



2024 Request for Proposals

CleanBC Industry Fund: Innovation Accelerator

Issue Date: April 2 ,2024

Closing Date: June 21, 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 that date.

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

Alternate Proposal Delivery Method - By Courier:

Attention: Director, Clean Investment, Climate Action Secretariat
RE: CleanBC Industry Fund Request for Proposals RFP
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 tCO₂e per year, as prescribed in the Greenhouse Gas Emissions Reporting Regulation).

CIF has several streams that provide financing at different stages of project development. The Innovation Accelerator (IA) stream of CIF aims to bolster clean technology innovation by providing an opportunity for Reporting Operations in B.C. to receive financial support for projects that trial, pilot or demonstrate new clean technology at their B.C. facilities.

The stream is targeted at Projects utilizing pre-commercial technology in the technological readiness level (TRL) range 7-8 as defined by Innovation Canada. Other proposed Projects, including novel pilot projects of TRL 9 technologies that satisfy the requirements specified in Section 3.3 may be considered.

The Innovation Accelerator (IA) stream utilizes a competitive request for proposal (RFP) process. Following the close of Proposal intake, project proposals will be evaluated and ranked based on the information provided in Appendix B – Project Proposal Submission Form. Top-ranking projects will be invited to give a presentation about their Project. Projects will only be considered for funding once they have completed both the Appendix B proposal and the panel presentation.

The Province will offer the highest-ranking Projects the opportunity to enter into Funding Agreements, subject to funding availability. Projects may be invited to present at any point before March 31, 2025.

1.1 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;

“**Adjusted Budget**” means the Budget with any adjustments made in accordance with section 6.2 of Appendix A - Funding Agreement;

“**Associated with**”, in relation to emissions and a Reporting Operation, means emissions, other than emissions of carbon dioxide from Schedule C biomass, that are not Attributable to the Reporting Operation but originate from the operation, or from 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 the purpose of emission reporting, excluding emissions from Schedule C biomass;

“**Budget Item**” means a category of Eligible Expenses identified in the Budget or Adjusted Budget, but does not include subtotals or totals of such categories;

“**Budgeted Eligible Expenses**” means

- (i) In respect of a Budget Item, Eligible Expenses that do not exceed the amounts set out in the Budget or Adjusted Budget for that Budget Item, and
- (ii) In respect of the Project, means the total of amounts referred to in subparagraph (i) for the Project;

“**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;

“**Emissions Reduction Quantification Guidelines**” means the Emissions Reduction Quantification Guidelines set out in section 4.3 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;

“**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;

“**Maximum Amount**” means the amount of funding requested in a Proposal from the CleanBC Industry Fund (not to exceed 75% 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**” means the CleanBC Program for Industry;

“**Program Advisor**” means the individual identified in section 1.1 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 regarding RFP scope and criteria to clarify eligibility requirements;

“**Project**” means various related capital expenditures, facility improvements or software improvements that, based on calculations made in accordance with the Emissions Reduction Quantification Guidelines, will lead to a reduction in the quantity, measured in tCO₂e, of GHG emissions;

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

“**Project Summary Report**” means the document submitted by the Proponent to the Province at the end of the Project summarizing the Project’s performance relative to intended outcomes and other knowledge gained through the Project in relation to the implementation and operation of the Project technology, as further set out in Schedule G of Appendix A.

“**Project Team**” means the persons acting on behalf of the Proponent to implement the Project who have discretionary authority to determine or influence the means by which the Project is implemented and operated.

“**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 emissions reductions and Reporting Operations identified in the Proposal as being Associated with GHG emissions 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

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

3 Eligibility

3.1 Program Objectives

- Support new pathways for emissions reductions by large industrial emitters in B.C.
- Create a growing pool of potential projects for the CleanBC Industry Fund: Emissions Performance RFP.
- Support 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 Primary Reporting Operation is not in its new entrant period under GGIRCA.
- 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 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 criteria set out in Section 7.1 (Mandatory Criteria) 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.

