



Request for Information

Oil and Gas Production Accounting Software

Provision of Software and Professional Services

RFI Information Sheet

Request for Information (RFI) – Provision of Software and Professional Services			
RFI Title	Oil and Gas Production Accounting Software		
RFI #	C-NLOPB.2021.001	Issue Date	July 20, 2021
Questions Deadline	August 10, 2021 4:00 PM Newfoundland Time	Closing Date and Time	August 17, 2021 4:00 PM Newfoundland Time
Response Label			
<p>C-NLOPB Request for Information: Oil and Gas Production Accounting Software Attention: Director, Resource Management 240 Waterford Bridge Road The Tower Corporate Campus – West Campus Hall Suite 1700 St. John’s, NL A1E 1E2 Canada</p> <p>Oil and Gas Production Accounting Software C-NLOPB.2021.001 August 17, 2021 4:00 pm Newfoundland Time</p> <p>Respondent Name Respondent Address</p>			
Inquiries and Communication			
<p>All inquiries and communication must be made through email to: information@cnlopb.ca. Please reference RFI – Oil and Gas Production Accounting Software in the subject line.</p>			

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1.0 Introduction

1.1 Intent

The Canada-Newfoundland and Labrador Offshore Petroleum Board (C-NLOPB) is seeking information from organizations that supply Oil and Gas Production Accounting Software to modernize and streamline current business processes and increase efficiencies.

1.2 C-NLOPB Overview

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 C-NLOPB's authority is derived from the legislation implementing the [February 11, 1985 Atlantic Accord](#) between the two governments. The federal [Canada-Newfoundland and Labrador Atlantic Accord Implementation Act](#) and the provincial [Canada-Newfoundland and Labrador Atlantic Accord Implementation Newfoundland and Labrador Act](#) (the Accord Acts) provide for joint management of the Canada-Newfoundland and Labrador Offshore Area. The role of the C-NLOPB is to facilitate the exploration for and development of the petroleum resources in the Canada-Newfoundland and Labrador Offshore Area in a manner that consistent with the C-NLOPB's mandate including:

- Health and safety of workers;
- Environmental protection;
- Effective management of land tenure;
- Maximum hydrocarbon recovery and value; and
- Canada / Newfoundland and Labrador benefits.

1.3 Purpose of the Request for Information

The purpose of this RFI is to gather information that will enable C-NLOPB to:

- Gain insight into vendors, products, services and pricing models in the marketplace;
- Plan for the acquisition of Oil and Gas Production Accounting Software, including the development of a Request for Proposal (RFP);
- Determine the level of market interest;
- Give vendors the opportunity to comment on the potential procurement opportunity and provide an initial overview of their product; and
- Notify vendors that a RFP is planned to be released.

The C-NLOPB encourages responses from small to large vendors with expertise in Oil and Gas Production Accounting Software solutions. Vendors offering solutions that may not be a 100% fit with the criteria in [Section 4 Information Requested](#) of this RFI are nonetheless encouraged to submit a response.

1.4 Subsequent Proposal

Responding to this RFI is not a prerequisite to submitting a proposal in a subsequent RFP, nor does it provide any advantage to a Vendor in a subsequent RFP.

1.5 Acronyms and Glossary

Term	Definition
C-NLOPB	Canada - Newfoundland and Labrador Offshore Petroleum Board
Forecasting	Predicting what will happen in the future by taking into consideration events in the past and present. Analysis may involve changing variables to develop different scenarios or outcomes.
GNL	Government of Newfoundland and Labrador
IT	Information Technology
Monitoring	Regular observation and recording of activities
PAS	The current Oil and Gas Production Accounting Software in use at the C-NLOPB
Respondent	A Vendor who submits a response to this RFI
RFI	Request for Information
RFP	Request for Proposal
Trending	The analysis of data with the intention of identifying patterns
Vendor	Any vendor including those who do not submit a response to this RFI

