



**The Open Group, LLC
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San Francisco, CA 94104-5401**

**Request For Quotation (RFQ)
For an OSDU[®] Transition Steward
For use in The Open Group OSDU Forum**

Version 2.0

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1. Introduction

The Open Group invites qualified contractors to submit a Quotation for providing professional services in the role of Transition Steward for the OSDU® Data Platform. This engagement is expected to be full-time and compensated on an all-inclusive basis (see section 5 below for details).

The respondent should read the background information along with any terms and conditions outlined in this document. Once complete, the Quotation should be submitted to osdu_dp_rfp_response@opengroup.org.

1.1. Engagement Details

Contract Type: The Open Group Consultant Services Agreement (CSA).

Work Schedule: Full-time

Duration: The period is six (6) months, with the option to offer to extend the CSA based on an assessment of on-going requirements and performance during this contract period.

Location & Time Zone: Remote from any location; but ***must*** be available for daily meetings that overlap both Central European Time (CET) and Central Time (CT, Texas, USA)

1.2. Schedule

The schedule for the procurement of the Transition Steward is shown below:

SCHEDULE MILESTONE	COMPLETION DATE
RFQ Issue	July 2, 2026
Quotation Submission Deadline	July 15, 2026
Quotations evaluation and candidates for interview agreed	July 17, 2026
Candidate interviews complete	July 24, 2026
Final endorsements	July 28, 2026
Selection Notification	July 29, 2026
Contract Signing	July 31, 2026
Start Date	August 3, 2026
*Initial period of Services Agreement (6 months)	August 3, 2026, through February 2, 2027

2. Background

This section provides background on The Open Group, the OSDU Forum and the OSDU Data Platform, and the role of Transition Steward.

2.1. The Open Group

The Open Group is a global consortium that enables the achievement of business objectives through technology standards. Our diverse membership of more than 900 organizations includes customers, systems and solutions suppliers, tool vendors, integrators, academics, and consultants across multiple industries.

The Open Group works with customers, suppliers, consortia and other standards bodies to:

- Capture, understand and address current and emerging requirements, and establish policies and share best practices
- Facilitate interoperability, develop consensus, and evolve and integrate specifications and open-source technologies
- Offer a comprehensive set of services to enhance the operational efficiency of consortia
- Operate the industry's premier certification service

For more information about The Open Group, visit the web site: <https://www.opengroup.org/>.

2.2. The OSDU Forum and the Data Platform

The Open Group OSDU Forum, consisting of over 200 operators, cloud services providers, oil field services companies, and application developers, delivers an Open Source, standards-based,

technology-agnostic Data Platform for the energy industry that stimulates innovation, industrializes data management, and reduces time to market for new solutions.

2.3. The Transition Steward of The Open Group OSDU Data Platform

The OSDU Management Committee have determined that the Forum requires a contracted person to support the OSDU Forum Director and OSDU Leadership through a period of change.

3. Key Responsibilities

This section details the Key Responsibilities (Statement of Work) of the role:

In a supporting role to the OSDU Forum Director and OSDU Leadership:

3.1. OSDU Forum Transition Planning and Delivery

- Development of the OSDU Forum Transition Planning and Delivery Plan
- Partner with the OSDU Forum Director and OSDU Leadership to support the coordination and delivery of the OSDU Forum Transition Planning and Delivery Plan

3.2. Execution of the OSDU Data Platform Project Board, the Technical Oversight Committee and the New Sponsorship Funding Model:

- Member engagement, stakeholder alignment and communications throughout the OSDU Forum transition.
- Develop governance documentation, including charters for the OSDU Forum, Governance Board, TOC and associated bodies.
- Coordinate alignment with The Open Group across legal, risk and financial considerations, including support for the new Forum operating model.
- Define and develop the documentation, guidance, training and capability-building materials required to support the new governance model, including:
 - Develop and maintain a technical project proposal process (for TOC consideration)
 - Coordinate Business capability guidance (through review, revision and publication)
 - Coordinate Data definitions, models and schemas
 - Develop CI milestone release and validation processes
 - Develop a Software Configuration Management Plan
 - Develop (with The Open Group) Application certification framework

4. General Requirements

The Quotation shall clearly describe and provide evidence demonstrating how the respondent meets each of the requirements listed below, including specific examples, case studies, references, or artefacts that substantiate the claimed experience and expertise.

