



# Request for Proposals

Business Analyst Services – Production Accounting Software

## 1.0 Introduction and Intent

The Canada-Newfoundland and Labrador Offshore Petroleum Board (C-NLOPB) is seeking the services, on a contractual basis, of a Business Analyst to assist with planning and procurement of new production accounting software. The purpose of this Request for Proposals (RFP) is to identify a suitable candidate for this role, which is anticipated to involve a contract of approximately 390 to 510 hours duration. These hours are expected to be utilized over approximately a 16 week period. This issuance of this RFP does not in any way bind or commit C-NLOPB to accepting any of the responses received. Further, any responses received will not attract responsibilities or rights on the part of the Board or Respondents under a Contract “A” analysis.

## 2.0 Overview of the Board

C-NLOPB is responsible, on behalf of the Government of Canada and the Government of Newfoundland and Labrador, for the regulation of petroleum-related activity in the Canada-Newfoundland and Labrador Offshore Area.

The Board's authority is derived from the legislation implementing the February 11, 1985 Atlantic Accord between the two governments. The *Canada-Newfoundland and Labrador Atlantic Accord Implementation Act* and the *Canada-Newfoundland and Labrador Atlantic Accord Implementation Newfoundland and Labrador Act* provide for joint management of the Canada-Newfoundland and Labrador Offshore Area. In the implementation of its mandate, the role of the C-NLOPB is to facilitate the exploration for and development of the hydrocarbon resources in the Canada - Newfoundland and Labrador Offshore Area in a manner that conforms to the statutory provisions for:

- worker health and safety;
- environmental protection and safety;
- effective management of land tenure;
- maximum hydrocarbon recovery and value; and,
- Canada/Newfoundland & Labrador benefits.

While the legislation does not prioritize these mandates, worker health and safety and environmental protection are paramount in all Board decisions. Although funded by both the federal and provincial governments, the C-NLOPB operates as an independent entity.

## 3.0 Response Instructions

1. Respondents must submit their complete proposal on or before March 1, 2021, at 4:00 pm NST (the “Submission Closing Date”). All proposals must be submitted to either of the following address:

Request for Proposals – Business Analyst Services  
Attention: Geoscience Lead  
C-NLOPB  
240 Waterford Bridge Road  
The Tower Corporate Campus – West Campus Hall  
Suite 1700  
St. John’s NL A1E 1E2

Or by email to: [information@cnlopb.ca](mailto:information@cnlopb.ca).

2. Proposals received late, or not received completely by Submission Closing Date will not be considered.
3. Proposals must be complete and legible and identify the Respondent's name and address and supply all information as requested; incomplete or illegible proposals are subject to rejection.
4. Proposals must remain open to acceptance and are irrevocable for a period of 90 days after the Submission Closing Date.
5. All documents, materials, articles and information submitted by the Respondent as part of, or in support of a proposal shall become upon submission, the property of the C-NLOPB and shall not be returned to the Respondent.

## 4.0 Amendment or Cancellation

The C-NLOPB reserves the right to modify this RFP at any time prior to closing, at its sole discretion. Any modifications made to the terms or the Submission Closing time and date will be made known to Respondents. Respondents are responsible for ensuring that they have complied with any modifications prior to submitting the proposal.

When any modifications occur within 5 business days of the Submission Closing Date, the Submission Closing Date may be extended at the discretion of the C-NLOPB to allow suitable proposal preparation time. This RFP may be cancelled in whole or in part without any penalty.

## 5.0 Questions and Clarifications

All inquiries related to this RFP must be directed via email to Kelly Batten Hender, Geoscience Lead at [kbattenhender@cnlopb.ca](mailto:kbattenhender@cnlopb.ca).

To the extent that C-NLOPB considers that the answer to a question may assist in the preparation of proposals by other Respondents, an addendum will be posted on the Board's website which will be part of this RFP. C-NLOPB may not answer a question where it considers the information requested is not required to prepare a response to this RFP, or where the answer to the question posed may be found in this RFP.

All questions must include the Respondent's name and address, contact person's name, telephone number and email address, and must identify the specific section and page number of the RFP in question.

Inquiries should be received no later than 5 working days prior to the Submission Closing Date to allow sufficient response time. Otherwise, a response cannot be guaranteed.

The C-NLOPB reserves the right in its sole discretion to clarify any proposal after the Submission Closing Date by seeking further information from that Respondent, without becoming obligated to clarify or seek further information from any or all other Respondents. However, Respondents are cautioned that any clarifications sought will not be an opportunity to correct or amend the proposals in any substantive manner.