3.3 General Project Eligibility

- Projects must involve the trial, demonstration or pilot of a technology or process at a Reporting Operation in British Columbia. These are generally assumed to be pre-commercial technologies at TRL 7 or 8, as defined by Innovation Canada¹, but can also include pilot projects for TRL 9 technologies.
- Project technology must have the potential to reduce Attributable or Associated emissions at the Reporting Operation associated with the Project.
- Projects must contribute to innovation through the development of new technologies or processes, or through the innovative adaptation of an existing technology or process.
- Project technologies or processes must have a credible path to commercial adoption if proven viable.
- Projects that reduce either combustion or non-combustion emissions are eligible.
- Projects that are to be implemented at greenfield facilities are not eligible as per the requirements stated in Section 3.2 (Industrial Operation Eligibility) of this RFP.
- Proponents may not describe more than one Project in a single Proposal but may submit separate Proposals for different Projects.

¹ <https://www.ic.gc.ca/eic/site/080.nsf/eng/00002.html>

- 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 the Emissions Performance, Innovation Accelerator, or Industrial Electrification stream 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.

3.4 Project Timing

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

3.5 Funding Amount

- Proposals must identify an amount of funding sought for the Project that does not exceed 75% of the Proposal's Budgeted Eligible Expenses.
- 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.
- If, after funding has been allocated to the highest-ranking Projects, some amount of funds remains that is less than the funding amount requested by the next highest-ranking Project, then the Project Proponent may be offered an opportunity to enter into a Funding Agreement for the remainder of the funds available. Proponents are advised to consider scalable options for their Projects that could be implemented in the event that the amount of funding offered is less than that requested (in accordance with the scenario outlined in section 8.10 of this document).

3.6 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.
- Final payment will be made upon submission of a satisfactory Project Summary Report.
- 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.

4 Evaluation Process

Proposals will be subject to an initial screening process to ensure that the following conditions are satisfied:

- The Project is aligned with the Program Objectives specified in Section 3.1;
- The Proponent and Project meet the eligibility criteria specified in Sections 3.2 through 3.5;
- The Proposal provides sufficient demonstration that the Project would be unlikely to proceed without Provincial funding through CIF;
- The Proposal demonstrates how Project impacts on Indigenous peoples and communities have been accounted for;
- The information provided in the Proposal indicates that the Proponent’s planning and resources are sufficient to implement the Project as described if the Project is selected to receive Provincial funding; and,
- The information provided in the Proposal indicates that the Project technology or process could feasibly be implemented as described and has a credible path to commercial adoption if successful.

Proposals that satisfy the conditions of the screening process will be evaluated and scored based on the information submitted in the Proposal according to the Weighted Criteria (see section 7.2). Proposals that meet all of the minimum score thresholds in the Weighted Criteria scoring categories and rank among the top scoring Proposals will be invited to give a brief presentation to the technical reviewers. This presentation is a component of the Proposal and will also be scored. Proposals will then be ranked based on their total scores, out of a possible 100 points, and the highest scoring Proponents will be selected to enter into a Funding Agreement with the Province, until funding is exhausted. Only Proposals that have Project Teams invited to give presentations will be eligible for funding. Should additional funding become available, additional Project Teams may be invited to give presentations on their Projects at any point before March 31, 2025.

4.1 Measuring Project Success

Proposals must identify the key metrics by which the proponent will evaluate the Project’s performance. This must include, but may not be limited to, emissions reductions as a result of the Project. The key metrics will be agreed upon by successful Proponents and the Province prior to signing a Funding Agreement. The performance of the Project against these metrics will be presented in the Project Summary Report.

4.2 Project Summary Report

Successful Proponents must provide the Province with a Project Summary Report at the end of the Project. This report should summarize Project performance in relation to the key metrics, any barriers to implementation or operation that were encountered, and any other key takeaways that may advance the overall knowledge base for entities seeking to implement the same or similar technologies at their facilities. Payment of the final funding amount will be issued to the Proponent upon submission of a Project Summary Report that the Province deems satisfactory (i.e., provides a complete and adequate response to the requirements outlined in Schedule G of Appendix A – Funding Agreement Form).

In the event that the Proponent submits a Project Summary Report that the Province deems unsatisfactory, the Proponent will be notified of the areas in which their Project Summary Report that do not satisfactorily conform to the requirements of Schedule G of Appendix A, and will be given the opportunity to amend these areas. If the Proponent fails to submit an amended Project Summary Report that the Province deems satisfactory in a timeframe prescribed by the Province, payment of the final funding amount may be reduced or withheld at the Province’s discretion based on the degree to which the unsatisfactory Project Summary Report does not comply with the requirements of Schedule G of Appendix A.

