



Request for Proposals

All enquiries related to this Request for Proposals, including any requests for information and clarification, are to be submitted by **August 12, 2022** 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 21223001

DevOps Resource

Closing Time: Proposal must be received electronically
before 2:00 PM Pacific Time on: August 19, 2022

Delivery of Proposals

Proposals must be submitted electronically.

To: <https://procurement.bcogc.ca/>

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.

A. Definitions and Administrative Requirements

1. Definitions

Throughout this Request for Proposals, the following definitions apply:

- a) "Contract" means the written agreement resulting from this Request for Proposals executed by the Commission and the Contractor;
- b) "Contractor" means the successful Proponent to this Request for Proposals who enters into a written Contract with the Commission;
- c) "Must", or "mandatory" means a requirement that must be met in order for a proposal to receive consideration;
- d) "Proponent" means an individual or a company that submits, or intends to submit, a proposal in response to this Request for Proposals;
- e) "Commission" means the Oil and Gas Commission;
- f) "Request for Proposals" means the process described in this document; and
- g) "Should" or "desirable" means a requirement having a significant degree of importance to the objectives of the Request for Proposals.

2. Terms and Conditions

Submitting a proposal indicates acceptance of all the terms and conditions set out in the RFP, including those that follow and that are included in all appendices and any Addenda.

A proposal must be signed by a person authorized to sign on behalf of the Proponent with the intent to bind the Proponent to the RFP and to the statements and representations in the Proponent's proposal. A scanned copy of the signed cover page of this RFP is acceptable as is a cover letter identifying the Proponent, identifying the RFP and including a signature of an authorized representative of the Proponent that confirms the Proponent's intent to be bound. For proposals submitted to an electronic proposal constitutes the signature of an authorized representative of the Proponent and is acceptable without additional signature.

3. Electronic Submissions

For electronic submissions the following applies:

- a) The Proponent is solely responsible for ensuring that the complete electronic Proposal, is received before Closing Time;
- b) The maximum size of each attachment must be 500 MB or less and uploaded in a single attachment;
- c) Proponents should submit proposal submissions in a single upload and avoid sending multiple submissions for the same opportunity;
- d) Attachments must not be compressed, must not contain a virus or malware, must not be corrupted and must be able to be opened. Proponents submitting by electronic submission are solely responsible for ensuring that any emails or attachments are not corrupted. The Commission may reject proposals that are compressed, cannot be opened or that contain viruses or malware or corrupted attachments.

4. Additional Information Regarding the Request for Proposals

All subsequent information regarding this Request for Proposals, including changes made to this document will be posted on the BC Bid website at www.bcbid.ca. It is the sole responsibility of the Proponent to check for amendments on the BC Bid website.

5. Late Proposals

Proposals will be marked with their receipt time once submitted. Only complete proposals received and marked before closing time will be considered to have been received on time. Proposals that are received late will be marked late and will not be considered or evaluated. In the event of a dispute, the proposal receipt time as recorded by the electronic date stamp shall prevail whether accurate or not.

6. Eligibility

- a) Proposals will not be evaluated if the Proponent's current or past corporate or other interests may, in the Commission's opinion, give rise to a conflict of interest in connection with the project described in this Request for Proposals. This includes, but is not limited to, involvement by a Proponent in the preparation of this Request for Proposals. If a Proponent is in doubt as to whether there might be a conflict of interest, the Proponent should consult with the Commission Contract Management Analyst prior to submitting a proposal.
- b) Proposals from not-for-profit agencies will be evaluated against the same criteria as those received from any other Proponents.

7. Evaluation

Evaluation of proposals will be by a committee formed by the Commission and may include employees and contractors of the Commission. All personnel will be bound by the same standards of confidentiality. The Commission's intent is to enter into a Contract with the Proponent who has the highest overall ranking.

8. Negotiation Delay

If a written Contract cannot be negotiated within thirty days of notification of the successful Proponent, the Commission may, at its sole discretion at any time thereafter, terminate negotiations with that Proponent and either negotiate a Contract with the next qualified Proponent or choose to terminate the Request for Proposals process and not enter into a Contract with any of the Proponents.

9. Debriefing

At the conclusion of the Request for Proposals process, all Proponents will be notified of the award by BCBid. Unsuccessful Proponents may request a debriefing meeting with the Commission.

