



# 2024 Request for Proposals

## CleanBC Industry Fund: Emissions Performance

**Issue Date:** April 2 ,2024

**Closing Date:** May 30, 2024, at 11:59pm

**ELIGIBLE EXPENSE START DATE:** Proponents will only be eligible to receive funding from the CleanBC Industry Fund after the date on which a Funding Agreement is signed with the Province, and only for Project Eligible Expenses which are incurred after the date the Proponent is notified in writing it is a successful Proponent.

**DELIVERY OF PROPOSALS:** Proposals must be in English and must include all documents identified in section 6 (Proposal Format). Proposals must be submitted by email to the email address below or by courier, with the Proposal on a USB drive, to the “**Alternate Proposal Delivery Method**” below.

**ENQUIRIES:** Enquiries related to this RFP, including any requests for information or clarification, should be directed to the Program Advisor via the email below. Questions submitted to the Program Advisor less than three **(3) business days** before the Closing Time may not be answered. Information obtained from any other source is not official and should not be relied upon. The [CleanBC Industry Fund website](#) provides additional resources and information in regard to any recent changes to this RFP.

**Program Advisor and Proposal Email Address:**

[CleanBCIndustryFund@gov.bc.ca](mailto:CleanBCIndustryFund@gov.bc.ca)

**Alternate Proposal Delivery Method - By Courier:**

Attention: Director, Clean Investment, Climate Action Secretariat

RE: CleanBC Industry Fund Request for Proposals

B.C. Ministry of Environment and Climate Change Strategy

3rd Floor – 525 Superior Street, Victoria, B.C., V8V 1T7



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# 1 CleanBC Industry Fund Overview

The CleanBC Industry Fund (CIF) is one component of the Province of British Columbia’s CleanBC Program for Industry, which is intended to support industry’s transition to cleaner operations and reduced greenhouse gas (GHG) emissions (henceforth “emissions”). The Fund is only available to Operators of industrial Reporting Operations in British Columbia that report their emissions under the *Greenhouse Gas Industrial Reporting and Control Act* (i.e., those with Attributable emissions above 10,000 tCO<sub>2</sub>e per year, as prescribed in the Greenhouse Gas Emissions Reporting Regulation). CIF has several streams that provide funding at different stages of project development.

The Emissions Performance stream (“EP stream”) of CIF provides investment support for B.C.’s industrial operations to reduce emissions that are Attributable to or Associated with Reporting Operations through the use of commercially available technologies. Projects should be completed by March 31, 2029. The Climate Action Secretariat administers the Emissions Performance (EP) stream on behalf of the Ministry of Environment and Climate Change Strategy.

## 1.1 CleanBC and BC Hydro Industrial Electrification Program

In 2024, a new CleanBC and BC Hydro Industrial Electrification (IE) Program is being launched to expedite large industrial low carbon electrification projects that reduce greenhouse gas emissions. IE creates a new, streamlined process for eligible electrification projects that require a new or upgraded connection to the BC Hydro Integrated Grid, to leverage funding from both CIF and BC Hydro’s Large Custom Low Carbon Electrification (LCE) Program.

The IE program provides capital funding for electrification projects, as well as funding for BC Hydro Transmission Customer Connection Studies (Interconnection Studies) related to IE projects.

Capital projects eligible for the IE program are large electrification projects that would have historically been considered eligible for the Emissions Performance stream of CIF, and BC Hydro Interconnection Studies that were previously considered eligible under CIF’s Feasibility Studies (FS) stream.

**Please note, electrification projects and any associated BC Hydro Interconnection Studies that are eligible for the Industrial Electrification program will not be eligible to apply to the Emissions Performance or Feasibility Studies streams.** For more information on the Industrial Electrification stream, see section 3.3 of this RFP.

## 1.2 Program Advisor

A Program Advisor is available to support throughout the application process. This includes supplying information on the requirements for each stream and providing guidance on which stream would be best suited for your project.

Please note that the Program Advisor can provide support throughout the application process, including expectations of the Proposal content and the type of information that is relevant to provide. They cannot however provide definitive statements about whether a given Proposal complies with these requirements.

Proponents are encouraged to contact the Program Advisor at any stage of the application process ([CleanBCIndustryFund@gov.bc.ca](mailto:CleanBCIndustryFund@gov.bc.ca)) to address any questions or concerns related to this RFP, and prior to submitting a final Proposal.

## 2 Definitions

Throughout this Request for Proposals, the following definitions apply:

“**Addenda**” means all additional information regarding this RFP including amendments to the RFP;

“**Associated with**”, in relation to emissions and a Reporting Operation, means emissions, other than emissions of carbon dioxide from biomass listed in Schedule C- Item 1 of GGERR, that are not Attributable to the Reporting Operation but originate from the operation, or from mobile equipment or on-road vehicles used by the Reporting Operation;

“**Attributable**”, in relation to emissions and a Reporting Operation, means emissions that are Attributable to the Reporting Operation under GGIRCA for the purpose of emission reporting, excluding emissions from biomass listed in Schedule C – Item 1 of GGERR;

“**Budgeted Eligible Expenses**” means Budgeted Eligible Expenses as defined in Appendix A;

“**Certification**” means a statement that a Proponent has certified as being true in its Proposal;

“**Closing Time**” means the closing time and date for this RFP as set out on the cover page of this RFP;

“**Eligible Expenses**” means Eligible Expenses as defined in Appendix A;

“**Emission Intensity**” means metric tonnes of carbon dioxide equivalent (tCO<sub>2</sub>e) produced per unit of production, or output of good, materials or service;

“**Emission Reduction Quantification Guidelines**” means the Emission Reduction Quantification Guidelines set out in section 4 of this RFP;

“**Fiscal Year**” means the period from April 1 of a calendar year to March 31 of the following calendar year;

“**Funding Agreement**” means the written agreement resulting from the RFP executed by the Province and a successful Proponent;

“**Funds Available**” means funds available to be disbursed by the Province under Funding Agreements within a Fiscal Year in accordance with all applicable appropriations, Treasury Board directions or policies of the Province;

“**GGERR**” means the *Greenhouse Gas Emission Reporting Regulation*, B.C. Reg. 249/2015, as amended from time to time;

“**GGIRCA**” means the *Greenhouse Gas Industrial Reporting and Control Act*, S.B.C. 2014, c. 29, as amended from time to time;

“**Global Warming Potential**” or “**GWP**” means the global warming potential in the Schedule to the *Carbon Neutral Government Regulation*, B.C. Reg 392/2008, as amended from time to time;

“**Government Electronic Mail System**” or “**GEMS**” means the electronic mail system of the Province;

“**Greenhouse Gas**” or “**GHG**” means the gases listed in the Schedule to the *Carbon Neutral Government Regulation*, B.C. Reg 392/2008, as amended from time to time;

“**Ineligible Expenses**” means Ineligible Expenses as defined in Appendix A;

“**Interconnection Study**” means a BC Hydro Transmission Connection studies, which is mandatory for projects requiring a new or upgraded connection to BC Hydro’s transmission system. This includes System Impact Study (Step 1 & 2) and Facilities Studies.