Number	Description
TS01	Experience: Proven experience in organizational design, governance, Software Configuration Management, and operating model development.
TS02	Experience: Proven experience leading organizational change and driving effective change management for large software intensive programs e.g. greater than \$100M.
TS03	Organizational: Strong understanding of the OSDU Forum, including its open, collaborative, and non-competitive operating model, governance, consensus-based decision-making, and stakeholder engagement.
TS04	Legal: Demonstrated experience with the legal framework, constraints, and compliance requirements governing participation in the OSDU Forum.
TS05	Processes: Demonstrated knowledge of software product development business processes within the target industry and their application to OSDU initiatives.

TS06	Soft Skills: Excellent communication, facilitation, and conflict resolution skills, with the ability to build consensus across diverse stakeholder groups with competing priorities. Demonstrated leadership in coordinating communities during major disruptive technical events (e.g., significant software vulnerabilities or cyber incidents), including the development and execution of effective mitigation and communication plans.
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5. Pricing Requirement

Contractors must submit a six-month total price, billable monthly, that is fully burdened and all-inclusive, including but not limited to:

- Taxes and statutory obligations;
- Health insurance and benefits;
- Equipment, software, and tools;
- Overhead and administrative costs.
- Travel or incidental expenses (unless otherwise specified). No additional reimbursements will be provided unless explicitly approved in advance.

6. Submission Requirements

6.1. Format: Quotations in response to this RFQ must be submitted in Microsoft® Word.

6.2. Content:

- 6.2.1.** Cover letter with a summary of qualifications and relevant experience, and availability start date
- 6.2.2.** Resume/CV to include details that substantiate claimed experience in support of Section 4 (General Requirements)
- 6.2.3.** Quote: Six-month total price (all inclusive), billable monthly
- 6.2.4.** Provide the names and contact details of at least two to three professional references with your submission
- 6.2.5.** Quotation must identify any requirement of the RFQ that respondent cannot satisfy.

6.3. Deadline: All responses must be submitted to The Open Group no later than the date shown in Section 1.2 - Schedule.

6.4. Address: All responses must be emailed to: osdu_dp_rfp_response@opengroup.org

7. Evaluation and Selection

The Open Group and the OSDU Management Committee will conduct a comprehensive, fair, and impartial evaluation of Quotations received in response to the RFQ. Submissions will be evaluated based on:

- Relevant experience and qualifications
- Demonstrated ability to perform the Key Responsibilities and meet General Requirements TS01 through TS06,
- Cost competitiveness
- Time to availability
- Professional references

7.1. Information from Other Sources

The Open Group reserves the right to obtain information concerning a respondent, which The Open Group deems pertinent to the RFQ, and to consider such information in the Quotation evaluation.

7.2. Clarification Process

The Open Group may request that a respondent clarify any ambiguities or clarify any other information presented in its Quotation.

Requests for clarification may occur throughout the Quotation evaluation process.

A request for clarification by The Open Group must include appropriate references to the RFQ or the respondent's Quotation(s).

A respondent's response to a request for clarification must be in writing and shall address only the information requested.

A respondent must respond to a request for clarification within the time required in the request. Usually, no more than three (3) business days will be given for the respondent to prepare and submit its response.

8. Terms and Conditions

By submitting a Quotation, the respondent certifies that it agrees to be bound by the terms and conditions contained in the RFQ, except as specifically noted in exceptions that are attached to any response. The Open Group reserves the right to evaluate any exceptions as to their satisfaction of The Open Group requirements.

This RFQ does not obligate The Open Group to award a contract.

The selected contractor will be required to enter into a formal agreement.

The contract is exclusive to the name individual and may not be substituted or subcontracted.

Contractors will be responsible for their own taxes, insurance, and compliance with applicable laws.

Confidentiality and data protection requirements will apply.

8.1. Modification/Withdrawal of a Quotation

A respondent may modify or withdraw a Quotation by written notice received prior to the Quotation Submission Deadline date specified in Section 1.2 of this RFQ.

After the Quotation Submission Deadline date and time, a Quotation must not be modified, except to the extent of a respondent's response to a request for clarification pursuant to the clarification process of the RFQ.

8.2. Acceptance Period

Quotations must remain valid for a 90-day period, following the Quotation submission date.

The contents of this RFQ and the Quotation will become binding obligations in the event of an agreement between the parties.

Failure of the successful respondent to accept these obligations may result in cancellation of any agreement between the parties.

9. For Additional Information or Clarification

For additional information or clarification on any information within this RFQ please email:
osdu_dp_rfp_response@opengroup.org