



# Request for Proposals

All enquiries related to this Request for Proposals, including any requests for information and clarification, are to be submitted by **June 28, 2021** 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 #16922001**

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## Corporate Sustainability Strategy Advisory Services

**Closing Time:** Proposal must be received electronically  
**before 2:00 PM Pacific Time on: July 5, 2021**

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### Delivery of Proposals

**Proposals must be submitted electronically.**

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

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### Proponents' Meeting

A Proponents' meeting will not be held.

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### Organization Overview

The BC Oil and Gas Commission (Commission) is the provincial, single-window regulatory agency with responsibilities to permit and oversee oil and gas and geothermal activities in British Columbia (B.C.), including exploration, development, pipeline transportation and reclamation. The Commission's purpose is to ensure responsible oil and gas and geothermal resource development by protecting public safety, safeguarding the environment and respecting those individuals and communities who are affected. It has a legislated mandate under the Oil and Gas Activities Act (OGAA) and the Geothermal Resources Act (GRA). Its strategic direction is informed by a Mandate Letter issued by the B.C. Government, by its vision, mission, and values, as well as by the external operating environment.

The Commission strives to deliver cost-effective, reliable, and accountable regulatory service for British Columbians. More information on the Commission's structure and governance can be found on the Commission's website: [www.bcogc.ca](http://www.bcogc.ca).

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## **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 100 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 submit. 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 of the Requirement

The Commission is soliciting proposals from qualified individuals or firms to advise and assist with the development of a Corporate Sustainability Strategy (“Strategy”). The Commission defines corporate sustainability as the reconciliation and integration of governance, social and environmental considerations into the culture, values, and business practices of the organization. The Strategy will outline the approach for practising corporate sustainability along with clear objectives and realistic commitments to deliver on these objectives over the next five years. Developing the Strategy is a foundational component of the Corporate Sustainability Strategic Initiative included in the Commission’s Strategic Plan.

The Successful Proponent will enter into a Contract with the Commission for the advisory services. The Contractor will work in close consultation and collaboration with the Commission’s Vice President, Strategic Engagement as the Strategic Initiative Lead, as well as with the Executive, internal and external subject matter experts (SMEs) and other stakeholders. The expectation is the Contractor will support the Strategy development within a budget for professional services not to exceed \$22,000. To maximize the value of the advisory services, the Contractor will participate in validating the scope of the project, and in planning and executing activities within an effective and efficient time and resource allocation.

The expectation is the Contract outcome will be a draft Corporate Sustainability Strategy, which identifies sustainability objectives informed by sustainability material topics for the Commission, and a roadmap of activities intended to support the sustainability objectives.

### 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	June 28, 2021
Request closing time	July 5, 2021
Interviews and reference checks, as required	July 19 - 23, 2021
Preferred Proponent selected by	July 23, 2021
Commencement of work	August 1, 2021

### 3. Commission Situation/Overview

The BC Oil and Gas Commission is the provincial, single-window regulatory agency with responsibilities to permit and oversee oil and gas and geothermal activities in B.C., including exploration, development, pipeline transportation and reclamation. The Commission’s current legislated mandate, regulatory framework, core activities and organizational structure are described in the [2021/22 to 2022/23 Service Plan](#) available on the Commission’s website at [www.bco.gc.ca](http://www.bco.gc.ca).

#### 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.

## 3.2 Background

As a public sector organization and in accordance with its Mandate Letter from Government, the Commission considers how its decisions and operations align to environmental, social and governance (ESG) factors that help achieve a strong, sustainable economy in British Columbia that works for everyone. Similarly, the Commission is an active contributor to the CleanBC climate action plan seeking to transition to a low-carbon economy of the future where people, communities and eco-systems are prepared for and protected from the impacts of climate change.

Both its mandate and organizational values motivate the Commission to embrace the principles and practices of Corporate Social Responsibility (CSR) as part of its role and presence in the communities we live and work in. The expectation of Commission leadership is the Corporate Sustainability Strategy will provide a multi-year framework and intent for carefully prioritized actions reflective of the CSR that are measurable and reportable along applicable ESG criteria. Through concrete objectives and actions, the Strategy will enable a stronger culture among employees, contractors, and stakeholders to actively seek a reduction of the environmental footprint of the Commission as an organization, as well as promoting those values among all parties the Commission interacts with.

