



The Climate Registry

REQUEST FOR PROPOSALS 2009 Batch Verification

Overview

In an effort to minimize the transaction costs of verification for small organizations with relatively simple emissions, The Climate Registry (“The Registry”) is issuing this Request for Proposals (“RFP”) from American National Standards Institute (“ANSI”)-accredited, Registry-recognized Verification Bodies as well as all Verification Bodies that are currently participating in ANSI’s program to become accredited to ISO 14065, ISO 14064-3 and The Registry’s General Verification Protocol to conduct verification activities for emission inventories for interested and eligible Registry Members (Batch Participants).

The Registry intends to select one of the Verification Bodies responding to this RFP to become its 2009 Batch Verification Body (“Batch VB”) responsible for performing verification services for Batch Participants for a competitive, fixed price. The term of the service for the Batch VB is one year. The Registry reserves the right to determine that it will not select a Batch VB after conduction of this RFP.

Eligibility Requirements for Batch Participants

The Registry permits its Members to apply to the Batch VB for batch verification services if their GHG emissions inventory meets the following conditions:

- Not more than 1000 metric tons total CO₂-equivalent emissions per emissions year,
- No process emissions; and
- Fugitive emissions that comprise less than five percent of the entity’s total emissions.

In addition, the Member’s emissions must originate from only the following sources:

- Indirect emissions from electricity consumption;
- Direct emissions from stationary combustion for heating or cooling; and,
- Direct emissions from mobile sources.

Only Members that execute the standardized contract (the “Contract”) ([Attachment 1](#)) will be eligible for batch verification services from the Batch VB

The Batch VB selected pursuant to this RFP will not be The Registry’s agent and The Registry will not be held liable for the actions of the Batch VB or its agents in the performance of the batch verification activities described in this RFP.

The Batch VB will be responsible for determining eligibility of Members for batch verification on a case-by-case basis. The Batch VB may use its professional judgment in accepting Members whose inventories vary only slightly from The Registry's eligibility requirements. The Batch VB also may determine that a Member's inventory is too complex for batch verification. Facility visits by the Batch VB are not required as part of batch verification; should the Batch VB determine that a facility visit is necessary to accurately evaluate the reported emissions, the Batch VB may determine that the Member is not eligible for batch verification.

A list of Members that are potentially eligible for batch verification is contained in [Attachment 2](#) to this RFP.

Batch Verification Body Responsibilities:

The Batch VB must agree to the following conditions:

1. The Batch VB must execute an agreement with the Registry setting forth the terms of the services to be provided by the Batch VB.
2. The Batch VB shall not provide verification services for any Member for which it has provided GHG consultancy services, as defined in The Registry's General Verification Protocol, regardless of when these services were provided. Prior to notifying Members that applied for batch verification of acceptance or rejection, The Batch VB must provide The Registry with a letter attesting as to whether or not the Batch VB provided any GHG consultancy services to each of these Members. In the event that the Batch VB has provided GHG consulting services to a Member that has applied for batch verification, The Registry will coordinate with that Member to assist them in identifying an alternative arrangement for verification.
3. The Batch VB must execute the Contract, which is contained in [Attachment 1](#), with each Batch Participant. The Contracts will be executed by the Batch VB and individual Batch Participants, not The Registry.
4. The Batch VB must conduct each batch verification in accordance with the requirements of the General Verification Protocol which is contained at <http://www.theclimateregistry.org/downloads/GVP.pdf> and must complete of its verification activities pursuant to the timeline contained in [Attachment 3](#) to this RFP, including:
 - a. Identifying the Batch Participant's emissions sources;
 - b. Understanding the Batch Participant's management systems and estimation methods; and,
 - c. Verifying the Batch Participant's emission estimates.

Please note that in accordance with the requirements of batch verification, the Batch VB:

- Is not required to conduct case-specific conflict of interest ("COI") assessments. Since The Registry selects Batch VBs on an annual basis, there will be little risk that a Batch VB will have an ongoing conflict with a Batch Participant. Therefore, The Registry waives the requirement for Batch VBs to conduct Case-Specific COI Assessments prior to commencing the batch verification. This COI assessment exemption does not relieve the Batch VB from the requirement to provide The Registry with a letter attesting to any GHG consultancy services it has provided to any Member that has applied for batch verification.

- Is not required to conduct facility visits; and,
 - Must provide only limited assurance.
5. The Batch VB will be responsible for all administrative tasks associated with the batch verification services, unless provided by The Registry as described in Required Proposal Component 4.b. below. The administrative tasks include but are not limited to:
 - a. Reviewing batch verification applications and determining eligibility of Members.
 - b. Obtaining signed Contracts from Batch Participants.
 - c. Scheduling all phone calls with Batch Participants and The Registry.
 - d. Requesting and collecting all necessary documents from Members.
 - e. Providing Verification Reports and Verification Statements to Members.
 - f. Invoicing and collecting payment from the Batch Participants.
 6. The Batch VB must notify The Registry immediately regarding any issues that are expected to affect the proposed schedule contained in [Attachment 3](#) to this RFP.

