



Request for Proposals

All enquiries related to this Request for Proposals, including any requests for information and clarification, are to be submitted by **December 14, 2022** and directed, in writing, to procurement@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 # 21523001

Document Scanning Services – Well Authorization File Conversion

Closing Time: Proposal must be received electronically
before 2:00 PM Pacific Time on: **December 29, 2022**

Delivery of Proposals

Proposals must be submitted electronically.

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

Proponent's Meeting

A Proponent's meeting will not be held.

Organization Overview

The BC Oil and Gas Commission (Commission) is the Province of B.C.'s life-cycle energy resources regulator. The Commission is a Crown agency with a mandate to ensure both the environment and public safety are protected, and those with concerns have the opportunity to have their voices heard in the sustainable development of British Columbia's energy resources.

As a cost recoverable, values driven organization, we prioritize safety, stewardship, and Indigenous interests throughout the full project lifecycle – from exploration to reclamation – and support the transition to clean energy. The Commission is committed to reconciliation with Indigenous Peoples, honouring the Provincial commitment to the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), the Declaration on the Rights of Indigenous Peoples Act, and the Truth and Reconciliation Commission's (TRC) Calls to Action. Through fostering respectful and collaborative relationships with Indigenous partners and stakeholders, the Commission delivers on Government's priorities.

The Commission has an innovative forward-thinking workplace that demonstrates our core values. Through continuous improvement and development, the Commission is agile and responsive to the rapidly changing environment in which we operate. We are diverse and inclusive, with transparency, innovation, and integrity as the foundation of our respectful culture. Secured access to Commission information and systems is a foundational consideration in the management of the Commission's infrastructure.

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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:

- 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.

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 of the Requirement

The BC Oil and Gas Commission (Commission) is seeking responses from this Request for Proposal (RFP) for document scanning services. A qualified digital imaging (scanning) service provider is required to convert a large collection of Well Authorization files from paper to digital form.

Well Authorization files (well files) include historical geological and technical well information related to provincial oil and gas activities. The files date from the early 1950's to 2014 and comprise the Commission's only record copy. The information contained within the collection is critical for managing the lifecycles of BC wells and supporting future oil and gas exploration.

Physical security, safe handling and preservation of file material during all phases of scanning service delivery is of utmost importance. File integrity must be maintained as all hardcopy records will be returned to the source storage facility and retained indefinitely post-digitization.

The well files hold a range of standard (8½ x 11), legal, large and irregular size document types, each requiring specialized scanning equipment. The successful Proponent will be required to use Commission approved equipment and adhere to established imaging [standards](#) for the duration of the project.

Well files for the project are located at government contracted offsite storage facilities in Victoria, British Columbia. The successful Proponent will be located in Victoria or the southern Vancouver Island area, and all scanning services will be completed locally to limit the transport of records. Approximately 4000-4500 boxes of Commission well files require scanning. This contract will be a first step of what is recognized as a longer-term digitization initiative.

Work on this project will be initiated as soon as possible in fiscal 2022/23 and is subject to continuation through 2023/24 upon approved funding. Project oversight and direction will be provided by the Commission's Records & Information Services (RIS) Branch, including the prioritization and ordering of records boxes for scanning.

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
Project enquiries deadline	December 14, 2022
Site visit request/scheduling deadline	December 12, 2022
One (1) hour site visits for file viewing	December 8,12-13, 2022
Request for Proposal (RFP) closing time	December 29, 2022 2:00 PM PT
Inspection of Proponent facilities	Week of January 2-5, 2023
Reference checks (as required)	Week of January 2-5, 2023
Preferred Proponent selected by	January 5, 2023
Contract finalization / anticipated project start	Week of January 9-13, 2023

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 [2021/22 – 2023/24 Service Plan](#) available on the Commission's website at www.bcogc.ca.

