



2024 Request for Proposals

CleanBC Industry Fund: Project Feasibility Studies

Issue Date: April 2, 2024

Closing Date: June 28, 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 Service Delivery Agent, and only for Project Eligible Expenses which are incurred after the date the Proponent is notified in writing it is a successful Proponent. MNP LLP (“MNP,” “Service Delivery Agent”) is responsible for administering the Fund’s Project Feasibility Studies RFP.

DELIVERY OF PROPOSALS: Proposals must be in English and must include all documents identified in section 7 (Proposal Format). Proposals must be submitted by email to the email address 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. The [CleanBC Industry Fund website](#) will be updated regularly as questions are received and responses provided. 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 Proponent should check the CleanBC Industry Fund website prior to submitting their proposal, for any updated information.

Program Advisor and Proposal Email Address:

CleanBCIndustryFund@gov.bc.ca

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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 tCO₂e per year, as prescribed in the Greenhouse Gas Emissions Reporting Regulation). CIF provides investment support for Reporting Operations in B.C. to reduce GHG emissions through investment in clean technology and innovation. CIF has several streams that provide funding at different stages of project development.

The Feasibility Studies stream (“FS stream”) of CIF assists with activities required to conceptualize and define potential emission reduction projects. This call will provide funding towards feasibility studies that help determine the operational, technical, and/or economic viability of a project at a B.C. Industrial Reporting Operation and progress a potential future Project Proposal under the Fund’s Emission Performance (EP), Industrial Electrification (IE), or Innovation Accelerator (IA) streams. MNP LLP (“MNP,” “Service Delivery Agent”) is responsible for administering the Fund’s Project Feasibility Studies RFP.

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, BC Hydro Interconnection Studies related to electrification projects are no longer eligible for the FS stream and must be applied for under IE. For further information on IE see section 3.5 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) 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, mobile equipment, or on-road vehicles primarily 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 emission reporting, excluding emissions from biomass listed in Schedule C- Item 1 of GGERR;

“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 Reduction Quantification Guidelines” means the Emission Reduction Quantification Guidelines set out in Section 5 of this RFP;

“Emissions Performance” means the CleanBC Industry Fund funding call, which supports projects that reduce emissions at an industrial operation in B.C. using commercially available technologies;

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

“Funding Agreement” means the written agreement resulting from the RFP executed by the Service Delivery Agent and a successful Proponent;

“Funds Available” means funds available to be disbursed by the Service Delivery Agent under the Funding Agreements within a Fiscal Year;

“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;

“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;

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

“Innovation Accelerator” means the CleanBC Industry Fund funding call, which supports projects that involve the demonstration, pilot, or trial of clean technologies or processes with the potential to reduce emissions for the industry in B.C.;

“Industrial Electrification” means the CleanBC Industry Fund Industrial Electrification funding stream.

Maximum Amount” means the amount of funding requested in a Proposal from the CleanBC Industry Fund Feasibility Studies RFP (not to exceed 75 percent of budgeted Eligible Expenses);

“must,” or **“mandatory”** means a requirement that must be met 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**” means the CleanBC Program for Industry;

“**Program Advisor**” means the individual identified in Section 1.2 of this RFP, whom Proponents or potential Proponents may contact for information and support in how to respond to the RFP as well as guidance regarding RFP scope and criteria to clarify eligibility requirements;

“**Project**” means various related capital expenditures, facility improvements or software improvements that will lead to a reduction in the quantity, measured in tCO₂e, of GHG emissions and that would be eligible for funding under the Emissions Performance or Innovation Accelerator funding call of the CleanBC Industry Fund;

“**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 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 Study**” 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 Service Delivery Agent;

“**Service Delivery Agent**” means MNP LLP;

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

“**Study**” or “**Feasibility Study**” means the work undertaken by the Proponent as described in the Proposal and/or committed to in the Funding Agreement;

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

“**Study Summary Report**” means the document submitted by the Proponent to the Service Delivery Agent upon completion of the Study summarizing the results, and other knowledge gained through the Study;

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

“**tCO₂e**” means metric tonnes of carbon dioxide equivalent.

3. Scope and Eligibility

3.1 Project Feasibility Studies Objectives

- To provide funding to support the completion of Feasibility Studies related to emissions reduction projects for B.C. Reporting Operations.
- The Studies should help remove barriers, decrease risks, clarify costs and/or support a business case for a future emissions reduction project in B.C.
- The intended outcomes of the Studies call include:
 - The creation of a growing pool of potential Projects for the CleanBC Industry Fund Emissions Performance, Industrial Electrification, and Innovation Accelerator RFP streams.
 - Support for new pathways for GHG emission reductions for large industrial emitters in B.C.
 - Support for industry-led innovation in clean technology solutions.