2.0 Instructions

2.1 General Information

- 2.1.1 The information provided in this RFI is accurate up to publication, however it is still preliminary. Any RFP that may arise subsequent to this RFI may contain different information, requirements and / or documentation.
- 2.1.2 Respondents are solely responsible, and without recourse to the C-NLOPB, for any expenses incurred in preparing and submitting a response.
- 2.1.3 This RFI is issued solely for the purpose of collecting market information and will not result in any binding commitments on the part of the C-NLOPB, including no subsequent negotiations or contract award.
- 2.1.4 All pricing submitted by Respondents shall be for general information purposes and will not be binding. Prices quoted must be in Canadian dollars, exclusive of HST.
- 2.1.5 The C-NLOPB reserves the right to seek subsequent information from any Vendor including Vendors who did not reply to this RFI.
- 2.1.6 The C-NLOPB reserves the right to interview Respondents at its sole discretion. The issuance of this RFI implies no obligation on the C-NLOPB to review any response in whole or in part.
- 2.1.7 The C-NLOPB reserves the right not to procure the Oil and Gas Production Accounting Software discussed in this RFI.
- 2.1.8 Responses should be received in full by 4:00 p.m., Newfoundland Time on or before the closing date specified on the RFI Information Sheet. Responses received by this date will facilitate a timely review of the information provided. Responses received after that time may or may not be considered.
- 2.1.9 Responses may be submitted via email to information@cnlopb.ca.

- 2.1.10 The C-NLOPB reserves the right to print electronic copies of responses if needed for additional reviewers.
- 2.1.11 Submissions should be complete, legible, identify the Respondent and supply all information as requested in [Section 2.3 RFI Response Content](#). Incomplete or illegible submissions may not be reviewed.
- 2.1.12 All documents, materials, articles and information submitted by a Respondent to this RFI shall become, upon receipt, the property of the C-NLOPB and shall not be returned to the Respondent.
- 2.1.13 Respondents may offer constructive comments with respect to the C-NLOPB’s approach and outlook towards acquiring Oil and Gas Production Accounting Software as set out in this RFI, including advice on gaps in the information provided herein.

2.2 Inquires and Communication

- 2.2.1 All inquiries and other communications with respect to this RFI are to be directed ONLY to the e-mail address: information@cnlopb.ca.
- 2.2.2 Questions must be submitted to information@cnlopb.ca by the deadline specified on the RFI Information Sheet.
- 2.2.3 All questions must include:
- Vendor (name and address);
 - Contact (name, phone and email); and
 - The RFI section and page number of the content requiring clarification.
- 2.2.4 The C-NLOPB may not answer a question if it considers the answer not necessary in order for a Respondent to be able to prepare a response to this RFI, or where the answer to the question posed may be found in this RFI.
- 2.2.5 The C-NLOPB reserves the right in its sole discretion to clarify any response after the Closing Date by seeking further information from a Respondent, without becoming obligated to clarify or seek further information from any or all other Respondents.

2.3 RFI Response Content

- 2.3.1 Respondents are requested to review [Section 3 Background Information](#) and [Section 4 Information Requested](#) to ascertain whether their solution meets the intended scope of the proposed project.
- 2.3.2 Respondents should prepare a submission in accordance with [Section 4 Information Requested](#) of this RFI to describe the features of their solution, respond to the questions, and the Respondent’s view of the degree of match.
- 2.3.3 [Section 4.3 Estimates](#) contains a short table through which Respondents are requested to provide estimates of the time required to implement the proposed solution and an approximate budget. Pricing and scheduling shall be for general information, budget and planning purposes and will not be binding on Respondents; ballpark estimates and pricing models are satisfactory.

3.0 Background Information

3.1 Project Overview

The C-NLOPB seeks Oil and Gas Production Accounting Software that will modernize and streamline the existing business and associated processes. The C-NLOPB is interested in solutions that support regulatory oversight of offshore oil and gas fields by:

- Importing production data from project operators as per reporting regulations;
- Monitoring, Trending and Forecasting production based on volumetric data;
- Tracking equipment and impacts on production;
- Supporting emission reporting from project operators; and
- Sharing information with industry stakeholders.

Note: The C-NLOPB’s role does not currently include financial analysis with respect to Oil and Gas Production Accounting, therefore software capabilities of that type are not part of the primary scope. In terms of Oil and Gas Production Accounting, the C-NLOPB is primarily concerned with volumetric data analysis (e.g., not cash flow analysis).

The goal is to purchase and implement Production Accounting Software that will:

- Further digitalize processes, such as:
 - Operator daily and monthly reporting;
 - Automated quality control processing; and
 - Standard and ad hoc reporting.
- Accept historical information and perform conversion;
- Reduce manual data entry;
- Locate synergies within the organization where there is common information;
- Improve reporting capability and flexibility with robust user-friendly tools and customizable outputs (e.g., Microsoft Excel, PDF);
- Provide a secure environment for confidential data, much of which is also covered by statute-based protections from disclosure (such as under the Accord Acts, for example); and
- Has a capacity to integrate with other solutions.

The expected benefits of the Production Accounting Software includes:

- Improved business processes;
- Decreased effort associated with managing inputs and outputs;
- More efficient focus on Monitoring, Trending and Forecasting; and
- Improved user experience.

