

## **EXPRESSION OF INTEREST (including Pre-Qualification Requirements)**

### **Supply of Contractor Staffing Services for Canada East**

Reference: **011947**

BIDS Categories: 9470

Issue Date: August 6, 2019

Closing Date: August 28, 2019

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#### **Overview:**

- ExxonMobil Canada Properties, by its managing partner ExxonMobil Canada Ltd. (ExxonMobil) and Hibernia Management and Development Company Ltd. (HMDC), are in the process of pre-qualifying companies that can supply Contractor Staffing Services for their onshore and offshore Newfoundland and Labrador and Nova Scotia requirements.
- Contractor shall provide all management, personnel, processes, materials, tools, equipment, applicable certifications and facilities as may be required to ensure all equipment covered by this pending Contract shall be fabricated and supplied to meet all statutory requirements, codes of practice and applicable specifications.
- The intention is to have this scope of work cover the requirements of the Hibernia Project, the Sable Project and the Hebron Project. For clarity, the scope of work includes not only the foregoing, but may include at ExxonMobil and/or HMDC's discretion, future work related to minor changes to the scope of work described herein, in which ExxonMobil and/or HMDC may engage onshore or offshore Nova Scotia and Newfoundland and Labrador, for oil and gas facilities as well as exploration or subsea related activities.
- While not planned, it should be noted that any resulting Non-Binding Request for Proposal ("NRFP") and contract may require inclusion of and/or extension to other operators in the area, project co-venturers, contractors and/or affiliated companies.
- ExxonMobil and HMDC support providing opportunities to Canadian, and, in particular, Newfoundland and Labrador companies and individuals, on a commercially competitive basis. Contractors expressing interest in providing services or materials, if they are selected to bid, will be required to complete a Canada-Newfoundland and Labrador Benefits Questionnaire and a Canada-Nova Scotia Benefits Questionnaire at the bid stage
- ExxonMobil and HMDC encourage the participation of members of designated groups (women; Indigenous peoples; persons with disabilities; and members of visible minorities) and corporations or cooperatives owned by them, in the supply of goods and services.

#### **Supplier Diversity**

##### **Diverse Ownership (Completion of this section is voluntary)**

A Diverse supplier is a business that is at least 51 % owned and controlled by a member(s) of one or more of the four designated groups identified in Canadian employment equity legislation. Please indicate which designated group(s) are applicable to your business.

- Women
- Indigenous peoples
- Visible Minorities
- Persons with disabilities

#### **Certification for Diverse Businesses**

There are currently national certifying organizations that cover certification for businesses owned by:

- Indigenous Peoples
- Visible Minorities
- Women

ExxonMobil and HMDC will continue to look for organizations that can provide certification support to businesses owned by persons with disabilities.

If you indicated that your business is owned by a member of a designated group, are you currently certified as a diverse-owned business?  Yes  No

Through which certifying organization is your business certified? \_\_\_\_\_

If you are a NL registered business and are not currently certified, would you be interested in learning more about certification?  Yes  No

**Scope of Work Overview:**

The scope of work/supply includes, but is not limited to:

- Provide consulting and/or professional services as directed on individual work orders. These services shall consist of specific work scopes, which will be developed as the work is defined. These services may include the assignment of selected Contractor personnel to perform work under ExxonMobil's or HMDC's direction.
- Recruit and provide candidates in technical and non-technical disciplines with credentials matching those defined by ExxonMobil and/or HMDC
- Arrange necessary screening, background checks, and medical checks
- Provide Company directed training
- Provide personnel compensation proposal to ExxonMobil and/or HMDC in accordance with the terms of agreement
- Provide all visas and work permits for assigned location, as required
- Assist with finding / arranging candidate housing, as required
- Arrange travel as required via authorized travel service provider(i.e. Assignments, Business Trips, etc)
- Comply with ExxonMobil and/or HMDC policies as indicated in agreement
- Comply with foreign labour law and tax requirements associated with location
- Ensuring timely submittal of contractor personnel timesheets, invoices, and approving reimbursable expenses

Additionally, the selected contractor will be required to meet all technical and Safety, Health, Environmental, and Security (SHE&S) specifications and safe work practices of ExxonMobil, HMDC and their affiliates as appropriate.

