



**REQUEST FOR PROPOSAL (RFP) –
RFP 5474
STATEMENT OF WORK
ENGINEERING GROUNDING SOLUTION
OCTOBER 28, 2024**

Submit Responses To: Stephanie Waits

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A.1. Background

The Grand River Dam Authority (the "Authority" or "GRDA") was created in 1935 as a non-appropriated conservation and reclamation district by the State of Oklahoma. GRDA has the power to control, store, preserve, and distribute the waters of the Grand River and its tributaries for any useful purpose, to develop and generate waterpower, electric power and electric energy within the boundaries of the Authority, and to buy, sell resell, interchange, and distribute electric power and energy.

A.2. Purpose of Intent

GRDA is seeking proposals from qualified vendors for purchase and implementation of a system for substations and lines grounding grid and lightning protection design and analysis. The system must allow for future growth.

A.3. Vendor Requirements

Vendor must:

- Have a proven and demonstrable record of designing, supplying, installing similar systems. The ideal vendor will have implemented this solution for a utility with a similar profile to GRDA's.
- Provide three (3) references for previous projects performed with contact information
- Ensure product license scalability and provide substantiating documentation
- Implement and maintain appropriate technical and organizational measures to ensure the confidentiality, integrity, and availability of the data. This includes protecting against unauthorized access, disclosure, alteration, and destruction of data in accordance with a compliance framework.

Vendor should:

- Provide track record of product history
- Provide a detailed roadmap for future product development
- Describe new software release process

Additionally:

- The vendor and/or solution shall not use, disclose, or share this data for any purpose other than providing the agreed-upon services under this contract.

A.4. Technical Requirements

Function

- Ground Grid Analysis
- Lightning protection analysis
- Use for Substations and lines
 - New and existing grids
- Efficient analysis algorithms
- Graphical views of analysis
- Allow for rapid analysis of various design alternatives
- Conform to the following
 - IEEE80-2013: Guide for Safety in AC Substation Grounding
 - IEEE 665: Guide to Generating Station Grounding
 - IEEE 837: Standard for Qualifying Permanent Connections Used in Substation Grounding
 - IEEE 998-2012: Guide for Direct Lightning Stroke Shielding of Substations
 - IEEE 2778: Guide for Solar Power Plant Grounding for Personnel Protection
- Server license
 - Single license, one user on the application at a time
 - User security for logging into the system
- Reports
 - Mathematical
 - Graphics

Services

- Installation, commissioning and training of the system by the vendor
- Configuration of the system to meet GRDA needs

A.5. Project Activity and Management

Vendor will supply a project manager as the point of contact to coordinate with GRDA's project manager to monitor timetable and deliverables for completion specified in the RFP. It will be the goal of the vendor project manager to keep within the contracted cost. It will be the goal of both project managers to keep the project within the scope of the work outlined in the Statement of Work and schedule.

The Vendor's Project Manager shall develop with GRDA's Project Manager a detailed project schedule at the beginning of the project. Any changes must be agreed upon by the vendor and GRDA before they are incorporated into the plan.

Vendor shall coordinate all technical and functional work efforts, including training sessions with GRDA Project Manager.

Vendor must schedule and attend all meetings during normal business hours, which are Monday – Friday, 8 - 5 PM Central Time.

Change Control Process

Vendor shall establish standard project scope change process and necessary documents (i.e. Change Request form). Any changes to the project scope will be managed by the vendor's Project Manager and shall require GRDA's review and approval prior to being implemented.

All parties must sign the approval portion of the Change Request form to authorize the implementation of any change that affects the Project's scope, schedule or price. Furthermore, any such changes that affect the scope of this RFP, schedule or price will require that an amendment to the Statement of Work be executed between the parties.

