



Request for Proposals

All enquiries related to this Request for Proposals, including any requests for information and clarification, are to be submitted by **December 4, 2020** and directed, in writing, to Bradley.Weaver@bcogc.ca, who will respond if time permits. Information obtained from any other source is not official and should not be relied upon. Enquiries and any responses will be recorded and may be distributed to all Proponents at the Commission's option.

RFP #21221015

Defining System Requirements for Electronic Document and Records Management

Closing Time: Proposal must be received electronically
before 2:00 PM Pacific Time on: December 18, 2020

Organization Overview

The BC Oil and Gas Commission (Commission) is an independent, single-window regulatory agency with responsibilities for overseeing oil and gas operations in British Columbia. Regulatory responsibility is delegated to the Commission through the *Oil and Gas Activities Act* and includes specified enactments under the *Forest Act*, *Heritage Conservation Act*, *Land Act*, *Environmental Management Act*, and *Water Act*. The operating costs of the Commission are funded through industry fees and levies on a cost recovery basis.

The Commission's core roles include reviewing and assessing applications for industry activity, consulting with First Nations, ensuring industry complies with provincial legislation and cooperating with partner agencies. The public interest is protected by ensuring public safety, protecting the environment, conserving petroleum resources and ensuring equitable participation in production.

The regulatory responsibility of the Commission extends from the exploration and development phases of oil and gas activities through to facilities operation, and ultimately decommissioning of industry projects. It is charged with balancing a broad range of environmental, economic and social considerations.

1. Summary of the Requirement

The BC Oil and Gas Commission (Commission) is seeking interested parties to undertake a detailed assessment of requirements for effectively managing the end-to-end life cycle of its official records in accordance with provincial legislation, policies and standards for government record-keeping.

The *Ministry of Management Services' 2001 Enterprise Document and Records Management System RFP* (see Appendices) should be referenced as a requirements benchmark, where applicable to the Commission's specific business needs and scale.

This work will provide the Commission with a clearly defined baseline for a "total" records management solution available to all employees.

2. Anticipated Schedule

The following table outlines the anticipated schedule for this RFP. All times identified in the table are in Pacific Time.

Event	Anticipated Date
Enquiries deadline	December 4, 2020
Request closing time	December 18, 2020
Interviews as required	January 4-8, 2021
Preferred Proponent selected by	January 11, 2021
Commencement of work	January 15, 2021

3. Commission Situation/Overview

The Commission is the provincial regulatory agency for permitting and overseeing oil and gas activities, from exploration and development through to operations and ultimately decommissioning of oil and gas industry projects under British Columbia jurisdiction. The Commission's current legislated mandate, regulatory framework, core activities and organizational structure are described in the [2020/21 - 2022/23 Service Plan](#) available on the Commission's website at www.bcogc.ca.

3.1 Commission Responsibility

Oil and Gas Activities Act (OGAA):

The purposes of the Commission, outlined in Section 4 of the Oil and Gas Activities Act, are briefly summarized as follows:

- (a) to regulate oil and gas activities in British Columbia in a manner that
 - (i) provides for the sound development of the oil and gas sector, by fostering a healthy environment, a sound economy and social well-being,
 - (ii) conserves petroleum and natural gas resources,
 - (iii) ensures safe and efficient practices, and
 - (iv) assists owners of petroleum and natural gas resources to participate equitably in the production of shared pools of petroleum and natural gas;
- (b) to provide for effective and efficient processes for the review of applications for permits and to ensure that applications that are approved are in the public interest having regard to environmental, economic and social effects;
- (c) to encourage the participation of First Nations and aboriginal peoples in processes affecting them;
- (d) to participate in planning processes;
- (e) to undertake programs of education and communication in order to advance safe and efficient practices and the other purposes of the commission.

Information Management Act (IMA):

The Commission is subject to the provisions of the Information Management Act (IMA), government's primary information management law. This legislation was brought into force in 2016 to modernize government practices. Compliance with the IMA requires public bodies to transition from hard copy to digital storage and information management, and implement appropriate systems to support this.

A legislative amendment in 2019 added a requirement for the head of a government body to ensure that an appropriate system is in place for creating and maintaining government information that is an adequate record of that government body's decisions.

