



**London
Hydro**

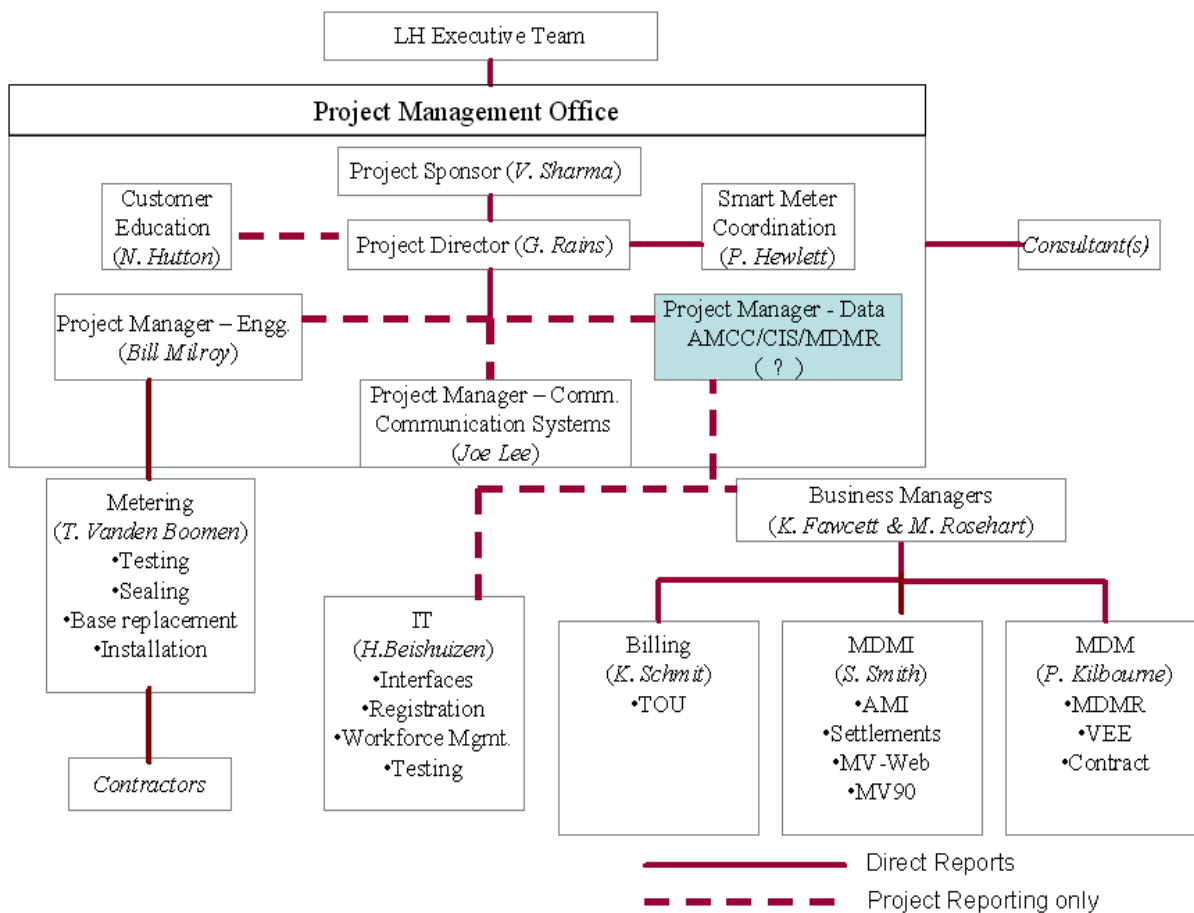
REQUEST FOR QUOTATION

**PROJECT MANAGER FOR DATA MANAGEMENT
FOR
SMART METER DEPLOYMENT PROJECT**

**Quotation No. Q2008-N-22
October 2008**

Role and Responsibilities of Project Manager Position

London Hydro is embarking on executing a Smart Meter Deployment Project. It has put together a team of inter-departmental staff from the Engineering, Customer Service and Information Technology departments to manage this project. The project will be directed by Gary Rains and there are three project managers who will report to the project director. As shown in the project team chart below, London Hydro is looking to fill the position of a project manager for the data management activities for a six to twelve month term. For this position, the following roles and responsibilities are identified as a minimum, and we invite your company to provide us with a quotation for these services on a full-time basis.



Term of Position: 6 to 12 months, subject to renewal

Quotation to Include: Hourly rate; additional expenses (if any); a detailed CV; and three references.