3.2 Industrial Operation Eligibility

To be eligible for funding:

- The Proponent must be the Operator of a Reporting Operation;
- The Reporting Operation is not in its new Entrant period under GGIRCA;
- The Proponent is the Operator of a Reporting Operation identified in the Proposal as the site of potential emission reductions should the Feasibility Study result in a future Project; and
 - The Proponent must submit to the Province a GGIRCA emission report for the 2023 calendar year before entering into a Funding Agreement.
 - For the 2021 and 2022 calendar years, the Operator of the Reporting Operation identified in the Proposal must have either submitted to the Province a GGIRCA emission report for the operation before 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 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 8.1 of this RFP. The Service Delivery Agent intends to enter into a Funding Agreement with Proponents of the highest-scoring Proposals that meet all mandatory criteria and minimum scoring thresholds, subject to funding availability and the finalization of a Funding Agreement which the Service Delivery Agent deems satisfactory.

3.3 Study Type

The Study must investigate the feasibility and/or advance the concept of a potential project that would be eligible under one of the following funding streams:

- (i) Emissions Performance (EP) Projects – Projects must reduce GHG emissions in B.C. that are attributable to or associated with reporting operations, using commercially available technologies that reduce emissions intensity.
- (ii) Industrial Electrification (IE) Projects – Projects must reduce GHG emissions associated with or attributable to a Reporting Operation through low carbon electrification of a existing fossil-fuelled equipment and 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.

- (iii) Innovation Accelerator (IA) Projects – Project technology must have the potential to reduce attributable or associated emissions at the Reporting Operation associated with the Project.

BC Hydro Transmission Voltage Customer Interconnection Studies for IE projects are ineligible for this FS call and must be applied for under the IE stream (see section 3.5). Interconnection Studies for non-electrification projects that would not be eligible for IE remain eligible under this FS call.

Studies that investigate the feasibility and/or advance the concept of Projects that may reduce emissions of either combustion or non-combustion emissions are eligible. Studies that investigate a potential implementation at greenfield facilities will not be eligible in this competition as per the requirements stated under Section 3.2 of this RFP. Construction or procurement activities are not eligible under this stream.

Proponents may not describe more than one Study in a single Proposal but may submit more than one Proposal. Where multiple Proposals are submitted, any potential or actual interdependencies between Proposals, with regard to impacts on GHG quantification calculations, must be disclosed and quantified to the fullest extent practicable.

3.4 Study Timing

Studies must be completed within two years of the signing of the Funding Agreement.

3.5 CleanBC and BC Hydro Industrial Electrification Program

The CleanBC and BC Hydro Industrial Electrification Program (IE) creates a new, streamlined process for large electrification projects that require a new or upgraded connection to the BC Hydro integrated Grid, to leverage 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:

- (i) Capital funding for large industrial low carbon electrification projects.
- (ii) Funding for BC Hydro Transmission Connection Studies (Interconnection Studies) associated with eligible capital projects.

In previous years, BC Hydro Interconnection Studies were considered an eligible expense under the FS stream. However, with the introduction of IE, BC Hydro Interconnection Studies associated with an electrification project are no longer eligible for the FS stream and must apply for funding under the IE stream.

BC Hydro is administering funding for eligible Interconnection Studies on behalf of CIF and the application intake process is integrated into the BC Hydro interconnection processes outlined in the **CleanBC & BC Hydro Industrial Electrification (IE) Program Guide**.

Please note, other studies aimed at supporting the development of a potential IE project (for example, early engineering or project cost estimates) are eligible to apply to the FS stream. Additional study funding opportunities for electrification projects may also be available through the BC Hydro LCE program. If you are considering a feasibility study for an electrification project that meets the general IE eligibility requirements noted below, please contact the Program Advisor to discuss in more detail.

General IE eligibility requirements:

- Project must take place at an industrial Reporting Operation that meets the criteria outlined in section 3.2.

- Project must reduce GHG emissions associated with or attributable to a Reporting Operation through low carbon electrification of existing fossil-fuelled equipment. Projects 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.