3.2 Stakeholders

The stakeholders specific to this initiative are listed in the following table.

Stakeholders	#	Primary Role
C-NLOPB Staff		
Production Accounting	<5	Production Reporting to Stakeholders (primarily external)
Reservoir Engineering	<5	Production Monitoring, Trending, and Forecasting
Operations	<5	Key Production Equipment Monitoring (Issues / Availability Status)
Emissions	<5	Greenhouse Gas Emissions Reporting from Project Operators Compliance Emission Reporting to GNL
IT	<5	Manage and Support C-NLOPB's IT needs
Information Resources	0	Manage C-NLOPB Documentation
Other		
Project Operators	4	Submit Monthly Production Data Submit Daily Production Data
C-NLOPB Board Members	<10	Receive Monthly Production Report
Government of Canada	1	Receive Monthly Production Letter
GNL	1	Receive Monthly Production Letter Receive Daily Production Estimates (Weekly) Receive Emission Reporting
General Public	100+	Assess C-NLOPB website

3.3 Current State

The following are the primary business processes in terms of the preliminary project scope. In preparation for the subsequent RFP, these processes are being reviewed for improvement. A preliminary vision of future state interactions with and within the C-NLOPB is provided within the [Appendix](#).

Process	Description
Monthly Production Reporting	<ul style="list-style-type: none"> Actual production values submitted monthly by Project Operators according to the Monthly Production Reporting Guidelines for Producing Fields. Data is loaded into PAS and Microsoft Excel. Information is shared primarily by generating PDFs. See examples on the C-NLOPB website under the Resource Management tab.
Daily Production Reporting	<ul style="list-style-type: none"> Estimated production values submitted daily by Project Operators with specific data, but no set format. Microsoft Excel is used primarily for data analysis and information sharing.

The following are the primary tools used within the C-NLOPB for Oil and Gas Production Accounting.

Tool	Description
PAS	<ul style="list-style-type: none"> Oil and Gas Production Accounting Software developed in-house during the late 1990's (custom-built) Technology: Visual Basic, Microsoft Access '97, and Crystal Reports Validates and imports monthly data submitted by Project Operators
Microsoft Excel Files	<ul style="list-style-type: none"> Complete calculations on volumetric data (e.g., Oil, Gas, Water, etc.) by different groupings (e.g., fields, wells, pools, blocks, areas of interest, etc.) and totals (e.g., cumulative, daily, monthly, annually, etc.)
PDFs	<ul style="list-style-type: none"> Data is shared primarily as PDFs from tables and charts generated within the Microsoft Excel files.

4.0 Information Requested

4.1 Vendor and Product Information

Vendor Information			
Company Name			
Address			
Website			
Contact Name	Contact Title		
Contact Email	Contact Phone		
Corporate Profile			
Product Name	<<Name of the proposed software, if applicable.>>		
Solution Type	<<Identify the type of solution [e.g., Commercial Off The Shelf (COTS), Software as a Service (SaaS), Custom, Hybrid, etc.].>>		
Experience and Credibility	<<Provide a brief overview of experience in undertaking similar work or related services.>>		

4.2 Solution Capabilities and Experience

#	Feature
1.	<p>Regulatory Oversight</p> <p>Describe your experience and solution's capabilities in terms of regulatory oversight of oil and gas fields where multiple project operators submit data (production and otherwise) to a centralized organization.</p> <p><u>Response</u></p>

#	Feature
2.	<p>Oil and Gas Fields</p> <p>Describe how the solution tracks or is capable of tracking oil and gas fields. Consider:</p> <ul style="list-style-type: none"> ▪ Facilities (e.g., name, operator, areas of interest, type); ▪ Location (e.g., blocks, pools, etc.); ▪ Wells (e.g., producing volumetric data, tests, etc.); and ▪ Equipment.
	<p><u>Response</u></p>
3.	<p>Monthly Production Reporting</p> <p>The C-NLOPB has guidelines for submitting monthly production data from Project Operators (see Monthly Production Reporting Guidelines for Producing Fields). Describe the flexibility of your solution and approach to accept submissions from multiple operators within the expected format. Current data includes:</p> <ul style="list-style-type: none"> ▪ Monthly Production Statement; ▪ Monthly Test Proration; ▪ Monthly Disposition; ▪ Monthly Tanker Details; ▪ Monthly Injection / Disposal Statement; ▪ Contact Information; and ▪ Amendments.
	<p><u>Response</u></p>
4.	<p>Daily Production Reporting</p> <p>The C-NLOPB receives daily production data from Project Operators; each has a different Microsoft Excel submission format. Describe the flexibility of the solution and approach (including validation) to accept submissions from multiple operators where an expected format is not in place. Describe any industry standards for communicating daily production data. Current data includes:</p> <ul style="list-style-type: none"> ▪ Safety, Health and Environment (SH&E); ▪ People on Board (POB); ▪ Operational Update; ▪ Equipment Status; ▪ Bulk Fluid Inventories; ▪ Tanker Status; ▪ Support Vessel Status; ▪ Weather; ▪ Daily Review; ▪ Volumetric Data by Well; and ▪ Latest Well Test Results.
	<p><u>Response</u></p>