Roles & Responsibilities ¹

1. Define requirements for AMCC, CIS, and MDM/R.
2. Identify all tasks for:
 - a. Configuration of AMCC
 - b. Configuration of CIS
 - c. Configuration of MDM/R
3. Manage the completion of the above tasks.
4. Manage all interface requirements and development between AMCC, CIS, and MDM/R.
5. Responsible for the deliverables from various team members for all data related activities.
6. Work with other project managers to ensure the completion of overlapping tasks.
7. Prepare reports, including project plan for the project director.
8. Manage London Hydro's registration with SME for all MDM/R related work.
9. Develop training documents and business processes for smart meter data related activities.
10. Manage training on all new systems for London Hydro staff.
11. Other assigned work regarding the smart meter project.

Competencies Required

1. Knowledge of smart meter regulations.
2. Strong computer project management skills.
3. Good understanding of OEB rules and regulations.
4. Good understanding of Measurement Canada rules pertaining to revenue meters.
5. Good understanding of communication technology and systems, especially wireless data communications.
6. Excellent oral and written communication skills.
7. Skilled project manager.
8. Demonstrated experience for 5 to 8 years in project management.
9. High consideration given to a certified PMP, an MBA, or a combination of education and experience.

¹ If there are any additional requirements - London Hydro will advise you by 12:00 pm, October 21, 2008.

How to Respond

Please submit, via courier, your brief proposal with quotation as for the above by **October 27, 2008, 3:00 p.m. local time** to:

**Executive Office, 3rd Floor
London Hydro
111 Horton Street
London, Ontario
N6B 3N9
Attention: Marilyn McVeigh**

Please reference '**Quotation Number Q2008-N-22**' on the envelope containing your submission.

A contractor who has already submitted a quotation may submit a further quotation at any time up to the official closing time. The last quotation received shall supersede and invalidate all quotations previously submitted by that contractor as it applies to this request for quotations.

DELIVERY IS THE SOLE RESPONSIBILITY OF THE RESPONDENT. QUOTATIONS MUST BE RECEIVED BY THE CLOSING TIME AT THE EXECUTIVE OFFICE NOTED ABOVE TO BE CONSIDERED FOR EVALUATION. UPON REQUEST, LONDON HYDRO WILL PROVIDE A RECEIPT TO BIDDERS AT THE TIME OF SUBMISSION. QUOTATIONS RECEIVED AFTER THE CLOSING TIME WILL BE REJECTED AND RETURNED TO THE BIDDER UNOPENED.

Contact

Any questions related to this request for quotation should be directed to:

**Tom Beacock, CPP
Purchasing Coordinator
London Hydro
111 Horton Street
P.O. Box 2700
London, Ontario
N6A 4H6
Phone: (519) 661-5800 Ext: 4775**

GENERAL TERMS AND CONDITIONS

Insurance

The successful Contractor(s) shall, at its own expense, obtain and maintain until the termination of the contract and shall provide London Hydro Inc. (London Hydro) with evidence of:

- (a) **Commercial General Liability** insurance on an occurrence basis for an amount not less than Two Million (\$2,000,000.) dollars and shall include London Hydro Inc. and the Corporation of the City of London as additional insureds with respect to the Contractor's operations, acts and omissions relating to its obligations under this Agreement. Such policy to include, personal injury, property damage, broad form property damage, contractual liability, non-owned automobile liability, owner's and contractor's protective coverage, products - completed operations, contingent employers liability, cross liability and severability of interest clauses;
- (b) **Automobile** liability insurance for an amount not less than Two Million (\$2,000,000.) dollars covering all vehicles used in any manner in connection with the performance of the terms of this Agreement.

The policies shown above will not be cancelled or permitted to lapse unless the insurer notifies London Hydro in writing at least thirty (30) days prior to the effective date of cancellation or expiry. London Hydro reserves the right to request such high limits of insurance or other types of policies appropriate to the work as London Hydro may reasonably require.

- (c) The successful Contractor(s) shall not commence work until such time as any required bond and surety deposits have been approved by London Hydro **and** London Hydro's Certificate of Insurance form has been filed and approved by London Hydro. No other document will be accepted. Failure to obtain and maintain such insurance shall be a breach of contract.
- (d) The successful Contractor(s) shall indemnify and hold London Hydro harmless from and against all liability, loss, claims, demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part by any negligence or acts or omissions whether willful or otherwise by the Contractor, its agents, officers, employees or other persons for whom the Contractor is legally responsible.

Workers' Compensation

The successful Contractor will promptly make all returns and pay all assessments required or levied by the Workplace Safety and Insurance Board in respect of the said work and persons employed on or in connection therewith and shall furnish to London Hydro a certificate of clearance from the Workplace Safety and Insurance Board prior to commencing work and shall maintain that good standing throughout the contract period.

Right to Accept or Reject Quotation

London Hydro reserves the right to reject any and all quotation(s), the right to accept other than the lowest bidder, and also the right to not accept any bid.

London Hydro reserves the right to cancel this Request for Quotation, at any time without penalty or cost.

