

Request for Proposal

Research Consultant

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Table of Contents

Introduction	2
About PetroLMI	2
Project Background, Objectives and Scope	2
Consultant Selection Process	4
RFP Requirements and Evaluation Criteria	5
Cancelling/Reissuing RFP	6
Additional Information.....	6

Introduction

Petroleum Labour Market Information (PetroLMI), a division of Energy Safety Canada, is seeking the services of a Research Consultant to assist in the review, update and development of occupational research and occupational profiles for its Careers in Oil + Gas website. This includes the development of 35 new occupational profiles as well as research for 15 targeted oil and gas service sector occupations that will become part of a Skills and Qualification Transferability Matrix (SQTM). This work is to be undertaken over a period between October 2018 and August 2020.

This Request for Proposals (RFP) is designed to provide detailed information that will enable your firm to respond specifically to the consulting requirements for the project, including: scope, objectives, project activities and key responsibilities. Proposals will be accepted from single business entities or from a consortium of firms. However, if the successful bidder is a consortium of firms or consultants, the lead firm must be identified in the proposal and PetroLMI will enter into a contract with the lead firm/consultant only.

RFP responses/proposals are due by 11:59 p.m. MST on September 26, 2018.

About PetroLMI

The Petroleum Labour Market Information (PetroLMI) division of Energy Safety Canada (a merger of Enform and Oil Sands Safety Association) serves a unique role as a leading resource for labour market and occupational information and resources for Canada's oil and gas industry.

PetroLMI's mandate is to collaborate with industry, government, educators and training agencies to support and advance the development of a sustainable, skilled and productive workforce in the upstream and midstream sectors of the oil and gas industry. PetroLMI specializes in providing labour market data and insights, as well as occupational tools and other resources for workforce and career planning.

PetroLMI generates the following labour market and occupational tools and resources:

- **Labour Market Outlooks:** Using a proprietary labour market modelling system, these outlooks are produced annually and provide analysis and insight regarding longer-term employment requirements, hiring projections and labour supply for Canada's oil and gas industry.
- **Workforce Trends and Insights:** Using data collected from industry and other sources, these reports explore current or short-term workforce conditions and trends within the industry. These could include changing occupations due to new technologies, workforce demographics and potential supply pools, labour market statistics, etc.
- **Career profiling:** With the objective of reducing barriers to employment, PetroLMI develops profiles of current and future occupations within the oil and gas industry that include

working environment, education, skills and training requirements, as well as specialized tools to guide and map career paths and measure transferability of skills and qualifications.

With the support of industry and government, PetroLMI has developed the [Careers in Oil + Gas](#) website to provide its resources and key industry information to those in workforce or labour market program planning or for those who are planning and pursuing careers in the oil and gas industry. Informed decision-making supports and advances the development of a sustainable, skilled and productive oil and gas workforce in Canada.

Project Background, Objectives and Scope

The scope of this project includes two parts. RFP responses/proposals can be submitted for one or both parts of the project.

Part 1: Occupational Profiles - Updates and Research

Activities can include, but are not limited to:

- Reviewing 100 existing occupational profiles and occupational transferability research currently on the Careers in Oil + Gas website and provide recommendations for updates and enhancements.
- Research, develop and draft updates and enhancements agreed upon by PetroLMI and its National Advisory Committee.
 - The profiles can be found here: <https://www.careersinoilandgas.com/explore-careers>
 - The occupational transferability research can be found here: <https://www.careersinoilandgas.com/industry-transferability> and here: <https://www.careersinoilandgas.com/recruiting-oil-gas> as well as from individual occupational profiles in the Careers in Oil + Gas Career Explorer tool.
- Research, develop and draft profiles for 35 new occupations based on a needs assessment and in consultation with industry stakeholders
 - Undertake all research and analysis that will contribute to the development of the profiles (e.g., NOC profiles, job postings, secondary research, O-NET resources, etc.)
 - Draft new occupational profiles, ensuring they align with existing profiles and include competencies, skills, education, qualifications, etc.
 - Validate the new occupational profiles with subject matter experts and incorporate feedback

Part 2: Skills and Qualification Transferability Matrix (SQTM)

In consultation with PetroLMI stakeholders and its National Advisory Committee, establish and research 15 in-demand oil and gas services occupations for a new SQTM.

Activities can include, but are not limited to:

- Create a set of skill measures/scorecard (e.g., cognitive skill, language skill, physical skill)

- Develop transferability rankings for each occupation using educational/certification and experience requirements
- Evaluate inter-industry transferability and differences between labour market conditions
- Develop an index measure to assess differences in employment growth, replacement demand, unemployment and comparable earnings
- Validate matches between occupations with those in other industries with subject matter experts, including recruiters, hiring managers and experienced workers

Other responsibilities of the consultant(s) include:

- In collaboration with the PetroLMI team, develop a work plan and schedule to ensure the timely delivery of the outputs and objectives of the project
- Maintain a detailed record of all stakeholder participation during the course of the project (including all research and user testing) and provide regular reports to the PetroLMI team so that in-kind contributions can be tracked
- Participate in project status meetings with PetroLMI
- Provide required copies (print and electronic) of all drafts and final deliverables
- Submit (in electronic format) all items created during the project (e.g., contact databases, questionnaires, spreadsheets, etc.). The specific format of the data will be defined by PetroLMI, in consultation with the consultant(s).
- In collaboration with PetroLMI, participate in project reviews to evaluate successes and areas for improvement.