Section 19 of the IMA defines the responsibility of the head, as follows:

Responsibility of head of government body

- 19 (1) The head of a government body is responsible for ensuring that an appropriate system is in place within the government body for managing and securing government information.
- (1.1) Without limiting subsection (1), the head of a government body is responsible for ensuring that an appropriate system is in place within the government body for creating and maintaining, in accordance with applicable directives or guidelines issued under section 6 (1) [*directives and guidelines*], government information that is an adequate record of that government body's decisions.
- (2) The head of a government body must take reasonable steps to ensure that the government body
- (a) complies with directives issued under section 6 (1), and
 - (b) is guided by guidelines issued under that section.
- (3) [Repealed 2017-7-5.]
- (4) The head of a government body must take reasonable steps to ensure that the government body complies with the following:
- (a) [Not in force.]
 - (b) section 10 [*when information schedule applies*],
 - (c) section 13 [*information must be digitized before archiving*].
- (5) Despite subsection (4) (b), the head of a government body must ensure that no government information held by the government body is disposed of, except in accordance with an information schedule or an approval by the chief records officer under section 11 (1) (b) [*when no information schedule applies*].

3.2 Current Situation

The BC Oil and Gas Commission (Commission) has a complex array of information with long term value to the province, and a continuously evolving business and regulatory environment. As a government body, the Commission is required to manage its records using the government standard for classification, retention and disposition, including the *Administrative Records Classification System* (ARCS), the Commission's *Operational Records Classification System* (ORCS) and other approved records schedules. An integrated software solution has been recognized as necessary for meeting this responsibility and effectively managing Commission information, regardless of media, from creation to final disposition.

To support this, the Records and Information Services and Information Systems and Technology branches initiated a two phased-approach to achieving a state of readiness. The first phase was initiated in 2017/18 and included modernization of the Commission's outdated Operational Records Classification System (ORCS), with the objective of:

- Achieving media neutrality (to ensure official records can exist in any format);
- Addressing functional gaps within the classification system (to ensure all records are covered); and
- Reviewing record retention periods for appropriateness (to ensure records are being retained long enough to meet business and legal requirements).

The second phase commenced in fiscal 2019/20, and includes the classification of electronic program records on shared drives in accordance with the Commission's amended and approved ORCS, ARCS, and other applicable schedules. Phase 2 is ongoing and recognized as a long term initiative.

The Commission is migrating to Microsoft Office 365 (M365) and Azure for enterprise usage. A subsequent gap analysis project is anticipated, which will evaluate the commission's records management and user requirements against the functionality M365 offers.

3.3 Budget/Schedule

Funding to support this project in fiscal year 2020/2021 is \$30,000. Proponents are encouraged to provide their best, realistic estimate for the work that they propose to meet the Commission's requirements. The Commission welcomes innovative proposals that reduce costs or duration, or that provide added value. Proponents are invited to describe and provide separate costing for the two Phases.

Proposed timelines must target delivery of the requirements assessment by the end of fiscal year 2020/2021. Subsequent phases may be awarded at the Commission's discretion based on the success of the initial project and available funding.

Requirements

3.1 Scope of Services

The successful Proponent who enters into a written contract with the Commission is expected to provide the following services:

1. Assess and clearly define Commission records management requirements to address business needs.
2. Project schedule, communications and reporting – proponent resources must be able to define project timelines, support meetings and/or reporting at the discretion of the Commission including regular status reports to inform on progress, risks, issues, spend to date, etc.
3. Project closure – proponent resources to be available to participate in project close out activities as required.

All deliverables will require the approval of the Commission before being accepted.

The Commission's Records and Information Services Branch provides cross-organization guidance on corporate records management requirements and will serve as the primary project contact. The Branch Director, and Specialist, EDRMS & Information Management Solutions will act as project managers and work directly with the proponent as agreed to by both parties. The Director of Information Systems Branch will be involved to provide necessary oversight, system information and help facilitate contract deliverables.

