



Request for Proposals

Stakeholder and Targeted Public Engagement for Human Health Risk Assessment of British Columbia Oil and Gas Development

Ministry of Health Request for Proposals Number: RFP HL163

Issue date: Thursday, November 3, 2011

Closing Time: Proposal must be received before 2:00 PM Pacific Time on: November 17, 2011

GOVERNMENT CONTACT PERSON: All enquiries related to this Request for Proposals (RFP), including any requests for information and clarification, are to be directed, in writing, to the following person 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 Province's option.

<<Norman Helewa, Project Manager
e-mail: norman.helewa@gov.bc.ca>>

DELIVERY OF PROPOSALS:

Proposals must not be sent by mail, facsimile or e-mail. Proposals are to be submitted to the closing location as follows:

A. (3) complete hard-copies (and 1 copy on CD) must be delivered by hand or courier to:

1515 Blanshard Street, Security Desk
Victoria, BC V8W 3C8
Attention: Norman Helewa

Proposal envelopes should be clearly marked with the name and address of the Proponent, the Request for Proposals number, and the project or program title.



A Proponents' meeting **will not** be held.

PROPONENT SECTION:

For **hard-copy proposals**, a person authorized to sign on behalf of the Proponent **must** complete and sign the Proponent Section (below), leaving the rest of this page otherwise unaltered, and include the originally-signed and completed page with the first copy of the proposal.

The enclosed proposal is submitted in response to the above-referenced Request for Proposals, including any addenda. Through submission of this proposal we agree to all of the terms and conditions of the Request for Proposals and agree that any inconsistent provisions in our proposal will be as if not written and do not exist. We have carefully read and examined the Request for Proposals, including the Administrative Section, and have conducted such other investigations as were prudent and reasonable in preparing the proposal. We agree to be bound by statements and representations made in our proposal.

Signature of Authorized Representative:	Legal Name of Proponent (and Doing Business As Name, if applicable):
Printed Name of Authorized Representative:	Address of Proponent:
Title:	
Date:	Authorized Representative phone, fax or email address (if available):

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A. Definitions and Administrative Requirements

1. Definitions

Throughout this Request for Proposals, the following definitions apply:

- a) "SSBC" means Shared Services BC of the Ministry of Citizens' Services;
- b) "Contract" means the written agreement resulting from this Request for Proposals executed by the Province and the Contractor;
- c) "Contractor" means the successful Proponent to this Request for Proposals who enters into a written Contract with the Province;
- d) "Ministry" means Ministry of Health
- e) "must", or "mandatory" means a requirement that must be met in order for a proposal to receive consideration;
- f) "Proponent" means an individual or a company that submits, or intends to submit, a proposal in response to this Request for Proposals;
- g) "Province" means Her Majesty the Queen in Right of the Province of British Columbia and includes SSBC and the Ministry;
- h) "Request for Proposals" or "RFP" means the process described in this document; and
- i) "should" or "desirable" means a requirement having a significant degree of importance to the objectives of the Request for Proposals.

2. Terms and Conditions

The following terms and conditions will apply to this Request for Proposals. Submission of a proposal in response to this Request for Proposals indicates acceptance of all the terms that follow and that are included in any addenda issued by the Province. Provisions in proposals that contradict any of the terms of this Request for Proposals will be as if not written and do not exist.

3. Additional Information Regarding the Request for Proposals

All subsequent information regarding this Request for Proposals, including changes made to this document will be posted on the BC Bid website at www.bcbid.ca. It is the sole responsibility of the Proponent to check for amendments on the BC Bid website.

4. Late Proposals

Proposals will be marked with their receipt time at the closing location. Only complete proposals received and marked before closing time will be considered to have been received on time.

Hard-copies of late proposals will not be accepted and will be returned to the Proponent. Electronic 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 at the closing location shall prevail whether accurate or not.

5. Eligibility

- a) Proposals will not be evaluated if the Proponent's current or past corporate or other interests may, in the Province'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 Government Contact Person listed on page 1 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.