10. Alternative Solutions

If alternative solutions are offered, please submit the information in the same format, as a separate proposal.

11. Changes to Proposals

By submission of a clear and detailed written notification, the Proponent may amend or withdraw its proposal prior to the closing date and time. Upon closing time, all proposals become irrevocable. The Proponent will not change the wording of its proposal after closing and no words or comments will be added to the proposal unless requested by the Commission for purposes of clarification.

12. Proponents' Expenses

Proponents are solely responsible for their own expenses in preparing a proposal and for subsequent negotiations with the Commission, if any. If the Commission elects to reject all proposals, the Commission will not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in preparing the proposal, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

c)

13. Limitation of Damages

Further to the preceding paragraph, the Proponent, by submitting a proposal, agrees that it will not claim damages, for whatever reason, relating to the Contract or in respect of the competitive process, in excess of an amount equivalent to the reasonable costs incurred by the Proponent in preparing its proposal and the Proponent, by submitting a proposal, waives any claim for loss of profits if no Contract is made with the Proponent.

14. Proposal Validity

Proposals will be open for acceptance for at least 90 days after the closing date.

15. Firm Pricing

Prices will be firm for the entire Contract period unless this Request for Proposals specifically states otherwise.

16. Currency and Taxes

Prices quoted are to be:

- a) In Canadian dollars;
- b) Inclusive of duty, where applicable; FOB destination, delivery charges included where applicable; and
- c) Exclusive of taxes

17. Completeness of Proposal

By submission of a proposal the Proponent warrants that, if this Request for Proposals is to design, create or provide a system or manage a program, all components required to operate the system or manage the program have been identified in the proposal or will be provided by the Contractor at no charge.

18. Subcontracting

- a) Using a subcontractor (who should be clearly identified in the proposal) is acceptable. This includes a joint submission by two Proponents having no formal corporate links. However, in this case, one of these Proponents must be prepared to take overall responsibility for successful performance of the Contract and this should be clearly defined in the proposal.
- b) Subcontracting to any firm or individual whose current or past corporate or other interests may, in the Commission's judgment, give rise to a conflict of interest in connection with the project or program described in this Request for Proposals will not be tolerated. This includes, but is not limited to, any firm or individual involved in the formulation of this Request for Proposals. If a Proponent is in doubt as to whether a proposed subcontractor gives rise to a conflict of interest, the Proponent should consult with the Commission Contact Person listed on page 1 prior to submitting a proposal.
- c) Where applicable, the names of approved sub-contractors listed in the proposal will be included in the Contract. No additional subcontractors will be added, nor other changes made, to this list in the Contract without the written consent of the Commission.

19. Acceptance of Proposals

This Request for Proposals should not be construed as an agreement to purchase goods or services. The Commission is not bound to enter into a Contract with the Proponent who submits the lowest priced proposal or with any Proponent. Proposals will be assessed in light of the evaluation criteria. The Commission will be under no obligation to receive further information, whether written or oral, from any Proponent.

Neither acceptance of a proposal nor execution of a Contract will constitute approval of any activity or development contemplated in any proposal that requires any approval, permit or license pursuant to any federal, provincial, regional district or municipal statute, regulation or by-law.

20. Definition of Contract

Notice in writing to a Proponent that it has been identified as the successful Proponent and the subsequent full execution of a written Contract will constitute a Contract for the goods or services, and no Proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events.

21. Contract

By submission of a proposal, the Proponent agrees that should its proposal be successful, the Proponent will enter into a Contract with the Commission in accordance with the terms of the [Commission's General Service Agreement](#).

22. Liability for Errors

While the Commission has used considerable efforts to ensure the information in this Request for Proposals is accurate, the information contained in this Request for Proposals is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the Commission, nor is it necessarily comprehensive or exhaustive. Nothing in this Request for Proposals is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in this Request for Proposals.

23. Modification of Terms

The Commission reserves the right to modify the terms of this Request for Proposals at any time in its sole discretion. This includes the right to cancel this Request for Proposals at any time prior to entering into a Contract with the successful Proponent.

24. Ownership of Proposals

All proposals submitted to the Commission become the property of the Commission. They will be received and held in confidence by the Commission, subject to the provisions of the *Freedom of Information and Protection of Privacy Act* and this Request for Proposals.