## 6.0 Project Description

The purpose of the project is to digitalize legacy systems by redesigning current production reporting/accounting systems, workflows and processes. This will have the effect of increasing accuracy, efficiency and reporting flexibility as it pertains to volumetric data, by removing manual data entry, duplicated databases, and siloed data repositories. It is expected that a new system will provide more robust and user friendly reporting tools with customizable output formats. It is also expected that any successful software candidate will be able to integrate with existing systems. This project is expected to commence March 15, 2021.

To obtain this desired end state it has been identified that the services of a Business Analyst are required to work with our subject matter experts. It is expected that the contract with the Business Analyst resulting from this RFP will be for a period of approximately 390 to 510 hours, and will require the following deliverables:

### **Deliverable for Stage 1**

The Business Analysis Plan, the deliverable for Stage 1, has approximately 90 hours allotted to set out a work plan with milestones and associated timelines for the deliverables for the other stages of the project. The 90 hours may not be continuous as subject matter experts be engaged in other priority tasks. Stage 1 will include an estimate of time to complete the necessary work for each of the databases for the following deliverables.

### **Deliverables for Stage 2**

The Business Analyst will be responsible for the production of:

1. a Request for Information by which input will be sought from potential solution providers.
2. a Business Requirements Document which is intended to set out the attributes and functionality required of the new system. The BRD should contain, but is not limited to, a documentation of all the necessary workflow, process, inputs, current outputs, charting and graphs that will enable the C-NLOPB to prepare a successful RFP. The BRD will be developed after conducting an analysis of specified internal databases and associated work flows.
3. a Request for Proposals (written in conjunction with C-NLOPB staff) which is planned to elicit responses from bidders offering to provide a database and reporting solution options. These options are expected to involve custom applications, off the shelf and hybrid offerings. This analysis and documentation will be conducted in conjunction with the respective C-NLOPB subject matter experts either remotely, on site or most likely a combination of both.

The expected duration to complete Stage 2 deliverables is approximately 270 to 390 hours. This is in addition to the 90 hours outlined for Stage 1 Deliverables. At the discretion of the C-NLOPB this timeline may be extended or truncated if the C-NLOPB deems it necessary.

### **Deliverables for Stage 3**

The successful candidate will also assist with the evaluation of responses to the RFP generated in section 3 of Deliverables for Stage 2. This will be performed with the Project Leader and subject matter experts. This will ultimately result in a recommendation. This is anticipated to be completed in approximately 30 hours for evaluation.

## 7.0 Business Analyst Background and Experience

The kind of background and experience the C-NLOPB would like to see in a potential Business Analyst includes:

- A bachelor's degree in business, information technology or related field.
- A minimum of five years' experience in business analysis or an equivalent combination of education and experience.
- Proficiency with Microsoft Office, including advanced Excel skills.
- Exceptional analytical and conceptual thinking skills.
- Excellent database, workflow and process documentation skills.
- Excellent planning, organizational and time management skills.
- Strong report preparation and presentation skills
- Strong communication/interpersonal skills.

## 8.0 Proposal Content

Respondents are expected to:

1. Provide the name, mailing address, email address, and telephone number of their principal contact person;
2. Provide a corporate and/or personal profile;
3. Provide an indication of the candidate's or firm's experience in undertaking similar work or related services. Writing samples or other documentary means of substantiating competency in writing business requirements documents for IT solutions would be an asset.
4. Three references must be provided, which are to include the name of the organization, the contact person, telephone number and address, and a description of the work completed for each reference.
5. Provide detailed resumes for the proposed candidate, with sufficient detail to assess their ability to perform the work;
6. Where the Respondent is a corporation, provide a certificate of good standing from the Registry of Companies for the Province of Newfoundland and Labrador and confirmation they are in good standing with Workplace NL.

Respondents must provide hourly rates for the resource identified to be assigned to the work under the following situations:

1. Normal Business Hours (onsite)
2. Normal Business Hours (remote)

The C-NLOPB's Normal Business Hours are 8:30 am to 5:00 pm, Monday to Friday.

The hourly rates provided by Respondents should include all services, fees, expenses, and levies. Where these are not included, Respondents should identify any additional charges in their responses. Unless such additional charges are explicitly stated, all costs will be deemed to be included in the hourly rates quoted. Prices quoted must be in Canadian dollars, exclusive of HST.