“**Maximum Amount**” means the amount of funding requested in a Proposal from the CleanBC Industry Fund (not to exceed the lower of \$25 million or 50% of Budgeted Eligible Expenses);

“**must**”, or “**mandatory**” means a requirement that must be met in order for a Proposal to receive consideration;

“**Operator**” means an operator as defined under GGIRCA;

“**Primary Reporting Operation(s)**” means one or more Reporting Operations operated by the Proponent and identified in the Proposal as the Primary Reporting Operation;

“**Program Advisor**” means the individual identified on the first page of this RFP, who Proponents or potential Proponents may contact for information and support in how to respond to the RFP as well as guidance on whether a proposed project has sufficient information to be eligible for the Fund;

“**Project**” means various related capital expenditures, facility improvements or software improvements that, based on calculations made in accordance with the Emission Reduction Quantification Guidelines, will lead to a reduction in the quantity, measured in tCO<sub>2</sub>e, of GHG emissions that are Attributable to or Associated with the Reporting Operation identified in the Proposal;

“**Project Partner**” means a person or entity who will implement the Project with the Proponent, other than a Sub-contractor;

“**Proponent**”, with respect to a Proposal, means the person or entity (excluding its parent, subsidiaries or other affiliates) with the legal capacity to contract, named as the Proponent in the Proposal;

“**Proposal**” means a written response to the RFP that is submitted by or on behalf of a Proponent;

“**Province**” means His Majesty the King in Right of the Province of British Columbia;

“**Recipient**” means a Proponent who has entered into a Funding Agreement;

“**Reporting Operations associated with the Project**” means Reporting Operations identified in the Proposal as the site of Attributable GHG emission reductions and Reporting Operations identified in the Proposal as being Associated with GHG emission reductions;

“**Reporting Operation**” means a Reporting Operation as defined under GGIRCA;

“**Request for Proposals**” or “**RFP**” means the solicitation described in this document, including any attached or referenced appendices, schedules or exhibits and as may be modified in writing from time to time by the Province by Addenda;

“**should**”, “**may**” or “**weighted**” means a requirement having a significant degree of importance to the objectives of the Request for Proposals;

“**Sub-contractor**” means a person or entity retained by the Proponent to implement some or all of the Project;

and “**tCO<sub>2</sub>e**” means metric tonnes of carbon dioxide equivalent.

### 3 Eligibility

The objective of the Emissions Performance stream is to incentivize new investment in emissions reduction projects that would not occur in the absence of CleanBC Industry Fund funding. Proposals that do not describe why their project is unlikely to proceed without CleanBC Industry Fund funding will be disqualified. To this end, Projects commencing prior to the date the Proponent is notified in writing it is a successful Proponent are ineligible for funding through the EP stream. Investment in preliminary engineering work does not disqualify a Project from consideration as this inherently reduces Project risk. Typically, Projects where construction and equipment/material procurement has occurred are considered “started” and are ineligible to apply under the Fund. The Province will not fund any expenses incurred by successful Proponents prior to the date the Proponent is notified in writing it is a successful Proponent.

#### 3.1 Industrial Operation Eligibility

To be eligible for funding:

- The Proponent must be the Operator of a Reporting Operation.
- The Operator of each Reporting Operation identified in the Proposal as the site of emissions reductions must submit a GGIRCA emission report for the 2023 calendar year prior to entering into a Funding Agreement, and, for the 2021 and 2022 calendar years, the Operator of each Reporting Operation identified in the Proposal must have either submitted an emission report for the operation prior to entering into a Funding Agreement, or must have included in the Proposal a Certification that it was at the relevant time either not the Operator of the Reporting Operation required to submit a report or that the operation was not a Reporting Operation during the relevant calendar year.
- The Primary Reporting Operation is not in its new entrant period under GGIRCA.
- The Proponent has taken all reasonable measures to comply with its requirements under GGIRCA.
- The Proponent has paid carbon tax in relation to fuel consumed by the Primary Reporting Operation in the 2023 calendar year.
- Proposals must meet the mandatory criteria set out in Section 7.1 of this RFP. The Province’s intent is to enter into Funding Agreements with the Proponents of the highest scoring Projects that meet all mandatory criteria and minimum scoring thresholds, subject to funding availability and the finalization of a Funding Agreement that the Province deems satisfactory.

#### 3.2 General Project Eligibility

- Projects must reduce emissions in British Columbia that are Attributable to or Associated with Reporting Operations.
- Projects must use commercially available technologies, defined as equipment, technology, or a product with proven commercial sales, or that has been demonstrated at a commercial scale in another facility.
- Projects that reduce either combustion or non-combustion emissions are eligible.
- Projects at greenfield facilities are not eligible as per the requirements stated under Section 3.1.
- Proponents may not apply for more than one Project in a single Proposal but may submit different Proposals for different Projects.
- Where multiple Proposals are submitted, any potential or actual interdependencies between Proposals must be disclosed and quantified to the fullest extent practicable, with particular regard to impacts on GHG quantification calculations.

- Proponents may only submit a Proposal for a given Project to either Emissions Performance, Innovation Accelerator, or Industrial Electrification in a given funding year.

If the Province determines that a Proponent has submitted Proposals for substantially the same Project to more than one funding stream, the Province may disqualify that Project from consideration in one or all streams.