3.1 Commission Responsibility

The Commission mission is as follows:

We regulate the life cycle of energy resource activities in B.C. from site planning to restoration, ensuring activities are undertaken in a manner that:

- Protects public safety
- Safeguards the environment
- Supports meaningful reconciliation
- Advances the public interest and contributes to B.C.'s economy

3.2 Background

The Commission's Well Authorization files (well files) directly support the Commission's mandate to regulate and monitor the exploration and development of oil and gas activities in British Columbia (B.C.), including the management, long term protection and conservation, control and treatment of wells.

Well file records are retained for an indefinite period as well integrity issues can arise long after a well is considered remediated or "closed". In these situations, immediate access to the file is necessary to manage safety and environmental issues. Data connected with or derived from drilling, production or other work performed on a well is maintained within these files.

Within B.C., the legislative landscape for managing information assets has evolved to support the shift from paper records to those in digital format. The *Information Management Act* (IMA) provides the mandate for improved information management practices and modernization across the provincial government. The IMA requires the digitization of non-digital records (subject to specific exemptions) to make government public bodies more efficient and support digital end-to-end services that meet public needs.

Conversion of the well files from paper to digital format is a corporate priority as the Commission transitions to a digital organization. The majority of scanning work is managed by a dedicated full-time equivalent (FTE) employee within the RIS Branch (Well File Technician). Files are routinely retrieved from one of two government contracted storage facilities in Victoria (Cube Global Storage and Access Records Storage) and scanned using specialized equipment in the Commission's Victoria office location.

Through this project, valuable historical well data will become more readily accessible to our industry stakeholders and the public.

4. Requirements

4.1 Scope of Services

Eligibility:

To be eligible to respond to this RFP, the proposing service provider shall: (a) reside in Victoria, BC or one of the surrounding municipalities of Southern Vancouver Island; (b) have a minimum of 5 years experience in the conversion of hardcopy documents to digital images for computer processing.

The Commission reserves the right to request live demonstrations of the proposed services to be performed and inspect the service provider's facility in making a determination of their ability and capacity to perform the requirements of the RFP.

Contract Term:

The initial contract term is anticipated to commence in January 2023 and complete on March 31, 2023. The Commission reserves the right to continue services and extend the contract for up to an additional one (1) year term pending a budget review in April 2023 and providing all terms, conditions and specifications remain the same and both parties agree to the extension.

In the event services are scheduled to end because of the expiration of this contract, the successful Proponent shall continue the service upon written request by the Director, Records & Information Services. The extension period shall not continue for more than ninety (90) days beyond the expiration date of the existing contract. The successful proponent will be compensated for the service at the rate in effect if this extension clause is invoked by the Commission.

Budget:

The Commission has funding available for scanning services completed in fiscal 2022/23. The objective is to digitize as many boxes of well files as possible by March 31, 2023. A subsequent budget review will be conducted in April 2023 to support a continuation of services for fiscal 2023/24.

Service Test Period:

The Commission reserves the right to require a test period (paid) to determine if the successful Proponent can perform in accordance with the requirements of the contract and to the Commission's satisfaction. Such a test period can be from thirty (30) to sixty (60) days, and will be conducted under all specifications, terms and conditions contained in the contract.

A performance evaluation will be conducted prior to the end of the test period and that evaluation will be the basis for the Commission's decision to continue with the successful Proponent or to terminate the contract and select another service provider.

Site Visits for File Viewing – COVID-19 Policy:

Proponents may request an onsite visit to preview a sampling of the Well Authorization files and documents covered in this RFP.

Visits may be scheduled on **December 8, 12 or 13** and are not to exceed one (1) hour in duration. The location for site visits is 2950 Jutland Rd., Victoria, BC. The contact for scheduling a site visit is Kathryn Smerechinskiy, Director, Records and Information Management: Kathryn.Smerechinskiy@bcogc.ca. All requests for site visits should be received by the Commission by **December 12**.

All visitors to the Victoria office will be expected to comply with the Commission's COVID-19 Vaccination Policy for External Visitors/Contractors (Policy) as a condition of the visit. Information on the Commission's vaccination and verification requirements is available [here](#). Masks are optional. Failure to comply with any condition of the Policy will result in cancellation of the scheduled visit.