25. Use of Request for Proposals

Any part of this document, or any information provided by the Commission in relation to this Request for Proposals may not be used or disclosed, for any purpose other than for the submission of proposals. Without limiting the generality of the foregoing, by submission of a proposal, the Proponent agrees to hold in confidence all information provided by the Commission in relation to this Request for Proposals.

26. Reciprocity

The Commission may consider and evaluate any proposals from other jurisdictions on the same basis that the Commission purchasing authorities in those jurisdictions would treat a similar proposal from a British Columbia supplier.

27. No Lobbying

Proponents must not attempt to convey directly or indirectly with any employee, contractor or representative of the Commission, including the evaluation committee and any elected officials of the Commission, or with members of the public or the media, about the project described in this Request for Proposals or otherwise in respect of the Request for Proposals, other than as expressly directed or permitted by the Commission.

Summary of the Requirement

The BC Oil and Gas Commission (Commission) is seeking parties interested in providing full-time developer and data analyst resources to work as integrated team members in the Information Systems and Technology (IST) department. These resources will be used as development resources for both capital projects and operational application support.

The Commission is undertaking this engagement to inform long-term decisions regarding permanent integration of full-time employee development resources as part of a strategic move to leveraging a DevOps model.

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	August 12, 2022
Request closing time	August 19, 2022, before 2:00PM PST
Review, interviews, and reference checks as required	August 22 -26, 2022
Preferred Proponent selected by	August 31, 2022
Commencement of work	September 2022

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.

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. Compliance with the IMA requires 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*].

Commission Overview

The BC Oil and Gas Commission (Commission) manages several applications in support of its mandated operations. These include a small number of legacy applications operating in maintenance mode; newer platforms are being actively enhanced with new or improved functionality in partnership with external contracted development teams. Ongoing operational support of these applications is generally provided by an internal team.

As part of planning to better meet future needs and improve performance, the IST department wishes to undertake a proof-of-concept project implementing a DevOps model. The development resources will be integrated with existing operational support teams, as well as larger mixed development teams to determine whether the DevOps model delivers improved support and is more cost effective than present Commission approaches.

Current Information Systems.

The Commission has several systems in use by Industry, Commission staff, or both. Many of these systems have significant interdependencies. The following is a summary of these systems and their use.

1. **CMIS:** An Angular/C# application use presently to manage Enforcement actions involving non-compliances that have not been addressed by industry. This will soon include internal and external functionality that facilitates online management of non-compliances. This application is actively in development and will continue to be so through next fiscal.
2. **OSS:** An Angular/C# application that provides a cost-effective means of developing and implementing new operational submissions without the need for external development. This platform is new to the Commission and being actively enhanced even as new submission types are being developed.
3. **AMS Application:** An HTML5 / Java application with a spatial component based on ArcServer and Geocortex Essentials technology. This online system is used by industry for the submission of oil and gas applications in British Columbia. AMS provides consistent processes for oil and gas activity permit applications, related activity authorization applications, ALR requests, applications for provincial approvals associated with National Energy Board (NEB) pipelines, and historical data submissions.
4. **AMS Review:** An internal-only HTML5 / Java application used by Commission staff to complete review and determination of applications submitted through AMS Application. AMS Review provides consistent processes for reviewing and rendering decisions on oil and gas activity permit applications, related activity authorization applications, applications for provincial approvals for NEB pipelines, and for the acceptance of historical data submissions.
5. **AMS Payments:** A secure, online portal used to facilitate electronic remittance of payments by Industry for applications submitted through the AMS using Pre-Authorized Debit. The Payments portal is also used to pay other fees and levies including the Annual Pipeline Invoice and the Orphan Levy. New fees or levies are expected to be processed through the Payments portal.
6. **KERMIT:** A proprietary product based on the POSSE platform by Computronix. It manages the operational lifecycle of pipelines and facilities, including compliance and enforcement associated activities. KERMIT also enables users to look up legacy applications, find permits, view and address deficiencies, and submit notices and incidents. The new CMS system will need to receive data from and provide data to KERMIT and will replace the incidents, compliance enforcement and deficiencies modules within KERMIT over time.