### 3.3 CleanBC and BC Hydro Industrial Electrification Program

The CleanBC and BC Hydro Industrial Electrification (IE) Program creates a new, streamlined process for large electrification projects that require a new or upgraded connection to the BC Hydro Integrated Grid, leveraging funding from both the CleanBC Industry Fund and BC Hydro’s Large Custom Low Carbon Electrification (LCE) Program.

#### **Two streamlined funding pathways are available through IE:**

1. Capital funding for large industrial low carbon electrification projects.
2. Funding for BC Hydro Transmission Connection Studies (Interconnection Studies) associated with eligible capital Projects.

Electrification projects and Interconnection Studies that meet IE eligibility requirements must apply to the IE stream. Projects will either be eligible for the EP or IE stream and may not apply to both. General IE eligibility requirements are outlined below:

#### **IE Eligibility:**

- Project must take place at an industrial Reporting Operation that meets the criteria outlined in section 3.1.
- Project must reduce emissions Associated with or Attributable to a Reporting Operation through low carbon electrification of existing fossil-fueled equipment.
- Must be a transmission project requiring a new connection or incremental energy consumption increase on the BC Hydro integrated grid, resulting in the need for a BC Hydro System Impact Study.

Please note that this is a summary of IE eligibility, please see the “**CleanBC & BC Hydro Industrial Electrification (IE) Program Guide**” for complete details.



### 3.4 At-a-Glance Funding Stream Eligibility

Project Type	Funding Stream			
	Emissions Performance (EP)	Innovation Accelerator (IA)	Feasibility Studies (FS)	Industrial Electrification (IE)
Electrification projects that will result in emissions reductions at a Reporting Operation <u>and</u> require a new connection or load increase on the BC Hydro Integrated grid resulting in the need for BC Hydro System Impact Study.	✗	✗	✗	✓
Projects that will result in emissions reductions at a Reporting Operation using commercially available technology, excluding those that meet the above IE criteria.	✓	✗	✗	✗
Projects that involve piloting or demonstrating pre-commercial technologies (TRL 7-9) that have the potential to reduce emissions at a Reporting Operation.	✗	✓	✗	✗
Preliminary studies that aim to provide a pathway to future CIF EP, IE, and IA projects.	✗	✗	✓	✗
BC Hydro Interconnection Studies related to large industrial electrification projects.	✗	✗	✗	✓
Greenfield projects, and any projects which are to be implemented at greenfield facilities (see Sec. 3.1.2) <i>(not currently eligible)</i> .	✗	✗	✗	✗

### 3.5 Project Timing

- Projects must be completed by March 31, 2029. Projects with earlier start and completion dates are preferred.

### 3.6 Funding Amount

- Proposals must identify an amount of funding sought for the Project that does not exceed 50% of the Proposal's Budgeted Eligible Expenses, to a maximum of \$25M.
- Projects may stack funding from other external sources up to 75% of Budgeted Eligible Expenses. In cases where additional funding sources for the Project exist, the Proponent's proportion of Eligible Expenses must be at least 25% of Budgeted Eligible Expenses.

### 3.7 Funding Terms

- Provincial funding will be paid on a reimbursement basis as set out in the Funding Agreement (Appendix A). Notwithstanding the foregoing, the Province reserves the right to modify the Funding Agreement such that Provincial funding is paid according to completion of project milestones. Advanced funding will not be provided, and funds will only be disbursed to cover Eligible Expenses incurred by the recipient.
- The Province will require a Performance Reimbursement Amount (as defined in the Funding Agreement) calculated on the basis of the performance of the Project compared to the Target Emission Intensity in the Proposal. The standard final Performance Reimbursement Amount is generally equivalent to 10% of the Provincial funding but could be 20% for Projects with higher risk profiles. If the Recipient fails to achieve the final Performance Milestone, the Recipient will be required to repay to the Province the final Performance Reimbursement Amount calculated in accordance with the Funding Agreement.
- Total funding will not exceed the maximum amount of Provincial funding as set out in the Funding Agreement.
- The Funding Agreement includes terms that require repayment of some or all funds if the Recipient fails to substantially complete a milestone by the milestone deadline, if a Project is abandoned, or if assets improved or acquired under the Funding Agreement are not operated in the manner contemplated in the Proposal. Proponents may wish to consider these potential liabilities in their calculation of projected emissions reductions.

## 4 Emissions Reduction Quantification Guidelines

The emissions reduction quantification guidelines are described in the subsections below.

### 4.1 Project GHG Boundaries

Proposals must include a detailed description of the Project, Project GHG boundaries (including operational GHG sources, sinks and reservoirs), and a Process Block Flow Diagram (Appendix B4) for the Project and relevant tie-ins to the larger facility. Project GHG boundaries must be established to include any emission source directly or indirectly affected by the implementation of the Project.

Proposals must estimate the Attributable or Associated emission reductions within the project boundary that will occur at the Reporting Operation(s) (in British Columbia).

### 4.2 Baseline Emissions Scenario

Emissions reduction estimates must be provided for each calendar year up to 2034 (inclusive). The Province will consider cumulative emissions reduced up until, and including, 2034 in the calculations of (1) funding requested per tonne of emissions reduced and (2) total project cost per tonne of emissions reduced from the Project. The baseline emissions scenario should be developed using historical operating information from the most recent 12-month period for which data is available for the specific equipment subject to the application, if this period is reflective of business as usual. An alternative baseline should be used if data from the most recent 12-month period is not indicative of business as usual (i.e. three-year average or previous year if site had major interruptions) but must be accompanied with a strong justification.

### 4.3 Concordance with Emissions Reduction Quantification Guidelines

Estimates of emissions reductions that will result from the Project should be prepared in accordance with the Emissions Reduction Quantification Guidelines in section 4. The onus is on the Proponent to demonstrate how the quantification methodologies used in the Proposal conform to the quantification guidelines, and a detailed justification should be provided for anywhere the methodology differs. Sample calculations must be included in Appendix B1 (GHG Reduction Calculation), and it must be possible for Proposal reviewers to recalculate the emissions reductions based on the information provided. When less accurate methods are used, the methods and assumptions applied must be more conservative. It must be evident to the Proposal reviewer that the Project GHG assessment conforms to the principles of relevance, completeness, consistency, accuracy, transparency, and conservativeness (for more information about these principles and other foundational elements of project-level GHG quantification please refer to [ISO14064-2:2019](#)).