The estimated budget to complete **Part 1** of this project ranges from **\$230,000 and \$300,000 plus GST**, and is dependent upon the volume and complexity of the updates and enhancements required and completed. The estimated budget to complete **Part 2** of this project is up to **\$75,000 plus GST**. As other related project work is identified, these amounts may be increased or decreased. The purchase of occupational reference materials required to support the project is not included in these budgets.

Consultant Selection Process

Consultant Selection Process	Timeline for Completion
RFP posted/issued	September 11, 2018
Questions from interested bidders submitted/received	September 14, 2018
Responses to submitted questions circulated and posted on PetroLMI's blog site	September 17, 2018
RFP responses/proposals submitted/received	September 26, 2018
Consultants short-listed by selection committee	October 5, 2018
Short-listed consultants contacted for presentation/interview schedule	October 5, 2018

Consultant Selection Process	Timeline for Completion
Presentations/interviews from short-listed consultants and final selection	October 9 - 20, 2018
Notify selected consultant(s) and advise next steps	October 20, 2018

The Selection Committee will assess each RFP response against an agreed upon set of evaluation criteria. Firms selected to present to or be interviewed by the Selection Committee will be notified of the logistics by PetroLMI.

Participation in the presentations/interviews will be the sole financial responsibility of the consultant(s) and will not be reimbursed from the project budget.

Following the awarding of the contract, the PetroLMI team will meet with the consultant’s project lead and team to confirm a detailed work plan for the project activities.

RFP Requirements and Evaluation Criteria

Responses submitted to PetroLMI should not exceed 20 pages in length. The following are elements required in the response:

- A summary of qualifications, ensuring that minimum requirements and demonstrated value-added knowledge and/or skills listed below are included where possible:
 - Relevant post-secondary education, preferably a university degree;
 - At least 5 years of experience conducting research and analysis;
 - Experience working with teams and committees in a collaborative manner;
 - Experience in and understanding of the upstream and midstream petroleum industry;
 - Working with predefined deadlines and delivery standards;
 - Understanding of non-profit organizations and/or government business functions; and

Note: Bilingualism (English and French) is an asset.
- A high level work plan and budget, including a description of approach and methodologies that would be used to complete the project activities.
- Identification of any potential risks that your team may foresee during the development of this project and possible actions to mitigate these risks.
- Identification of measures that will be taken by your team to ensure the highest level of quality in the production of reports, documents, correspondence and communication with project participants and PetroLMI.
- List of team members, work location, area of expertise, specific project roles and/or tasks.
 - Identify one key contact name within the team for all correspondence with PetroLMI.

Each RFP response/proposal will be measured against the following criteria:

Criteria	Weighting
1. Consulting Firm's Capacity to Carry Out Project During the Timelines Outlined	15%
2. Experience with Canada's Oil and Gas Industry	25%
3. Experience Undertaking Similar Projects	25%
4. High Level Work Plan and Budget*	25%
5. Overall Cohesiveness and Presentation of Response to RFP	10%
TOTAL	100%

*Please detail hourly rates if these vary for each key role (e.g., senior programmer, usability expert, project manager, etc.). Consultant's travel costs to attend meetings and to conduct research must be included in the estimated budget. This fee includes the distribution of research tools (e.g., surveys) used in the research phase of the project. For example, if the consultant(s) chooses to conduct a mail survey, they are responsible, both financially and logistically, for its distribution.

RFP responses/proposals are due by 11:59 p.m. MST on September 26, 2018. Please e-mail an electronic PDF copy of your proposal including company name and RFP Occupational Research Consultant in the subject line to: anna.kottsova@energysafetycanada.com

Cancelling/Reissuing RFP

PetroLMI reserves the right to cancel, alter or reissue the RFP. The RFP is not a contract, or offer to enter into a contract, but an RFP for the supply of service to PetroLMI/Energy Safety Canada. PetroLMI may reject any and all proposals without further questions or redress from any respondents. PetroLMI reserves the right to accept or reject proposals in whole or in part, to discuss different or additional terms to those included in the RFP or in any proposal, or to amend or modify any term in this RFP.

Additional Information

Contracts may be either fixed fee for accepted completed deliverables or an hourly rate. The type of contract required will be determined by PetroLMI. The successful RFP bidder will be required to adhere to the following contractual requirements.

Note: This is a partial list only as it provides information to potential bidders regarding contracting expectations of PetroLMI and does not represent a contractual agreement in whole or in part.

ASSIGNMENT AND SUBCONTRACTING

- Proposals must be submitted under one lead Consultant if subcontractors are being included.
- Identification of the project lead: If the submission is from a consortium of firms or consultants, the submission must identify the lead firm and the project lead from that firm. It must also detail how the consortium will operate. In the case that the successful bidder is a consortium of firms or consultants, PetroLMI will enter into a contract with the lead firm/consultant only.
- Written request to, and permission from, PetroLMI are required for substitutions of key project team members.

INTELLECTUAL PROPERTY AND COPYRIGHTS

- Ownership of any work, information, records or materials developed or produced under the contract shall become the sole property of PetroLMI.

CANADIAN LABOUR AND MATERIALS

- The contractor shall use Canadian labour and materials in the performance of the work to the extent they are procurable.