## 4. Requirements

### 4.1 Scope of Services

The Contract deliverables and outputs are expected to include:

- Conduct a Materiality Analysis to identify business areas, mandate commitments, corporate risks, stakeholder expectations, etc. that may have a material influence on societal and environmental opportunities within the Commission's mandate. The Materiality Analysis will yield sustainability material topics, which in turn will inform the sustainability objectives.
- Develop and validate sustainability objectives, some of which may be new, others may build on existing processes and capabilities.
- Develop a road map, including priorities, activities, and timelines to achieve results under the sustainability objectives in the next five years, with a more specific plan for fiscal year 2022/23.
- Assist in identifying and quantifying resource commitments needed to execute the activities along the roadmap.
- Recommend an appropriate governance structure to execute the Strategy, as well as reporting requirements and good practices, both for internal and external stakeholders.

The expected outcome of the services is to develop a draft Corporate Sustainability Strategy for review and approval by Senior Leadership.

### 4.2 Content Requirements

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

- A Statement of Suitability: a summary not to exceed three pages of the suitability of the Proponent to provide the services based on the Proponent's understanding of the scope of services, and the Commission's mandate and strategic direction.

- The name, title, professional qualifications, and certifications, and contact information of the consultant, or team of consultants who constitute the Proponent.
- Relevant previous experience of the Proponent clearly demonstrating:
  - Knowledge of the United Nations Sustainable Development Goals
  - Knowledge and experience in Environmental, Social, and Governance (ESG) measurement, performance, and reporting
  - Experience in engagement with Indigenous people, government agencies, stakeholders, and the general public
  - Experience in designing and implementing corporate sustainability programs and initiatives
  - Experience in planning and executing consulting projects for public sector clients, including reporting of results.
- A statement of hourly rate for professional fees for each individual constituting the Proponent.
- An availability statement, indicating full time or part time availability for the six-month period following the submission date.
- A statement confirming services will be provided in compliance with current orders of the Provincial Health Officer.
- An independence and objectivity statement confirming that 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.
- If applicable, a disclosure of the companies regulated by the Commission to whom the Proponent has provided services as an employee or contractor.
- A statement in confirmation that should the Proponent be selected as the Preferred Proponent and is awarded a contract for the services, any personal information received, collected or held as a result of the services will be stored and used only in Canada in accordance with applicable privacy legislation and contract terms.
- The name and contact information for two references from previous consulting engagements performed by the Proponent within the past five years.

#### 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) Title page, identifying the Proponent, RFP#, and submission date.
- b) Table of contents with page numbers.
- c) The body of the proposal in accordance with the above content requirements. This part is not to exceed 15 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.

This section details the mandatory and desirable criteria against which proposals will be evaluated. The evaluation process will consist of the following stages:

- Stage One – Mandatory Criteria
- Stage Two – Desirable Criteria
- Stage Three – Reference Checks

- Stage Four – Interviews

The Proponent scoring the most points at the end of the evaluation process will be the Preferred Proponent. The Commission reserves the right to refuse any proposal based on quality, service, price, reputation, experience and other reason.

### 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 [BCOGC Procurement](#)**
- **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> The Response clearly demonstrates the Proponent’s knowledge, skills, competencies, and abilities to perform the services.	30%
<b>Suitability to Provide the Services</b> Based on the Proponent’s understanding of the project’s scope explained in the Statement of Suitability.	30%
<b>Pricing</b> The Response quotes a competitive hourly rate or rates, which are to remain firm during the contract term.	30%
<b>Reference Checks</b> Availability, relevance of, and feedback from references.	10%

### 5.3 Reference Checks

The references of the Preferred Proponent will 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.

### 5.4 Interviews

The top ranking (to a maximum of three) Proponents may be asked to attend an interview with the evaluation team. Questions during the interview will help clarify or verify statements made in the written Response.

The interview performance will not be separately scored but will be considered in the suitability scoring of the Proponent.

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