6. Evaluation

Evaluation of proposals will be by a committee formed by the Province and may include employees and contractors of the Province. All personnel will be bound by the same standards of confidentiality. The Province's intent is to enter into a Contract with the Proponent who has the highest overall ranking.

7. Negotiation Delay

If a written Contract cannot be negotiated within thirty days of notification of the successful Proponent, the Province 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.

8. Debriefing

At the conclusion of the Request for Proposals process, all Proponents will be notified. Unsuccessful Proponents may request a debriefing meeting with the Province.

9. Alternative Solutions

If alternative solutions are offered, please submit the information in the same format, as a separate proposal.

10. Changes to Proposals

By submission of a clear and detailed written notice, 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 Province for purposes of clarification.

11. Proponents' Expenses

Proponents are solely responsible for their own expenses in preparing a proposal and for subsequent negotiations with the Province, if any. If the Province elects to reject all proposals, the Province 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.

12. 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.

13. Proposal Validity

Proposals will be open for acceptance for at least 90 days after the closing date.

14. Firm Pricing

Prices will be firm for the entire Contract period unless this Request for Proposals specifically states otherwise.

15. 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 applicable taxes.

16. 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 run the system or manage the program have been identified in the proposal or will be provided by the Contractor at no charge.

17. Sub-Contracting

- a) Using a sub-contractor (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) Sub-contracting to any firm or individual whose current or past corporate or other interests may, in the Province's opinion, give rise to a conflict of interest in connection with the project or program described in this Request for Proposals will not be permitted. This includes, but is not limited to, any firm or individual involved in the preparation 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 Government 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 Province.

18. Acceptance of Proposals

- a) This Request for Proposals should not be construed as an agreement to purchase goods or services. The Province 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 Province 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.

19. 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.

20. Contract

By submission of a proposal, the Proponent agrees that should its proposal be successful the Proponent will enter into a Contract with the Province on the terms set out in Appendix B.

21. Liability for Errors

While the Province has used considerable efforts to ensure 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 Province, 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.

22. Modification of Terms

The Province 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.

23. Ownership of Proposals

All proposals submitted to the Province become the property of the Province. They will be received and held in confidence by the Province, subject to the provisions of the *Freedom of Information and Protection of Privacy Act* and this Request for Proposals.

24. Use of Request for Proposals

Any portion of this document, or any information supplied by the Province 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 supplied by the Province in relation to this Request for Proposals.

25. Reciprocity

The Province may consider and evaluate any proposals from other jurisdictions on the same basis that the government purchasing authorities in those jurisdictions would treat a similar proposal from a British Columbia supplier.

26. No Lobbying

Proponents must not attempt to communicate directly or indirectly with any employee, contractor or representative of the Province, including the evaluation committee and any elected officials of the Province, 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 Province.

27. Collection and Use of Personal Information

Proponents are solely responsible for familiarizing themselves, and ensuring that they comply, with the laws applicable to the collection and dissemination of information, including resumes and other personal information concerning employees and employees of any subcontractors. If this RFP requires Proponents to provide the Province with personal information of employees who have been included as resources in response to this RFP, Proponents will ensure that they have obtained written consent from each of those employees before forwarding such personal information to the Province. Such written consents are to specify that the personal information may be forwarded to the Province for the purposes of responding to this RFP and use by the Province for the purposes set out in the RFP. The Province may, at any time, request the original consents or copies of the original consents from Proponents, and upon such request being made, Proponents will immediately supply such originals or copies to the Province.

B. Requirements and Response

1. Summary of the Requirement

The Ministry of Health (Ministry) is seeking proposals from qualified proponents for completion of a stakeholder and targeted public engagement with respect to public health concerns from the oil and gas sector, to inform the scope of a human health risk assessment. Currently, there is a broad range of stakeholder concerns over public health related to oil and gas development in northeast British Columbia (BC) that have been raised by the public, Northern Health Authority, medical health officers, local government and non-government organizations. To address these concerns, a human health risk assessment will be carried out following the completion of targeted stakeholder engagement under this request for proposal (RFP). The results of the stakeholder engagement will inform the scope of the human health risk assessment.