3.6 At-a-Glance Study Funding Stream Eligibility

| Study Type | Funding Stream | |
|--|--------------------------|---------------------------------|
| | Feasibility Studies (FS) | Industrial Electrification (IE) |
| BC Hydro Transmission Customer Interconnection Studies related to large industrial electrification projects. | ✗ | ✓ |
| Study to support a project that will result in emission reductions at a Reporting Operation using commercially available technology, excluding BC Hydro Interconnection Studies. | ✓ | ✗ |
| Study to support a project that involves 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, excluding BC Hydro Interconnection Studies. | ✓ | ✗ |
| Studies to support emission reduction projects implemented at greenfield facilities (see Sec. 3.2) | ✗ | ✗ |

3.7 Funding Amount

- Proposals must identify an amount of funding sought for the Study, which will not exceed 75% of the proposed Study’s Eligible Expenses reflected in the budget of the Proposal.
- Studies may stack funding from external sources, including the government, for up to 75% of Eligible Expenses. In cases where additional funding sources for the Study exist, the Proponent and/or Study Partners must fund at least 25% of its Study’s Eligible Expenses.
- Eligible Expenses must be actual, auditable, at-cost expenses incurred in support of the Study. Eligible Expenses are further defined in Appendix A.

3.8 Funding Terms

- 80% of the total Provincial share of funding will be provided following the completion of an early Study milestone near the outset of the Study as an advanced payment. A final payment of 20% of the total Provincial share of funding will be provided upon completion of the Study and submission to the Service Delivery Agent of a satisfactory Study Summary Report, Feasibility Study Results and corresponding Expense Claim (see Schedule C of Appendix A).

- Some or all funds may be required to be repaid if a Study is abandoned, cannot be completed, or concludes with a total project cost and corresponding provincial share below the 80% previously advanced. Please see the Funding Agreement set out in Appendix A.

4. Reporting

4.1 Study Summary Report

Successful Proponents must provide the Service Delivery Agent with a Study Summary Report upon completion of the Study. This report should summarize Study results, any barriers to implementation or operation encountered, and any other lessons learned which may advance the overall knowledge base for entities seeking to implement the same or similar technologies at their facilities. Information in this report may be shared publicly and will be considered non-confidential.

4.2 Feasibility Study Results

Successful Proponents must also provide the Service Delivery Agent with the Feasibility Study Results. This report will be confidential and is expected to include:

- Original Study objective
- Scope and methodology
- Analysis
- Results

Payment of the final funding amount will be issued to the Proponent upon submission of the Feasibility Study Results, Study Summary Report and an Expense Claim which the Service Delivery Agent deems satisfactory (i.e. provides a complete and adequate response to the requirements outlined in Schedule C of Appendix A – Funding Agreement Form).

5. Emission Reduction Quantification Guidelines

Proponents must provide a rough preliminary estimate of potential emission reductions at the site of the Reporting Operation associated with the Project that the Study is addressing and potential emission reductions which may be achieved more broadly in B.C. through commercial adoption of the technology or process, if applicable.

Submissions should describe the method or rationale used to produce these estimates. If the purpose of the Study is to determine emissions reduction estimates for a process or technology, Proponents are required to describe the mechanism of emissions reductions that is being explored, the standard practice in their operation(s) and the industry and the potential application in B.C.

6. Requirements

For a Proposal to be considered, a Proponent must clearly demonstrate that they meet the mandatory requirements set out in Section 8.1 (Mandatory Criteria) of the RFP. Mandatory criteria are evaluated on a Pass/Fail basis.

ONLY Proponents that have met the mandatory criteria will proceed to have their Proposals scored according to the weighted criteria in Section 8.2 (Weighted Criteria) of the RFP.

Proponents are strongly encouraged to thoroughly review both Section 3 (Scope and Eligibility) and Section 8 (Evaluation) as they describe the scope of the Fund and evaluation criteria on which the Proposals will be assessed, whether the requirement is mandatory or preferred, and the importance of each criterion.

For a Proposal to be considered, Proponents must respond in accordance with Section 7 (Proposal Format).

7. Proposal Format

Proponents should ensure that they fully respond to all requirements of the Proposal package listed below to receive full consideration during evaluation.

Appendix B – Proposal Submission Form details the format in which Proposals must be made.

All Proposal packages must include the following documents:

- Appendix B – Proposal Submission Form
- Appendix B1 – Study Budget Template

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

8. Evaluation

Evaluation of Proposals will be conducted by an evaluation team which may include Provincial technical program staff, contractors of the Service Delivery Agent with specific technical expertise, and other appropriate participants. Proponents may be disqualified from competing if any 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 according to the requirements of the RFP.

