

Advance Contract Award Notice (ACAN)

NEB Pipeline Damage Prevention Regulations - Guidance and Engagement

The National Energy Board (NEB) is updating its regulations for Pipeline Damage Prevention. The *Pipeline Safety Act* received royal assent on 18 June 2015, and the *Pipeline Safety Act* amendments to the *National Energy Board Act* (NEB Act) will be in force within one year of that date. Due to these amendments to the NEB Act, the NEB must update its regulations for pipeline damage prevention.

As a result, the NEB's communications and guidance on pipeline damage prevention must be updated. The NEB requires a contractor with specialized knowledge, experience and skills in communicating and educating a wide variety of audiences on pipeline damage prevention, in the context of the *Pipeline Safety Act* changes to the NEB Act.

Purpose of the ACAN

The purpose of this ACAN is to provide public notice indicating to the supplier community that NEB intends to award a contract for these services to Clyne Consulting. Before awarding the contract however, the government would like to allow other potential suppliers to signal their interest in bidding and demonstrate they are capable of satisfying the requirements by submitting a Statement of Capabilities within the 15 calendar day posting period.

If no other potential supplier submits a Statement of Capabilities that meets the requirements set out in the ACAN, on or before the closing date stated in the ACAN, the contracting officer may then proceed with the award to the pre-identified supplier.

Definition of the requirement

National Energy Board requires from the contractor to develop appropriate communications and guidance on this important safety matter for specific audiences, and to communicate effectively on changes to the NEB's pipeline damage prevention framework.

These specific technical deliverables are required for implementation in May through December 2016 and the contract will achieve the following:

- Provide external facing guidance documents with appropriate design and graphics, suitable for a wide variety of audiences involved in pipeline damage prevention;
- Deliver workshops on changes to the NEB's pipeline damage prevention framework and regulations, for audiences across Canada, as outlined in the NEB's engagement plan for pipeline damage prevention.

The contracture will be required to produce and implement the following:

1. Communication and Guidance Materials

- a) Develop updated pipeline damage prevention communication and guidance (design, language, audiences). The communication should be designed for a wide variety of audiences.
- b) Engage NEB Land Matters Group for development of guidance materials (format and content), and for optimizing reach/influence of guidance to stakeholders.
- c) Develop and prepare materials for presentation and printing, with photos and illustrations.
- d) Provide update for Damage Prevention pages on NEB website. Factors include public awareness needs for pipeline damage prevention; safety requirements for proactive management of pipeline damage prevention; accessibility of information to a wide variety of audiences.

Timeline: May through June 2016.

2. Engagement

- a) Develop information materials and provide information sessions and workshops on the NEB's updated pipeline damage prevention across Canada. This will have two phases:
 - i) Engagement related to updated regulations, as required before the end of June.
 - ii) Ongoing engagement after that, for communicating regulations and guidance to damage prevention community.

Timeline: May through December 2016.

Criteria for assessment of the Statement of Capabilities (Minimum Essential Requirements)

Any interested supplier must demonstrate by way of a statement of capabilities, ability to provide a system that has, but is not limited, to the following characteristics:

1. Have recent and direct experience in providing communication, guidance and direction for safety related to pipeline damage prevention.
2. Be familiar with NEB regulations and guidance, other applicable legislation and regulations, and guidance across jurisdictions for the damage prevention community in Canada.
3. Be extremely knowledgeable about pipeline damage prevention documentation and related materials for managing underground infrastructure, as well as the damage prevention network in Canada.
4. Have academic training supporting developing programming, engagement and communications for a variety of audiences.
5. As time is of the essence, the contractor has confirmed they have adequate resources and time available to complete the required work as part of this Contract.

Applicability of the trade agreement(s) to the procurement

This procurement is subject to the following trade agreement(s):

1. AIT;

Justification for the Pre-Identified Supplier

The identified service provider is the only one known by the NEB at this time to perform the resulting contract under this requirement.

Government Contracts Regulations Exceptions

The following exception to the Government Contracts Regulations is invoked for this procurement under subsection 6(d) - "only one person is capable of performing the work".

Period of the proposed contract or delivery date

The proposed contract is from date of award to December 30, 2016.

Cost estimate of the proposed contract

The estimated value of the contract is \$50,000 (CAD).

Name and address of the pre-identified supplier

Clyne Consulting
#504 - 2370 2nd Ave. West
Vancouver, BC, Canada V6K 1J2

Suppliers' right to submit a statement of capabilities

Suppliers who consider themselves fully capable of providing the services described in the ACAN may submit a Statement of Capabilities in writing to the contact person identified in this notice on or before the closing date of this notice. The Statement of Capabilities must clearly demonstrate how the supplier meets the advertised requirements.

Closing date for a submission of a statement of capabilities

The closing date and time for accepting statements of capabilities is May 2nd, 2016 at 02:00 pm MDT.

Inquiries and submission of statements of capabilities

Inquiries and statements of capabilities are to be directed in writing to:

Papa Thierno Ndiaye
Procurement Technical Analyst,
National Energy Board
517 Tenth Avenue, SW
Calgary, AB T2R 0A8
Email: Papathierno.Ndiaye@neb-one.gc.ca