It is anticipated that the Contractor will begin work starting on January 1, 2012 and is expected to be completed by March 31, 2012.

The maximum budget for project is \$100,000.00 and proposal submissions must not exceed this amount.

Proponents Please Note – The successful proponent of this Request for Proposal is **NOT EXCLUDED** from participating in future Request for Proposals that may be part of this project – Human Health Risk Assessment of British Columbia Oil and Gas Development. **This RFP is limited to PHASE 1 of this project.**

All working papers, meeting minutes, notes, and intellectual property will become the property of the province at the conclusion of this project.

2. Additional Definitions

In addition to the Request for Proposal Definitions set out in paragraph 1 of Section A, throughout this Request for Proposal, the following definitions will apply:

- a) “Public Health” means the science and art of preventing disease, prolonging life and promoting health through the organized efforts and informed choices of society, organizations, public and private, communities and individuals.
- b) “Travel” means costs or charges incurred to the contractor during trips or meetings related to the undertaking of this project (e.g. airfare, mileage claim, meals, other transportation and accommodation).

3. Ministry Situation/Overview

Currently, there has been a broad range of health concerns related to oil and gas development in northeast BC that have been raised by the public, Northern Health Authority, medical health officers, local government and non-government organizations.

This project is a stakeholder and targeted public engagement process to inform the scope of a human health risk assessment of BC oil and gas development. The goal is to determine stakeholder and public views and concerns of human health hazards and environmental quality (water, soil and air), to develop subject areas for inquiry and review. Key stakeholders to be engaged include local communities, local and regional governments, First Nations, non-government organizations, regulators (BC Oil and Gas Commission, ministry representatives (Ministry, Ministry of Energy and Mines, Ministry of the Environment, Ministry of Forests, Lands and Natural Resource Operations); health authorities; the oil and gas industry and the public.

A follow-up to this stakeholder and targeted public engagement project will be a human health risk assessment of the oil and gas sector based on scientific review, incorporating the subject areas identified in the engagements from this project. The human health risk assessment will also involve a review of the risk management measures (such as monitoring, regulation, industry practice, and compliance) currently applied to deal with public health risks. Following the human health risk assessment, recommendations may be made for improving areas of the current regulatory, monitoring and industry (operational) practice systems.

There will be a public engagement process on the results of the human health risk assessment and management review.

The work on the human health risk assessment and follow-up public engagement will be conducted under a separate process and contract.

3.1 Government of BC Responsibility

In the Province of British Columbia the responsibility for regulatory oversight of oil and gas development and human health protection spans several ministries. Staff from some of these Ministries, may be participating in the evaluation of the RFP proponent proposals.

The **Ministry** has overall responsibility for ensuring that quality, appropriate, cost effective and timely health services are available to all British Columbians. The Ministry works with health authorities, care providers, and other groups and ministries (e.g. Environment, Energy and Mines) to provide access to care and health protection.

Through the Health Protection Branch, the Ministry provides leadership and expertise to develop programs, policies and legislation that protect human and environmental health, prevent harm and promote resilient communities. These actions are aimed at ensuring healthy community environments that are protected from physical, biological, and chemical health hazards.

The **Ministry of Energy and Mines** manages the responsible exploration and development of British Columbia's energy and mineral resources. The Ministry's mandate includes developing tenure, royalty and regulatory policy for BC's petroleum and natural gas industry, thereby ensuring

the effective and environmentally responsible management of the Province's petroleum and natural gas resources.

The **BC Oil and Gas Commission** has responsibility for regulatory oversight of the oil and gas sector.

The **Ministry of the Environment** has responsibility for standards, policy and monitoring as it relates to air and water for the protection of human health and some oilfield water and waste issues.

The **Ministry of Forests, Lands and Natural Resource Operations** was created to deliver integrated land management services for British Columbians. It is responsible for establishing the policy and conditions for access to and use of the Province's forest, land and natural resources.

The **Ministry of Aboriginal Relations and Reconciliation** is the BC Government's lead agency for reconciling provincial interests with First Nations' Aboriginal and treaty rights. The ministry negotiates treaties and other lasting agreements.