8.1 Mandatory Criteria

Proposals must meet 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 |
|--|------------------|
| The total funding requested from the CleanBC Industry Fund is less than or equal to 75% of the Proposal’s budget of Eligible Expenses. | Pass/Fail |
| The Proposal is submitted in accordance with Section 7 of the RFP. | |
| The Proposal is in English. | |
| The Proposal is submitted using Appendix B – Proposal Submission Form and using Appendix B1 – Study Budget Template. | |
| The Proposal certifies that the Mandatory Certifications in Section 2 of Appendix B – Proposal Submission Form are true. | |
| The Study is scheduled to be completed within two years of the signing of the Funding Agreement. | |
| The Study has not yet begun. | |

8.2 Weighted Criteria

Proposals meeting all the mandatory criteria in Section 8.1 will then be assessed using the Weighted Criteria below. See Appendix B – Proposal Submission Form for more information on criteria.

| Weighted Criteria | Weight |
|---|--------------------------|
| <p>Study Summary</p> <ul style="list-style-type: none"> • The Study has a defined scope and the reason for undertaking the Study is sound. • The Study addresses unknowns and/or uncertainties which could be barriers to implementing an emissions reduction Project. • The Study will help remove barriers, decrease risks, and clarify costs for future emissions reduction Projects. • The Study may help the proponent understand an issue and support a business case to move forward with an emissions reduction Project. • Clearly articulated outcomes that would lead to the project being declared a success. This could include financial, technical performance, environmental and/or social impact metrics. | <p>25 (5)</p> |
| <p>Meeting Program Objectives</p> <ul style="list-style-type: none"> • The Study will support work related to a potential EP, IE, or IA Project. • The Study demonstrates a value to the industry and support for industry-led innovation in clean technology solutions. • The Study has the potential to support new pathways for GHG emission reductions for large industrial emitters in B.C. | <p>30 (5)</p> |
| <p>Potential GHG Reductions & Market Adoption Potential</p> <ul style="list-style-type: none"> • Magnitude of potential emission reductions at the Reporting Operation(s) if the Study results in a Project. • Estimates of emissions reductions at the Reporting Operation(s) (including mechanism of emission reduction, standard practice at the operation(s) and any assumptions) are clearly explained. • Potential application in B.C. through commercial adoption of the technology or process. • Estimates of potential emissions reductions from broader adoption in B.C. are clearly explained. | <p>30 (5)</p> |
| <p>Project Team Credentials</p> <ul style="list-style-type: none"> • The Study project team and credentials/experience will support the successful delivery of the Study. | <p>10 (0)</p> |
| <p>Study Timeline</p> <ul style="list-style-type: none"> • The Study timelines and completion dates are realistic and appropriate for the scale of the Study. • Studies with earlier start and completion dates are preferred. | <p>5 (0)</p> |
| <p>TOTAL</p> | <p>100</p> |

9. RFP Process Rules

9.1 Submission of Proposal does not Create Contract

Submission of a Proposal does not create any contractual or equitable rights in relation to the conduct of the RFP. Having said this, Proponents should not submit a Proposal unless they are willing to enter into a Funding Agreement as described in Appendix A.

9.2 Submission of Proposals

- a) Proposals must be submitted before Closing Time to the email address indicated on the cover page of this RFP. 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) 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).
- c) 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...").
- d) 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 titles and descriptions.
- e) For email Proposal submissions sent through multiple emails, the Service Delivery Agent reserves the right to seek clarification or reject the Proposal if the Service Delivery Agent cannot determine what documents constitute the complete Proposal.
- f) Attachments 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 emails or attachments are not corrupted. The Service Delivery Agent may reject Proposals that are compressed, cannot be opened, or that contain viruses, malware, corrupted attachments, or files.
- g) For email Proposal submissions, including any notices of amendment or withdrawal, 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 Study title. Attachments must be labelled in accordance with instructions in Appendix B to this RFP.
- h) 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.
- i) 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 re-submit its Proposal by the same or other permitted submission method before Closing Time, the Proponent will not be allowed to re-submit its Proposal after Closing Time without incurring associated late submission penalties detailed in section 9.4.

9.3 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 their contact information is up to date.

9.4 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 Service Delivery Agent's discretion, subject to a 5-point deduction in the Proposal's overall score. The Service Delivery Agent 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.