### 4.4 Key Criteria

**Methodologies that do not meet a minimum standard will be rejected:** the Province reserves the right to reject Proposals where it determines that there has been a material deviation from the Emissions Reduction Quantification Guidelines, including applicable Tier 1 Methods. For the purposes of accurately evaluating the amount of funding requested per tonne of emissions reduced and the total project cost per tonne of emissions reduced (see section 7.2 (Weighted Criteria)), the Province also reserves the right to edit emissions reduction estimates included in a Proposal, where the Province determines a correction is appropriate to ensure consistency with these Emissions Reduction Qualification Guidelines.

**Proponents must ensure the following:**

- A baseline-case scenario has been established using the emissions baseline described in section 4.2 and accurately represents projected annual emissions from 2024 to 2034 (inclusive) in the event that the Project is not implemented.
- The Project-case scenario emissions estimate accurately represents a realistic, conservative forecast for annual emissions from 2024 to 2034 (inclusive) in the event that the Project is implemented.
- Annual emissions reductions are calculated by subtracting the Project-case emissions from the baseline-case emissions.
- Projected reductions in Attributable or Associated emissions for the Reporting Operations identified in the Proposal have been estimated based on baseline- and Project-case scenarios at such operations and have taken into consideration all sources of Associated or Attributable emissions at those operations that are significantly affected by the Project.
- The Baseline-case scenario emissions estimate used in calculating emissions reductions is consistent with the equipment and associated information reported under GGERR by Operators of the Reporting Operations listed in the Proposal.
- The Baseline-case scenario emissions estimate used includes adherence to any applicable provincial or federal laws.
- The Project-case scenario emissions estimate accounts for foreseeable circumstances that would result in an increase in emissions associated with the Project (e.g., Forecasted production increases, operational changes etc.)
- Emissions quantification methods are consistent with the Tier 1 methods and references below.

## 4.5 Tier 1 Methods and References

Links to Tier 1 methods and references are provided below:

- Western Climate Initiative Quantification Methods (Quantification methods used under the GGERR): <https://www2.gov.bc.ca/gov/content/environment/climate-change/industry/reporting/quantify#emissions>
- Specified Gases and Their Global Warming Potentials. Schedule to Carbon Neutral Government Regulation: [http://www.bclaws.ca/Recon/document/ID/freeside/392\\_2008](http://www.bclaws.ca/Recon/document/ID/freeside/392_2008)
- ISO14064-2:2019. Greenhouse Gases- Part 2: Specification with Guidance at the Project Level for Quantification, Monitoring, and Reporting of Greenhouse Gas Emission Reductions or Removal Enhancements: <https://www.iso.org/standard/66454.html>
- Electricity Emission Intensity Grid Factors: <https://www2.gov.bc.ca/gov/content/environment/climate-change/industry/reporting/quantify/electricity>
- Appendix B5 – Emission Factors: <https://www2.gov.bc.ca/gov/content/environment/climate-change/industry/cleanbc-industry-fund/apply-for-funding>

Quantification methods other than those described above may be followed where necessary and justified; however, these methods should be consistent with the Tier 1 Methods and References. Any deviation from Tier 1 Methods must be clearly identified and justified.

## 4.6 Emission Intensity Quantification Guidelines

The approach to calculating the baseline and post-project emission intensities is scored under the “Costs and Emissions Reduced” category (see Section 7.2). Emission intensity is a measure of GHG emissions produced per unit of production or output of goods or services (e.g., tCO<sub>2</sub>e/unit of production (e.g., tonnes of product); tCO<sub>2</sub>e/unit of energy generated (MJ); tCO<sub>2</sub>e/unit of work). The emissions included in the Baseline and post-Project (Target) emission intensities should encompass all emissions related to the project boundary and exclude other site emissions that are not affected by the Project; this allows for Project performance measurement to be indicative only of changes that are the result of the Project being implemented.

Baseline emission intensity should be calculated using the business-as-usual baseline emissions within the project boundary for a certain time period (usually a recent 12-month period), divided by an appropriate measure of production or output of goods or services during that same time period. It is recommended to use calendar year reporting data. Anticipated post-Project (Target) emission intensity should be calculated using the estimated emissions for a period of time following project implementation; the time period should be representative of normal operating conditions (refer to Section 3A of Appendix B). For many projects, a 12-month post-Project implementation timeframe is appropriate. This emissions estimate should be divided by the same measure of production as was used in the baseline emission intensity, including any changes due to the Project (e.g., increase in production), for the same period of time following project implementation.

The actual emissions reduction performance of the Project relative to the target is the basis for determining whether, and how much of the final Performance Milestone payment is made to a Recipient. Refer to Schedule G within Appendix A of this RFP for more information. See also section 3.7 of the RFP for information related to possible adjustments to the milestone payments in the Funding Agreement and final Performance Milestone reimbursement.

## 5 Requirements

In order for a Proposal to be considered, a Proponent must clearly demonstrate that they meet the mandatory requirements set out in section 7.1 (Mandatory Criteria) of the RFP. Mandatory criteria are evaluated on a Pass/Fail basis.

ONLY Proposals that have met the mandatory criteria will proceed to have their Proposals scored according to the weighted criteria in section 7.2 (Weighted Criteria) of the RFP.

Proponents are strongly encouraged to fully review section 3 (Eligibility), section 4 (Emissions Reduction Quantification Guidelines), and section 7 (Evaluation) as these describe the scope of the Fund, emissions quantification, the evaluation criteria on which Proposals will be assessed, whether a given requirement is mandatory or desirable, and the importance of each criterion.

In order for a Proposal to be considered, it must comply with the formatting criteria presented in section 6 (Proposal Format).

Proponents are encouraged to contact the [Program Advisor](#) prior to submitting a Proposal.

## 6 Proposal Format

Proponents must ensure that they fully respond to all requirements for a complete Proposal package to receive full consideration during evaluation.

The Appendix B - Project Proposal Submission Form details the format in which Proposals must be made. It includes a description of the mandatory and weighted criteria against which Proposals will be evaluated.

