

Non-binding Request for Quotations
Executive Secretariat Consulting Services
for the
Forest Genetics Council of BC

December 8, 2025

The [Forest Genetics Council of British Columbia](#) (FGC), invites non-binding quotations from individuals and organizations to supply executive secretariat services to FGC on a contractual basis.

Reporting to the FGC co-Chairs, the consultant will provide professional and administrative support to FGC and its three technical advisory committees on a part-time basis commencing in January 2026.

Refer to the attached document for background information on FGC, the contract, scope of services, and proponent qualifications.

Quotations must include the following information:

1. Name, address, and affiliation of the proponent and its key personnel.
2. A summary of key personnel's relevant qualifications, experience and skills.
3. The proponents' availability and fee structure.
4. Names and contact information for three references.

Quotations shall be sent electronically to brian.barber@selectseed.ca no later than **4:00 pm, Monday, January 5, 2026.**

For further information, visit forestgeneticsbc.ca and contact **Brian Barber**, RPF, CEO, SelectSeed, at (250) 888-7081 or brian.barber@selectseed.ca

1. Background

The [Forest Genetics Council of British Columbia](#) (FGC) is an advisory committee appointed by the BC Ministry of Forests' chief forester. FGC's purpose is to coordinate provincial forest genetics activities and provide advice to the office of the chief forester.

FGC consists of 14 representatives from government, industry, and academia. It is supported by three technical advisory committees (TAC): gene conservation (GCTAC), coastal (CTAC), and interior (ITAC). Program activities are guided by a five-year [strategic plan](#).

FGC also owns [Select Seed Company Ltd.](#) (SelectSeed) through the BC Forest Genetics Society. SelectSeed was established in 1999 to advance FGC's tree improvement goals. The company operates several seed orchards in BC Interior, and provides services and financial support to FGC.

2. Contract

The intended start date for the consulting services contract is January 2026. The contract term will end March 31, 2027, but will include an option to renew.

The consultant will report to the FGC co-chairs. An annual business plan and budget for operating expenses, including for travel and projects, will be approved prior to the start of each fiscal year.

SelectSeed will administer the consulting services contract on behalf of FGC. SelectSeed will reimburse the consultant for fees and pre-approved expenses upon confirmation the goods and services were received by FGC.

The consultant will be independent and responsible for their own office, computer, software, transportation, insurance and the payment of any taxes or fees. A sample contract is available upon request.

3. Scope of services

The consultant will provide the following executive secretariat services:

1. Organize quarterly and *ad hoc* FGC meetings (video conferences and in-person), including preparation of meeting agendas, materials and minutes.
2. Support FGC's TAC chairs with organizing and hosting their annual and *ad hoc* meetings.
3. Facilitate special projects, analyses, and the preparation of plans and reports.
4. Prepare FGC newsletters and communications.
5. Maintain FGC's website and records.

Some travel is required. The consultant may hire or retain qualified personnel for administrative tasks.

The executive secretariat services are estimated to require 60-80 person-days per year.

4. Qualifications:

A university degree or diploma in forestry, resource management, agriculture, biology, business, or a related field is required.

Demonstrated experience and skills in the following competencies:

- Leading or facilitating diverse teams or groups;
- Planning, organizing and coordinating;
- Communicating effectively - verbal and written;
- Analytical thinking and business acumen; and
- Governance and compliance.

The consultant must be physically located in BC.

A good understanding and knowledge of the BC forest genetics program and forest sector is preferred.

Preference will also be given to proponents registered with Forest Professionals BC.

5. Quotations

Quotations must be submitted electronically and include the following information:

1. Name, address, and affiliation of the proponent and its key personnel.
2. Summary of key personnel's qualifications, experience and skills.
3. Availability (hours per month) and hourly or daily fees for key personnel (e.g. rates for professional vs. administrative staff).
4. Names and contact information for three references who can verify the quality of work and relevant experience and skills of the key personnel.

Quotations shall be sent electronically to brian.barber@selectseed.ca no later than **4:00 pm, Monday, January 5, 2025**.

Quotations will be evaluated based on the proponent's qualifications, pricing, and references. The lowest quote may not be accepted. FGC reserves the right reject all and any quotes, and select proponents which, at its sole discretion, provide the best value for FGC's needs.

For further information, visit forestgeneticsbc.ca and contact **Brian Barber**, RPF, CEO, Select Seed, at (250) 888-7081 or brian.barber@selectseed.ca