Batch Participant Responsibilities

Each Batch Participant must:

1. Meet batch verification eligibility criteria. (The Batch VB has the right to grant batch eligibility on a case-by-case basis.).
2. Execute the Contract with the Batch VB.
3. Comply with the timelines set forth in [Attachment 3](#), including the June 30, 2009 deadline for the submission of the Batch Participant's emissions report in the Climate Registry Information System (CRIS).
4. Respond to requests from the Batch VB for necessary background information and supporting documentation.
5. Participate in the batch verification initial teleconference and all subsequently scheduled phone interviews.
6. Correct all material misstatements and respond to any other corrective action requests by the deadline set forth by the Batch VB.
7. Review the Verification Statement provided by the Batch VB.
8. Confirm accuracy of the Verification Statement and submit it to The Registry on or before October 2, 2009.
9. Provide the fixed batch verification fee directly to the Batch VB.

Responding to this RFP

The Registry is issuing this RFP to all ANSI-accredited, Registry-recognized Verification Bodies as well as all Verification Bodies that are currently participating in ANSI's program to become accredited to ISO 14065, ISO 14064-3, and The Registry's General Verification Protocol by April 20, 2009.

Interested Verification Bodies must submit a complete response to The Registry no later than **5:30 PM Pacific Time, Friday, March 6, 2009**. Please send all responses by e-mail to Jackie Huggins (jackie@theclimateregistry.org). Proposals must not exceed three pages, not including

tracked changes to the standard contract and the Designated Staff, Roles, and Responsibilities form.

The Registry will consider only complete proposals received from Verification Bodies that are ANSI-accredited and Registry-recognized as of April 20, 2009. Submissions will be evaluated by The Registry based on factors including but not limited to the proposed cost, approach to work, schedule, and completeness.

The Registry will select one Batch VB to provide verification services for all Batch Participants in calendar year 2009. The Registry will notify the successful firm of its selection as the Batch VB by telephone and e-mail no later than April 21, 2009. Unsuccessful candidates will also be notified by e-mail on April 21, 2009.

Required Proposal Components

Interested eligible Verification Bodies must include the following information in their response to this RFP:

1. A proposal and description of work approach to complete all of the tasks assigned to the Batch VB in the proposed timeline presented within this RFP ([Attachment 3](#)).
2. Proposed changes to the schedule specified in this RFP must be clearly identified; provided however, that:
 - a. The Batch VB must begin batch verification activities no later than July 1, 2009 and must provide each Batch Participant with a Verification Statement by September 28, 2009.
 - b. The Batch VB must participate in the webinar/conference calls on May 1, 2009, May 7, 2009, July 1, 2009 and July 7, 2009, as set forth in the attached schedule ([Attachment 3](#)).
 - c. The Batch VB must allow the Batch Participants at least one round of corrective action.
 - d. Preference will be given to Verification Bodies that agree to adhere to the proposed timeline set forth in this RFP.
3. A statement of preference as to whether The Batch VB or The Registry is responsible for completing all of the administrative requirements set forth under requirement 4.b. below.
4. A fixed fee for each batch verification.
 - a. Provide a cost assuming that the Batch VB will be responsible for completing all of the administrative requirements set forth under requirement 4.b. below.
 - b. Provide an alternative cost assuming that The Registry will be responsible for completing the following administrative tasks:
 - i. Reviewing batch verification applications and determining eligibility of Members.
 - ii. Obtaining signed Contracts from Batch Participants.
 - iii. Scheduling all phone calls between the Batch VB and the Batch Participants and between the Batch VB and The Registry.
 - iv. Requesting and collecting all necessary documents from Members.
5. Any proposed changes to the standard contract for verification services contained in [Attachment 1](#). Changes must be made in track form.

- a. Preference will be given to Verification Bodies that do not propose significant changes to the standard contract included in this RFP.
6. A completed Designated Staff, Roles, & Responsibilities Form.
 - a. The Verification Body may identify more than one Lead Verifier and Internal Peer Reviewer for the batch verification; however, the Batch VB must assign only one Lead Verifier and only one Internal Peer Reviewer to the verification team for each Batch Participant.
 - b. The Verification Body must designate one Lead Verifier as the point of contact for The Registry on all matters regarding the batch verification.

Contact for More Information

Jackie Huggins
Manager of Verification Services
201-238-2572 (9:00 AM – 6:00 PM Eastern)
jackie@theclimateregistry.org.

