



# Request for Proposals

All enquiries related to this Request for Proposals, including any requests for information and clarification, are to be submitted by **October 24, 2022** and directed, in writing, to [procurement@bcogc.ca](mailto: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 #51223005**

---

## Geospatial Services Needs Assessment

**Closing Time:** Proposal must be received electronically  
**before 2:00 PM Pacific Time on: October 31, 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 single-window 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.

## **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](http://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

To ensure the Geospatial Services team functions effectively and is well positioned both now and into the future to support the Commission’s geospatial services needs, the Commission is seeking proposals for a **Geospatial Services Needs Assessment**. This project is expected to be complete by March 31, 2023 and is funded by a budget of \$80,000.

### 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                           | October 24, 2022               |
| Request closing time                         | October 31, 2022 at 2:00PM PST |
| Interviews and reference checks, as required | November 1-4, 2022             |
| Preferred Proponent selected by              | November 7, 2022               |
| Commencement of work                         | November 2022                  |

### 3. Commission Situation/Overview of Geospatial Services Group

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](http://www.bcogc.ca).

The Commission receives and manages numerous datasets, many of which are location-specific (spatial). Examples include but are not limited to locations and attributes for wells, facilities, pipelines, geophysical lines, water use and storage locations, and other oil and gas or related activities. Core responsibilities of the Geospatial Services Team include but are not limited to:

- Manages contracts and agreements with provincial agencies, not for profit groups, contractors and data suppliers.
- Plans, develops and prioritizes Commission enterprise geospatial data reconciliation projects
- Maintains the integrity and updates of all Commission spatial data
- Supports client spatial submissions through corporate systems, tests changes to systems, and updates related documentation
- Works closely with business groups to determine business requirements, and develops and implements the required data sets to support business area needs
- Makes spatial datasets available to the and ensures publication with Provincial datasets.
- Conducts simple to complex GIS analysis or preparing maps in response to internal or external requests to inform issues, address questions, or address information needs
- Creates and maintains a number of spatial data tools that support Commission operational needs (e.g., application review, compliance and enforcement, inspections) or for external use (e.g. interactive incident map, Orphan Sites map, Commission Air Tool).
- Collaborates with *Information Systems* and *Architecture and Innovation* (Business Intelligence, Web Development, and Technical Data Analysis) group as required to ensure alignment for some areas of co-responsibility.
- Collaborates with industry and other government agencies as a member of working groups/meetings to represent the Commission and identify issues, concerns, processes, and development strategies

- Provides training for staff and clients on Commission spatial data model, spatial data processes and procedures and spatial data submissions for corporate systems

### 3.1 Commission Responsibility

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.

## 4. Requirements

### 4.1 Scope of Services

The assessment program should include the following tasks, which are divided into two categories: “Status Quo Assessment” and “Future Directions Assessment”. These steps/tasks are provided as guidance to proponents, however, we encourage recommendations in a submitted proposal, including recommendations for streamlining the review process.

#### **Part 1: Status Quo Assessment**

- a) Document (summarize) the current Commission business needs for Geospatial Services.
- b) Inventory all web maps and applications currently maintained.
- c) Document all data models that are currently maintained.
- d) Document the current framework (key roles, responsibilities, and processes) of the Geospatial Services Group, as a whole, in supporting current business needs.
- e) Review and document (summarize) the existing roles and responsibilities of individual positions on the GIS team.
- f) Select one or more agencies that are considered comparable based on size, mandate, GIS tasks, and/or other factors, and summarize relevant comparison information about the GIS teams and/or data statistics.
- g) Given steps a) through to f), identify and document strengths and weaknesses in relation to meeting existing Commission business needs.
- h) Provide recommendations (opportunities) for addressing weaknesses identified including but not limited to:
  - Optimizing opportunities using existing Commission resources (e.g., technical training, cross-training, prioritization approaches for business needs, cross-agency communications, vetting/prioritizing of GIS requests, etc).
  - Staffing recommendations including re-defining job descriptions
  - Staffing recommendations compared to other positions in other organizations of similar size
  - Create summary that details the newly expanded capacity and functionality from ArcGIS version 10.5 to 10.9.1 software environment (which was upgraded in June 2022)

#### **Part 2: Future Directions Assessment**

- a) Develop a summary (in laypersons terms) of expected future GIS capabilities and emerging technologies of relevance to Commission business.
- b) Explore and document potential future directions and needs for the Geospatial Services group, including realistic innovative opportunities, in the context of the Commission’s strategic plan, and with consideration of evolving GIS technologies.
- c) Provide an assessment of the existing staffing structure and roles in relation to the identified future GIS directions/needs.
- d) Provide recommendations for proactively managing future Commission Geospatial Services needs.

The Commission will provide the following information or information sources for informing the review.