#	Feature
5.	<p>Monitoring</p> <p>Describe the available solution tools to support analysis activities (e.g., dashboards, charts, ad hoc reporting, etc.). Include the ability to report over periods of time (annually, monthly, daily, cumulative). Consider:</p> <ul style="list-style-type: none"> ▪ Production data; ▪ Voidage (comparing production and injection); ▪ Allocation Factors; ▪ Comparison of monthly vs. daily submissions; ▪ Well shutdowns; ▪ Production equipment shutdowns; ▪ Comparing multiple fields and volumetric data in charts; and ▪ Internal comments as a result of analysis or events (e.g., equipment issues affecting production).
	<p><u>Response</u></p>
6.	<p>Trending and Forecasting</p> <p>Describe the solution’s Trending and Forecasting tools including:</p> <ul style="list-style-type: none"> ▪ Trending and Forecasting techniques; ▪ Charts; ▪ Workflow, triggers and / or notifications based on data ranges, events, volumes, etc. ▪ Short and long term Forecasting; and ▪ Comparison of forecasts and production with reserves calculations (e.g., what was forecasted and what occurred).
	<p><u>Response</u></p>
7.	<p>Emissions Tracking</p> <p>Does the solution have the capacity to track emissions to support Greenhouse Gas regulations and targets? If so, please provide an overview.</p>
	<p><u>Response</u></p>
8.	<p>Information Sharing</p> <p>The C-NLOPB currently shares information with external stakeholders using PDFs. Does your solution have another standard for sharing data with external stakeholders (e.g. Microsoft Excel, dashboards via our website)?</p>
	<p><u>Response</u></p>
9.	<p>Implementation</p> <p>Describe the process for implementation including business / technical considerations and conversion of existing data.</p>
	<p><u>Response</u></p>

#	Feature
10.	<p>Flexibility</p> <p>Describe the flexibility available within the solution for future needs including:</p> <ul style="list-style-type: none"> ▪ Configuration (e.g., types, lists, adding attributes) ▪ Integrations with other solutions (inputs and outputs). ▪ # of Fields; ▪ # of Project Operators; ▪ # of users (internal and external); and ▪ Implementing future potential cost analysis functionality. <p>What can the client configure themselves? What types of activities would require engaging the vendor?</p> <p><u>Response</u></p>
11.	<p>Other Features</p> <p>Describe any other solution features that may be beneficial to the C-NLOPB in their regulatory capacity (e.g., GIS, usability, colour coding, security, user roles, performance, etc.)?</p> <p><u>Response</u></p>

4.3 Estimates

Estimates	
Pricing Model	<<Provide a general overview of associated costs (e.g., software, infrastructure, implementation, support packages, annual fees, pricing structure based on # of users, etc.>>
Implementation	
Support	
Annual Fees	
Timelines	<<Based on previous experience, provide an estimate of the expected project timelines and milestones (including contract negotiations) if selected as the successful respondent to an RFP.>>

4.4 Supplementary Information

Supplementary Information	
<<Detail any further information believed to be beneficial in support of this RFI process including extra capabilities, skills, or services offered.>>	
RFI Feedback	<<Provide feedback on this RFI’s ability to provide context and communicate goals.>>
Attachments	<<List any supporting attached documentation or links.>>

5.0 Terms and Conditions

5.1 Access to Information and Confidentiality

As the C-NLOPB is subject to the federal [Access to Information Act, R.S.C., 1985, c. A-1](#), Respondents acknowledge that any information provided in response to this RFI or communications with the C-NLOPB could be subject to disclosure pursuant to that Act.

The C-NLOPB will hold confidential any information provided to it by respondents to this RFI, subject to its 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.

5.2 No Claims by Respondents

Respondents are responsible for their own expenses in preparing and submitting a response to this RFI and the C-NLOPB will not defray any costs incurred by a Respondent in relation thereto. Respondents acknowledge that any information submitted to the C-NLOPB in response to this RFI may be used by the C-NLOPB in the development of a RFP. A Respondent, by participating in this RFI process, consents to the procedures, terms and conditions described herein and acknowledges and agrees that the 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 resulting from or in connection with the Respondent's participation in this RFI.