7. **IRIS:** An internal-only Oracle Forms and Reports application that manages the operational lifecycle of wells, roads and associated oil and gas activity/ancillaries. IRIS also enables users to look up legacy applications and find permits. The new CMS system will need to receive data from and potentially provide data to IRIS.
8. **eSubmission:** An online portal with a spatial component based on ArcServer and JavaScript technology for permit holders to submit a variety of operational data directly to the Commission in order to meet regulatory and conditional data submission requirements.
9. **ORD:** An internal-only application with a spatial component based on ArcServer and JavaScript technology that allows Commission staff to review and approve/accept/refuse/reject operational data submitted through eSubmission by industry.
10. **Petrinex:** An internet-based, multi-jurisdiction application used by both Canada's upstream oil and gas industry and multiple provincial governments. Oil and gas operators use Petrinex for volumetric, infrastructure and royalty-related reporting. While it is not expected the CMS system will directly interact with Petrinex, data fed to Commission systems through Petrinex will be vital to the implementation of the CMS system.
11. **Asset Management:** A HTML 5/java application used to manage a company's corporate inventory. This system currently allows for the changing of a company name. The next phase of the project scheduled to complete July 2019 will enable amalgamations of company's assets. Future phases will able the transfer of assets between organizations.
12. **OGC HUB:** The Commission's WSO2 based messaging hub. Implemented at the same time as B.C. integrated with the Petrinex system, it is presently used to communicate data updates between Commission core systems and Petrinex.
13. **GeoWeb:** The Commission's ArcServer/Geocortex web mapping application platform. This platform hosts internal and external web mapping applications to support AMS, eSubmission and other decision support tools.
14. **BI Infrastructure:** A full Microsoft technology stack (SQL Server, SSIS/SSAS, SharePoint and Power BI) as their centralized data warehouse, BI portal and reporting solution. Data in the data warehouse is refreshed nightly.

Tools and Technologies

The Commission has moved to standardize on a set of technologies and platforms; while new technologies may be added, the Commission focuses its development on technologies that fit within its current technology stack. Applicants should show experience and competency with the following tools and technologies:

1. **Database**
 - a. Oracle Standard Database
2. **OpenShift**
 - a. The Commission is implementing Quay, Advanced Cluster Security (ACS) and Advanced Cluster Management (ACM)
3. **Ansible**
4. **Data Integration Hub (WSO2)**
 - a. Enterprise Integrator
 - b. API Manager
5. **CI/CD**
 - a. Azure DevOps Server

6. Automated Testing

- a. Cypress
- b. Tavern API testing tool
- c. SonarCube code quality scanner

7. Spatial

- a. ESRI ArcGIS Desktop, SDE and Server
- b. Geocortex Essentials
- c. FME Desktop

8. Workflow

- a. Camunda
- b. POSSE (technology used for KERMIT only)

9. Authentication Services

- a. Azure AD
- b. Keycloak
- c. CAS SSO

10. Web Technologies

- a. CSS / SCSS
- b. Bootstrap
- c. Font Awesome

11. Programming/Scripting Languages

- a. Java
 - i. JPA
 - ii. Hibernate
 - iii. JSF
 - iv. Primefaces
 - v. AspectJ
 - vi. Jersey
 - vii. Spring
 - viii. Richfaces JSF
 - ix. Angular-JS
- b. Javascript
 - i. Ajax
 - ii. jQuery
 - iii. Bootstrap

12. Server Environments

- a. Oracle Server Environment
 - i. Red Hat Linux Enterprise
 - ii. Weblogic
- b. Windows Server Environment
 - i. Microsoft Windows Server 2012R2/2016/2019
 - ii. Internet Information Server
 - iii. Tomcat (used for AMS, AMS Reviews and Payments)

13. Internal and External Websites

- a. Drupal 7
- b. Craft 3

14. Reporting

- a. Power BI
- b. Oracle Apex

15. Business Intelligence Infrastructure (Microsoft technology stack)

- a. SQL Server
- b. SSIS/SSAS
- c. SharePoint
- d. Power BI

16. Data Virtualization Platform

- a. TIBCO Data Virtualization

17. Source Control

- a. GIT

Budget/Schedule

Funding for these positions will come from planned Capital funding allocations for FY 2022/2023. Proponents must provide an hourly rate for any proposed resources, based on a 7-hour day/35 hour per week full time engagement; working hours and statutory holidays will align with standards as defined by the Commission. If the applicant's organization has different standard hours per workday/week this standard is negotiable

Successful proponents will be working remotely; attendance to Commission physical locations may be required in some circumstances. They will also be required to provide their own equipment in order to access Commission information systems and will be required to meet Commission security requirements. Successful proponents must have a Microsoft Teams license to support team collaboration and communication.