Attachment 1: Standardized Contract for Batch Verification

SERVICE AGREEMENT

This Batch Verification Agreement (“Agreement”) is entered into as of the [XX]th day of [MONTH] 2009 (the “Effective Date”) by and between [BATCH VERIFICATION BODY], a corporation organized and existing under the laws of the State of [STATE], having a place of business at [STREET, CITY, STATE, ZIP] (hereinafter referred to as the “Batch VB”) and [CLIENT], a company organized and existing pursuant to the laws of the State of [STATE], having its principal place of business at [STREET, CITY, STATE, ZIP] (hereinafter referred to as the “Client”). The Batch VB and the Client to be referred to individually as a “Party” and collectively, when the context so permits, as the “Parties”. All capped terms not defined herein have the definition set forth in the 2009 Batch Verification RFP or the Protocols described below.

Whereas the Client wishes to contract with the Batch VB for the purpose of conducting a batch verification of the Client’s greenhouse gas emissions report in accordance with the General Reporting Protocol Version 1.1 dated May 2008 (the “GRP”), the General Verification Protocol Version 1.0 dated May 2008 (the “GVP”), and the associated Updates and Clarifications documents established by The Climate Registry (collectively, the “Protocols”) and the Batch VB wishes to perform services as specified herein (“Services”).

Now, therefore, the Parties hereto agree as follows:

1. Scope of Agreement

- 1.1 Each Party has entered into this Agreement as principal and for its own account (and not as advisor, agent, broker or in any other capacity, fiduciary or otherwise), with a full understanding of, and the ability to assume, the material terms and risks of the same.
- 1.2 Neither Party’s employees or representatives (including The Registry) shall have any authority to make decisions for the other Party or otherwise bind or engage the other Party in any way (including the execution of agreements for the provision of services by or for the other Party with third parties).
- 1.3 Neither Party’s employees shall be entitled to represent itself/themselves to any third parties, whether orally or on business cards or letterhead, as the agents of the other Party. Nothing in this Agreement shall constitute or create or be deemed to constitute or create a partnership, joint venture or relationship of principal and agent or employer and employee between the Parties or any of their respective employees and neither of the Parties nor any of their respective employees shall so represent themselves to any third party. Under no circumstances shall the Batch VB’s employees be deemed to be employees of the Client or vice versa nor shall either Party be liable for any compensation or benefits for the other Party’s employees. In addition, neither Party shall

use any of the other Party's trademarks without the prior written approval of such other Party.

- 1.4 Each Party represents and warrants that the person executing this Agreement on behalf of each Party has full power and authority to enter into this Agreement.
- 1.5 Each Party represents and warrants that the Batch VB has not provided GHG Consultancy Services to the Client.
- 1.6 The Batch VB shall perform the Services in accordance with the following schedule:

[Batch VB to insert schedule as accepted by The Registry]

2. Responsibilities of the Client

The Client shall be responsible for:

- 2.1 Making commercially reasonable efforts to cooperate with the Batch VB to comply with the schedule and all deadlines set forth by the Batch VB under Section 1.4 of this Agreement.
- 2.2 Promptly, completely and appropriately responding to requests from the Batch VB for background and supporting documentation.
- 2.3 Promptly correcting all material misstatements and responding to any other corrective action requests from the Batch VB.
- 2.4 Participating in the batch verification kick-off call and subsequent phone interviews during the time scheduled with the Batch VB.
- 2.5 Providing billing information to the Batch VB.
- 2.6 Paying the **[FEE]**, payable to the Batch VB within 30 days of invoicing by the Batch VB as set forth in Section 5 below.

3. Rights and Responsibilities of Batch VB

The Batch VB shall be responsible for:

- 3.1 Conducting the Services in accordance with this Agreement and the Protocols.
- 3.2 Providing at least one opportunity for corrective action requests, if any, and verifying any final version of the corrected emission reports. If the Client has not adequately corrected all material misstatements during the first round of corrective action, the Client may be disqualified from batch verification. Alternately, and in the Batch VB's sole discretion, the Batch VB may charge an additional fee equivalent to no more than half of the original batch verification fee to review another resubmission (if agreed to by the Client). The Batch VB must contact the Client directly to develop a work plan and identify any necessary modifications to the schedule.

- 3.3 Issuing a Verification Report and Verification Statement (together known as the "Deliverable") substantially as defined in the Protocols.
- 3.4 Performing the Services in an efficient, prompt, skilful and careful manner in accordance with then current industry standards, practices and accredited procedures.
- 3.5 Observing and obeying all applicable laws, regulations, rules and standards imposed by any government or other duly constituted authority having jurisdiction with respect to the Service.
- 3.6 Supplying invoices to the Client within 30 days of completion of the Verification Statement.
- 3.7 The Batch VB makes no further representations regarding the services provided. ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY WARRANTY OF MERCHANTABILITY OR OF FITNESS FOR ANY PARTICULAR PURPOSE, ARE DISCLAIMED.

