



NEW BRUNSWICK
ENERGY & UTILITIES BOARD

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

VIA EMAIL

April 19, 2023

To Whom It May Concern:

Re: Request for Quotation (RFQ) – Strategic Planning Consultant/Facilitator

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 service 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 inviting quotations from a qualified consultant/firm (Proponent) to advise on the best process to develop its first strategic plan, support and manage the facilitation process, and draft the plan based on the information provided by the NBEUB and in consultation with staff (Services). The selected Proponent will need to be able to adapt or customize an approach that will best meet the needs of the NBEUB.

As the NBEUB's mandate is set out in legislation, including the specific areas and how it regulates those areas, this legislation should guide the strategic planning process. The NBEUB has a staff of 20 people, and most staff are expected to participate in developing the strategic plan.

This RFQ aims to identify a suitably qualified and experienced service provider to facilitate the development of the NBEUB's first strategic plan.

The NBEUB invites you, as a Proponent, to submit a quotation for the provision of the Services that includes, but is not limited to, the following elements/considerations (Proposal):

1. Facilitate strategic planning session with NBEUB members and staff at a date to be determined (tentatively late August 2023);
2. Establish a mission, a vision and values statements for the organization;
3. Ensure the organization structure aligns with the mission, vision and values;
4. Conduct internal assessments, as needed;
5. Identify the metrics the NBEUB will use to evaluate whether it is in line with its mission, vision and values;
6. Identify long-term goals;
7. Prepare a final report on the strategic planning session and include an action plan and recommendations.

Your Proposal must include the proposed cost for the significant parts.

Submission Date

Your Proposal must be submitted by **May 8, 2023, at 12:00 p.m. (Atlantic time)**, to Véronique Otis, Legal Counsel, via e-mail at veronique.otis@nbeub.ca.

Evaluation of Proposals

Following the evaluation of the Proposals, it is intended that the successful Proponent will be invited to enter into a contract for the Services. Proposals will be evaluated on the basis of the overall best value to the NBEUB based on experience, service, and price.

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 Legal Counsel 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 Board staff;
- (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 quotations, 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.

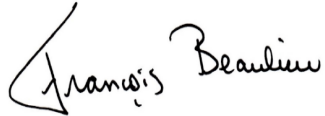
The NBEUB is not obligated to accept the lowest cost of any Proposal submitted. The NBEUB further reserves the right to select the successful Proponent in any manner deemed (in its sole and absolute discretion) to be in the NBEUB's best interests.

Prices contained in the Proposal will be firm and not subject to change for the entire contract term unless otherwise expressly permitted in the agreement. The contract may be cancelled by either party for any reason without cause or penalty upon 15 days' written notice, and the Proponent shall be compensated for services and deliverables provided up to the date of the notice.

By submitting a quotation, 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 quotation.

Should you have any questions regarding this request, please contact Ms. Otis via e-mail at veronique.otis@nbeub.ca.

Respectfully,

A handwritten signature in black ink that reads "François Beaulieu". The signature is written in a cursive style with a large initial "F" and a distinct "Beaulieu" surname.

François Beaulieu
Chairperson