

## **REQUEST FOR PROPOSALS**

### **RISK ASSESSMENT CONSULTING SERVICES**

Engineers and Geoscientists New Brunswick is accepting Proposals to provide Consulting Services to undertake an Operational Risk Assessment. The last assessment was completed in 2013 and APEGNB has recently undergone a technical risk assessment of servers and digital infrastructure.

#### **Background**

Engineers and Geoscientists New Brunswick is the licensing and regulatory body for 5,900 Professional Engineers and Professional Geoscientists practicing in New Brunswick or on New Brunswick projects.

The overall mission of the association is to:

- *Serve and protect the public interest.*
- *Advance and promote the value and proficiency of the Engineering Profession.*
- *Support the members in their professional practice.*

The governing Council recognizes that risk management is a central part of the strategic management of the Association. Council and staff have worked to address many of the risks identified in the 2013 assessment and are seeking an updated examination and status report to better understand the level of risk embedded within the association's current processes and activities. The objective is to achieve maximum sustainable value from all activities of the organization.

The focus of the Consultant will be to:

- *assist in the identification and assessment of significant risks,*
- *rank or evaluate the risks, and*
- *propose suitable risk mitigation measures.*

#### **Proposal**

The Consultant will be selected under a Quality Based Selection process with a Fixed Fee Price to be included in the proposal.

The evaluation will be based on past performance, relevant consulting experience, resources, availability of personnel and strength of the consultant's team. As a minimum the proposal must include:

- *Name, address, and description of the firm(s) involved in the proposal,*
- *Proposed approach/methodology,*
- *Related experience on similar work, especially with similar organizations,*
- *References,*
- *Professional qualifications, (preference given to a P.Eng.)*
- *Specialized abilities,*
- *Resumes of key personnel that will be assigned to the project,*
- *Insurance,*
- *Fixed Fee Price.*

The Consultant must be readily available upon award of contract.

## **Details**

The proposal and other required documents should be emailed in pdf format to [lia@apegnb.com](mailto:lia@apegnb.com).

Proposals must be addressed to:  
Engineers and Geoscientists New Brunswick  
183 Hanwell Road  
Fredericton, NB E3B 2R2

Proposals will be accepted no later than **4:00 p.m. on January 28, 2022**.

“Request for Proposal - Risk Assessment Consulting Services” must appear on all quotations and related correspondence. Proposals submitted must be valid for 60 working days from the date of submission.

Engineers and Geoscientists New Brunswick will not be responsible for costs incurred in the preparation and submission of proposals to this Request For Proposal. Engineers and Geoscientists New Brunswick reserves the right to reject any or all proposals submitted, or to accept a proposal in its entirety without negotiation, or to accept any part thereof, in its sole discretion, considering the best interest of Engineers and Geoscientists New Brunswick. No obligation to enter into a contract with any company is expressed or implied. Engineers and Geoscientists New Brunswick reserves the right to terminate the process without award of contract.

All inquiries and other communications related to this Request For Proposal must be directed to *Lia Daborn, Chief Executive Officer* of Engineers and Geoscientists New Brunswick by e-mail to [lia@apegnb.com](mailto:lia@apegnb.com), no later than **4:00 p.m. on January 28, 2022**. To ensure the equality of information, answers to inquiries that are relevant to the quality of responses will be forwarded simultaneously by e-mail to every Consultant who has advised us of their intent to provide a proposal, without revealing the source of the inquiry.