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REQUEST FOR PROPOSAL

Independent Third-Party Review of Governance and Regulatory Practices

Introduction

Professional Geoscientists Ontario (PGO) is a self-regulatory organization (SRO) mandated by the Ontario government to regulate professional geoscientists registered in Ontario, Canada, wherever they practice, for the protection of the public and the environment.

PGO is governed by the Professional Geoscientists Act of Ontario, which received Royal Assent on June 23, 2000. The Act is supported by a set of Regulations, By-laws and Policies and is administered by the Ontario Ministry of Mines.

We have a 20-member Council, 3 statutory committees, 14 standing committees (4 of which are administrative) and 6 permanent staff. We regulate approximately 3600 Ontario registered professional geoscientists. Further information regarding our organization may be found on our website at www.pgo.ca.

Background

PGO Council, supported by our Governance Committee and Staff have been working over the past few years to review and improve our governance instruments, including our Act, Regulations, By-Laws and Policy and Procedure documents.

PGO recognizes that leading practice for governance of SROs and the approach to regulation have been evolving steadily over time. A desire for continuous improvement, effectively measuring performance, and exploring alignment of PGO with leading practice, formed the basis of a decision by our Council in 2020 to undergo a voluntary, independent, third-party review (ITPR) of our governance and regulatory practices. Our pathway towards this objective has included a self-assessment of our governance and regulatory practices conducted in 2021, followed by an external assessment of our readiness to undergo an ITPR in 2022. The results of these initiatives formed the basis of a work-plan which provided a roadmap and timeline to address some of the key findings identified, which we continue to work on to the present day.

Our intent is to initiate an ITPR of our governance and regulatory practices in Q1 of 2025. The deadline to respond to this RFP is January 27, 2025. The general timeline we envisage for the project is outlined below.

The Project

The successful proponent will be expected to align with the following objectives and deliverables:

1. Assess the effectiveness of our current governance approach in the context of leading practices and the current wording of our Act;
2. Consider the effectiveness of our current regulatory practices and related administrative support in the context of a) the current wording of our Act and Regulations, b) leading practices including 'right-touch regulation' and c) comparator organizations and our primary mandate of protection of the public;
3. Consider the allocation of resources with regards the execution of PGO's core regulatory functions;
4. Provide an opinion on whether changes to the above would require changes to the organization's structure and staffing;
5. Recommend improvements in our organizational structure, processes and/or assessment tools;
6. Deliver a written report;
7. Present your findings and key recommendations to Council

Project Timeline

The final report by the independent, third-party reviewer should be in time for presentation to our Council at a special meeting scheduled for October 2025, following the general timeline outlined below.

Project Timeline (2025)	
Deadline for questions on the RFP	January 8
Deadline for receiving proposals	January 27
Awarding of contract	February 6
Governance and Regulatory Review including establishing primary contacts with PGO including the Governance Committee	March 1 – July 1
Submission of draft report	July 21
Review by Governance Committee and Staff	July 21 – August 15
Comments back to proponent	August 18
Submission of Final Report	September 5
Consideration by PGO Council	October

Materials Provided

All relevant documents will be provided as requested by the reviewer. Most of the key governance and regulatory documents and procedures are available on PGO's website at www.pgo.ca.

Proposal Requirements

The proposal should include the following:

1. Company and management profile, description of working style;
2. Short summary of expertise and relevant experience in both governance and regulatory practice;
3. Proposed scope, approach and methodology;
4. A workplan outlining individual work components, documents that you would need to access, and individuals you would need to interview, each with indicated timelines;
5. An estimate of costs of the review broken down by major component; estimate of any out-of-pocket expenses and total cost, including taxes (please refer to Annex 1);
6. Proposed payment schedule;

7. Supporting data and references;
8. Declaration regarding any potential conflicts of interest;

Criteria for assessing proposals

Criteria	Weighting	Comment
Staff and project experience	25	Please include 3 recent project examples relevant to regulators in the areas of governance and regulatory practice
Cost	25	Please refer to Annex 1
Suitability of approach and methodology	15	
Alignment with and likelihood of achieving objectives	10	
Ability to deal with timeframes	10	Please present on Gantt Chart
Reasonableness, clarity, detail	10	
Reference information	5	

Definitive Agreement

No definitive agreement between any proponent and the PGO arises from this RFP or the submission of a proposal. PGO reserves the right to accept any proposal on any grounds it sees fit without necessarily accepting the proposal with the lowest cost. PGO reserves the right to negotiate with one or more proponents and third parties respecting this RFP. This RFP does not create a Contract A-Contract B legal scenario.

Other

A successful proponent will be required to sign a contract with PGO employing normal commercial terms and including confidentiality of non-public PGO information and discussions. The contract will also require assignment of copyright to PGO and waivers of moral rights from authors of the final report.

PGO reserve the right to cancel this RFP or to accept any proposal in whole or in part or to divide the work among more than one proponent.

Contact

Please email proposals by the deadline (January 27, 2025) to ceo@pgo.ca. As part of the selection process, you may be asked to make a presentation to the Governance Committee.

If you have questions or need for clarification, please contact:

Tony Andrews, CEO
 Ph: (647)409-1570
 E: ceo@pgo.ca

ANNEX 1 – Basis of Payment

The following table format should be followed for price submissions. The proponent may adjust the number of milestones and/or staff categories to match their proposal.

Milestone	Milestone Description	Estimate of Hours	Cost
1			\$
2			\$
3			\$
			\$
		Total (lumpsum)	\$

Should additional scope be requested, the following hourly rates would apply.

Staff Category	Staff Name	Hourly Rate (all inclusive)
		\$
		\$
		\$
		\$
		\$