All Proposal packages must include the following documents:

- Appendix B – Project Proposal Submission Form
- Appendix B1 – GHG Reduction Calculation Template
- Appendix B2 – Project Budget Template
- Appendix B3 – Estimated Project Payback Calculation Template
- Appendix B4 – Process Block Flow Diagram
- Appendix B5 – Emission Factors

All proposal package documents are available for download on the [CleanBC Industry Fund website](#).

## 7 Evaluation

Evaluation of Proposals will be conducted by an evaluation team formed at the Province and may include technical program staff, contractors of the Province with specific technical expertise and other appropriate participants. Any contractors of the Province hired to evaluate Proposals will be required to sign confidentiality acknowledgements or agreements and provide conflict declarations as a condition of participation as an evaluator. Proponents may be disqualified from competing if a relationship with a member of the Evaluation Team gives rise to an actual or potential conflict of interest or may give the Proponent an unfair advantage.

Proposals will be assessed in accordance with the entire requirements of the RFP, including mandatory and weighted criteria. Proposals will be evaluated based on the amount of funding requested per tonne of emissions reduced over the time period specified in Appendix B1 and the total project cost per tonnes of emissions reduced over the time period specified in Appendix B1.

Following the initial reviews of Proposals by the Province, the Evaluation Team will evaluate and score Proposals:

- Proposals with sections that do not meet the minimum scores indicated in section 7.2 (Weighted Criteria) of this RFP will be eliminated from the competition.
- Proposals that move forward will have each section’s weighted scores added up to give a total overall score.
- Proposals will be ranked according to their overall scores.
- Proponents – successful, waitlisted and unsuccessful – will be notified regarding the outcome of the evaluation process.
- After notifications have gone out, short-listed Proponents will then be invited to finalize Funding Agreement with the Province.

### 7.1 Mandatory Criteria

Proposals must first meet all the following mandatory criteria. Proposals not clearly demonstrating that they meet the following mandatory criteria will be excluded from further consideration during the evaluation process.

Mandatory Criteria	Points
1. The total funding requested from the CleanBC Industry Fund is less than or equal to the lower of \$25 million or 50% of the Proposal’s budget of Eligible Expenses.	<b>Pass/Fail</b>
2. The Project has not started (with the exception of allowable preliminary work described in section 3) and the Project is not scheduled to start until after the date the Proponent is notified in writing it is a successful Proponent.	
3. The Proposal is submitted as set out in the cover page of the RFP and in accordance with section 8.2 of the RFP.	
4. The Proposal is in English.	
5. The Proposal is submitted using Appendix B – Project Proposal Submission Form, and includes any information specified in Appendix B including Mandatory Appendices (B-1, B-2, B-3, B-4 and B-5), Proposals are completed in accordance with instructions in Appendix B.	
6. The Proposal certifies that the Mandatory Certifications in Section 2.A. of Appendix B – Project Proposal Submission Form are true.	
7. The Project is unlikely to proceed in the absence of funding through this program.	

## 7.2 Weighted Criteria

Proposals meeting all the mandatory criteria in section 7.1 will then be assessed using the Weighted Criteria below. See Appendix B – Project Proposal Submission Form for more information on criteria.

Weighted Criteria	Weight (minimum score required)
<p><b>Cost and Emissions Reduced</b></p> <ul style="list-style-type: none"> <li>• Dollars per Tonne: Projects with lower CleanBC Funding requested per tonne of emissions reduced between 2024 and 2034, and medium to high total project cost per tonne of emissions reduced between 2024 and 2034 will receive higher scores. Baseline and Project Methodology must meet minimum standards for the Proposal to be evaluated. <u>The calculation for emissions reduction is clearly articulated, repeatable, and follows Tier 1 Methodology.</u></li> <li>• GHG Sources, Sinks and Reservoirs are clearly described and the GHG Project boundary is appropriate. The Process Block Flow Diagram in Appendix B4 is clear and complete.</li> <li>• Baseline and post-Project emission intensity approach is relevant to Project and within the Project boundaries.</li> <li>• Cost estimate is aligned with typical industry costs. Points may be awarded for more precise estimates.</li> </ul>	<p><b>62</b> (4)</p>
<p><b>Project Timing</b></p> <ul style="list-style-type: none"> <li>• Project completion dates and emissions reduction timelines are realistic (planning, procurement lead-times, construction schedule).</li> <li>• Funding for Projects will not be provided beyond March 31, 2029. Projects with earlier start and completion dates are preferred.</li> <li>• Any significant risks to project timelines are identified and described.</li> </ul>	<p><b>10</b> (1)</p>
<p><b>Project Risks and Business Case</b></p> <ul style="list-style-type: none"> <li>• The Project has undergone sufficient engineering and/or assessment to determine it is feasible. Relevant Project risks have been identified, as have measures to mitigate or manage risks to acceptable levels.</li> <li>• Demonstration that Project is unlikely to proceed in absence of Provincial funding.</li> <li>• Description of the business case for the Project.</li> </ul>	<p><b>13</b> (2)</p>
<p><b>Complementary Benefits</b></p> <ul style="list-style-type: none"> <li>• Economic benefits, environmental benefits, Indigenous involvement, and benefits related to the promotion of innovation and advancement of technological adoption resulting from Project implementation are identified. Projects with material economic, environmental, Indigenous and/or innovative benefits are preferred.</li> <li>• Applications <u>MUST</u> include a statement that addresses the positive, negative or neutral impact to local Indigenous communities, businesses and organizations as a result of the Project.</li> </ul>	<p><b>15</b> (2)</p>
<p><b>TOTAL</b></p>	<p><b>100</b></p>

## 8 RFP Process Rules

### 8.1 Submission of Proposal does not create contract

Proponents should not submit a Proposal unless they are willing to enter into a Funding Agreement as described in Appendix A.

Submission of a Proposal does not create any contractual or equitable rights in relation to the conduct of the RFP.