Vendor shall respond in writing to a Change Request within ten (10) business days of receipt of the request to include a quote for the work required to complete the change, stating the estimated number of hours of effort, an estimate delivery date, and details of the technical approach for the proposed change and the period of validity of the quote ("Change Quote")

GRDA shall respond within ten (10) business days from receipt of a Change Quote, unless additional approval time is required due to GRDA's statutory requirements. This may be either approval (for the analysis or development to proceed), cancellation or notification that further time shall be required by GRDA to consider the quote.

On receipt of a duly signed change order, vendor shall supply the services that are the subject of the request, and such services shall be deemed services in accordance with this schedule.

Terms for Termination of Contract

- GRDA may terminate contract issued under this RFP for convenience upon ten (10) days prior written notice to Contractor, or should the work be delayed for a period in excess of thirty (30) days due to a force majeure condition.
 - Examples
 - Vendor not providing an actionable project plan
 - Project Deliverables late and no attempt to have discussions on changes to project plan
 - Not meet requirements listed
 - Not deliver a viable and sustainable solution
- Upon termination of the Contract by GRDA, GRDA shall be released from further liability to the Contractor. If the Contractor cannot be located, the payment for any amount owed to the Contractor for work performed shall be held in GRDA funds for the Contractor for a period not to exceed thirty-six (36) months at which time the payment shall be deposited into the GRDA Revenue Fund. This shall release GRDA from any further liability to the Contractor.

A.6. Available Technology Resources, Data Migration, and Integration Points

- Vendor shall identify and mobilize the appropriate resources with the necessary skillsets to meet the requirements.
- Vendor shall appoint a Project Manager as the point of contact who will be responsible for understanding the requirements, acquiring the appropriate resources with necessary qualifications, monitoring the status and quality of the Deliverables and administering the project.
- GRDA shall provide a Project Manager, System Owner and dedicated project team that shall consist of subject matter experts with the authority to resolve any issues throughout the project.
- GRDA shall provide a hardware environment. The infrastructure, application and database must be tested by the vendor with validation from GRDA and fully functional prior to the commencement of services.

A.7. Support, Training and Maintenance

- Vendor must warrant that the system will function as designed and detailed in the final sales agreement and in the supplied documentation for a period of twelve (12) months after installation and GRDA acceptance
- Vendor must demonstrate the ability to supply long term technical support (greater than ten years) along with the cost of the technical support
- Vendor must supply the cost of maintenance for the system

- Vendor must supply training of the system including administration, configuring data system, client software including reporting, analysis, and calculations

A.8. Deliverables

- RFP Price Sheet (Included)
 - If multiple services/modules are needed to meet our requirements, itemize separately
 - Clearly state if implementation services are included in the priced
 - If not, include the cost in the Price Sheet
 - Include any additional(optional) services/modules, noted as Optional, itemize separately
- Project Schedule
- Detail the training format, duration and content
- Implementation of software per requirements within Statement of Work
- Complete operation and maintenance documentation

A.9. Inspection and Acceptance

Final System Acceptance will occur after all terms and conditions of the contract negotiated with the Contractor are completed, all testing is completed, and the System has operated live. In the event of non-compliance, contractor is to correct the System in conformity with the requirements of the RFP, at no additional increase in total contract amount.

A.10. Cyber Security

Third-Party and Vendor Risk must be mitigated by certain assurances from the companies that GRDA transacts. Respondents must address each of the following in their response. Respondents must explain what mechanisms or measures are in place for each of the following requirements:

- Implement robust security measures including, but not limited to, encryption, intrusion detection/prevention systems.
- Adhere to industry standards such as ISO/IEC 27001, NIST, and GDPR.
- Provide a detailed incident response plan.
- Ensure continuous monitoring and conduct regular security audits.

A.11. Administration

Administration for the service(s), system(s), or product(s) should be user-friendly and support the security concept of least privilege. Respondents must address each of the following in their response. Does respondent:

- Offer a user-friendly administration interface that supports efficient management of the system.
- Support user management and role-based access control.
- Provide detailed logs and audit trails for all administrative actions.
- Secure administrative functions with multi-factor authentication.