The Province will make Project Summary Reports publicly available so as to maximize the benefit of the knowledge gained through the Project. Proponents may propose redactions to the public version of the Project Summary Report if there is a reasonable risk of financial harm to the Proponent if the redactions are publicly released. The Proponent must explain the basis for such proposed redactions.

The Province will accept or reject the proposed redactions based on the strength of the Proponent’s rationale.

4.3 Emissions Reduction Quantification Guidelines

Proposals are required to provide quantified emissions reductions estimated to result through the realized implementation of the Project technology. Ideally estimates will be produced in accordance with [ISO 14064-2](#)² guidelines; however, the Province acknowledges that this may not be possible for all Projects. The methodology employed in producing emissions reductions estimates must be comprehensible and reproducible by technical reviewers in order for the Proposal to meet the minimum standards for consideration.

5 Requirements

The Proponent must clearly demonstrate that they meet the mandatory Criteria set out in section 7.1 (Mandatory Criteria) of the RFP. Mandatory criteria are evaluated on a Pass/Fail basis.

Only Proposals that meet the mandatory criteria will proceed to be scored against the weighted criteria in section 7.2 (Weighted Criteria) of the RFP.

Proponents are strongly encouraged to fully review both section 3 (Eligibility) and section 7 (Evaluation) as these sections describe the scope of the Fund and the evaluation criteria by which the Proposals will be assessed, whether a given requirement is mandatory or preferred 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).

6 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 – Project Proposal Submission Form details the format in which Proposals must be made.

- Appendix B1 – Project Budget Template
- Appendix B2 – Process Block Flow Diagram

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 by 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

² International Organization for Standardization. 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. Available: <https://www.iso.org/standard/66454.html>

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.

The RFP and Funding Agreement process will be conducted as follows:

- Proposals are submitted to the Province in accordance with the instructions provided in Appendix B – Project Proposal Submission Form.
- Proposals are evaluated and scored in accordance with the entire requirements of the RFP.
- Proposals will be assessed on the weighted criteria presented in section 7.2. 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.
- The scores from each section of weighted criteria will be added together to give a total overall pre-presentation score.
- Projects with the highest pre-presentation scores that meet the minimum score thresholds in the Weighted Criteria categories will be invited to give a presentation on their project.
- Project presentations will occur by invitation only and are a required component of the evaluation for a proponent to be successful and receive funding.
- Proposals will be ranked according to their post-presentation overall scores, and the highest-ranking Proposals will be selected for funding.
- Proponents – successful, waitlisted and unsuccessful – will be notified regarding the outcome of the evaluation process.
- After notifications have gone out, successful Proponents will then be given the opportunity to enter into a Funding Agreement with the Province.
- If additional funds become available before the end of the RFP’s fiscal year, additional Project Teams may be invited to give presentations on their projects for funding consideration.

7.1 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.

Mandatory Criteria	Points
1. 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
2. The Proposal is submitted in accordance with section 8.2 of the RFP.	
3. The Proposal is in English.	
4. The Proposal is submitted using Appendix B – Project Proposal Submission Form and includes any information specified in these appendices including Mandatory Appendices (Appendix B1 – Project Budget Template and Appendix B2 – Process Block Flow Diagram), and Certifications required. Proposals are completed in accordance with instructions in Appendix B.	
5. The Proposal certifies that the Mandatory Certifications in Section 2 A. of Appendix B – Proposal Submission Form are true.	
6. 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.

