



OFFICE OF UTILITIES REGULATION

TERMS OF REFERENCE

FOR THE PROVISION OF

SPECIALIST CONSULTANCY SERVICES

JULY 13, 2015

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TERMS OF REFERENCE – FOR THE PROVISION OF SPECIALIST CONSULTANCY SERVICES

1. Introduction

The Office of Utilities Regulation (OUR) is a non-profit organization which was established by the Office of the Utilities Act, 1995 (OUR Act). The organization is charged with the responsibility of regulating the provision of utility services in the Electricity, Telecommunications and Water & Sewerage sectors:

Mission

The mission of the OUR is “To contribute to national development by creating an environment for the efficient delivery of utility services to the customers, whilst assuring that the Service Providers have the opportunity to make a reasonable return on their investments”.

The OUR is required to conform to the Government’s Procurement Guidelines including those established by the National Contracts Commission (NCC), in procuring goods and services. Given the nature of the OUR’s operations, from time to time it is required be engaged in activities for which the resources may not exist within the organization or the exigencies of its work timetable dictate the need for additional resources. In such instances, it is usually necessary to obtain the services of specialist consultants to provide professional advice, perform technical tasks or to undertake such assignments as will assist the OUR in conducting special analyses, making regulatory determinations or resolving disputes. In an effort to meet these needs, the organization has established a Register of Pre-approved Specialist Consultants who may be contracted to provide specialist/expert services.

The Register of Pre-approved Specialist Consultants will be periodically revised, at which time, existing consultants can update their service portfolio and additional applications for inclusion on the Register will be accepted, evaluated and suitably qualified individuals or firms selected and added. While not guaranteeing specific works to these experts, the arrangement will allow the OUR to access definitive expert services in specialist areas as required at pre-determined rates and in a timely manner.

The OUR therefore invites individuals or firms of professional consultants to submit a “Request for Pre-approval – Register of Pre-approved Specialist Consultants” in specialized disciplines which may include but are not limited to the following areas:

A. GENERAL REGULATORY ISSUES

- Utility operations and technical systems analysis
- Information and Communication Technologies
- Tariff, Utility Market and Competition Analysis
- Utility Asset Valuation and Loss Adjustment
- Financial modeling, Utility accounting, costing, audit and Financial analysis
- Quality Management, Productivity Analysis and Strategic Planning
- Specialized Regulatory Training and Expert Advice
- Meter inspection and Equipment damage analysis

- Consumer Protection and Quality of Service Analysis
- Customer Information System Analysis
- Environmental and Site Assessment Analysis
- Site Inspection
- Engineering, Procurement and Construction Analysis
- Proof reading, documentation and document management
- Conference hosting
- Public Education
- Market Survey

B. TELECOMMUNICATIONS

- Telecommunications Network Engineering, operations & management analysis
- Interconnection
- Infrastructure Sharing
- Market development strategies to enhance competition
- Emergency Services
- Competitive Safeguards
- Development and Management of Numbering and Addressing Schemes
- Next Generation Networks Technologies and Regulation
- New Telecommunications Technologies Impact Assessment and Regulation
- Evaluation of network operations to support quality standards compliance monitoring
- Internet Policy Development
- Cybersecurity
- Privacy
- Universal Service Obligations

C. ELECTRICITY

- Generation Expansion and System Failure Analysis
- Generation operations
- Generation Dispatch and Fuel Analysis
- System stability
- Renewables integration
- Transmission and Distribution Grid analysis
- System Losses Reduction and Prevention Analysis

D. WATER & SEWERAGE

- Non-revenue Water analysis and strategies for reduction
- Capital Project Development and Implementation Analysis
- Output measurement and consumer meter assessment
- Public Private Partnership review and analysis
- Impact fees

- Cost of Service and Pricing
- Sector policy review and development

2. Objective

The objective of this Request for Pre-approval in the skills sets outlined above and any other related to the regulation of the relevant sectors is to update the OUR's Register of Pre-approved Specialist Consultants. This Register is a catalogue of suitably qualified professional consultants who possess requisite specialist knowledge and competence in specific areas of the regulated utility sectors, viz – telecommunications, electricity/energy and water and sewerage.

3. Services To Be Provided

These specialist consultants will be contracted to undertake assignments that are time sensitive or require specialist knowledge or expertise for their execution. These assignments include system and commercial operational issues, and strategic business related matters.

