIAA reserves the unqualified right to accept or reject any or all Proposals for any reason. FRIAA is not required to accept any Proposals nor is it required to accept any Proposal recommended for funding by the Expert Panel.
 - (c) The final decision with respect to the Proposals rests solely with the Board. The Expert Panel's evaluation of the Proposals may be based on, but is not in any way limited to, the criteria set out in this RFP. The Board may consider any criteria determined by FRIAA to

- be relevant to FRIAA's mandate, regardless of whether such additional criteria have been disclosed to the Applicant.
- (d) No conduct, act, or omission of FRIAA, or its directors, officers, consultants, project advisors, agents, servants and their respective successors and assigns (collectively the "**FRIAA Parties**") other than a written notice to the Applicant in writing signed by an authorized person for FRIAA, will constitute an acceptance of a Proposal.
 - (e) Proposals that do not comply with the requirements described in this RFP may be rejected in whole or in part or not considered. FRIAA reserves the unqualified right to accept or reject a non-compliant Proposal.
 - (f) This RFP is an invitation for Proposals only. It is not an offer, and the submission of a Proposal does not create a contract or agreement of any kind between FRIAA and the Applicant.
 - (g) Acceptance of a Proposal does not create a binding contract between FRIAA and the Applicant. FRIAA shall not be obligated in any manner whatsoever to any Applicant until a written agreement between FRIAA and the Applicant ("**Project Grant Agreement**") has been duly executed relating to an approved Proposal.
 - (h) As between the parties, the Proposal and all documents and materials you submit to FRIAA in connection with the Proposal and this RFP and all intellectual property in and to the foregoing are the exclusive property of FRIAA immediately upon delivery to FRIAA. For clarity, this refers to the materials themselves, not to any technology or innovations disclosed or discussed in them. Intellectual property developed during the course of the project will be addressed through the Project Grant Agreement and will normally be owned by the Applicant.
 - (i) You, the Applicant, and any Project Partners will keep this RFP confidential and will not use, reproduce, or distribute it, any portion of it, or any data, information, drawings, or specifications included in or provided with it except as necessary to prepare a Proposal to FRIAA in response to it or to apply for additional third-party funding for the project.
 - (j) You, the Applicant, and any Project Partners will not make a claim against FRIAA or the FRIAA Parties for any reason whatsoever relating to this RFP. You are undertaking the expenditures required to prepare and submit a Proposal entirely at your own risk, and you waive any right and release FRIAA and the FRIAA Parties from any demands, liability, claim or recovery for costs, expenses, or damages incurred in connection with this RFP or any Proposal prepared in response to it, whether such right or claim arises in contract, negligence or otherwise.
 - (k) FRIAA takes no responsibility for the accuracy of the information supplied during this RFP process by FRIAA or the FRIAA Parties.
 - (l) Neither FRIAA nor any of the FRIAA Parties will have any liability whatsoever to you, the Applicant, or any Project Partners, or any of them, in connection with this RFP or any Proposal prepared in response to it.

- (m) Upon acceptance of a Proposal by FRIAA, the Applicant will be required to enter into a Project Grant Agreement with FRIAA, on substantially the same terms and conditions contained in the Project Grant Agreement provided during the RFP or available upon request.

6. INFORMATION SESSION

- 6.1 FRIAA will hold an Information Session by **virtual conference** to address questions that may arise with respect to this RFP on **September 10, 2025**. Applicants are highly encouraged to phone in. Call-in information and the agenda for the session is posted on the FRIAA website.

7. PROPOSAL SUBMISSION

- 7.1 Proposals must be identified as follows: **FRIAA-CFP AUGUST 2025 PHASE 1: PLANNING**
- 7.2 Proposals may be submitted on FRIAA's website portal at: <https://friaa.ab.ca/program-submissions/>. Only Proposals formatted in PDF or Microsoft Word will be accepted.
- 7.3 **Deadline for Proposals:** Only those Proposals received by **4:00 p.m.**, local Edmonton time, on **September 26, 2025**, will be accepted for evaluation at this time. Proposals received any time thereafter will not be accepted for evaluation.
- 7.4 FRIAA is not responsible for Proposals that are not received as the result of any delivery failure of any kind by any delivery service whatsoever. FRIAA is also not responsible for Proposals that are not received as the result of technological issues, including attachment size, internet, email or file transfer technology failure or any other logistical barrier which may impede electronic submission.

8. NEXT STEPS

- 8.1 An Expert Panel will review submitted Proposals and recommend appropriate projects to the FRIAA Board for approval of funding under the CFP.
- 8.2 Applicants will be notified of the acceptance or rejection of their respective Proposals (Phase 1) or requested to provide additional clarification or information as soon as is reasonably possible. This notification is expected to occur by October 24, 2025.
- 8.3 All proposal approvals are subject to funding availability.