Service Requirements:

The successful Proponent who enters into a written contract with the Commission will be responsible for the following as part of contracted services:

1. Storage facility liaison

- The Proponent will liaise with the Commission's RIS Branch contact to coordinate the retrieval and return of file boxes to/from a storage facility.
- Facility processes and requirements for retrieving, receiving and returning boxes should be respected and adhered to.
- All file box retrievals and returns must be done in a secure manner where Commission records are not left unattended.
- All facility staff and associated drivers should be treated respectfully and provided clear direction related to the delivery and retrieval of boxes.
- Box transfer/shipping documentation must be signed and retained by the Proponent as evidence of each box's physical whereabouts and current custodianship.
- Any issue or incident related to box retrievals or returns involving a storage facility (staff or driver) should be immediately reported to the Commission for action (RIS Branch Director).

2. Onsite box management

- Received file boxes must be maintained in a secure locked and dry environment that is free from any potential risk of damage while in the Proponent's custody.
- Proponent location/facility must have adequate fire alarm systems, fire protected areas, and response measures in place.
- Only authorized staff are to have access to Commission files.
- Careful handling of file boxes, files and documents is expected in recognition of the collection's value and age, and awareness that these comprise the Commission's only record copies.

3. Rush/priority requests for files

- Upon request, Proponent will be expected to expeditiously locate and coordinate the physical transfer of requested file(s) in their custody or prioritize data digitization for electronic transfer to the Commission.

4. Document preparation – Pre-scanning

- Preparation of files for scanning includes:
 - a. removing all staples, clips and other fasteners from single and multi-page documents (through use of appropriate tools to prevent tearing or otherwise damaging the documents)
 - b. checking the numerical sequence and order of pages in multi-page documents
 - c. verifying that all pages/documents are facing the same direction and are right side up
 - d. re-stapling/re-clipping documents in the same original order after completion of scanning
 - e. removing any report binding (unbinding) and file backing sheets
 - f. moving post-it notes as necessary to ensure document content isn't obscured
 - g. carefully unfolding large and irregular size documents to prevent tearing
 - h. photocopying torn, brittle, faint, or thin documents (when feasible based on document size) or enclosing fragile originals in protective plastic sleeves
 - i. repairing any torn documents with tape

5. Document/file restoration – Post-scanning

- Post-scanning standards for returning files to offsite storage are:
 - a. documents are returned to the correct file folder in the correct order
 - b. file folders are returned to the correct file box
 - c. files within each box are arranged in numerical order by the Well Authorization number (e.g. WA12345)

6. Data capture/images

- Each document type within a file will be scanned separately in the format required (e.g. PDF, Tiff).
- Scanning will cover single-sided and double-sided documents, as required.
- Where a document type consists of multiple pages, all pages will be scanned.
- Document pages will be rotated as needed to ensure proper orientation and maximum readability.

7. Quality control/image quality assurance (QA)

- Scanned documents will be checked for quality and conformity prior to their submittal to the Commission, for example:
 - a. any pages found not oriented properly will be appropriately rotated
 - b. Any distorted images will be re-digitized
 - c. Any blank pages will be deleted
 - d. Colour accurately compares with the original document
- Text and/or graphic images that can be read on an original document must be as readable on the scanned image.

In the event that a source document is not clear and legible, or a clear and legible reproduction cannot be produced, the successful Proponent is required to inform the Commission Records branch contact and provide an overview of the document in question.

8. Data transfer

- File data will be submitted to the Commission through secure file transfer protocol (FTP) as directed.
- Uploaded data to the FTP will be organized as follows:
 - a. one folder created per Well Authorization file
 - b. each folder will be named according to the unique Well Authorization number (e.g. WA 12345)
 - c. all documentation will be saved to the appropriate well file folder (folder must include all documents related to the well, including those spanning multiple volumes)

9. Status reporting and box/file tracking:

- Providing briefings and status updates as requested.
- Maintaining a current work plan, schedule, and tracking tool that supports the accurate location and retrieval of a box/file at any stage of the process.
- Maintaining project progress and completion metrics.
- Consulting with the Commission's RIS Branch staff as necessary to support contract deliverables.

