



NEW BRUNSWICK  
ENERGY & UTILITIES BOARD

COMMISSION DE L'ÉNERGIE ET DES SERVICES PUBLICS  
NOUVEAU-BRUNSWICK

## VIA EMAIL

May 17, 2022

To Whom It May Concern,

### **Re: Request for Quotation (RFQ) – Annual Report**

The New Brunswick Energy and Utilities Board (NBEUB) regulates aspects of electricity and natural gas utilities as well as motor carriers, to ensure that customers receive safe and reliable services at just and reasonable rates. In addition, the NBEUB sets weekly retail prices for petroleum products sold within the province of New Brunswick.

The NBEUB is seeking the services of an agency (Proponent) to assist in the preparation of its annual report (Services). The obligation to prepare an annual report detailing the NBEUB's activities is provided for by section 22 of the *Energy and Utilities Board Act*, S.N.B. 2006, c. E-9.18.

The annual report will be presented to the Minister of Natural Resources and Energy Development, who will lay the report before the Legislative Assembly. It will also be posted on the NBEUB's website. Examples of the NBEUB's previous annual reports can be found here: [New Brunswick Energy & Utilities Board - Annual Reports \(nbeub.ca\)](http://nbeub.ca).

The NBEUB invites you, as a Proponent, to submit a quotation for assisting in the development, creative design, and delivery of the Board's annual report that includes, but is not limited to, the following elements/considerations (Proposal):

1. **Theme:** There should be an overall theme for the publication. Proponents are required to extract and relate the theme to what has been achieved in previous years.
2. **Number of Pages:** The annual report will be a minimum of 25 to a maximum of 30 pages, plus covers.
3. **Design and Graphics:**
  - The successful Proponent will be responsible for preparing the layout of the annual report in both official languages;
  - The annual report may include charts, graphs, tables, or other recommended visual displays of information using data and text provided by the NBEUB;

- The successful Proponent will be responsible for inserting the pdf of the audited financial statements into the annual report. The NBEUB will provide the pdf of the audited financial statements;
  - The successful Proponent will be responsible for sourcing any photography used in the annual report.
4. **Specifications:** The standard page size is 8.5 inches x 11 inches in portrait or in landscape. The annual report will be printed in colour and bilingual format.
  5. **Text:** The successful Proponent will be responsible for editing and arranging the translation to French of the text provided by the NBEUB.
  6. **Print and Distribution:** The successful Proponent will provide 50 hard copies of the final publication to the NBEUB in addition to high-resolution copies of the finalized annual report in pdf format for publication on the NBEUB's website.
  7. **Cost of Information:** All artworks, design and photography, if any, costs should be submitted in breakdown format. The production details should also be submitted as per the details above.
  8. **Timeline:** The successful Proponent will provide draft copies of the annual report for approval by the NBEUB by August 5, 2022. The annual report must be completed, printed, and delivered to the NBEUB by September 2, 2022.

### **Submission Date**

Your Proposal must be submitted by **May 31, 2022**, to Kathleen Mitchell, Chief Clerk, via e-mail at [kathleen.mitchell@nbeub.ca](mailto:kathleen.mitchell@nbeub.ca).

Following the evaluation of the Proposals by an evaluation team comprised of representatives from the NBEUB (Committee), the successful Proponent will be invited to enter into a contract for the Services.

### **Cost of Preparing Proposals**

Each Proponent is solely responsible for all costs incurred in preparing its Proposal, including, but not limited to, providing the information requested, attending meetings, and conducting due diligence.

### **Reservation of Rights**

The NBEUB reserves the right, in its sole and absolute discretion, to:

- (a) Amend the scope of work, modify, cancel or suspend the RFQ or the competitive selection process, at any time for any reason;
- (b) Require the Proponents to provide additional information to the Committee after the submission deadline to support or clarify their Proposals, if and when necessary;
- (c) Require any or all Proponents to attend an interview with the Committee;

- (d) Not accept any or all Proposals;
- (e) Reject any or all Proposals without any obligation, compensation, or reimbursement to any Proponent or any of its team members;
- (f) Withdraw this RFQ and cancel or suspend the competitive selection process;
- (g) Re-advertise for new submissions, call for proposals, or enter into negotiations for the Services or work of a similar nature with any person or firm whether pursuant to a competitive procurement or otherwise;
- (h) Extend, from time to time, any date, time period, or deadline provided in this RFQ upon written notice to all Proponents.

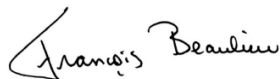
The NBEUB is not obligated to accept the lowest cost of any Proposal submitted. The NBEUB further reserves the right to select the successful Proponent in any manner deemed (in its sole and absolute discretion) to be in the NBEUB's best interests.

Prices contained in the Proposal will be firm and not subject to change for the entire contract term unless otherwise expressly permitted in the contract. The contract may be cancelled by either party for any reason without cause or penalty upon 30 days written notice, and the Proponent shall be compensated for services and deliverables provided up to the date of the notice.

By submitting a Proposal, the Proponent is deemed to have acknowledged all the undertakings, terms, and conditions contained in this RFQ and to be bound by them. An authorized signing officer of the Proponent must sign the Proposal.

Should you have any questions regarding this request, please contact Kathleen Mitchell, Chief Clerk, via e-mail at [kathleen.mitchell@nbeub.ca](mailto:kathleen.mitchell@nbeub.ca).

Respectfully,



François Beaulieu  
Acting Chairperson