3.2 Scope of Work

3.2.1 Identification of Business Needs

1. The project will involve engagement with the Commission's Records and Information Services Branch to identify business and user requirements as they relate to established information management best practices and compliance requirements.
2. Proponent will base the assessment on:
 - a. BC Government records and information management policy and standards, and compliance requirements;
 - b. provincial electronic document record management system requirements (Appendices E and F);
 - c. an understanding of the Commission's current hybrid records and information management environment and associated processes;
 - d. an understanding of the Commission's records classification and retention requirements;
 - e. an understanding of the Commission's operations, objectives and business needs; and
 - f. with an awareness of the Commission's current system and technological environment.

3.3 Deliverables

Project deliverables will include:

1. A records management requirements document (SRS) establishing specific criteria for the Commission, which will serve as the framework for a gap analysis against functionality implemented with Microsoft 365. A template will be provided.
2. A project schedule.
3. Status reports as required. A template will be provided.
4. Monthly invoicing.

3.4 Format Requirements

The following format, sequence, and instructions must be followed in order to provide consistency in Proponent response and ensure each proposal receives full consideration. With all pages consecutively numbered, the proposals should contain the following parts:

- a) Table of contents with page numbers.
- b) One page executive summary.
- c) The body of the proposal in accordance with the content requirements.

3.5 Content Requirements

Responses should be succinct and should focus on specific products and services being proposed – please be considerate of the time it will take to review the submission.

In order to expedite a fair and unbiased proposal review process, the Commission's preference is for all proposals to use the following outline:

- a) Project Approach (description the proposed approach, based on the scope described in section 4.1)
- b) Costs/Schedule (including hourly rates, overall timelines and total cost) provided in Canadian dollars (CAD).
- c) Overall timeline
- d) Budget breakdown
- e) One example of **relevant** previous work (optional)
- f) Resumes (max half page each)

4. Evaluation of Proponent Response

The evaluation of responses will be conducted by a team consisting of employees and/or contractors of the Commission. All members of the team will be bound by the same standards of confidentiality.

This section details all of the mandatory and desirable criteria against which proposals will be evaluated. Proponents should ensure that they fully respond to all criteria in order to receive full consideration during the evaluation.

The lowest price or any Proposal will not necessarily be accepted. The Commission reserves the right to refuse any proposed based on quality, service, price, reputation, experience and other criteria.

The Preferred Proponent will be the Proponent scoring the most points after evaluation. The evaluation process will consist of the following stages:

- Stage One – Mandatory Criteria
- Stage Two – Desirable Criteria
- Stage Three – Informational Interviews (optional and not scored)

4.1 Mandatory Criteria

Proposals not clearly demonstrating that they meet the following mandatory criteria will be excluded from further consideration during the evaluation process:

- **The Proposal must be sent and received before the designated closing date and time.**
- **The Proposal must be in English and submitted electronically to <https://procurement.bcogc.ca/>**
- **The Proponent must confirm that any personal information received, collected or held over the course of the review will be stored and used only in Canada.**
- **The Proposal must contain an independence and objectivity statement confirming the Proponent is free of any actual or perceived conflict of interest and free of bias with respect to the Commission, its officers and employees.**

Failure to meet all mandatory criteria above will disqualify the Proponent's Proposal from further review.

4.2 Desirable Criteria

The Commission seeks to enter into an agreement with the Proponent who, in the opinion of the Commission, has the resources, knowledge and competence to provide the greatest value. Proposals meeting all of the mandatory criteria will be further assessed against desirable criteria.

Desirable Criteria	Weight
Proponent's Qualifications and Relevant Experience	30%
Suitability of Proposed Approach <ul style="list-style-type: none"> • Proposal demonstrates Proponent's understanding of government's records management policy and compliance framework. • Proposal provides a clearly defined plan to address project requirements. 	45%
Pricing <ul style="list-style-type: none"> • Total price, hourly rate 	25%

4.3 Informational Interviews

The top ranking (to a maximum of three) Proponents may be asked to attend an interview with the evaluation team. During the interview, the evaluation committee may clarify and/or verify statements made in the written Response.

The requirement for interviews is optional. The Commission reserves the right to complete the evaluation process without Proponent interviews.

5. Appendices

5.1 BC Government EDRMS RFP, Appendix E: High Level Requirements (Records Management)

5.2 BC Government EDRMS RFP, Appendix F: Desirable System Requirements

The entire BC Government RFP is available at: <https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/services-policies-for-government/information-management-technology/records-management/edrms/edmsrfp.pdf>