10. Project meetings:

- Any meetings with Commission staff will be conducted remotely using Microsoft Teams (e.g. start up, regular engagement or status updates). An exception to the offsite arrangement may apply if an ad hoc in-person meeting is mutually agreed upon by all parties.

Scanning Equipment Requirements:

The successful Proponent who enters into a written contract with the Commission is expected to use scanning equipment comparable in quality and performance to **a.** and **b.** below, and is required to use equipment listed in **c.** below as a condition of the contract for services:

- a. Fujitsu Image Desktop scanner (Model: fi-7800)
- b. Contex SD One MF 44" wide format colour scanner
- c. **NeuraScanner** (See [Well Log Scanner | Log Scanners | Large Portable Scanners](#) (neuralog.com) and [neuralog-products-solutions.pdf](#) for details)

The Commission requires the successful Proponent to use Neuralog's **NeuraScanner** for digitizing well and formation evaluation logs. Costs incurred through the procurement (or lease, if available) of a NeuraScanner are to be solely borne by the Proponent. Contact www.neuralog.com for information:

▲ **Headquarters North America - US & Canada**

4800 Sugar Grove Blvd., Suite 200

Houston, TX USA

sales@neuralog.com

1-281-240-2525 Office

1-800-364-8728 Toll Free (US and Canada)

Well File Overview:

There are approximately 5,000 boxes of well files located in offsite storage. Of these, some 4000-4,500 boxes require digitization.

Well file boxes consist of standard size banker boxes (12"x10"x15"). Each box of files varies in the type and volume of documents. The number of individual well files in a box also varies significantly – e.g. one (1) well file may span over two (2) boxes, or one (1) box may hold twenty (20) individual files.

A typical box of well files contains:

- An average of eight (8) files

RFP# 21523001 Well File Scanning

- Anywhere from 3-25 logs of varying size, with an average total combined length of 150-300 metres per box

An average file takes approximately 2-4 hours to scan in entirety (scanning time is dependent on file composition/number of logs). Older files typically take longer to digitize as they contain more logs, plus require careful handling due to age and increased document fragility.

The following table provides an overview of the types of documents that might be filed in a well file and the Commission’s digitization requirements. A well file may not include every document type listed. Some files contain only a few of the document types, whereas others may hold many of those listed.

Well File Document Types	Document Size	Scanner Requirement	Blk & Wht/ Colour	DPI	Format PDF/Tiff
Well logs/Formation evaluation logs (includes Hef logs)*	Irregular <i>Scanned image file size cannot exceed 1 GB to support system uploading</i>	NeuraScanner	Colour	400	PDF/Tiff
Tour sheets	Irregular (square/slightly larger than 11x17 inch; some consist of coloured carbon copies)	Large/Wide Format Desktop	Colour Colour	400 400	PDF
Core Reports	Irregular, Letter or Legal	Desktop	Colour	400	PDF
Analyses (e.g. water, gas)	Letter	Desktop	Colour	400	PDF
Absolute Open Flow	Letter	Desktop	Colour	400	PDF
Packer Isolation tests, Pressure Volume tests	Irregular Letter or Legal	Desktop	Colour	400	PDF
Pressure Survey Test	Letter	Desktop	Colour	400	PDF
Well summary reports	Irregular, Letter or Legal	Desktop	Colour	400	PDF
Well & test hole amendments, revisions, exemptions	Irregular, Letter or Legal	Desktop	Colour	400	PDF
Work-Over/Completion reports	Irregular, Letter or Legal	Desktop	Colour	400	PDF
Drill Stem Tests/Drilling reports	Irregular, Letter or Legal	Desktop	Colour	400	PDF
Applications	Irregular, Letter or legal	Desktop	Colour	400	PDF
Approvals	Irregular, Letter or legal	Desktop	Colour	400	PDF
Geological reports	Letter	Desktop	Colour	400	PDF
Well name changes, transfers	Letter	Desktop	Colour	400	PDF
Correspondence	Letter	Desktop	Colour	400	PDF
Survey plans	Oversize (>than 12x18)	Large/Wide Format	Colour	= or > 400	PDF