4. Use of the Deliverable

- 4.1 The Batch VB will provide the Deliverable in its entirety to the Client, accompanied by any additional information required under the Protocols. The Client will forward portions of the Deliverable or the Deliverable in its entirety to any government or other duly constituted authority having jurisdiction with respect to the Protocols. If the Protocols require it, the Deliverable and additional information required under the same will also be made publicly available. The Deliverable may be included by the Client in its annual report or may be issued by the Client in any separate report that it may publish or be provided to any other interested parties or entities with prior written consent of the Batch VB.
- 4.2 The Client hereby warrants that it will not publish, nor otherwise refer to, the Deliverable or any portion thereof unless the prior written consent of the Batch VB is received.

5. Compensation and Payment

- 5.1 The Client shall pay the compensation and related expenses directly to Batch VB within thirty (30) days from the date of receipt of any invoice (the "Due Date") in US Dollars, failing which interest will become due at a rate of 1.5% per month from, but not including, the Due Date, up to and including the date payment is actually received. Upon a dispute, the Client will pay the full amount when due. Client shall not be entitled to retain or defer payment of any sums to the Batch VB on account of any dispute, counter claim or set off which Client may allege against the Batch VB. The Batch VB may elect to bring action for the collection of unpaid fees in any court having competent jurisdiction, in which case Client shall pay all of the Batch VB's collection costs, including attorneys' fees and related expenses.
- 5.2 Should the Client wish to dispute an invoice, it must do so in writing within thirty (30) days of receipt. Otherwise, invoices shall be deemed accurate and payable according to the terms thereof.

- 5.3 All fees and charges payable to the Batch VB shall be net of any and all taxes, charged or which may be imposed in the future in relation to the Batch VB's Services, directly in relation to the rendering of the Services, and Client agrees that it will be responsible for the payment of all such taxes. The Client must pay all taxes associated with the Services provided by the Batch VB.

6. Term of the Agreement

- 6.1 The Term of this Agreement is [one year from the Effective Date].
- 6.2 Either party may terminate this Agreement for any reason and without cause by written notice served upon the other Party at least 30 days prior to the proposed effective date of such termination.
- 6.3 Upon termination, all amounts then due and payable shall be paid to the Batch VB, and the requirement to pay such amounts shall survive. Client acknowledges that, if a termination occurs prior to delivery of the Deliverable, no portion of said Deliverable which may be in the possession of the Client may be used in any publication or as the basis for any work performed by any substitute service provider and Client shall indemnify and hold the Batch VB harmless from and against any claims which may be brought against the Batch VB by any such misuse.

7. Indemnification and Liability

- 7.1 IF NO REMEDY OR MEASURE OF DAMAGES IS EXPRESSLY HEREIN PROVIDED, THE LIABLE PARTY'S LIABILITY SHALL BE LIMITED TO DIRECT ACTUAL DAMAGES ONLY. NOTWITHSTANDING ANY OTHER PROVISION IN THIS AGREEMENT, NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR CONSEQUENTIAL, INCIDENTAL, PUNITIVE, SPECIAL, EXEMPLARY OR INDIRECT DAMAGES, LOST PROFITS OR REVENUE OR LOSS OF USE OF EITHER, OR BUSINESS INTERRUPTION DAMAGES, WHETHER BY STATUTE, IN TORT OR IN CONTRACT, UNDER THIS AGREEMENT.
- 7.2 The Batch VB shall not be liable for any delayed, partial or total non-performance of the services arising directly or indirectly from any event outside the Batch VB's control including failure by Client to comply with any of its obligations hereunder.
- 7.3 Save as may otherwise be provided for in the Protocols, the liability of the Batch VB in respect of any claim for loss, damage or expense of any nature and howsoever arising shall in no circumstances exceed a total aggregate sum equal to 10 times the amount of the fee paid in respect of the specific service which gives rise to such claim or USD **[XX,XXX]** (or its equivalent in local currency), whichever is the lesser.
- 7.4 The Batch VB shall have no liability for any indirect or consequential loss (including loss of profits).
- 7.5 In the event of any claim, Client must give written notice to the Batch VB within 30 days of discovery of the facts alleged to justify such claim and, in any case, the Batch VB shall be

discharged from all liability for all claims for loss, damage or expense unless suit is brought within one year from:

- (i) the date of performance by the Batch VB of the Service which gives rise to the claim; or
- (ii) the date when the Service should have been completed in the event of any alleged non-performance.