### 8.2 Submission of Proposals

- a) Proposals must be submitted before Closing Time to the email address indicated on the cover page of this RFP or by courier to the “Address for Courier Delivery of Proposals.” Proposals must not be sent by fax or mail. The Proponent is solely responsible for ensuring that the Province receives a complete Proposal, including all attachments or enclosures, before the Closing Time.
- b) Proposals submitted by courier must include a hard copy cover letter, together with the full Proposal, including all appendices and the cover letter saved to a USB drive. The USB shall contain one or more files that are clearly named in accordance with the naming instructions in Appendix B to this RFP.
- c) For email Proposal submissions, the maximum size of each attachment must be 20 MB or less (Proponents are solely responsible for ensuring that email Proposal submissions comply with any size restrictions imposed by the Proponent’s internet service provider).
- d) Proponents should submit email Proposal submissions in a single email and avoid sending multiple email submissions for the same opportunity. If the file size of an electronic submission exceeds the applicable maximum size, the Proponent may make multiple submissions (multiple emails for the same opportunity) to reduce attachment file size to be within the maximum applicable size; Proponents should identify the order and number of emails making up the email Proposal submission (e.g. “email 1 of 3, email 2 of 3...”).
- e) Proponents submitting more than one Proposal should submit the Proposals separately and ensure that each respective Proposal is clearly distinguished from other Proposals of the Proponent with unique project titles and descriptions.
- f) For email Proposal submissions sent through multiple emails the Province reserves the right to seek clarification or reject the Proposal if the Province is unable to determine what documents constitute the complete Proposal;
- g) Attachments and USB drive files must not be compressed, must not contain a virus or malware, must not be corrupted and must be able to be opened. Proponents submitting by electronic submission are solely responsible for ensuring that any USB files, emails or attachments are not corrupted. The Province may reject Proposals that are compressed, cannot be opened or that contain viruses or malware or corrupted attachments or files.
- h) For email Proposal submissions, including any notices of amendment or withdrawal referred to in section 8.6, the subject line of the email and any attachments should be clearly marked with the name of the Proponent, the RFP issue date and the Project title. Attachments must be labelled in accordance with instructions in Appendix B to this RFP.
- i) The Province strongly encourages Proponents using electronic submissions to submit Proposals with sufficient time to complete the upload and transmission of the complete Proposal and any attachments before Closing Time.



- j) The Proponent bears all risk associated with delivering its Proposal by electronic submission, including but not limited to delays in transmission between the Proponent’s computer and the Government Electronic Mail System.
- k) While the Province may allow for email Proposal submissions, the Proponent acknowledges that email transmissions are inherently unreliable. The Proponent is solely responsible for ensuring that its complete email Proposal submission and all attachments have been received before Closing Time. If the Government Electronic Mail System rejects an email Proposal submission for any reason, and the Proponent does not resubmit its Proposal by the same or other permitted submission method before Closing Time, the Proponent will not be permitted to resubmit its Proposal after Closing Time without incurring associated late submission penalties detailed in section 8.4 of this document.
- l) If the Proponent’s email Proposal submission is rejected by the Government Electronic Mail System, or the Proponent does not receive an automated response email from the Province confirming receipt of the email within a half hour of the time the email submission was sent, the Proponent is strongly advised to submit the Proposal by courier prior to the Closing Time.

### 8.3 Additional Information

All Addenda will be posted on the [CleanBC Industry Fund website](#) or sent to Proponents at the contact information provided in the Proposal. Proponents are strongly encouraged to ensure that contact information is up to date.

### 8.4 Late Proposals

Proposals will be marked with their receipt time. Only complete Proposals received and marked before the Closing Time will be considered to have been received on time. Proposals received late will be marked late and may be considered or evaluated at the Province’s discretion, subject to a 5-point deduction in the Proposal’s overall score. The Province will not evaluate Proposals received more than two (2) business days late under this RFP.

In case of a dispute with respect to email Proposal submission, the Proposal receipt time as recorded in the Government Electronic Mail System email address for delivery of Proposals will prevail whether accurate or not.

### 8.5 Firm Pricing

During the finalization of Funding Agreements, the Province will not agree to any increases in total funding above the amount requested in the respective Proposal. Funding Agreements may include changes from Proposals in relation to the timing of when funding is provided.

### 8.6 Changes to Proposals

By submitting a clear and detailed written notice, the Proponent may withdraw its Proposal before or after the Closing Time. Proponents should use a consistent submission method for submitting Proposals and any amendments or withdrawals. The Proponent will not be permitted to change any part of its Proposal after the Closing Time unless requested by the Province for purposes of clarification. The Province will take into account the effect any change would have had on proposal eligibility, evaluation and ranking were the change included in the original proposal; the Province reserves the right to not accept any change, require changes to funding agreement terms or immediately withdraw the offer to enter into a funding agreement with the Province.

## 8.7 Conflict of Interest/No Lobbying

- a) A Proponent may be disqualified if the Proponent's current or past corporate or other interests, those of an employee, director or officer of the Proponent, or a proposed Project Partner or Sub-contractor, may, in the Province's opinion, give rise to an actual or potential conflict of interest in connection with the funding described in the RFP. This includes, but is not limited to, involvement by a Proponent in the preparation of the RFP or a relationship with any employee, contractor or representative of the Province involved in preparation of the RFP, preparation of evaluation guidelines, participating on the evaluation committee or in the finalization or administration of the Funding Agreements. If a Proponent is in doubt as to whether there might be a conflict of interest, the Proponent should consult with the Program Advisor prior to submitting a Proposal. By submitting a Proposal, the Proponent represents that it is not aware of any circumstances that would give rise to a conflict of interest that is actual or potential, in respect of the RFP.
- b) A Proponent must not attempt to influence the outcome of the RFP process by engaging in lobbying activities. Any attempt by the Proponent to communicate for this purpose directly or indirectly with any employee, contractor or representative of the Province, including members of the evaluation committee and any elected officials of the Province, or with the media, may result in disqualification of the Proponent.
- c) The Proponent may contact the Program Advisor to discuss Project Proposals and for clarification and guidance on requirements of the RFP process. The Program Advisor is not involved in the evaluation of Proposals.