**Recent well files (dating from the mid 1990’s onwards) may contain one or more Hef logs. These logs can average from 350 to 750 metres in length. Hef logs are not found in “older” well files as they are produced using newer technologies. The initial contract will focus on the Commission’s collection of older well files.*

4.2 Content Requirements

To respond to this RFP, Proponents are required to submit the following information:

Proponent Eligibility & Qualifications

1. Description of company eligibility.
2. Description of company qualifications and former jobs relevant to the services outlined.
3. Description of project team (number of employees, qualifications).

Location/Facility

1. Description of physical location/facility where boxes/files will be stored and scanned (may include photos).
2. Description of security measures and other protections in place to safeguard boxes/files while in the Proponent’s custody and control.
3. Description of emergency response process as it applies to the management of client records.

Scanning Equipment

1. Description of scanning equipment to be used for the project (age/make/model).
2. Verification/acceptance of NeuraScanner requirement for well logs.

Proposed Approach/Processes

1. Description of end-to-end process for the receipt, preparation, scanning, restoration and return of files/file boxes to storage.
2. The number of days per week services will be performed (e.g. 5, 6).
3. Description of quality control and QA standards/processes to ensure quality and accuracy of image deliverables.
4. Description of the data transfer process (e.g. frequency, volume, schedule, etc.).
5. Description of reporting maintained to monitor/track/convey file scanning progress, box location, completed boxes, budget spend to date, etc. (include report format samples)Description of incident reporting in the event of a loss, breach or damage to Commission property and mitigation strategy.

Costing/Rates

1. Total processing cost **per file box** (includes cost for Labour).
2. Description of invoicing process for services.

Client References

1. Two client references, including organization, contact name, title, phone number, email address and date that work was performed.

4.3 **Format Requirements**

The following format, sequence, and instructions should 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) One-page executive summary.
- c) The body of the proposal in accordance with the above content requirements. This part is not to exceed 10 pages of combined text, tables, graphics and other written presentation in support of the content requirements.

5. Evaluation

The evaluation of responses will be conducted by a team consisting of employees 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 priced 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
- Stage Three – Proponent Location/Facility Inspection
- Stage Four – Reference Checks (optional)

5.1 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 by the Proponent.**
- **The Proposal must confirm compliance with the Commission's vaccination policy for externals/contractors.**
- **The Proponent must reside in Victoria, B.C. or Southern Vancouver Island and have a minimum of 5 years experience in digitizing paper documents.**

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

5.2 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 Qualifications	40%
Suitability of Location/Facility, Equipment & Proposed Approach	40%
Pricing: Cost per box/Rates for services	20%

5.3 Proponent Location/Facility Inspection

The Commission reserves the right to conduct an onsite inspection of the Preferred Proponent's physical location/facility to verify the information contained in the Proposal and confirm the suitability of the location and/or scanning equipment. The Commission will not enter into a contract with any Proponent whose location, facility or equipment is found to be unsatisfactory.

Proponent Location/Facility Criteria	Weight
Client satisfaction with Proponent location/facility and/or verification of Proposal responses	Pass/Fail

5.4 Reference Checks (Optional)

The references of the Preferred Proponent may be contacted to validate any part of their responses. The Commission reserves the right to conduct such independent reference checks or verifications as deemed necessary to clarify, test, or verify the information contained in the Proposal and confirm the suitability of the Proponent. The Commission will not enter into a contract with any Proponent whose references are found to be unsatisfactory.

Reference Check Criteria	Weight
Client satisfaction with Proponent services and/or verification of Proposal responses	Pass/Fail