8. Confidentiality

- 8.1 As used herein, “Confidential Information” shall include any and all oral and written information provided to the Batch VB by the Client, provided, however, that Confidential Information shall not include any information which (i) is, or hereafter becomes (but not in violation of this Agreement), generally known to the public, (ii) was available to the Batch VB on a non-confidential basis prior to the time it was disclosed by the Client, or (iii) is disclosed by an independent third party with a right to make such disclosure. Unless required by law, the Batch VB shall not disclose the Confidential Information to any person or entity except for its directors, employees or outside consultants retained by it in connection with this Agreement.
- 8.2 The Batch VB agrees that the Confidential Information will not be used for any purpose other than in connection with the performance of its duties and obligations under this Agreement. The Batch VB shall use its best efforts to prevent access by unauthorized persons to the Confidential Information, such efforts to reflect at least the same degree of security that the Batch VB accords its own confidential information. The Batch VB shall ensure that any outside consultant retained by the Batch VB is made aware of, and is bound by, this Section 8.
- 8.3 In the event that the Batch VB and/or the Client, or anyone to whom Confidential Information is disclosed pursuant to this Agreement, becomes legally compelled to disclose any of the Confidential Information (the “Compelled Party”), the Compelled Party shall provide the Party whose Confidential Information will be affected by such disclosure (the “Affected Party”) with prompt notice so that the Affected Party may seek a protective order or other appropriate remedy and/or waive compliance with the provisions of this Section. In the event that such protective order or other remedy is not obtained or in the event that the Affected Party waives compliance with the provisions of this Section, the Compelled Party will furnish only that portion of the Confidential Information which the Compelled Party is legally required to disclose and will seek to obtain reliable assurance that confidential treatment will be accorded the Confidential Information so disclosed.
- 8.4 The Parties acknowledge and agree that the undertakings set forth in this Section 8 shall survive the termination of this Agreement.

9. Governing Law and Jurisdiction

- 9.1 This Agreement shall be governed by, and interpreted in accordance with the substantive laws of the [applicable state or province] exclusive of any rules contained therein with respect to conflicts of laws.

- 9.2 Parties must follow the Dispute Resolution Process set forth in the Protocols for any disputes arising in connection with this Agreement.
- 9.3 Any disputes arising in connection with this Agreement that are not resolved by the Accreditation Body as provided for in Section 9.2 above shall be finally settled under the Rules of Arbitration of the International Chamber of Commerce by one or more arbitrators appointed in accordance with the said Rules. The proceedings shall take place in New York, New York and shall be conducted in English.

10. Miscellaneous

- 10.1 Changes in the scope of the Services, either by Client request or necessitated by other events or conditions (including, without limitation, changes in law or regulation), that would increase the cost or time needed to perform the Services shall be cause for an equitable increase in the Agreement price or, extension of the Agreement schedule, or both. Such increases will be agreed to in writing by the Parties.
- 10.2 Any communications required or permitted to be given by one Party to another shall be sent to the other Party at the address shown in the introduction to this Agreement or any other address subsequently notified by any Party to the others. Unless a particular method has been required by any provision of this Agreement, facsimile communications shall be accepted if there is confirmation of the transmission and such communication is followed up by paper copy thereof sent by messenger, overnight or other express delivery service. Batch VB accepts no liability for any errors in transmission.
- 10.3 Save as expressly provided for in this Agreement, no Party shall assign this Agreement in whole or in part without the prior written consent of the other Party, except that the Batch VB may without such consent assign all or any of its rights and obligations hereunder to any company controlling it, controlled by it or under joint control with it.
- 10.4 The failure of any Party hereto to enforce at any time any of the provisions of this Agreement or to exercise any right or option which is herein provided shall in no way be construed to be a waiver of such provisions nor in any way affect the validity of this Agreement or any part thereof or the right of any Party to enforce thereafter each and every such right or option. No waiver of any breach of this Agreement shall be considered or held to be a waiver of any other or subsequent breach. Nothing shall constitute, or have the effect of, a waiver except an instrument in writing signed by a duly authorized officer or representative of the Party against whom such waiver is sought to be enforced which expressly, and not impliedly, waives a right or rights or an option or options under this Agreement.
- 10.5 The text of this Agreement shall constitute the entire agreement between the Parties with respect to its subject matter, all prior contracts, proposals, representations, negotiations and understandings, either orally or in writing, including any nondisclosure and use of information agreement as may have been signed by the Parties, being hereby expressly superseded, and is not intended to confer upon any person other than the Parties any rights or remedies hereunder. Any amendment or modification hereof shall only be binding if it is made in writing and signed on behalf of each Party by its duly authorized representative(s).

10.6 This Agreement may be executed in any number of counterparts, each of which, when executed, shall be deemed to be an original, and such counterparts together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the Parties have evidenced the terms of this Agreement by causing the signatures of their duly authorized representatives to be affixed below, together with the date of execution by each such representative.