## 8.8 Project Partners

- a) The Province will accept Proposals where more than one organization or individual is proposed to deliver the Project, so long as the Proposal identifies the lead entity that will be the Proponent (note the requirements specified in sections 3.1 and 8.17) and that will have sole responsibility to implement the Project under the Funding Agreement. The Province will enter into a Funding Agreement with the Proponent only, but may require additional contractual representations, warranties and covenants from other parties involved in implementation of the Project, including persons who are the owners or operators of facilities or equipment where the Project includes capital expenditures, facility improvements, or software improvement at Reporting Operations that are not owned and operated by the Proponent, or in relation to equipment that is not owned and operated by the Proponent.
- b) All Project Partners, including Affiliates of the Proponent, should be clearly identified in the Proposal.
- c) A Proponent may not enter into a partnership with a firm or individual whose current or past corporate or other interests, may, in the Province's opinion, give rise to an actual or potential conflict of interest in connection with the funding described in the RFP. This includes, but is not limited to, involvement by the firm or individual in the preparation of the RFP or a relationship with any employee, contractor or representative of the Province involved in the preparation of the RFP, participating on the evaluation team or in the administration of the Funding Agreement. If a Proponent is in doubt as to whether a proposed Project Partner might be in a conflict of interest, the Proponent should consult with the Program Advisor prior to submitting a Proposal. By submitting a Proposal, the Proponent represents that it is not aware of any circumstances that would give rise to a conflict of interest that is actual or potential, in respect of the RFP. All Project Partners, including affiliates of the Proponent, should be clearly identified in the Project Proposal.

## 8.9 Evaluation

- a) Proposals will be assessed in accordance with the evaluation criteria. The Province will be under no obligation to receive further information, whether written or oral, from any Proponent. The Province is under no obligation to perform any investigations or to otherwise verify any statements or representations made in a Proposal. The Proposal should include substantive information to allow for independent evaluation, without requiring additional information. If the Province deems it necessary to verify any statements or representations made in a Proposal the Province may take this into account in evaluating the Proposal if, in the Province’s sole discretion, the information should reasonably have been provided in the submitted Proposal.

## 8.10 Funding Agreement Finalization

- a) Upon completion of the evaluation of Proposals, the Province intends to finalize Funding Agreements with the Proponents of a number of Proposals that receive the highest-ranking evaluations. The number of Proposals in relation to which the Province initially offers to finalize Funding Agreements will be based on the Province’s opinion of the sufficiency of Funds Available in each Fiscal Year to cover the Maximum Amounts identified in those Proposals under Funding Agreements in those years based on structures of payments acceptable to the Province, and associated security provisions, for a specific Proponent.
- b) If a written Funding Agreement cannot be finalized with provisions satisfactory to the Province within thirty days of notification of a successful Proponent, the Province may, at its sole discretion at any time thereafter, or earlier if the successful Proponent is unwilling or unable to enter into or continue funding agreement finalization, terminate discussions with that Proponent. The Province may terminate finalization with a Proponent immediately if the Proponent indicates that it is unwilling to enter into a Funding Agreement that provides for payment of the Maximum Amount structured on terms acceptable to the Province.
- c) If, as funding agreements are concluded or subsequently, the Province determines that there are sufficient Funds Available in one or more Fiscal Years to enter into Funding Agreements with additional Proponents of next highest ranked Proposals, that:
  - i. pay the Maximum Amount identified in the Proposals,
  - ii. in accordance with payment structures acceptable to the Province, for those Proponents,
- d) The Province may commence finalization of a Funding Agreement with those Proponents or may choose to not enter into further Funding Agreements with any qualified Proponent.
- e) If, after conclusion of Funding Agreements with higher ranked Proposals, there are, in the opinion of the Province, insufficient Funds Available to pay the next highest ranked Proposal on terms acceptable to the Province, the Proponent of that Proposal may be provided an opportunity to enter into a Funding Agreement that provides for a reduction in overall funding below the levels that would otherwise be paid.
- f) If, subsequent to offering Funding Agreements that provide for a reduction in overall funding below levels that would otherwise apply, the Province determines that there are additional Funds Available, the Province will offer to Proponents with the highest ranked Proposal that were offered an opportunity to enter into a Funding Agreement that provides for a reduction in overall funding, and have not entered into such an agreement, the opportunity to enter into a Funding Agreement for funding with what the Province considers commensurate with Funds Available;
- g) Funding Agreements will include provisions generally described in Appendix A – Funding Agreement Form and include such other terms and conditions to be finalized to the satisfaction of the Province, if applicable.

- h) A Proponent will not acquire any legal or equitable rights or privileges relative to funding from the Fund by virtue of having been identified as a successful Proponent to the RFP.

### 8.11 Debriefing

At the conclusion of the RFP process, all Proponents will be notified. Proponents may request a debriefing meeting with the Province.

### 8.12 Proponents' Expenses

Proponents are solely responsible for their own expenses in participating in the RFP process, including costs in preparing a Proposal and for subsequent finalizations with the Province, if any. The Province will not be liable to any Proponent for any claims, whether for costs, expenses, damages or losses incurred by the Proponent in preparing its Proposal, loss of anticipated profit in connection with any final Funding Agreement, or any other matter whatsoever.

### 8.13 Limitation of Damages

By submitting a Proposal, the Proponent releases the Province from any claim for damages, for whatever reason, relating directly or indirectly to the competitive process set out in this RFP but excluding any claims based on breach of Funding Agreements.

### 8.14 Liability for Errors

While the Province has used considerable efforts to ensure information in the RFP is accurate, the information contained in the RFP is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the Province, nor is it necessarily comprehensive or exhaustive. Nothing in the RFP is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in the RFP.

### 8.15 No Commitment to Award

The RFP should not be construed as an agreement to provide funding. The RFP does not commit the Province in any way to award a Funding Agreement.

### 8.16 No Implied Approvals

Neither acceptance of a Proposal nor execution of a Funding Agreement will constitute approval of any activity or development contemplated in any Proposal that requires any approval, permit or license pursuant to any federal, provincial, regional district or municipal statute, regulation or by-law.

