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**Information Technology Planning Services****Request For Proposal (RFP)**

FORCE (Fundy Ocean Research Centre for Energy) seeks proposals not to exceed \$10,000 for the services of a suitable consultant to prepare a plan to meet FORCE's IT requirements.

**FORCE**

FORCE is Canada's lead test centre for in-stream tidal energy technology. FORCE works with industry, government, and researchers to study the interaction between tidal turbines and the Bay of Fundy environment.

FORCE is building a shared observation facility, submarine cables, grid connection, and environmental monitoring at its approved test site in the Minas Passage – potentially North America's best site for harnessing tidal energy, due to both the size of the resource and its close proximity to the existing grid.

About 160 billion tonnes of water flow into the Bay of Fundy each tide – more than four times the combined flow of every freshwater river in the world. Resource assessments suggest there may be up to 8,000 megawatts of potential energy in the Bay; initial research suggests up to 2,000 megawatts may be extracted safely (roughly enough energy to power the entire province of Nova Scotia). Unlike wind and solar, tidal energy is predictable; water has roughly 80 times the energy density of air.

FORCE currently hosts four of the world's leading tidal energy technologies: OpenHydro, Alstom, Atlantis, and Marine Current Turbines, sponsored by or partnered with prominent companies including Nova Scotia Power, Lockheed Martin, Irving Shipbuilding, and Minas Basin Pulp and Power. FORCE receives funding support from the Government of Canada, the Province of Nova Scotia, Encana Corporation, and participating developers.

FORCE can be characterized as a small virtual organization today, expected to increase slightly in size and organization structure over the next few years, but to remain focused on its role in terms of monitoring and oversight of public investments in tidal energy, and stewardship of valuable research results.

FORCE has no central office. It is staffed by an inner core of five contractors surrounded by a larger circle of specialists, consultants, researchers and government officials, each having its own network, and each with whom we wish to share information.

More information is available at [fundyforce.ca](http://fundyforce.ca)

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**Information Technology Planning Services**

**IT Planning Requirements**

FORCE seeks an IT plan that should include:

- a) Introduction and executive summary;
- b) Description and assessment of FORCE business context, drivers, priorities and issues/challenges from an IT planning perspective;
- c) Detailed analysis and summary of FORCE IT requirements in terms of users, workload, computer and communications technologies, applications, major databases, operational support, data storage/management, management responsibilities and other needs as determined during the study;
- d) Identification, description, analysis and assessment of major options and alternatives for meeting FORCE IT requirements, including potential suppliers of technology and services as appropriate;
- e) Recommendations; the consultant should articulate a general vision and strategy to guide the use of IT by FORCE in achieving its business goals, and recommend and justify specific alternatives and options in each area of requirements, consistent with the vision and strategy;
- f) Implementation plan: implementation objectives, steps and effort and expenditure estimates (capital and operating) by quarter for years 1 and 2, annually for years 3 through 5
- g) Benefits: description and summary of the benefits to FORCE of plan implementation

We expect the final plan to be approximately 12-15 pages exclusive of working details.

The plan should be prepared in an initial draft for review with FORCE staff. The consultant should then plan to meet with the FORCE Board of Directors to present and discuss the final version.

**RFP responses** should include:

- a) Brief introduction to your firm, services and history
- b) Your understanding of FORCE's requirements and objectives for this work
- c) Your approach, planned tasks and schedule for performing the work
- d) Your firm's qualifications for and experience with work of this nature for similar organizations; please describe three examples and provide contact information

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- e) Resume(s) of consultant(s) who will be assigned, with a summary of their relevant qualifications and experience
- f) Additional services your company could provide to assist FORCE in achieving its IT objectives based on the plan, including two reference accounts for those services with contact information
- g) Your total price for the services offered.

**Responses due:**

4:00pm (AST), May 6<sup>th</sup>, 2011

FORCE expects to announce the successful vendor by May 13<sup>th</sup>, 2011 and enter into a contract for the agreed services by May 21<sup>st</sup>, 2011.

**Contact** for notification, questions and proposal delivery (can be electronic or paper):

Matthew Lumley, Communications Director

FORCE, PO Box 2573, Halifax, NS B3J 3N5

902.406.1166 x2

matt.lumley@fundyforce.ca

fundyforce.ca

**Award process**

Before 4:00pmAST April 22<sup>nd</sup> 2011, please indicate by email to the identified contact your intention or not to respond to this request.

Before 4:00pmAST, April 29<sup>th</sup> 2011, address any questions about this request by email to the identified contact. Any question and answer of general interest will be communicated to all who have indicated intent to respond.

FORCE will rank and short-list the responses in terms of the qualifications and viability of the vendor (25%), the qualifications of the assigned consultant(s) (50%), the approach to preparing the plan (15%), and the services available from the vendor to fulfill the requirements identified in the plan (10%). We may contact references and conduct an interview with the shortlisted consultant(s) as part of the selection process.

Vendors should understand that FORCE is not obligated to make any award as a result of this request, and that any costs incurred by a vendor in preparing a response are the sole responsibility of the vendor.

**Timeframe for completion of contracted services:**

June 10<sup>th</sup>, 2011

**Draft requirements**

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**Information Technology Planning Services**

FORCE's IT plan should define and address variables that will likely include:

*Business Audiences*

- FORCE staff
- FORCE Board/Developers/Partners
- Government: Political/Regulators
- Academic/Research Community
- Advisory Committees
- Public/stakeholders
- Events

*Business Services*

- FORCE routinely gathers and reports project and financial information to many stakeholders
- FORCE has research data sharing obligations and aspirations
  - Valuable proprietary data collections should be identified
  - Data input, storage and output issues and strategies should be identified
  - Potential intellectual property issues should be highlighted
  - Responsibilities for overseeing/supervising the data should be identified
  - Security and competitive/conflicting interests should be highlighted

**Solutions**

FORCE has a number of identified IT needs, including:

**Web presence**

- Need to manage content (done internally by FORCE staff)
- Need to service information requests and transactions

**Collaboration**

- Easy set-up, orientation, training, e-rooms for participants
- Sharing files, documents, joint authoring
- Remote meeting options (voice/video etc.)

**Mission systems**

- Managing finances
- Ensuring compliance with project agreements, contracts, legislation, etc.
- Reporting to stakeholders
- Managing data collections

Other needs are to be determined by the consultant during the planning study.

Note: the plan must recognize the possibility that FORCE will share office space and IT support with another organization in the future.

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**Information Technology Planning Services****FORCE People**

FORCE is administered by a board of directors and staff, aided by environmental monitoring and community liaison advisory committees. The consultant should expect to meet with all staff members and also make contact with the board and others as needed.

FORCE staff is as follows:

- Douglas Keefe, Executive Director
- Frank LeBlanc, Director of Capital Projects
- Joe Kozak, Director of Environmental Programs
- Matthew Lumley, Director of Communications
- Jennifer Matthews, Director of Operations and Research
- Laurie Macdonald, Accounting Administration

FORCE's Board of Directors includes:

- All developers testing at FORCE (one representative for each berth),
- The Province of Nova Scotia (one rep)
- An independent academic (appointed by the Province of Nova Scotia)

The present FORCE Board of Directors includes:

- John Woods, VP Energy Development, Minas Basin Pulp and Power Company
- Kelly Cantwell, Director of Renewable Energy, Nova Scotia Power
- Jean-Francois Ally, Bay of Fundy Project Manager, Alstom
- Anna Redden, Director, Acadia Centre for Estuarine Research, Acadia University
- Sandra Farwell, Manager, Strategic Policy, Planning and Services, Nova Scotia Department of Energy
- Atlantis (observer)