A.12. Single Sign-On (SSO)

With workforce turnover, it is important that access to the service(s), system(s), or product(s) be centrally managed by GRDA. Respondents must address each of the following in their response. Does respondent:

- Support Single Sign-On (SSO) using SAML via Microsoft Entra as authentication platform
- Enable seamless user access with a single authentication process.
- Provide documentation for SSO configuration.
- Integrate with existing identity management systems, specifically Microsoft Entra ID (AAD).

A.13. Vendor Remote Access

If the service(s), system(s), or product(s) will require interactive login remote access to GRDA network environment by respondent employees or contractors, respondents must address each of the following in their response:

- Ensure secure remote access protocols, including VPN and multi-factor authentication.
- Limit remote access to authorized personnel only.
- Monitor and log all remote access activities.
- Regularly review and update remote access permissions.

A.14. Protection of Personally Identifiable Information (PII)

If the service(s), system(s), or product(s) involves the handling or processing of data that falls within regulations that apply to PII, respondents must address each of the following in their response:

- Comply with relevant laws and regulations, including GDPR, CCPA, and HIPAA.
- Securely collect, process, store, and dispose of PII.
- Implement data encryption and access controls.
- Provide mechanisms for data subject requests, including access, correction, and deletion of PII.

A.15. Cardholder Data

If the service(s), system(s), or product(s) involves the handling or processing of Cardholder Data as defined by PCI DSS standards or any other applicable regulation for such data, respondents must address each of the following in their response. Does respondent:

- Comply with the Payment Card Industry Data Security Standard (PCI DSS).
- Implement strong encryption for cardholder data during transmission and storage.
- Restrict access to cardholder data to authorized personnel only.
- Regularly monitor and test networks to ensure the security of cardholder data.
- Provide mechanisms for detecting and responding to security incidents involving cardholder data.

A.16. Financial Account Information

If the service(s), system(s), or product(s) involves the handling or processing of financial account information that may fall outside the scope of PII regulations, for example GRDA business financial account information, respondents must address each of the following in their response. Does respondent:

- Implement measures to protect financial account information in compliance with relevant regulations.
- Use strong encryption for financial data during transmission and storage.
- Limit access to financial account information to authorized personnel only.
- Regularly monitor and audit systems handling financial account information.
- Provide mechanisms for detecting and responding to security incidents involving financial account information.

A.17. Evaluation

The award to the successful bidder will be based on the best value criteria that meets the specifications listed below and the requirements herein.

Best Value Criteria:

All responses to this solicitation will be reviewed to determine the award based on "Best Value" evaluation method. This RFP will be evaluated on the following.

- Conformance to technical specification.
- Evaluated price, including long term maintenance fees, total system users, licenses, dashboard customization, and installation costs.
- Feasibility/ease of implementation.
- Performance and /or robustness of design.
- Product warranties and support/training.
- Performance guarantees.
- Expected lead time
- Quality Assurance/Quality Control of final system integration

A.18. Response Requirements

RFP responses should contain the following:

- Contact Information
Please provide the following information:
Company Name
Address
Name of individual who will act as primary point of contact for inquiries
Contact Person's Telephone Number
Contact Person's Email Address
- Site Visit
No site visit is required at this time.

A.19. Submission of Information

Written responses must be submitted no later than **November 15, 2024 at 5:00 PM CT**.

Responses to this RFP must be submitted via email to stephanie.waits@grda.com

Preparation and submittal of a response shall be at the expense of the vendor and at no cost to GRDA.

Any questions pertaining to this RFP must be sent in writing via email to stephanie.waits@grda.com no later than **November 8, 2024 at 5:00 PM CT**. Only answers provided by the GRDA Central Purchasing Unit will be considered official and valid by GRDA.

A.20. Outcome

GRDA reserves the right to reject any or all Bids, to waive any and all informalities to evaluate Bids, to award or not award contracts, and to disregard all nonconforming, nonresponsive, and/or conditional Bids.

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