3.2 Background

Public concerns, including those expressed by non-government agencies, over health and safety in the oil and gas sector have been expressed over a number of years in British Columbia. In 2007 a report completed by the BC Northern Health Authority, "Population Health and Oil and Gas Activities"¹, summarized these concerns and provided some recommendations.

To scope an appropriate health risk assessment that addresses stakeholders' views and concerns, a stakeholder and targeted public engagement process that includes the appropriate government, industry and the impacted communities is required. In this project community health concerns and stakeholder expectations will need to be identified.

Proponents are advised that the subsequent work (human health risk assessment) to this project will apply the general framework outlined in the Framework for Environmental Health Risk Management².

3.2.1 Project Description

The overall human health risk assessment initiative will be conducted in three sequential phases. The focus of the work under this RFP is Phase 1.

¹ Report - (http://www.northernhealth.ca/Portals/0/About/NH_Reports/documents/OilandGasreport.pdf)

² Framework - (<http://www.riskworld.com/Nreports/1997/risk-rpt/pdf/EPAJAN.PDF>).

Proponents Please Note:

- Brief descriptions of the key aspects for each phase are described below.
- Phases 2 and 3 information are provided as background information, to assist proponents with the development of their proposal.
- Proponents are encouraged to provide alternative approaches and activities that will meet the stated goal, deliverable, and that are within **budget** (refer to Price Section of the RFP) for phase 1.

PHASE 1 – Community human health issue identification through stakeholder and targeted public engagement to support development of the scope of a human health risk assessment of the oil and gas industry activities in the northeast of British Columbia

Duration: Three (3) months.

Goal: Complete an issue identification stage consisting of stakeholders and targeted public engagement to:

- provide community members and stakeholders in northeast BC an opportunity to voice their concerns over human health related to oil and gas development; and
- identify areas of concern to inform the scope of the human health risk assessment.

Deliverable: A report that summarizes the results of the engagement process, documents the process used to engage stakeholders and summarizes the health concerns expressed by the community. This report will inform the scope of the subsequent human health risk assessment.

PHASE 2 – Human health risk assessment

Goal: To assess the public health risks identified in Phase 1 and from other evidence and recommend best management practices to address public health risks for oil and gas development in BC.

Deliverable: A report that documents the human health risk assessment, reviews current measures in place for public health and recommends best management practices to address public health risks and, if necessary, recommend improvements to policy, regulation or operations for public health risks for oil and gas development in BC.

PHASE 3 – Public engagement on the health risk assessment review of the oil and gas sector

Goal: To engage with and report on the results of the public health risk assessment review to local communities and key stakeholders.

3.3 Project Scope

3.3.1 In-Scope

The scope of this project will inform a human health risk assessment which could cover areas of human health risks from changes to the built environment, land, air, drinking water and food quality. Potential human health hazards subject to review could include gas development, extraction and production methods, emergency events such as well blowouts and pipeline breaks, chemicals used in drilling and well stimulation techniques, chemicals used in drilling waste, air quality issues related to well venting and processing facilities, onsite and offsite waste management, transportation and disposal activities, and land reclamation activities.

Key activities that are in-scope include compilation of a list of known stakeholder concerns identified to date through a review of correspondence, and other relevant communications. Design, development and implementation of an engagement process to gather stakeholder and targeted public areas of concern (i.e. “what we’ve heard”) that are in-scope along with the compilation of input to further define the “issue identification” stage in the risk management process. Collate responses and define areas of general concern as well as unique local issues. Develop a list of subject areas that summarizes the issues/concerns that have been identified. Categorize these subject areas according to what is required - e.g., scientific inquiry, improved communication, educational materials, etc.

3.3.2 Out-Of-Scope

The following are out of scope:

- Activities that are part of Phases 2 or 3;
- Human health concerns in relation to other industries outside of the oil and gas industry;
- Assessment of environmental risk (ecological) in relation to the oil and gas industry and other industries;
- Any Aboriginal rights consultation currently or planned to be undertaken by the Province and/or the Government of Canada; and
- Any current government project assessments.