9.5 Firm Pricing

During the negotiation of Funding Agreements, the Service Delivery Agent will not agree to any increases in total funding above the amount requested in the respective Proposal except as set out in this RFP.

9.6 Changes to Proposals

By submitting a clear and detailed written notice, the Proponent may withdraw its Proposal before or after the Closing Time. The Proponent will not be permitted to change any part of its Proposal after the Closing Time unless requested by the Service Delivery Agent for clarification purposes.

9.7 Conflict of Interest/No Lobbying

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 Study Partner or Sub-contractor, may, in the Service Delivery Agent'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 or Service Delivery Agent involved in the preparation of the RFP, preparation of evaluation guidelines, participating on the evaluation committee or in the negotiations or administration of the Funding Agreements. If a Proponent is in doubt about whether there might be a conflict of interest, the Proponent should consult with the Program Advisor before 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.

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 or the Service Delivery Agent, including members of the evaluation committee and any elected officials of the Province, or with the media, may result in disqualification of the Proponent.

The Proponent may contact the Program Advisor to discuss Study Proposals and clarify or provide guidance on the RFP requirements or process. The Program Advisor is not involved in the evaluation of Proposals.

9.8 Study Partners

The Service Delivery Agent will accept Proposals where more than one organization or individual is proposed to deliver the Study, so long as the Proposal identifies the lead Proponent as the Operator of a Reporting Operation and that the Proponent will have sole responsibility to implement the Study under the Funding Agreement. The Service Delivery Agent will enter into a Funding Agreement with the Proponent only but may require additional contractual representations, warranties and covenants from other parties involved in completion of the Study, including persons who are the owners or operators of facilities or equipment where the Study 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.

All Study Partners, including affiliates of the Proponent, should be clearly identified in the Proposal.

A Proponent may not enter into a partnership with a firm or individual whose current or past corporate or other interests may, in the Service Delivery Agent'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 or Service Delivery Agent 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 Study 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 Study Partners, including affiliates of the Proponent, should be clearly identified in the Study Proposal.

9.9 Evaluation

Proposals will be assessed according to the evaluation criteria. The Service Delivery Agent will be under no obligation to receive further information, whether written or oral, from any Proponent. The Service Delivery Agent 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 Service Delivery Agent deems it necessary to verify any statements or representations made in a Proposal, the Service Delivery Agent may take this into account in evaluating the Proposal if, in the Service Delivery Agent's sole discretion, the information should reasonably have been provided in the submitted Proposal.

9.10 Negotiations Toward Funding Agreements

Upon completion of the evaluation of Proposals, the Service Delivery Agent intends to negotiate Funding Agreements with the Proponents of several Proposals that receive the highest-ranking evaluations. The number of Proposals in relation to which the Service Delivery Agent initially offers to negotiate Funding Agreements will be based on the Service Delivery Agent'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 Service Delivery Agent, and associated security provisions, for a specific Proponent.

If a written Funding Agreement cannot be finalized with provisions satisfactory to the Service Delivery Agent within thirty days of notification of a successful Proponent, the Service Delivery Agent may, at its sole discretion at any time thereafter, or earlier if the successful Proponent is unwilling or unable to enter into or continue negotiations, terminate discussions with that Proponent. The Service Delivery Agent may terminate negotiations 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, including security provisions, acceptable to the Service Delivery Agent.

If, as negotiations are concluded or subsequently, the Service Delivery Agent 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:

- a) pay the Maximum Amount identified in the Proposals,
- b) in accordance with payment structures acceptable to the Service Delivery Agent, for those Proponents, the Service Delivery Agent may commence negotiation of a Funding Agreement with those Proponents or may choose to not enter into further negotiations with any qualified Proponent.

If, after the conclusion of negotiations with higher-ranked Proposals, there are, in the opinion of the Service Delivery Agent, insufficient Funds Available to pay the following highest-ranked Proposal on terms acceptable to the Service Delivery Agent, the Proponent of that Proposal may be provided with an opportunity to enter into a Funding Agreement that provides for a reduction in overall funding below the levels that would otherwise be paid.

If, subsequent to offering Funding Agreements that provide for a reduction in overall funding below levels that would otherwise apply, the Service Delivery Agent determines that there are additional Funds Available, the Service Delivery Agent will offer to Proponents with the highest-ranked Proposal that were provided with an opportunity to enter into a Funding Agreement that provides for a reduction in overall funding, the opportunity to enter into a Funding Agreement for funding with what the Service Delivery Agent considers commensurate with Funds Available.