SIGNATURES

For: **[BATCH VERIFICATION BODY]**

For: **[CLIENT]**

Signature

By: _____
Signature

Typed Name: **[Authorized Signatory]**
Title: **[TITLE]**

Typed Name: **[Authorized Signatory]**
Title: **[TITLE]**

_____, 2009

_____, 2009

(Date)

(Date)

Invoicing Information (to be completed by the Client):

Client Name:	
Client Billing Address:	
Contact Name:	
Contact Telephone:	
Client Contract or P.O Number:	
Client Federal Tax ID (EIN):	

Attachment 2: Potential Batch Verification Participants

First-Time Reporters		
	Member	Sector
1.	3Degrees	Commercial/industrial - Green Energy
2.	Alliant Environmental, LLC	Consulting
3.	Aludisc, LLC	
4.	Bell Independent Power Corporation	Commercial/Industrial
5.	Brightworks	Consulting
6.	Cadence Network, Inc.	Commercial/industrial - Technology
7.	Carbon Credit Corp	Commercial/industrial - Technology
8.	Carbon Solutions America, LLC	Consulting
9.	Castle & Cook Florida, LTD	Commercial/industrial - Green Building
10.	City of Oneonta, NY	Government-Local
11.	CitySpaces Consulting Ltd.	Consulting
12.	Coastal Conservation League	Non-Profit-Conservation
13.	Dormitory Authority of the State of New York	Government-State
14.	Drew George & Partners, Inc.	Consulting
15.	Earth Advantage, Inc.	New Home Construction
16.	Ecos	Consulting
17.	EcoSecurities	Consulting
18.	Ecotek	Commercial/industrial - Technology
19.	Ecotrust	Non-Profit
20.	Element Markets	Commercial/industrial - Green Energy
21.	Enviance, Inc.	Commercial/industrial - Software
22.	Environmental Advocates of New York	Non-Profit-Conservation
23.	Environmental Incentive, LLC	
24.	Environmental Performance Group	Consulting
25.	Environmental Planning Specialists, Inc.	Consulting
26.	EPS Corp.	Commercial/industrial - Green Energy
27.	eEquilibrium Solutions Corporation	Technology
28.	ETC Group, LLC	Consulting
29.	First Climate	Commercial/industrial - Reduction Services
30.	First Environment	Consulting
31.	GDTs Chartered Accountants	Commercial/industrial
32.	Good Company	Consulting
33.	Green Building Services	Commercial/industrial - Green Building
34.	Groom Energy	Commercial/industrial - Green Energy
35.	GT Environmental Finance LLC	
36.	HES Ltd.	Commercial/industrial - Green Energy
37.	Horizon Environmental Corporation	Consulting
38.	Idaho Department of Environmental Quality	Government-State
39.	Innovative Bio-Technologies, LLC	Consulting
40.	Juice Energy, Inc.	Consulting
41.	Landtec North America, Inc.	

First-Time Reporters		
	Member	Sector
42.	Limousine Environmental Action Partnership	Non-Profit
43.	M.E. Group, Inc.	Consulting
44.	Mazzetti & Associates	Consulting
45.	Millennium Consulting Association	
46.	Missouri History Museum	Non-Profit-Museum
47.	NativeEnergy, Inc	Commercial/industrial - Reduction Service
48.	Natural Capital, LLC	Consulting
49.	New York State Office of General Services	Government-State
50.	Nuclear Energy Institute	Non-Profit
51.	Pacific Waste Consulting Group	Consulting
52.	Pennsylvania Recycling Markets Center	Non-Profit-Recycling
53.	Resource Systems Group Inc.	Consulting
54.	Sacramento Area Council of Governments	Government-Local
55.	Saint Louis Science Center	Non-Profit
56.	ShoreBank Pacific	Commercial/industrial -Bank
57.	State of Utah Executive Branch	Government-State
58.	Sterling Planet, Inc.	Commercial/industrial - Green Energy
59.	Sustainable Business Consulting	Electric Power
60.	Symbiotic Engineering, LLC	Consulting
61.	Terra Global Capital LLC	
62.	The Energy Foundation	Non-Profit
63.	The Weidt Group	Commercial/industrial Green Building
64.	Tropical Salvage, Inc.	Sustainable Furniture Designer
65.	Truckee Tahoe Airport District	Government-Local
66.	Union of Concerned Scientists	
67.	Valmar & Associates, Inc	Consulting
68.	VeeV Spirits, LLC	Food/Beverage
69.	Vermont Agency of Natural Resources	Government-State
70.	Wenck Associates, Inc.	Consulting
71.	Willis Energy Services Ltd.	Commercial/Industrial - Green Energy
72.	World Resources Institute	Non-Profit
73.	Worldwide Carbon, Inc.	Consulting
74.	Yolo-Solano Air Quality Management District	Government

Total First-Time Reporters: 74

Experienced Reporters (have completed verifications through CCAR)		
Member		Sector
1.	California Department of Finance	
2.	E. H. Pechan & Associates, Inc.	Consulting
3.	EORM, Inc.	Consulting
4.	GEL Engineering, LLC	Consulting
5.	Madison Environmental Group, Inc.	Consulting
6.	MGM International Group, LLC	Commercial/industrial - Reduction Service
7.	Pinnacle Engineering Inc.	Engineering
8.	Point Carbon North America, LLC	Commercial/industrial - Economics
9.	Supply Chain Consulting US, LLC	Consulting
10.	Tamalpais Community Services District	
11.	Vermont Energy Investment Corporation	Non-Profit
12.	West Coast Environmental and Engineering	Consulting

Total Experienced Reporters: 12

Total Potential Batch Verification Participants: 86

Attachment 3: Batch Verification Activities

The following table presents the proposed timeline for batch verification and tasks to be completed by The Registry, the Batch Participants, and the Batch VB.

