

National Energy  
Board



Office national  
de l'énergie

## ADDENDUM #2

Management Systems Auditor -  
Emergency Management, Pipeline Integrity,  
Environmental Protection, Safety Management and Damage Prevention

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

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Vendor

TBD

**This notice is to advise potential bidders of Addendum #2 to above mentioned Request for Proposal.**

**This Solicitation Addendum No. 02 is raised to:**

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

**Question 1**

Please clarify the estimated travel requirements associated with the 6 annual audits

**Answer 2:**

Travel would be dependent on a number of things most notably the location of the contractors head office and the location of the facilities included in the scope of the audit. Usually, but not always this involves 3- 5 weeks of travel but this is dependent on the first set of parameters (location of auditors and location of the facilities).

**Question 2**

Please clarify the requirements that NEB has established and documented for their Audit Team Members. Can you provide any specific qualification requirements or base criteria (qualifications, auditor training, years of experience, education, professional designations etc.) that NEB has established for audit team members participating in the annual audits?

**Answer 2:**

NEB Auditors must have a university degree and experience in each of the following areas:

- conducting audits;
- developing and/or evaluating management systems;
- providing advice and/or conducting senior-level work in at least one of the following technical areas: environment, emergency management, pipeline integrity, safety, damage prevention, security; and
- following up on non-compliance or non-conformance.

Asset qualifications include the following:

- Formal Training and/or Certification in auditing;
- Experience working in the oil and gas industry;
- Experience conducting audits in one of the following areas of technical expertise: environment, emergency management, pipeline integrity, safety, damage prevention, security; and
- Experience leading audits/audit teams.

**Question 3**

Please clarify if the estimated number of days of 100 is applicable to an annual basis or for the duration of the contract (until July 31, 2018)

**Answer 3:**

At this time it is estimated to be 100 days but is modified by the location of the facilities and the scope of the audit. Please remember that this is not a guaranteed work load but is dictated by the scope of the audit, the direction of the Board and the Business Unit plans.

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