- Contact information for selected representatives from Branches across the Commission selected to participate in the project (maximum 25 staff).
- Existing organizational chart and operational statistics or information that may be related to selection of comparison agencies.
- Background information regarding areas of co-responsibility with other Commission branches or other required information regarding the organization.
- Non-confidential information regarding current job descriptions for existing Geospatial Services staff positions.
- Information regarding the Commission’s Service Desk Request system (for Geospatial Service requests)
- Information regarding the Commission’s Strategic Plan
- Specific information regarding potential future initiatives/projects that requiring Geospatial Service support.
- Inventory of existing data models and applications managed by the Geospatial Services team.
- Other relevant information as required.

#### **Interview Format:**

## RFP# 51223005 Geospatial Services Program Delivery Review

It is anticipated that most of the information needed to support this needs assessment will be obtained through interviews with Commission staff. The Commission will designate staff across the branches to participate in interviews. Additionally, the Commission may designate external government staff from one or more selected Ministries to participate in this review. It is anticipated for the purposes of proposal development that a maximum of 25 people will be designated for interviews. Teams or alternative video-conference format for interviews is appropriate.

For interviews that may be conducted externally with representatives from similar agencies, the selected agency will be determined based on consultation with the Commission project manager. It can be assumed that up to two persons will be selected for direct interviews from up to two agencies.

### **Project Update Meetings with OGC:**

Throughout the project there will be monthly update meetings (1 hour in length) with the Commission's project manager and other Leadership staff involved in the project (via Teams or other video-conference platform).

## 4.2 Content Requirements

To respond to this Request for Proposals, Proponents are required to submit the following information:

### **Reporting Deliverable:**

An interim summary will be required to be submitted to the Commission by January 15<sup>th</sup>, 2023. The summary will be used for discussion purposes at an interim meeting.

A report will be required to be submitted to the Commission by February 15<sup>th</sup>, 2023. The report shall include, at minimum, the following primary sections and content should be supported by tables or useful graphics/visuals.

- Executive Summary
- Introduction and Scope
- Assessment Approach and Methods (Part 1 and Part 2 assessments)
- Part 1 – Status Quo Assessment (documentation results and recommendations)
- Part 2 – Future Directions Assessment (documentation results and recommendations)
- Summary Conclusions and Recommendations

The report should be prepared with consideration of end users (Commission management staff) and balance an appropriate level of technical detail to support the assessment and the use of laypersons terms.

## 4.3 Format Requirements

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

- a) Table of contents with page numbers.
- b) One-page executive summary.
- c) The body of the proposal in accordance with the 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 and/or contractors of the Commission. All members of the team will be bound by the same standards of confidentiality.



## RFP# 51223005 Geospatial Services Program Delivery Review

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

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

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

- Stage One – Mandatory Criteria
- Stage Three – Interviews (optional)
- Stage Four – Reference Checks

### 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.**

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 |
|--|--------|
| <b>Proponent's Qualifications and Relevant Experience</b> <ul style="list-style-type: none"><li>• Proponents should have satisfactory experience within the past 10 years of overseeing an technology audit program</li><li>• Demonstrated knowledge of GIS Technology</li><li>• Demonstrated knowledge of ESRI Software (including ArcGIS 10x, ArcGISPro, ArcGIS Enterprise</li><li>• Knowledge of integration of 3rd party applications with ESRI tools (i.e. FME, Data Virtualization, Python)</li><li>• Knowledge of Oracle Databases design</li><li>• Knowledge of GIS Positions and Salary ranges</li><li>• Provide references or similar work that has been completed demonstrating their experience and suitability.</li></ul> | 60%    |
| <b>Suitability of Proposed Approach</b> <ul style="list-style-type: none"><li>• A high-level description of the methodology and approach the Proponent will use to complete the engagement.</li></ul>  | 20%    |
| <b>Pricing</b> <ul style="list-style-type: none"><li>• Firm fixed price and Hourly rate</li></ul>  | 20%    |

|  |  |
|--|--|
| <ul style="list-style-type: none"> <li>Resource availability on full time basis to the Commission</li> </ul> |  |
|--|--|

### 5.3 Interviews

The top ranking (to a maximum of three) Proponents may be asked to attend an interview with the evaluation team at a Commission location nearest to the Proponent. The Proponent's team leader is to attend in person. During the interview, the evaluation committee may clarify and/or verify statements made in the written Response.

| Interview Criteria   | Weight |
|--|--------|
| Understanding of the requirements.   | 40%    |
| Understanding of the Commission's environment.   | 20%    |
| Approach to meeting the requirements.  | 20%    |
| Suitability of the Lead Resource (including ability to handle situations and to communicate effectively, and to assign appropriate resources). | 20%    |

The highest scoring Proponent (Preferred Proponent) will be selected by adding the scores from the desirable criteria and the interview.

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

### 5.4 Reference Checks

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 they deem necessary to clarify, test, or verify the information contained in the responses 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.