

Part 1 - Introduction

This Request for Information (RFI) is issued solely for information and planning purposes and does not constitute a solicitation or obligation on the part of the National Energy Board of Canada (NEB). Neither unsolicited proposals nor any other kind of offers will be considered in response to this RFI. Vendors will not be reimbursed any costs associated with developing responses and/or providing information in response to this RFI and/or any follow-up information requests.

Any information submitted in response to this RFI will become the property of the NEB and will not be returned. Any/all information received in response to this RFI that is marked Proprietary will be handled accordingly. Such restrictions should be clearly indicated on each sheet containing such information.

A Request for Information (RFI) is used when detailed information and feedback are required. Responses are used to assist the NEB in finalizing their plans for the requirement and in developing achievable objectives and deliverables in order to launch a competitive Request for Proposal process.

The main objectives of this RFI are to:

1. Refine the requirement;
2. Meet with respondents; and
3. Ensure that the expectations are reasonable.

This is not a bid solicitation. A contract will not result from this activity.

This RFI is for informational purposes only and does not constitute a commitment by the NEB. Responses to this RFI will not constitute a commitment from the industry provider. The NEB will not reimburse any expenses incurred for the preparation of responses to this RFI.

CONFIDENTIALITY

All information obtained with this RFI is treated as confidential. Any/all information received in response to this RFI that is marked Proprietary will be handled accordingly. Such restrictions should be clearly indicated on each sheet containing such information.

Part 2 Respondent Instructions

1. Responses are to be submitted electronically to Lorna.Kettles@neb-one.gc.ca AND Nafissa.Diop@neb-one.gc.ca.
2. It is requested that responses are not submitted by facsimile (fax) or physical mail, but rather only to the electronic mailing addresses above.
3. Any response submitted will become the sole property of the National Energy Board and will not be returned to the Respondent. The response will be used to assist the NEB in further analysing the presented requirement and, as such, may be used in the development of a future solicitation process.
4. The RFI document is available on <https://buyandsell.gc.ca>.

5. Response required by: 14:00 MDT on August 24th, 2016.

6. Enquiries

Please address all enquiries about this RFI to the Contracting Authority:

Lorna Kettles and Nafissa Diop
Management Services
National Energy Board
517 - 10th Avenue SW
Calgary, AB, T2R 0X8
Telephone: 403-471-7924
E-mail: Lorna.Kettles@neb-one.gc.ca; Nafissa.Diop@neb-one.gc.ca.

To ensure the equality of information among bidders, answers to enquiries will be forwarded through Buy and Sell simultaneously to every bidder without revealing the sources of the enquiry.

Part 3 - Statement of Work

Title

Incident Response

Background

The National Energy Board (NEB or the Board) is an independent federal, quasi-judicial regulator established in 1959 to promote safety and security, environmental protection and economic efficiency in the Canadian public interest within the mandate set by Parliament for the regulation of pipelines, energy development and trade. For more information, see the Board's website www.neb-one.gc.ca.

Objective

The objective of the RFI is to gather information from respondents to provide support to the NEB in managing and responding to a pipeline release incident inland or on water, in order to prepare for a competitive Request for Proposal process.

Requirement and Scope

The Pipeline Safety Act (PSA) contains an authority for the Governor in Council (GIC) to authorize the National Energy Board to take, in certain circumstances, any action or measure that the National Energy Board considers necessary in relation to an unintended or uncontrolled release of oil, gas or any other commodity from a pipeline (i.e. "designate" a company). This includes situations where the designated company either does not have the ability to pay for the containment, clean-up, and/or remediation of environmental impacts of a product release, or does not comply with a Board order. Upon designation, the NEB can assume the management of the response to the release or authorize a third party to do so.

The National Energy Board (NEB) is seeking to augment its ability to assume control of an emergency. As such, the NEB is seeking information from interested companies that have the capacity, capability and availability to support the NEB's response to pipeline incidents on a regional, provincial or national basis should a designated company be unable or unwilling to respond.

Requirements

The NEB may require the services of companies that have the capacity, capability and availability to respond to pipeline incidents on a regional, provincial or national basis on an "as and when requested" basis. The services could include:

- Support in the NEB's Emergency Operations Centre (EOC) in Calgary (e.g., coaching Incident Command System positions or leading certain roles);
- Support in an Incident Command Post at or near a release site (e.g., coaching Incident Command System positions or leading certain roles); and

- Support of the field response (e.g. field operations, including containment of a product release, clean-up, remediation of environmental impacts, etc.).

These services may be required on short notice.

Respondents do not require expertise in all three services noted above. However, suppliers should note in which services they can provide expertise (e.g. response management, procurement of equipment and human resources, recovery of product, clean-up and remediation, etc.) and which services they could be contracted for.

Locations

Regional, provincial and/or national, including inland and on-water emergency responses may be required.

Respondents have the opportunity to set up a meeting with NEB staff to be held in September 2016. At the meeting, NEB will provide information about the scope of the requirement and provide the opportunity to ask questions and exchange information. The meeting would be held at NEB headquarters located at 517 - 10th Avenue SW, Calgary AB, T2R 0A8, or could be held by telephone or video conference.

Part 4 - Questions for Industry:

	Provide information in response to each of the following questions. Responses should be limited to two pages per question.
Q1	Respondents should describe their processes, procedures, resources, training, etc., to emergency response.
Q2	Respondents should describe their capacity, capability and availability for inland and on-water emergency response across Canada and provide examples of emergency responses carried out.
Q3	Respondents should describe their approach to understanding and implementing design innovations and improvements (i.e. use of best available technologies) to emergency response.
Q4	Respondents should describe how they are able to provide advice and/or assistance to the NEB before, during or after a pipeline incident response on a NEB-regulated facility or operations consistent with Incident Command System (ICS).
Q5	Respondents should describe their ability to provide resources to coach or to step in to ICS roles during actual incidents.
Q6	Respondents should advise if they want to meet with NEB staff to discuss their response to this RFI and to ask and answer questions, either at an in-person meeting at NEB headquarters, or by telephone or video conference. Meetings would be set up after the responses are received.
Q7	If applicable, respondents should provide other suggestions, concerns, limitations, omissions or constraints about this requirement it would like to bring to the attention of NEB.
Q8	Respondents should propose a generic costing structure(s) that would be used during incident response(s).
Q9	Respondents should advise which ICS positions and the number of their personnel performing work (resulting from a potential future RFP) having a reliability level of security clearance prior to commencing any work under a potential future Contract.
Q10	Respondents should advise if they would like to meet with NEB staff (in person, by telephone or teleconference). Meetings would be held in September 2016.
Q11	Respondents are invited to provide additional information or concerns about this requirement.