## 9.0 Evaluation and Award

**Canada – Newfoundland and Labrador Offshore Petroleum Board**  
**RFP – Business Analyst Services**

The C-NLOPB reserves the right to reject any and all proposals received in response to this RFP. Reasons for rejection may include, but are not limited to, the following, as determined by the C-NLOPB in its sole discretion:

1. Responses received after the Submission Closing Date;
2. Incomplete Responses;
3. Responses containing qualifications or conditions added by the Respondent that are unacceptable;
4. Responses which do not provide sufficient detail.

The C-NLOPB reserves the right to negotiate with one or more Respondents to this RFP, with the selection of the successful Respondent being at the sole discretion of the C-NLOPB. The C-NLOPB reserves the right to award the work to a Respondent(s) whose proposal may not represent the lowest overall cost and to interview Respondents at its sole discretion. The issuance of this RFP implies no obligation on the C-NLOPB to accept any proposal in whole or in part.

All Respondents will be advised in writing of the success or otherwise of their respective proposals.

In evaluating responses to this RFP, first consideration shall be given by the Board to proposals which:

- i) provide employment for individuals resident in the Province, and
- ii) offer services provided from within the Province / goods manufactured in the Province, where those services and goods are competitive in terms of fair market price, quality and delivery.

## 10.0 Terms And Conditions

### 10.1 Interpretation

Any conflict of interpretation arising from differences between the wording used in this RFP and in any proposal accepted shall be resolved by giving priority to this. Should a contract be successfully negotiated between the C-NLOPB and a Respondent, that contract shall govern and take priority with respect to any and all matters referred to in this RFP and any accepted proposal.

### 10.2 Governing Law

The Respondent agrees to comply with all applicable laws, regulations and standards of the Province of Newfoundland and Labrador, including all labour, occupational health and safety and worker's compensation legislation. Respondents acknowledge that the Board is subject to the *Access to Information Act*, R.S.C., 1985, c. A-1 and that information contained in proposals submitted in response to this RFP could be disclosed as a result of the application of that Act.

### 10.3 Confidentiality

The C-NLOPB will hold confidential any information provided to it by individuals or others on a confidential basis, subject to the C-NLOPB's obligations under law. If for any reason information provided to the C-NLOPB should not be disclosed because of its sensitive nature, then it is incumbent

upon the Respondent when supplying the information to make this clear and to specify the reasons for the information's sensitivity.

A confidentiality/non-disclosure agreement relating to confidential information of the C-NLOPB may be required of the successful Respondent. The successful Respondent(s) shall not disclose or make public any statements or material acquired or produced in relation to this RFP or to the subsequent work without the prior written permission of the C-NLOPB.

#### **10.4 No Claims by Respondent**

Respondents are responsible for their own expenses in preparing and submitting a proposal in response to this RFP and for subsequent negotiations with the C-NLOPB, if any. The C-NLOPB will not defray any costs incurred by a Respondent in responding to this RFP.

A Respondent, by participating in the process outlined in this RFP, consents to the procedures described herein and acknowledges and agrees that C-NLOPB will not be liable to the Respondent for any claims, direct or indirect, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any other matter whatsoever incurred by the Respondent in preparing and providing a response, and/or negotiations with C-NLOPB, if any; and/or due to C-NLOPB not accepting or rejecting any response; and/or due to C-NLOPB cancelling this RFP without award.

#### **10.5 Supporting Documentation and Presentation**

In addition to the responses requested in this RFP, Respondents may include supporting documentation cross-referenced to the proposal to assist in the evaluation. Respondents shall not use C-NLOPB's name or logo or make reference to this RFP in any advertising copy or other promotional materials or messages without CNLOPB's prior written consent.

#### **10.6 Conflict of Interest**

Respondents shall disclose any information that might be relevant to an actual or potential conflict of interest. Respondents must confirm that, at the date of the acceptance of their proposal, no conflict of interest exists or is likely to arise in the performance of their obligations. If during the term of the engagement, a conflict of interest or a risk of a conflict of interest arise, the Respondent shall notify the C-NLOPB immediately in writing of that conflict or risk.

#### **10.7 No Representation or Warranty by C-NLOPB**

The C-NLOPB makes no representation, warranty or guarantee as to the accuracy of the information contained in this RFP, any amendments or addenda. Any quantities shown, and any data or information contained in this RFP or any amendments or addenda, are estimates only and are for the sole purpose of indicating to Respondents the general scale and scope of work that may be required.

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**The Tower Corporate Campus**  
240 Waterford Bridge Road  
West Campus Hall, Suite 7100  
St. John's, NL, Canada A1E 1E2

t: 709-778-1400  
f: 709-778-1473

**Core Storage and Research Centre**  
30 Duffy Place  
St. John's, NL  
Canada A1B 4M5

t: 709-778-1500