5.3 Supporting Documentation and Presentation

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

5.4 Amendment or Cancellation

The C-NLOPB reserves the right to modify this RFI at any time prior to the submission deadline at its sole discretion. Any modifications made (e.g., terms, closing date / time, etc.) will be made known to Respondents via the [C-NLOPB website](#). Respondents are responsible for ensuring that they have complied with any modifications prior to submitting the response.

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

Appendix – Preliminary Vision

The following image outlines the intended stakeholder inputs, outputs, and interactions with the C-NLOPB for production data reporting and analysis.

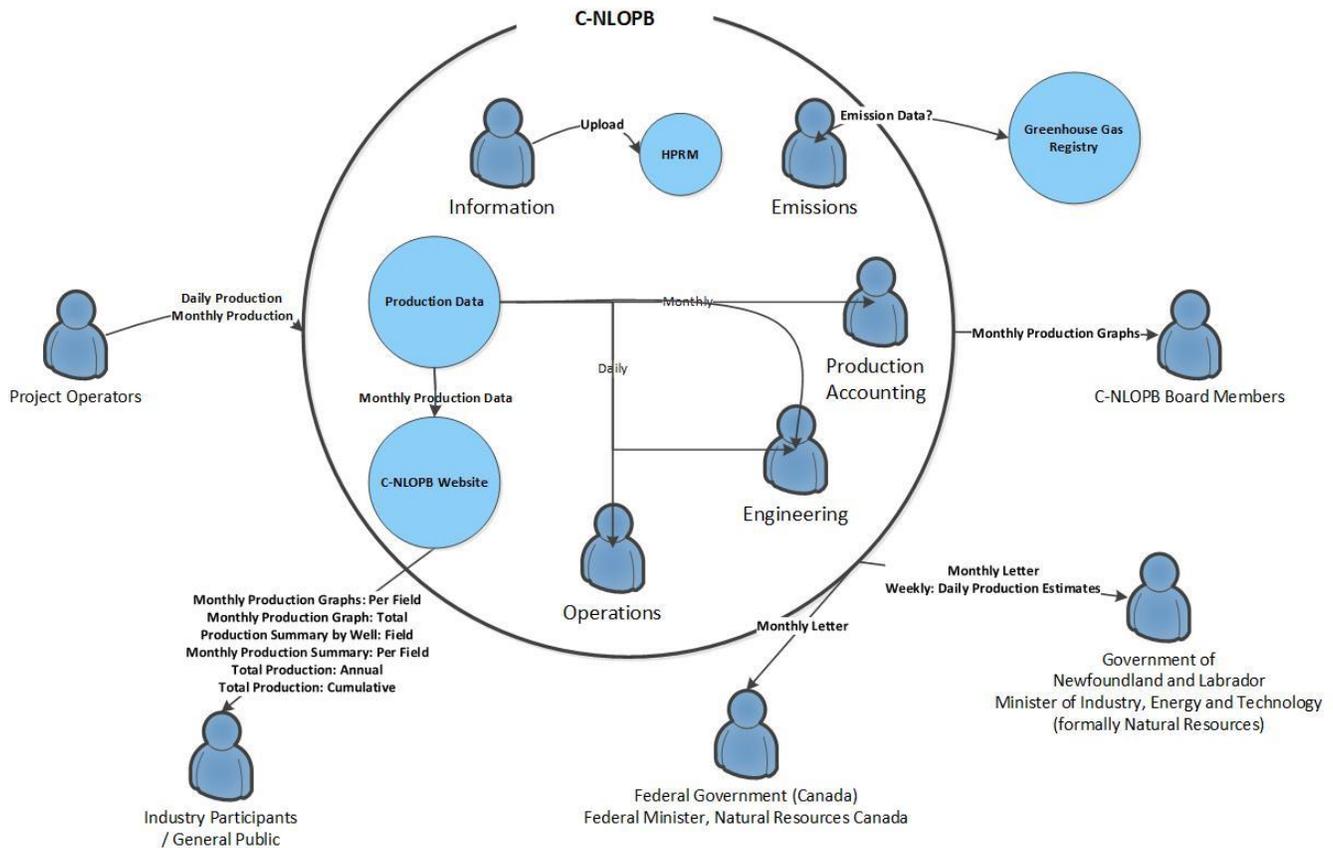


Figure 1: Preliminary Vision