Weighted Criteria	Weight (minimum score)
<p>Technology and Innovation</p> <ul style="list-style-type: none"> The Project meaningfully contributes to the advancement of innovation. Unknowns and barriers to Project implementation have been identified. Project risks have been identified, as have risk mitigation or management measures. Major budget items and in-kind contributions have been appropriately valued. It is demonstrated that the Project is unlikely to proceed in absence of Provincial funding. 	<p>20 (3)</p>
<p>Economic, Environmental and Associated Benefits</p> <ul style="list-style-type: none"> <u>The calculation methodology for emissions reductions is appropriate, clearly articulated, and reproducible.</u> The magnitude of potential emissions reductions in B.C. resulting from the commercial adoption of the Project process or technology is identified. Economic benefits resulting from the Project are identified. Projects with the potential to provide a competitive advantage to B.C. industry are preferred. Other complementary benefits (environmental, etc.) are identified. Proposals MUST include a statement that addresses Project impacts on Indigenous communities, workers, businesses, and organizations. 	<p>40 (2)</p>
<p>Project Implementation</p> <ul style="list-style-type: none"> <u>The key metrics for assessing the success of the Project and the method by which they will be measured have been identified. The Proposal explains how these metrics will be used to improve the process or technology or support its commercial adoption.</u> Project completion milestone dates are realistic. Funding for Projects will not be provided beyond March 31, 2029. Projects with earlier start and completion dates are preferred. The Project Team has the requisite qualifications and expertise to implement the Project. Projects utilizing partnerships with B.C.-based clean technology companies are preferred. <p>Presentation (by invitation only)</p> <ul style="list-style-type: none"> Project presentations provide a clear and concise summary of the Project and demonstrate an appropriate understanding of the associated risks 	<p>25 (1)</p>
<p>Post-Project Deployment Plan and Market Potential</p> <ul style="list-style-type: none"> The potential market in B.C. for commercial adoption of successful Project technology or process has been appropriately estimated. Broader market potential is preferred. Projects with the potential for B.C.-based commercial development are preferred. Next steps post-Project (whether successful or unsuccessful) have been identified. Timelines for commercial adoption of successful Project technology have been identified and are realistic. 	<p>15 (0)</p>
<p>TOTAL</p>	<p>100</p>

8 RFP Process Rules

8.1 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.

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 the full Proposal, including all appendices 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 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.
- j) 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. If:

- (i) the Proponent’s email Proposal submission is rejected by the Government Electronic Mail System; or
 - (ii) 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 Proposal submission was sent by the Proponent
- k) 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 negotiation of Funding Agreements, the Province will not agree to any increases in total funding above the amount requested in the respective Proposal except as set out in this RFP.

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.

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 negotiations 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 3.2 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

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 Negotiations toward Funding Agreements

- a) Upon completion of the evaluation of Proposals, the Province intends to negotiate Funding Agreements with the Proponents of Proposals that receive the highest-ranking. The number of successful project will be determined based on Funds Available to cover the Maximum Amounts identified in those Proposals.
- 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 negotiations, terminate discussions with that Proponent. The Province 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 Province.

- c) If, as negotiations are concluded or subsequently, the Province determines that there are sufficient Funds Available 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, the Province may commence negotiation of a Funding Agreement with those Proponents or may choose to not enter into further negotiations with any qualified Proponent.
- d) If, after conclusion of negotiations 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.
- e) 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, the opportunity to enter into a Funding Agreement for funding with what the Province considers commensurate with Funds Available;
- f) 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.
- g) 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:

- disqualify a Proposal if the Province is not satisfied that the Proponent is clearly identified;
- 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;
- 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
- 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://www.gov.bc.ca/freedom-of-information-and-protection-of-privacy-act).

Project Summary Reports submitted to the Province become the property of the Province and will be made publicly available. Components of the reports may be temporarily or permanently redacted if requested by the Proponent and agreed upon by the Province to avoid a reasonable risk of financial harm to the Proponent. Project Summary Reports are subject to the *Freedom of Information and Protection of Privacy Act*.

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 negotiations with the successful Proponent as described in section 8.10(b).

8.24 In-kind Contributions

In-kind contributions by the Proponent or Project Partners that pertain directly to the Project may be considered as Eligible Expenses, subject to the terms of the Funding Agreement. These non-cash contributions can form part of the 25% minimum Proponent contribution and must be contributed by the Proponent or a Project Partner listed in the application. In-kind expenses must be incremental to normal operations and incurred for the sole purpose of the completion of the Project. In-kind expenses will be included in the total project budget and must be tracked and reported on as with all other expenses.

If a Proponent is claiming in-kind contributions for the Project, the Proponent must identify those contributions in the Proposal, as well as the methods 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.

8.25 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 time this RFP was issued.

9 Funding Agreement Terms and Conditions

Proponents of Proposals that meeting all mandatory criteria and minimum scores for weighted criteria, and that have highest scores on weighted criteria will be invited to negotiate 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 B, B1 and B2, 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 – Project Budget Template	
Appendix B2 – Process Block Flow Diagram	