3.4 Price

Provide a detailed cost breakdown for your proposal, the total of which does not exceed \$ 100,000.00. Include the hourly rate(s) of each team member and any proposed travel costs and expenses.

Note: A holdback equivalent to 10 % of the contract value will be applied to the contract, with release of the holdback 30 days following the successful completion of all contract deliverables.

4. Requirements

Proponents will be expected to:

- a) Have a clear understanding of the goals and requirements of this project (phase 1).
- b) Provide a detailed proponent response that meets the project goal of phase 1, and key deliverables (Refer to Section 3.2.1 – Phase 1).
- c) The proponent response may include the following listed activities to achieve the project goal and deliverable:
 - Compile a list of known stakeholder concerns identified to date through a review of correspondence, and other relevant communications;
 - Design, develop and implement an engagement process to gather stakeholder and targeted public areas of concern (i.e. “what we’ve heard”) that are in scope for Phase 1 and compile input to further define the “issue identification” stage in the risk management process;
 - Collate responses and define areas of general concern as well as unique local issues; and
 - Develop a list of subject areas that summarizes the issues/concerns that have been identified. Categorize these subject areas according to what is required – e.g., scientific inquiry, improved communication, educational materials, etc...

Alternatively,

The proponent is allowed to suggest alternative and/or additional activities that a) adhere to the project goal, b) provide at a minimum the same deliverable(s), c) keep the project cost under \$ 100,000.00, d) add value to the project (proponents are required to explain in detail how additional value is added to the project, and e) does not increase project risk (e.g., impacting cost, delay, or deliverable quality)

- d) Work off-site and be responsible for providing their own facilities, equipment and necessary supplies to perform the contracted services.
- e) Attend bi-weekly meetings (6-8 meetings) via telephone conference or in person at 1515 Blanshard Street, Victoria, BC.
- f) Provide bi-weekly progress reports two days prior to the bi-weekly meetings (covering progress, timelines, issues, concerns, and risks).
- g) Identify a project/contract manager who will be the primary point of contact and be responsible for the successful delivery of the services.
- h) Propose a team (preferably 2 or more individuals) to perform the services.
- i) Ensure that the proposed team members have the required experience with respect to stakeholder engagement, inclusive of management, facilitation and analysis and that this experience is fully documented in the proponent submission.
- j) Ensure that the proposed team members have the required experience with the development of similar documents and that this experience is fully documented in the proponent submission.
- k) Be capable of meeting the project timeframe and acting in a self-directed manner.

- l) Include a detailed work plan with their submission.
- m) Be prepared to sign a confidentiality and/or non-disclosure agreement.
- n) Ensure that all information related to the project remains confidential unless authorized for release by the Ministry.

5. Evaluation

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 evaluation.

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.

Criteria
A The proposal must be received at the closing location before the specified closing time.
B The proposal must be in English and must be delivered by hand or courier.
C Three hard copies of the proposal and one copy on CDs must be submitted with one unaltered, completed Request for Proposals cover page including an originally-signed Proponent Section with the first copy.
E Proponent has provided an all-inclusive fixed price for the requirements that does not exceed the amount of \$100,000.00 CDN ³ .

5.2 Desirable Criteria

Proposals meeting all of the mandatory criteria will be further assessed against the desirable criteria. Proponents not meeting the minimum scores, which is comprised of the criterion noted below, will receive no further consideration during the evaluation.

³ Include the hourly rate(s) of each team member and any proposed travel costs and expenses. A holdback equivalent to 10 % of the contract value will be applied to the contract, with release of the holdback 30 days following the successful completion of all contract deliverables.

Criterion	Weight (%)	Minimum Score
Solution and Approach	45	27/45
Work plan for the proposed approach	5	3/5
Qualifications and Experience	40	24/40
Sub-total	90	60/90
Price	10	
Total	100	

Price points are based on the following formula:

<p>Formula: $S = \frac{\text{Min} \times M}{P}$</p> <p>S = score Min = lowest priced proposal M = total points available for price P = price on this proposal</p>
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The Ministry intends to enter into contract negotiations with the highest scoring proponent. References of the highest scoring proponent may be contacted to verify statements made in their proposal and to confirm their suitability. The Ministry will not enter into contract negotiations with any proponents whose references are found to be unsatisfactory.

