

Whitehorse Chamber of Commerce Request for Quotation (RFQ) Updating Who's Minding Your Business Security Checklist



Issued By: Whitehorse Chamber of Commerce
Issue Date: December 4th, 2024
Submission Deadline: December 18th, 2024
Contact Email: od@whitehorsechamber.ca

1. Introduction

The Whitehorse Chamber of Commerce (WCC) seeks a qualified consultant to update the existing [Who's Minding Your Business Security Checklist](#), a key resource for Whitehorse businesses. This project aims to incorporate modern security practices, enhance user-friendliness, and provide the checklist in both digital and printable formats.

As part of the Community Safety and De-escalation Support Program, this initiative equips Whitehorse businesses and organizations with practical skills, updated resources, and security strategies to manage theft, address repeat offenders, and handle conflict effectively. The program delivers immediate security benefits while fostering long-term resilience in the business community.

Through this initiative, the WCC aims to provide tools and actionable strategies to strengthen businesses' security measures and prevent theft and crime. A strong focus will also be placed on theft prevention protocols, including effective responses to thefts in progress. **The 2007 version of the checklist will be provided to guide the review and ensure alignment with previously established standards.**

2. Scope of Work

The selected consultant will:

1. Review the Current Checklist:

- Evaluate existing content for relevance and gaps.
- Engage with stakeholders involved in the checklist's original development in 2007 to incorporate historical context and stakeholder insights.
- Incorporate feedback from businesses that have used the checklist to understand its practical applications and areas for improvement.

2. Incorporate Modern Security Practices:

- Add and update recommendations on physical security measures, digital surveillance, cybersecurity, and Crime Prevention Through Environmental Design (CPTED) principles.
- Address theft prevention and workplace safety strategies during operational hours and closed hours.
- Include up-to-date information on handling repeat or known offenders with a focus on business owners' rights within current bylaws and laws

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- Add recommendations to address modern threats, including cybercrime prevention and best practices for integrating technology into existing security practices.
- 3. **Enhance Usability:**
 - Streamline content for better readability and accessibility.
 - Provide user-friendly digital (PDF) and printable formats.
- 4. **Deliverables:**
 - An updated [*Who's Minding Your Business Security Checklist*](#).
 - A summary report outlining updates, stakeholder engagement, and the rationale for changes.

3. Desired Qualifications

The ideal consultant will have:

- Extensive experience in conducting security assessments or developing/updating business security resources for small to medium-sized businesses.
- Demonstrated expertise in modern security practices, including theft prevention, workplace safety strategies, and CPTED principles.
- Experience working in Whitehorse or similar northern or rural communities is preferred, as familiarity with local challenges enhances relevance and effectiveness.
- Proven ability to engage stakeholders and incorporate feedback into actionable and practical resources.
- Strong track record in delivering clear, concise, and user-friendly security tools that align with business needs.
- A valid Yukon business license with at least two years of operation to ensure familiarity with local bylaws, laws and crime environment.
- A membership in good standing with the Whitehorse Chamber of Commerce.

4. Timeline

Milestone	Deadline
RFQ Submission Deadline	December 18, 2024
Selection and Award Notification	December 20, 2024
Checklist Update Start	January 10, 2025
Checklist Update Completion	February 7, 2025

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5. Evaluation Criteria

Submissions will be evaluated based on the following criteria:

Criterion	Weight
Relevant Experience	30%
Proposed Approach and Methodology	30%
Cost	20%
Timeline	20%

6. Submission Requirements

Submit your proposal including:

1. Approach and Methodology:

- A summary of how you will update the checklist, including strategies for stakeholder engagement and incorporating modern physical and digital security practices.
- Include details on how you will address theft prevention, repeat/known offenders, and practical recommendations for businesses.

2. Cost Estimate:

- Provide a detailed total cost for completing the update.

3. Timeline:

- Confirmation of your availability to meet the project deadlines.

4. Relevant Experience

- A description of your previous experience conducting security assessments or developing/updating business security resources.
- Specific examples of similar projects completed, including their outcomes and relevance to this project.
- Experience working in Whitehorse or similar rural/northern communities.

5. References:

- At least two professional references or contact details for clients from similar projects.

6. Operating in Yukon:

- Confirmation of a valid Yukon business license demonstrating at least two years of operation to ensure familiarity with the local bylaw, law and crime environment.

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Submission Instructions

Proposals must be submitted via email to: od@whitehorsechamber.ca

Ensure the subject line reads: **RFQ Submission – Security Checklist Update**

All submissions must be received by **December 18, 2024, at 5:00 PM (Yukon Time)**. Late submissions will not be considered.