Task #	Target Date / Deadline	Responsible Party	Task
1.	Monday, February 9, 2009	The Registry	Issue this RFP to Verification Bodies.
2.	Friday, March 6, 2009	Batch VB	Respond to this RFP by 5:30 PM Pacific.
3.	Monday, March 9, 2009 – Friday, April 20, 2009	The Registry	a) Review proposals. b) Continue to educate Members on the batch verification option, including presenting at least one training webinar.
4.	Monday, April 20, 2009	Batch VB	Deadline for accreditation in order for The Registry to consider that Verification Body's response to this RFP.
5.	Tuesday, April 21, 2009	The Registry	a) Select a Batch VB (on or before 4/21/09) b) Notify the successful firm by phone and e-mail of its selection as the Batch VB for 2009. c) Notify unsuccessful candidates by e-mail.
6.	Monday, April 27, 2009	Batch VB	Provide The Registry with a batch verification application and standard contract for Members. <i>Note: The Registry suggests that the Batch VB include a request for background documents in the application. The VB should also include a list of documents/records that are likely to be included in the initial document request so that Members can prepare accordingly.</i>
7.	Wednesday, April 29, 2009	Batch VB & The Registry	Participate in a kick-off call to confirm timelines and responsibilities for all parties.
8.	Friday, May 1, 2009	The Registry	a) Announce the Batch VB to Members; b) Make the batch verification application and standard contract (to be submitted to Batch Verification Body) available on The Registry's website; c) Provide the Batch VB with an updated list of Members that are likely candidates for batch verification.
9.	Friday, May 1, 2009 AND Thursday, May 7, 2009 (Please note these dates are not subject to change due to information provided to Members)	Batch VB & The Registry	Introduction to Batch Verification Webinar for Members of The Registry: a) Introduce Batch VB b) Review batch verification eligibility requirements c) Review application form and deadline d) Review standard contract

Task #	Target Date / Deadline	Responsible Party	Task
10.	Monday, June 1, 2009	Members	Submit batch verification application to Batch VB.
11.	Tuesday, June 2, 2009 – Thursday, June 18, 2009	Batch VB	a) Review batch verification applications; b) Follow up with Members as necessary to resolve questions; and, c) Determine eligibility of batch verification applicants.
12.	Friday, June 19, 2009	Batch VB	a) Notify The Registry and Members that applied for batch verification of acceptance or rejection; b) Provide Batch Participants with information about the 7/1/09 kick-off call; c) Notify The Registry and Batch Participants of the verification team assigned to each verification.
13.	Friday, June 26, 2009	Batch Participant	Provide executed contract to Batch VB.
14.	Tuesday, June 30, 2009	Batch Participant	a) Submit emissions report in CRIS; b) Assign Batch VB as Verification Body in CRIS; and, c) Assign Lead Verifier in CRIS.
15.	Wednesday, July 1, 2009 (Please note this date is not subject to change due to information provided to Members)	Batch VB	a) Begin batch verification activities in accordance with The Registry's General Verification Protocol Version 1.0, as modified by the GVP 1.0 Updates and Clarifications; b) Hold kick-off call with group of Batch Participants; c) Issue a request for supporting documents to each Batch Participant. Request should include: 1. CRIS report 2. Description of operations. 3. A detailed inventory of sources 4. A description of management systems 5. Full year of electric bills and fuel purchase records 6. Copy of lease or rental agreement, building blueprints, etc. for occupied office space 7. If applicable, other records necessary to support use of an alternate electricity emissions estimation methodology 8. Vehicles records, registrations, fuel purchase and/or mileage information, etc. 9. Other forms/materials deemed essential by the Batch VB