4. Eligible Applicants

The request for pre-approval of specialist consultants is open to independent professional consultants. The specialist consultants shall include, but not be limited to areas indicated above. At the time of submission, applicants shall be required to meet the following minimum criteria:

- a. Be registered with the relevant local professional bodies to provide services where it is a requirement of the Profession;
- b. Must be in possession of a valid Tax Compliance Certificate (TCC);
- c. Must be willing to sign a confidentiality agreement, thereby agreeing to observe in strictest confidence all information on the operations of the organization's regulatory functions to which you may be exposed in the execution of the consultancy services;
- d. Must be willing to adhere to the OUR's policy as it relates to Copyright – "The copyright of all documents specifically prepared by the Consultant as a result of his/her services rests with the OUR. The Consultant(s) may take copies of such documents, but shall not use the contents thereof for any purpose unrelated to his/her services without the prior written approval of the OUR";
- e. Must have satisfactorily completed at least three (3) significant assignments in the required area of specialty for either the OUR, or an organization of similar size and operation;
- f. In respect of (e) above; if a member of a team, the Consultant must have played a pivotal role in the execution of the significant assignment indicated;
- g. Should have at least ten (10) years working experience in the particular specialist area.

5. Format of Submissions

Each application shall include:

- (a) A request for inclusion on the Register, indicating the particular area(s) of expertise for which inclusion is being sought;

- (b) Detailed resume outlining the applicant's academic qualification, professional society membership, complete professional experience and contact information. Each applicant must complete and submit the Summary of Qualification Form – Consultancy Services (**Appendix I**);
- (c) In the case of firms, the applicant must state the principals of the firm, their qualification and experience and the qualification and experience of all key personnel who may be assigned to undertake assignments with the OUR;
- (d) References from at least three (3) clients who can attest to the satisfactory performance of the applicant on assignments relevant to each specialist areas identified; and
- (e) A warranty signed by the applicant that he/she has no fiduciary interest in, or business relationship with any organization, entity or endeavor that could create a conflict of interest relating to the current or future supply of services to the OUR. Where such a relationship exists, the applicant must commit to inform the OUR of the relationship and disqualifies himself/herself from undertaking any assignment that would create a conflict.

6. Submission Details

Applications must be clearly labelled, "CONFIDENTIAL: Request for Pre-approval – Specialist Consultancy Services" and submitted no later than 3:00 p.m. Eastern Standard Time on Friday, August 7, 2015 to:

Director Administration/HRD
Office of Utilities Regulation,
3rd Floor, PCJ Resource Centre,
36 Trafalgar Road,
KINGSTON 10.

Email: hr-admin@our.org.jm

7. Evaluation of Applications

The applications will be evaluated to identify the individuals/firms best suited to provide the OUR with consultancy services in the area(s) of specialty. The following Evaluation Criteria will be used:

- (a) **Specific Experience and Technical Competence** – assessment will be made of the applicant's or key personnel's track record in providing consultancy services in the specialist areas identified and the extent to which s/he possess the requisite skills and experience to effectively provide this service; and
- (b) **Education/Professional Qualification** – assessment will be made of the applicant's training and professional certification to provide consultancy services in the relevant specialist area.

The following scoring system shall apply:

Consultants should designate the particular area(s) for which the expertise is being offered and each area will be evaluated on the basis outlined below

Specific Experience & Technical Competence:

- | | |
|--|-----------|
| i) Have conducted or have been integrally involved in eight or more similar exercise | 55 points |
| ii) Have conducted or have been integrally involved in four or more similar exercise | 45 points |
| iii) Have conducted or have been integrally involved in two or more similar exercise | 35 points |
| iv) Have conducted or have been integrally involved in one similar exercise | 20 points |
| v) Have conducted no similar exercise | 0 points |

Total possible score for criterion	-----	55 points
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Education/Professional Qualification:

- | | |
|---|-----------|
| a) Masters and above with professional certification/training | 45 points |
| b) Masters and above | 40 points |
| c) Bachelors with professional certification/training | 35 points |
| d) Bachelors only | 25 points |
| e) Professional Certification/Training | 20 points |

Total possible score for criterion weight:	45 points
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TOTAL POINTS FOR THE TWO CRITERIA:	-----	100
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8. Selection and Notification of Specialist Consultant

Only applicants scoring above **80 points** will be considered for inclusion in the Register for a particular area of expertise. The selection of applicants will be at the sole discretion of the OUR and no reason will be provided for the exclusion of any applicant. The OUR will notify the Specialist Consultant of the selection for inclusion on the Register of Pre-approved Specialist Consultants.

9. Liability

The OUR shall not be responsible or liable for any costs incurred by any person in relation to this Request for Pre-Approval.



APPENDIX I

SUMMARY OF QUALIFICATION – CONSULTANCY SERVICES

Section A: Personal Information	
Name & Address of Applicant	TRN# _____ NIS# _____
Telephone: Fax:	E-mail address: Web Site:
Proposed Cost of Service:	
Specialist Area <i>(Applicant may attach additional sheets if required)</i>	Years of Experience:
Section B: Qualification and Experience	
Kindly provide a short summary of your relevant qualification and experience in each of the areas for which the skills are being offered, this should include, but not be limited to Professional Certification, Educational Achievements and previous assignments and the extent of the applicant's personal involvement.	
Section C: Declaration	
I/We hereby declare that the information provided in this Application is a complete, true and accurate statement of qualification, professional registration and experience.	
<div style="display: flex; justify-content: space-between;"> Signature: _____ Date: _____ </div>	