6.0 Proposal Format

The following format, sequence, and instructions should be followed in order to provide consistency in Proponent response and ensure each proposal receives full consideration. All pages should be consecutively numbered.

- a) An unaltered and completed Request for Proposals cover page, including Proponent Section as per instructions.
- b) Table of contents including page numbers.
- c) A short (one or two page) summary of the key features of the proposal.
- d) The body of the proposal, including pricing (separate sealed envelope – marked price), i.e. the “Proponent Response”.

In order to receive full consideration during evaluation, proposals should include a detailed response to the following:

To Meet Mandatory Criteria:

See Section 5.1 above.

To Meet Desirable Criteria:

Solution and Approach & Work plan

- a) Describe your proposed solution and approach, focusing on how you propose to meet each of the requirements listed in Section 4.0 of this RFP, while also giving consideration to the following:
 - Describe how your solution and approach and the resulting outcomes support the project goal;
 - Detail how your solution and approach is the best (advantages) for supporting Phase 2 of the project;
 - Detail how the activities in your solution and approach add value while minimizing risk to the project outcome; and
 - Where applicable with regard to your solution and approach, identify activities, you have removed from the list (refer to 4.0 (c) in this document). Document why you have removed these activities. Similarly, identify alternate and/or additional activities, with regard to your solution and approach, and the rationale that supports these activities.
- b) Identify the project/contract manager who will be the primary point of contact and be responsible for the successful delivery of the services. Provide a rationale for the selection of this individual.
- c) Identify each project team member and their specific role(s) and responsibility(ies) in a table format.
- d) In a second table develop a **workplan** listing your proposal activities, who is leading and participating in each activity, provide estimated time (hours) per activity for each participating team member.
- e) In your solution and approach, include a section called project risk management strategy in which you describe your risk management strategy to deliver the contracted services. Given adverse and/or unanticipated circumstances identify risks to the project, potential consequences and how you propose to manage the risks.
- f) Identify in detail the time commitment, resources and requirements needed from the Ministry to make your solution and approach successful.

Qualifications and Experience

- a) Provide a company profile and business history, particularly as it relates to the services requested through this RFP, including your understanding of the issues the project may encounter, and how with your teams qualifications and experience, these issues will be addressed.
- b) Describe your qualifications and experience in relation to working with stakeholders and their engagement. Ideally, your team has several years (10 years or more) of engagement experience.
- c) Ideally, your proposed team has engagement experience in the natural resource sector, preferably with the oil and gas industry, describe any such experience.
- d) Ideally, your proposed team has an understanding of the human health issues likely to be raised through this stakeholder engagement process. Describe any such experience.

- e) Provide resumes of the proposed human resource(s) (team members), highlighting their applicable qualifications and experience as it relates to their roles and responsibilities on the team. Provide a minimum of three references relevant to the requirements of this project. References should provide information about the nature of the relationship with the proponent, and their abilities to carry out activities outlined in the RFP. Include contact names and current telephone numbers and e-mail addresses. The references of the highest scoring proponent may be contacted to verify statements made in their proposal and to confirm their suitability. The Ministry will not enter into contract negotiations with any proponents whose references are found to be unsatisfactory. The Ministry reserves the right to contact references, other than those provided, if it deems it relevant to the evaluation process.
- f) Declare if any team member is directly or indirectly affiliated with an organization involved in oil and gas exploration, extraction, processing, advocacy or support (Conflict of Interest).

Appendix A Contract Form

By submission of a proposal, the Proponent agrees that should its proposal be successful, the Proponent will enter into a Contract with the Province in accordance with the terms of the Province's General Service Agreement; a copy of which is available on the Internet at:

<http://www.pss.gov.bc.ca/psb/GSA/docs/GSA.doc>

