

National Energy  
Board



Office national  
de l'énergie

### ADDENDUM #01

Management Systems Auditor – Pipeline Integrity and Emergency Management

**Enquiries:** All enquiries are to be directed to:

Papa Thierno Ndiaye  
Telephone: (403) 472-4058  
Facsimile: (403) 299-3637  
papathierno.ndiaye@neb-one.gc.ca

Issuing Office  
National Energy Board  
444 7<sup>th</sup> Ave. S.W.  
Calgary, Alberta  
T2P 0X8

Vendor

TBD

**This notice is to advise potential bidders of Addendum #01 to above mentioned Request for Proposal.**

**This Solicitation Addendum No. 01 is raised to:**

1. Address questions raised by interested bidders submitted to date.

**Question 1**

Since this is an open tender, are bidders required to be preapproved by the NEB before submitting a bid? If yes, can we get this documentation forthwith? (e.g., Expression of Interest)

**Answer 1**

No, bidders don't need to be preapproved by NEB

**Question 2**

Is travel, accommodations and Per Diem over and above the budgetary amount of \$230,000?

**Answer 2**

The \$230,000 budget includes travel, accommodations and per diem.

**Question 3**

With respect to the requirement to "provide coaching and guidance to NEB audit staff and general audit practices and principals", is this request geared primarily toward pipeline corrosion or degradation or is it intended to address all integrity threats similar to that described in ASME B31.8S, for example?

**Answer 3**

All IMP as well as general auditing practices

**Question 4**

Can you provide a confidential listing (where bidder is required to sign a confidentiality agreement) of targeted pipeline audit locations and your priorities? This question is raised to avoid potential conflicts of interest with current bidder client loading and the NEB intended audit recipient companies.

**Answer 4**

Before contract award, contractor will be asked to declare any conflict of interest in the project. Below is a standard clause:

***Conflict of Interest***

The Contractor agrees that it is a term of the Contract that no person who is not in compliance with the provisions of the Conflict of Interest and Post-Employment Code for Public Office Holders or the Values and Ethics Code for the Public Service (20030), shall derive any direct benefit from this Contract.

The contractor agrees to maintain financial independence from NEB regulated companies and, for the duration of a call-up under this standing offer, agrees to:

- Maintain confidentiality in all work conducted for the NEB;
- Maintain the independence of its staff working on NEB projects from its staff who may be working for NEB regulated companies on other projects;
- Not represent or work for parties or participants involved in any NEB proceeding (including the applicant or interveners) if it has been contracted by the NEB to provide services on said proceeding.
- Disclose any conflict of interest.

**Question 5**

Is the budgetary number of \$230,000 the cap which must also include any overages up to and including 110% of the estimate? Therefore, is \$209,090 a maximum bid which could be exceeded up to 10% but not exceeding \$230,000 or is the absolute maximum  $\$230,000 + 10\% = \$253,000$  before taxes?

**Answer 5**

The budget for this RFP is at \$230,000 maximum. The resulting contract may be less than this amount but cannot exceed this cap.

**Question 6**

In Appendix C, Section 4.1, if the bidder is a FPS but does not receive a pension or did not take a lump-sum pay out, is there an impact on the bidding process?

**Answer 6**

Contracts with former public servants (FPS) in receipt or not of a pension or of a lump sum payment must comply with Treasury Board policies and directives on contracts with FPS and bidders must provide the information required.

This process must bear the closest public scrutiny and reflect fairness in spending public funds.

**Question 7**

Where supporting documentation, such as former client audit reports, are provided by the bidder, what assurances of confidentiality and nondisclosure to any group or organization including federal or provincial governments and/or their respective regulators are provided? This question is raised because most of the bidder's clients impose very strict nondisclosure rules which can only be superseded by a Court ordered subpoena of these documents.

**Answer 7**

Federal employees are required to safeguard proprietary information and information given in confidence by private-sector suppliers. If NEB releases such information, it does so in accordance with the provisions of the Access to Information Act or otherwise in accordance with the law.

In turn, suppliers of goods and services to NEB are required to comply with the law as well as government-wide and NEB policies, standards and guidelines for safeguarding classified and designated information disclosed for the purposes of their contracts.

**Question 8**

With respect to client audit documents, can documentation for various fields which are or were owned and operated by that client be treated as separate and distinct supporting documentation for the NEB evaluation process of the bidder?

**Answer 8**

This is to show ongoing quality of work and competency of skill, thought and documentation. Therefore, NEB ideally wishes to see multiple "separate/distinct" projects. A company could submit multiple, same company reports but there would be a risk WRT a demonstration of breadth of knowledge and experience which would be at their own risk.

**Question 9**

Based on past NEB audit experience, what is the scope of a typical audit project per client with respect to geographic field size, number of pipelines, volumetric flow rates, duration of audit at site, and time typically required to contribute to the overall report? Typically, how many of these audits are done on a monthly basis? Is it reasonable to assume one audit every two months?

**Answer 9**

NEB audits are generally completed on very large companies operating in multiple provinces with significant facilities WRT scope and type. NEB generally completes 1-2 audits/year.

**Question 10**

What is the NEB's vision with respect to project commencement or mobilization timing following award of contract?

**Answer 10**

NEB expects to require contractor assistance immediately following the award of the contract.

**Question 11**

Since the successful bidder is under contract to the NEB, does the bidder purport to be an employee of the NEB or do they represent the bidder's company when in the field at a 3rd-party facility?

**Answer 11**

Vendors represent themselves as a Contractor Representative of the Board when conducting Board duties and must follow NEB rules of conduct as stated in their contract. They do not purport to be an NEB employee.

**ALL OTHER TERMS AND CONDITIONS OF THE SOLICITATION REMAIN UNCHANGED.**