



Request for Proposal

All enquiries related to this Request for Proposals, including any requests for information and clarification, are to be submitted by **February 5, 2021** and directed, in writing, to procurement@bcogc.ca. 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 # 21421011

Collaborative Intranet Planning

Closing Time: Proposal must be received electronically
before 2:00 PM Pacific Time on: February 8, 2021

Delivery of Proposals

Proposals may be submitted electronically to:

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

Proponents' Meeting

A Proponents' meeting will not be held.

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.

The Commission is seeking interested parties with experience and qualifications in setting up a M365 based intranet architecture to continue support building the foundation for a digital workplace at the Commission. The successful proponent will help analyse, plan, and design a collaborative intranet architecture as well as recommend a governance model and a change management plan for the Commission. The proponent will also help draft an RFP to seek qualified parties to implement the intranet as designed in a pilot capacity.

A. Definitions and Administrative Requirements

1. Definitions

Throughout this Request for Proposals, the following definitions apply:

- "Contract" means the written agreement resulting from this Request for Proposals executed by the Commission and the Contractor;
- "Contractor" means the successful Proponent to this Request for Proposals who enters into a written Contract with the Commission;
- "Must", or "mandatory" means a requirement that must be met in order for a proposal to receive consideration;
- "Proponent" means an individual or a company that submits, or intends to submit, a proposal in response to this Request for Proposals;
- "Commission" means the Oil and Gas Commission;
- "Request for Proposals" means the process described in this document; and
- "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:

- The Proponent is solely responsible for ensuring that the complete electronic Proposal, is received before Closing Time;
- The maximum size of each attachment must be 100 MB or less and uploaded in a single attachment;
- Proponents should submit proposal submissions in a single upload and avoid sending multiple submissions for the same opportunity;
- 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 Procurement Specialist 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.

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

- a) 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.
- b) 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.

B. Requirements and Responses

1. Summary

The BC Oil and Gas Commission (Commission) is seeking interested parties with experience and qualifications in setting up a M365 based intranet architecture to continue support building the foundation for a digital workplace at the Commission. The successful proponent will help analyse, plan, and design a collaborative intranet architecture as well as recommend a governance model and a change management plan for the Commission. The proponent will also help draft an RFP to seek qualified parties to implement the intranet as designed in a pilot capacity.

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	5 February 2021
Response closing time	8 February 2021
Evaluation and selection	12 February 2021
Commencement of Work	15 February 2021
Delivery Date (estimated)	31 March 2021

3. Scope of Work

3.1 Background

The Commission is in the process of deploying Microsoft 365 as part of a long-term digital strategy. Over the next few months, the Commission will be deploying the foundations for Microsoft 365 to enable an enterprise deployment of tools such as Exchange, OneDrive, Power BI, Teams, and SharePoint Online (among others). The Commission is poised to implement a collaborative digital workspace that builds upon on this Microsoft 365 foundation.

The Commission is comprised of numerous divisions and departments, which provide a full range of services. The intranet will provide a point of access to information, documentation, guidance, and tools within our digital workplace. The digital workplace is aimed to facilitate Commission wide collaboration, knowledge sharing, and use of business applications and systems more effectively.

The Commission has an on-premise implementation of SharePoint 2019, initially implemented as a Business Intelligence portal. A pilot project was undertaken to evaluate SharePoint 2019 as a collaborative intranet, implementing a site for a single department. In addition to the pilot, the Commission currently hosts an intranet (hosted on Drupal 7) that would incrementally need to transition based on subject area/department.

The Commission would like to take a phased approach to our deployment. The first phase begins with this RFP, to seek guidance and design on an intranet architecture. This phase will explore a combination of toolsets that can be utilized to deliver a collaborative intranet as well as guidance on a governance model to ensure the intranet can be sustained over an extended period of time.

3.2 Definitions

- M365: Microsoft Office 365 hosted on the Commission's tenant
- SharePoint: Microsoft SharePoint Online hosted on the Commission's tenant
- Governance: Documented ownership, management model, and structure to provide clarity and rules around roles and responsibilities.

3.3 Expected Services

The BC Oil and Gas Commission (Commission) is seeking interested parties with experience and qualifications in setting up a M365 based intranet architecture. The successful proponent will

- Analyze and document the Commission's collaborative intranet needs
 - Analyze the current intranet (MyOGC) to understand information needs
 - Conduct interviews with key stakeholders to determine needs and wants
- Identify fit within M365 ecosystem, and whether any additional licenses or customizations are required
- Provide a recommendation for a plan and design for the information architecture
- Provide a recommendation for a sustainable governance model
- Provide a recommendation for an implementation and change management plan
- Help draft an RFP to seek qualified parties to implement the intranet as designed in a pilot capacity

3.4 Reporting requirements

1. Status reports – A status report will be provided bi-weekly showing project progress, budget status, and reporting on issues. If issues are identified that affect budget, scope or schedule, a proposed action and mitigation plan will be provided for discussion.
2. Issues list – An issues list will be maintained by the contractor and shared with the project team documenting areas where further information and/or decisions are required and identifying action items to address these issues.
 - a. The Commission uses JIRA as a task and issue tracking tool.
 - b. The Commission is open to using a task and issue tracking tool that the contractor team suggests
3. Time Tracking
 - a. All monthly invoices must be accompanied by a time tracking sheet that shows work completed by all contractor resources involved on the project.
 - b. A simple time tracking sheet will be maintained and updated on a weekly basis that can be easily accessed by the project team

3.5 Content Requirements

To respond to this RFP include a high response to the following:

- a) **Qualifications & Relevant Experience:** Brief relevant previous experience planning a collaborative intranet within M365 and SharePoint Online
- b) **Proposed Approach:** Please describe the high level methodology you will use to deliver scope of services
- c) **Timelines:** An overall engagement timeline and schedule, including a kick-off date suitable to the Proponent, which is at least one week after the Closing Date for this RFP allowing time for proposal evaluation.
- d) **Hourly Rates:** Provide an overall budget for this proposal and clearly state if this is a fixed price or estimated budget. Ensure your budget follows a table similar to the example below and includes the following elements:
 - i. Estimate of engagement resources: This includes professional fees for each member of the team based on estimated number of hours
 - ii. Cost of travel and travel expenses.

3.6 Format Requirements

The following format, sequence, and instructions should be followed in order to provide consistency in Proponent response. The proposal should not exceed a total of **five** pages (excluding title page). With all pages consecutively numbered, the proposals should contain the following parts:

- a) Table of contents with page numbers.
- b) The body of the proposal in accordance with the above content requirements.

4. Evaluation

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

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 via email 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.
- Detailed hourly rates for all contractors involved in the project are required in the submitted response.
- The total estimated cost of the project must be provided as part of the proposal response.
- The response 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 response 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 <ul style="list-style-type: none"> • Named resources with relevant experience / education. • Experience planning a collaborative intranet information architecture • Experience planning a collaborative intranet governance model • Experience planning a pragmatic change management plan 	50%
Suitability of Proposed Approach <ul style="list-style-type: none"> • Includes project timeline and budget breakdown. • Proposed approach does not impact existing vendor resources allocated to other on-going work at the Commission. • Proposed approach includes design thinking/agile like approach to design 	20%
Pricing <ul style="list-style-type: none"> • Total price, hourly rate. 	30%