Proponent availability to the Commission is assumed to be full time. Vacations and absences will be negotiated with and approved by the Commission – any exceptions to this must be clearly identified in the response to this RFP.

The length of this engagement is expected to be through the end of FY 2023 at a minimum, with the potential of extension at the sole discretion of the Commission. In the event the DevOps POC is determined to be a poor fit earlier than the planned initiative end date, the Commission has the right to terminate the contract.

Requirements

Scope of Services

Successful Proponents entering a written contract with the Commission are expected to provide resources with the following skillsets:

Development:

1. Programming experience C# and/or JAVA.
2. Experience with Microsoft DevOps server and CICD.
3. Experience with automated testing (existing Commission platforms preferred).
4. Experience with containerized applications.
5. Red Hat OpenShift platform experience.
6. Database/SQL experience for Oracle, SQL Server and PostgreSQL.
7. Experience providing operational support and use of a service desk platform.
8. Experience with Jira.

Data Analysis:

1. Strong experience in data analysis
2. Experience summarizing and/or visualization of complex data analysis
3. Advanced SQL experience and proficiency
4. Data modeling experience
5. Data architecture experience
6. Experience developing reports in Power BI
7. Experience with Jira
8. Experience with data virtualization is an asset

For all positions, experience working with Agile/Scrum is an asset.

Scope of Work

Capital Development - The selected proponent resource(s) will be integrated into existing project teams and provide development services on Commission capital projects as designated by Information Systems and Technology leadership. These services include:

- Supporting and informing project estimation and business planning.
- Building, improving, and enhancing development tools and infrastructure.
- Developing new systems and functionality based on requirements provided by project stakeholders.
- Working to automate and improve development and release processes for new and existing applications.
- Testing and examining code written by others and analysing results.
- Implementing new and enhancing existing automated testing.
- Data architecture
- Data modelling
- Data analysis to support system development and integration

Operational Support - The selected proponent resource(s) will be integrated into existing Information Systems and Technology operational support teams, providing application support services as required for core Commission applications including:

- Development and implementation of updates and fixes to existing Commission systems
- Analysis and data fixes for core Commissions datasets based on business need
- Data analysis and reporting/visualization of data to describe and provide possible approaches for resolution of data quality issues
- Providing Tier 2 and 3 technical support.
- Building tools to reduce occurrences of errors and improve customer experience.
- Performing root cause analysis for production errors.
- Investigating and resolve technical issues.
- Documenting operational support processes

Deliverables

In addition to the services outlined in the Requirements section, the successful proponent will be responsible to provide the following deliverables:

- Status reports (format to be approved by Commission).
- Monthly invoicing including detailed hours worked.

Format Requirements

The following format, sequence, and instructions must be followed 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) Executive summary.
- c) The body of the proposal in accordance with the content requirements.

Content Requirements

Responses should be succinct and should focus on specific services and deliverables 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) Summary of proposed resources experience with Commission platforms and technologies
- b) Costs (hourly rates) provided in Canadian dollars (CAD).
- c) Confirmation of availability as per Section 4, including any constraints.
- d) One example of **relevant** previous work
- e) Resumes (max half page each)

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 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 proposal will not necessarily be accepted. The Commission reserves the right to refuse any proposal 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

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 received before the designated closing date and time.**
- **The Proposal must be in English.**
- **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.

Desirable Criteria

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

Desirable Criteria	Weight
<p>Proponent’s Qualifications and Relevant Experience</p> <ul style="list-style-type: none"> • Proposal demonstrates proposed resource’s experience with Commission platforms and technologies, Operational support and project development 	70%
<p>Pricing and Availability</p> <ul style="list-style-type: none"> • Hourly rate • Resource is available on full time basis to the Commission and aligns to Commission standard hours 	30%

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.