### 8.17 Legal Entities

The Province reserves the right in its sole discretion to:

- a) disqualify a Proposal if the Province is not satisfied that the Proponent is clearly identified;
- b) prior to entering into a Funding Agreement with a Proponent, request that the Proponent provide confirmation of the Proponent's legal status (or in the case of a sole proprietorship, the Proponent's legal

name and identification) and Certification in a form satisfactory to the Province that the Proponent has the power and capacity to enter into a Funding Agreement;

- c) not enter into a Funding Agreement with a Proponent if the Proponent cannot satisfy the Province that it is the same legal entity that is the Operator of the Reporting Operation; and
- d) require security screenings for a Proponent who is a natural person, Project Partners, Sub-contractors and key personnel before entering into a Funding Agreement and decline to enter into a Funding Agreement with a Proponent or to approve a Sub-contractor or key personnel that fail to pass the security screenings to the Province's satisfaction.

## 8.18 Reservation of Rights

In addition to any other reservation of rights set out in the RFP, the Province reserves the right, in its sole discretion:

- a) to modify the terms of the RFP at any time prior to the Closing Time,
- b) to cancel the RFP at any time prior to entering into a Funding Agreement with a Proponent;
- c) in accordance with the terms of the RFP, to accept the Proposal or Proposals that it deems most advantageous to itself;
- d) to waive any non-material irregularity, defect or deficiency in a Proposal;
- e) to request clarifications from a Proponent with respect to its Proposal, including clarifications as to provisions in its Proposal that are conditional or that may be inconsistent with the terms and conditions of the RFP, without any obligation to make such a request to all Proponents, and consider such clarifications in evaluating the Proposal;
- f) to reject any Proposal due to unsatisfactory references or unsatisfactory past performance under contracts with the Province, or any material error, omission or misrepresentation in the Proposal;
- g) to reject any Proposal where the Operator of the Reporting Operations associated with the Project is out of compliance with GGIRCA or is determined to not be a Reporting Operation;
- h) to reject any Proposal which the Province determines in its sole discretion contains a false Certification;
- i) at any time, to reject any or all Proposals; and
- j) at any time, to terminate the competition without award and provide funding by other means or do nothing.

## 8.19 Ownership of Proposals

All Proposals and other records submitted to the Province in relation to the RFP become the property of the Province and, subject to the provisions of the *Freedom of Information and Protection of Privacy Act* and the RFP, will be held in confidence. For more information on the application of the Act, go to [Freedom of Information and Protection of Privacy Act \(gov.bc.ca\)](https://www2.gov.bc.ca/gov/content/privacy)

## 8.20 Copyright

This document is subject to copyright and may be used, reproduced, modified and distributed to the extent necessary for the Proponent to prepare and submit a Proposal.

## 8.21 Collection and Use of Personal Information

Proponents are solely responsible for familiarizing themselves, and ensuring that they comply, with the laws applicable to the collection and dissemination of information, including resumes and other personal information concerning employees and employees of any Sub-contractors. If the RFP requires Proponents to provide the Province with personal information of employees who have been included as resources in response to the RFP, Proponents will ensure that they have obtained written consent from each of those employees before forwarding such personal information to the Province. Such written consents should specify that the personal information may be forwarded to the Province for the purposes of responding to the RFP and used by the Province for the purposes set out in the RFP. The Province may, at any time, request the original consents or copies of the original consents from Proponents, and upon such request being made, Proponents will immediately supply such originals or copies to the Province. For more information, Proponents may contact the Program Advisor.

## 8.22 Sub-contractors

A Proponent may not subcontract to a firm or individual whose current or past corporate or other interests, may, in the Province's opinion, give rise to an actual or potential conflict of interest in connection with the funding described in the RFP. This includes, but is not limited to, involvement by the firm or individual in the preparation of the RFP or a relationship with any employee, contractor or representative of the Province involved in the preparation of the RFP, participating on the evaluation committee or in the administration of the Funding Agreement. If a Proponent is in doubt as to whether a proposed Sub-contractor might be in a conflict of interest, the Proponent should consult with the Program Advisor prior to submitting a Proposal. By submitting a Proposal, the Proponent represents that it is not aware of any circumstances that would give rise to a conflict of interest that is actual or potential, in respect of the RFP

## 8.23 GGIRCA Emission Reports

Prior to entering into a Funding Agreement, a successful Proponent must ensure the following:

- a) For the 2023 calendar year, the Operator of each Reporting Operation associated with the Project has submitted to the Province a GGIRCA emission report for that year; and
- b) For each of the 2021 and 2022 calendar years, the Operator of each Reporting Operation associated with the Project has submitted to the Province a GGIRCA emission report for that year or has included in the Proposal a Certification that it was at the relevant time either not the Operator of the Reporting Operation required to submit a report or that the operation was not a Reporting Operation during the relevant calendar year.

If any of the required documents have not been submitted, then the Province will be entitled to terminate finalization of the Funding Agreement with the successful Proponent as described in section 8.10(b).

## 8.24 Proposal Eligibility for Government Funding Opportunities Beyond the Scope of this RFP

In exceptional circumstances, including if future funding becomes available, the Province may award funding outside of the scope of this RFP to a submitted Proposal. In such an instance, the Province reserves the right to publish project information, funding amount and the basis for providing the project funding. The intent of awarding funding in this manner is to allow submitted Proposals to be eligible for other funding opportunities which may be time-limited and/or were unanticipated at the time this RFP was issued.

## 9 Funding Agreement Terms and Conditions

Proponents of Proposals that meet mandatory criteria and minimum scores for weighted criteria, and that have highest scores on weighted criteria will be invited to finalize a Funding Agreement with the Province, as specified in Appendix A-Funding Agreement Form. Proponents should carefully review the terms and conditions described or set out in Appendix A, including the Schedules.

As a condition of finalization of the Funding Agreement, a successful Proponent must ensure that the documents required under section 8.23 have been submitted to the Province.

## 10 Appendices

All appendices are available on the [CleanBC Industry Fund website](#) including the Proposal Submission Form and Appendices B1, B2, B3, and B4, which must be completed and submitted as part of the Proposal:

Appendix Document	Proponent Use Case
Appendix A – Funding Agreement Form	For Reference Only
Appendix B – Project Proposal Submission Form	For Completion and Submission by the Proponent
Appendix B1 – GHG Reduction Calculation Template	
Appendix B2 – Project Budget Template	
Appendix B3 – Estimated Project Payback Calculation Template	
Appendix B4 – Process Block Flow Diagram	For Reference and Submission by the Proponent
Appendix B5 – Emission Factors	