Funding Agreements will include provisions generally described in Appendix A – Funding Agreement Form and include other terms and conditions to be finalized to the satisfaction of the Service Delivery Agent, if applicable.

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.

9.11 Debriefing

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

9.12 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 Service Delivery Agent, if any. The Service Delivery Agent 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.

9.13 Limitation of Damages

By submitting a Proposal, the Proponent releases the Service Delivery Agent and 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.

9.14 Liability for Errors

While the Service Delivery Agent has used considerable efforts to ensure the 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 Service Delivery Agent, nor is it necessarily comprehensive or exhaustive. Nothing in the RFP is intended to relieve Proponents from forming their own opinions and conclusions concerning the matters addressed in the RFP.

9.15 No Commitment to Award

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

9.16 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.

9.17 Legal Entities

The Service Delivery Agent reserves the right in its sole discretion to:

- a) disqualify a Proposal if the Service Delivery Agent is not satisfied that the Proponent is clearly identified;
- b) before entering into a Funding Agreement with a Proponent, request that the Proponent confirm 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 Service Delivery Agent 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 Service Delivery Agent 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, Study 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 Service Delivery Agent's satisfaction.

9.18 Reservation of Rights

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

- a) to modify the terms of the RFP at any time before the Closing Time;
- b) to cancel the RFP at any time before 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 Service Delivery Agent, 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 Study is out of compliance with GGIRCA or is determined not to be a Reporting Operation;
- h) to reject any Proposal which the Service Delivery Agent 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 the award and provide funding by other means or do nothing.

9.19 Ownership of Proposals

All Proposals and other records submitted to the Province concerning 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://www.gov.bc.ca/freedom-of-information-and-protection-of-privacy-act).

9.20 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.

9.21 Collection and Use of Personal Information

Proponents are solely responsible for familiarizing themselves and ensuring that they comply with the laws applicable to collecting and disseminating information, including resumes and other personal information concerning employees and employees of any Sub-contractors. If the RFP requires Proponents to provide the Service Delivery Agent 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 Service Delivery Agent. Such written consents should specify that the personal information may be forwarded to the Service Delivery Agent for the purposes of responding to the RFP and used by the Service Delivery Agent for the purposes set out in the RFP. The Service Delivery Agent may, at any time, request the original consents or copies of the original consents from Proponents. Upon such request being made, Proponents will immediately supply such originals or copies to the Service Delivery Agent. For more information, Proponents may contact the Program Advisor.

9.22 Sub-contractors

A Proponent may not subcontract to a firm or individual whose current or past corporate or other interests may, in the Service Delivery Agent'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 or Service Delivery Agent 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 about whether a proposed Sub-contractor

might be in a conflict of interest, the Proponent should consult with the Program Advisor before 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.

9.23 GGIRCA Emission Reports

Before 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 Study 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 Study 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 Service Delivery Agent will be entitled to terminate negotiations with the successful Proponent as described in Section 9.10.

9.24 In-kind Contributions

In-kind contributions by the Proponent or Study Partners that pertain directly to the Study may be considered Eligible Expenses, subject to the terms of the Funding Agreement.

If a Proponent is claiming in-kind contributions for the Study, the Proponent must identify those contributions in the Proposal, as well as the method(s) for determining the fair market value of the contributions. The Proponent will not be able to claim any in-kind contributions or use any valuation methods not listed in the Proposal.

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

In exceptional circumstances, including if future funding becomes available, the Service Delivery Agent, upon the direction of 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 Study information, funding amount and the basis for providing the Study funding. The intent of awarding funding in this manner is to allow submitted Proposals to be eligible for other funding opportunities that may be time-limited and/or unanticipated when this RFP was issued.

10. Funding Agreement Terms and Conditions

Proponents of the Proposals that meet all mandatory criteria and minimum scores for weighted criteria and have the highest scores on weighted criteria will be invited to negotiate a Funding Agreement with the Service Delivery Agent, 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.

11. Appendices

Appendix templates are available on the [CleanBC Industry Fund Website](#) which must be completed by the Proponent and submitted as part of their Proposal:

| Appendix Document | Proponent Use Case |
|---------------------------------------|--|
| Appendix A – Funding Agreement Form | For Reference Only |
| Appendix B – Proposal Submission Form | For Completion and Submission by the Proponent |
| Appendix B1 – Study Budget Template | |