Performance

London Hydro has the right to immediately cancel the Contract before the expiration of term and select a different bidder if there is non-compliance with any laws, rules or regulations of Ontario, or any of the terms outlined in this Request for Quotation.

If the quality of service is unsatisfactory or the Contractor fails to comply with London Hydro's requirements, London Hydro shall notify the Contractor in writing (e-mail accepted) of the problem and the Contractor shall respond and correct the problem within twenty-four (24) hours or provide a plan to rectify the problem. The terms of the plan must be agreed upon by London Hydro to constitute its acceptance. Failure to comply with the above may result in termination of the Contract.

Quotation Response

Any variation(s) from the information contained in this quotation must be noted on this document. Quotations may include attachments to expand on your service or product.

The person signing this application shall initial erasures, overwriting or strikeouts.

Failure to provide response to all the information asked for may cause the response to be declared "incomplete". Incomplete responses, unless they are to the advantage of London Hydro, will be disqualified.

London Hydro reserves the right to contact bidders for submission clarification purposes during the evaluation process.

Your signature of authorization and acceptance of this document is placed herein. This implies you have read, fully understood and agree to abide by all information contained within this document.

This Request for Quotation and the resulting submissions should not be considered a commitment by London Hydro to enter into any contract. As stated elsewhere in this Request, London Hydro reserves the right to reject any and all submissions.

It is recognized that the acceptance or awarding of a bid for the benefit of London Hydro may require authorization by the London Hydro Board of Directors, which has the sole discretion of accepting or rejecting any bid for London Hydro's benefit.

London Hydro will not be responsible for any cost, expense, liability, loss or damage incurred or suffered by a Bidder because of acceptance or rejection of any quotation, delay in acceptance of a quotation, or non-award of contract.

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) – PERSONAL INFORMATION PROTECTION

While performing its services for London Hydro, the Contractor may come into contact with personal information regarding London Hydro's customers, employees or other parties. Such personal information is subject to the requirements of privacy legislation and London Hydro's privacy policy.

The Contractor may not use or disclose such personal information in any way except pursuant to London Hydro's instructions or to the extent necessary to perform its services for London Hydro. The Contractor must use security measures adequate to the sensitivity of the personal information to prevent the unauthorized use and disclosure of personal information both to and by third parties and to and by the employees of the Contractor who have no need to view personal information for the performance of the Contractor's services for London Hydro.

The Contractor must promptly notify London Hydro of any requests for disclosure of personal information by any party and of any accidental or unauthorized access to such information. If the Contractor subcontracts any part of its obligations hereunder it must obtain contractual obligations similar to this letter from the subcontractor.

WHIMS

Material Safety Data Sheets must accompany all shipments to conform with Hazardous Products Act, Hazardous Materials Information Review Act, and Occupational Health & Safety Act.

Release of Information

Respondents to this Request for Quotation are advised that information obtained from respondents would be communicated to the public and the respondents in the following manner and form:

- After the evaluation and awarding of the contract, all unsuccessful respondents will be advised in writing that the contract was not awarded to them.
- Further requests for information from those respondents who have submitted pricing for this proposal must be received in writing to the attention of the Purchasing Coordinator. Facsimile will be acceptable if signed and the originating facsimile is identified and consistent with the party requesting the information. Electronic E-mail requests will also be accepted. Information provided would be limited to the names of the respondents and the name of the successful bidder.

Conflict of Interest and Collusion

The following shall be part of quotation response:

I/We declare that no person, firm, or corporation, other than the one whose signature, or the signature of whose proper officers and seal are attached below, has any interest in this bid. I/We further declare that this bid is made without any connection, knowledge, or comparison of figures; or arrangement with any other company, firm or person making a bid for the same, and is in all respects fair and without collusion. I/We declare that no employee(s) of London Hydro is, or will become interested, directly or indirectly as a contracting party or otherwise in the supplies, work or business to which it relates or any portion of the revenues or profits thereof, or in any of the monies to be derived therefrom. I/We further declare that the several matters and representations stated in said bid are in all respects true.

Please complete the following information:

Company Name _____

Business License # _____ GST # _____

Authorized Signature _____

Name (Printed) _____

Date _____

Submission Form

Submit To:	London Hydro c/o Marilyn McVeigh Executive Offices 111 Horton Street, 3 rd Floor London, Ontario N6B 3N9
Quotation Submitted By:	
NAME OF COMPANY	
ADDRESS	
TELEPHONE	
FACSIMILE	
CONTACT PERSON	
SIGNATURE OF AUTHORIZED OFFICER	
NAME	
POSITION	
DATE	

Proposed Sub-contractors (if any)

Submit To:	London Hydro c/o Marilyn McVeigh Executive Offices 111 Horton Street, 3 rd Floor London, Ontario N6B 3N9
NAME OF COMPANY	
ADDRESS	
TELEPHONE	
CONTACT PERSON	