Request for Proposals - Addendum

Municipal Task Force on Climate-Related Financial Disclosure (TCFD) and Climate Budgeting Resource Development Support

July 24, 2023
Questions and Answers

Question 1:
August 7th is the Civic holiday. On the assumption that ICLEI and many proponents will be observing the holiday, would you prefer proposals be submitted August 4, or Aug 8 instead?

Answer 1:
Proposals may be submitted by August 8, 2023 by 4:59pm EDT.

Question 2:
We are happy to provide three project references, however we are not able to share project budget information due to client confidentiality. Can you please confirm this is reasonable, as we can provide all other requested information?

Answer 2:
It is not necessary to share a detailed project budget. The total value of the project is all that is being asked for.

Question 3:
We note that “the proponent will report to ICLEI Canada”, and that “the work plan must include intervention points for input and sufficient time for review and comments on draft deliverables”.

Question 3a:
Could you confirm ICLEI’s intended governance and process for project oversight and reviews? For example, how many ICLEI staff will be a part of the project team?

Answer 3a:
Four ICLEI staff are part of the ICLEI project team. Megan Meaney is the Executive Director of ICLEI Canada, and the Co-Chair of N-ZAP Working Group 3, and the ICLEI project team lead. In the RFP, bi-weekly meetings are laid-out between the ICLEI team and the consulting team for project oversight.
**Question 3b:**

Will members of NZAP’s Working Group 3 also be included in review or oversight functions?

**Answer 3b:**

ICLEI will liaise with N-ZAP’s Working Group 3 to keep them apprised of the work. The consulting team is not responsible for reporting to Working Group 3. However, meetings with Working Group 3 can be arranged.

**Question 3c:**

Could you please provide a list of Working Group 3 members (it does not appear to be available online)?

**Answer 3c:**

Working Group 3 currently consists of representatives from Toronto, Montreal, Vancouver, Edmonton, Barrie, University of Waterloo, ENAP (École nationale d'administration publique), Athabasca University, and Federation of Canadian Municipalities.

**Question 4:**

We note that project outputs “will be products of NZAP and subject to NZAP’s Publications and Communications Policy”. Could you provide a copy of this Policy for our review?

**Answer 4:**

N-ZAP’s Publication and Communications Policy is provided in the supporting attachment. Section 4. Practitioner Publications, will be most relevant to the consulting team.

**Question 5:**

We note that “proponent partnerships are encouraged”. Does ICLEI have a preference regarding contract arrangements in the case of a partnership, i.e. would ICLEI prefer to contact with one entity, who then sub-contracts partner(s)?

**Answer 5:**

We will contract with one entity who will then sub-contract partners(s).
**Question 6:**

In terms of the ideal proponent/partnership - how much emphasis is ICLEI placing on adaptation-specific expertise vs. climate change overall? Should both adaptation and mitigation be considered to have equal weighting?

**Answer 6:**

The rubric shows how we are evaluating and weighting. Within that we value mitigation and adaptation experience equally within TCFD experience, and where applicable in areas of climate budgeting.

**Question 7:**

Are you able to share how many proponents have indicated intent to submit a proposal?

**Answer 7:**

21 proponents have registered in their interest in this RFP.

**Question 8:**

Are partnerships preferred/encouraged?

**Answer 8:**

Partnerships are encouraged in order to bring together appropriate skill sets.