**Submission Requirements**

Vendor submissions in response to this Expression of Interest (EOI) (including pre-qualification) include the afore-mentioned reference number, as well as the following information:

1. Completed ExxonMobil / HMDC Vendor SSHE pre-qualification questionnaire. (Available through BIDS – see contact information below.)
2. Completed technical questionnaire. (Available through BIDS – see contact information below.)

3. Information demonstrating qualification for the Scope of Work detailed above.

4. Describe your experience operating under and familiarity with, the benefits provisions of the Canada-Newfoundland and Labrador Atlantic Accord Implementation Act and/or Canada-Nova Scotia Offshore Petroleum Resources Accord Implementation Act, and your experience with any similar regimes in other parts of Canada or internationally. At the NRFP stage, proponents will be required to indicate how they comply with the above.

5. Please acknowledge that responsible management personnel have read, understand and will support requirements to comply with the following where applicable

- i) Section 45 of the Canada-Newfoundland and Labrador Atlantic Accord Implementation Act
- ii) Section 45 of the Canada-Nova Scotia Offshore Petroleum Resources Accord Implementation Act
- iii) The Hebron Benefits Agreement and Hebron Benefits Plan
- iv) The Hibernia Benefits Plan, the HSE Benefits Agreement and HSE Benefits Plan

6. Please provide contact details for respondent, including the following:

- i) Full legal company name
- ii) Mailing address and physical address (if different)
- iii) Contact name, position, email, and phone number

Submitted information is to be provided in separate PDF (or native file submissions) and not submitted as one combined file. Please be aware that ExxonMobil/HMDC is limited to a 10MB file size for receiving email. If data submitted exceeds 10MB, please separate into multiple emails and clearly label each email.

The data submitted in response to the aforementioned questionnaires will be used to evaluate your company's ability (and those of your preferred sub-contractors / vendors where applicable) to perform these services.

It will focus primarily on:

- Past safety performance
- Applicable experiences
- Project execution skills
- Project management skills & integration skills
- Available technologies with proven performance
- Current capability
- Personnel qualifications
- Financial capacity

We will evaluate this data and develop a final group of vendors who will be asked to submit formal competitive bids. We reserve the right to make the final determination of which contractors will receive the NRFP and which Contractor(s) will be awarded the final contract.

This EOI (including pre-qualification) is not a pre-qualification of contractors for other ExxonMobil /HMDC work, but is limited to the scope aforementioned. In addition, participation in this EOI (including pre-qualification), including any statements whether oral or written between ExxonMobil / HMDC and your company, shall not create or be deemed to create any binding legal relationship or contract, or be construed to do so between ExxonMobil / HMDC and your company. All costs associated with the preparation of your response to this EOI shall be at your expense.

This EOI (including pre-qualification) may or may not result in the issuance of an RFP/ITT and may or may not result in the award of a contract. If you respond to this EOI (including pre-qualification) and your company is selected to be on the list of proponents, your company name, your designated company representative's name and business contact information may be posted on public websites. Similarly, if you

are selected for award, the same information may also be posted, indicating that the work has been awarded to your company.

**Responses must be submitted electronically by the closing date the ExxonMobil email address noted below:**

ExxonMobil Canada Properties / Hibernia Management & Development Company Ltd.  
Attention: Kaitlin Bursey  
kaitlin.bursey1@exxonmobil.com  
Phone: (709) 273-1574

Finally, potential vendors, if they have not already done so, should register with BIDS using following contact information:

Phone: 1-800-270-4611  
E-mail: jayde.mcconchie@bids.ca  
[www.bids.ca](http://www.bids.ca)