Task #	Target Date / Deadline	Responsible Party	Task
16.	Tuesday, July 7, 2009 (Please note this date is not subject to change due to information provided to Members)	Batch VB	a) Repeat kick-off call with group of Batch Participants (that were not able to attend call on 7/1).
17.	Thursday, July 2, 2009 – Wednesday, July 15, 2009	Batch VB	Participate in a phone interview with each Batch Participant to understand their operations and management systems.
18.	Wednesday, July 15, 2009	Batch Participants	Provide supporting documents to Batch VB.
19.	Thursday, July 16, 2009 – Friday, August 14, 2009	Batch VB	<p>a) Review each Batch Participant's supporting documentation (no facility visits are required).</p> <p>b) Complete an assessment of each Batch Participant's sources, systems, and emissions quantification.</p> <p>c) Prepare Draft Verification Reports.</p> <p>Note: <i>If the Batch VB determines that any additional supporting documentation is needed, the Batch VB must contact the Batch Participant directly and identify any necessary modifications to the schedule.</i></p>
20.	Monday, August 17, 2009	Batch VB	Provide each Batch Participant with a Draft Verification Report.
21.	Tuesday, August 18, 2009 – Friday, August 28, 2009	Batch VB	<p>Participate in a conference call with each Batch Participant to review their Draft Verification Report. This call will constitute the "exit meeting" required by the GVP.</p> <p>Note: <i>If any misstatements are found, each Batch Participant can revise their information and resubmit it to the Batch VB by September 11 for review one time (first round of corrective action). If the Batch Participant has not adequately corrected all material misstatements during the first round of corrective action, they may be disqualified from batch verification. Alternately, the Batch VB may charge an additional fee equivalent to no more than half of the original batch verification fee to review another resubmission. The Batch VB must contact the Batch Participant directly to develop a work plan and identify any necessary modifications to the schedule to accommodate a second round of corrective action.</i></p>
22.	Friday, September 11, 2009	Batch Participant	Complete corrective action and provide the Batch VB with supporting documentation.
23.	Friday, September 25, 2009	Batch VB & The Registry	Participate in a conference call to debrief on the results of the batch verification process.

Task #	Target Date / Deadline	Responsible Party	Task
24.	Monday, September 28, 2009	Batch VB	<p>a) Provide each Batch Participant with a Final Verification Report and a Verification Statement.</p> <p>b) Upload a signed Verification Statement for each Batch Participant in CRIS, and complete the verification module.</p> <p>Note: <i>The Batch VB is not required to schedule another exit meeting with each Batch Participant, but must be available to discuss the Final Verification Report with the Batch Participant upon request.</i></p>
25.	Friday, October 2, 2009	Batch Participant	<p>a) Sign and upload the Verification Statement in CRIS.</p> <p>b) Accept the Verification Statement in CRIS.</p> <p>Note: <i>If the Batch Participant does not agree with the Verification Statement, they are eligible to follow the Dispute Resolution process, as outlined in the General Reporting Protocol (page 44).</i></p>
26.	Monday, November 2, 2009	The Registry	<p>a) Complete review of verification statements and emissions reports; and,</p> <p>b) Make accepted reports available to the public.</p>

Attachment 4: Batch Verification Process

(Excerpt from the General Verification Protocol, Version 1.0, May 2008, as modified by the GVP 1.0 Updates and Clarifications)

To reduce the transaction costs associated with the verification of small office-based organizations, The Registry offers a modified version of its standard verification process. The Registry refers to this modified process as “batch verification.” Members are eligible for batch verification if they have relatively simple GHG emissions. The Registry offers batch verification options to Members that have only the following emissions:

- Not more than 1000 metric tons total CO₂-equivalent emissions (per emissions year),
- No process emissions; and
- Fugitive emissions that comprise less than five percent of the entity’s total emissions.

In addition, emissions must only originate from the following sources:

- Indirect emissions from electricity consumption;
- Direct emissions from stationary combustion for heating or cooling; and
- Direct emissions from mobile sources.

For Members whose emissions are just outside of the above parameters, the Batch Verification Body will determine eligibility on a case by case basis. The following is a summary of the steps of the batch verification process.

1. **The Registry Selects a Batch Verification Body Each Year:** Each year, The Registry will solicit competitive bids from accredited Verification Bodies interested in providing batch verification services. The Registry will select one Verification Body to perform all eligible verifications for that reporting year. The Verification Body will be ineligible to bid on batch verification for the following three years, but may continue to conduct individual verifications for the current reporting year as well as future reporting years.
2. **The Registry and Batch Verification Body Develop Standardized Contract**
3. **Member Calculates and Reports Their Annual GHG Data**
4. **Members Communicate Interest in Batch Verification and Batch Verification Body Determines if They Are Eligible:** Members interested in batch verification should notify the Batch Verification Body (listed on The Registry’s website) prior to the deadline for submitting emission reports (6/30). The Batch Verification Body will be responsible for determining the eligibility of Members.
5. **Batch Verification Body and Member Sign Contract:** Each Member signs a standardized contract with the Batch Verification Body. If Members require nonstandard contract language, they cannot participate in batch verification.
6. **Batch Verification Body Receives Member Documentation:** Once the respective parties have signed the contracts, the Batch Verification Body will review all batch Members’ emission information.

Continue to steps 7-13 of the verification process (Refer to GVP 1.0 Section 2.2, as amended by GVP 1.0 Updates and Clarifications).

Since The Registry selects Batch Verification Bodies on an annual basis, there will be little risk that a Batch Verification Body will have an ongoing conflict with a Batch Member.

Therefore, The Registry waives the requirement for Batch Verification Bodies to conduct Case-Specific COI Assessments prior to commencing a batch verification.

If the Batch Verification Body is unable to provide a finding of limited assurance of a Member's emissions without visiting a facility, the Batch Verification Body must inform the Member that they are not eligible for batch verification. At that time, the Member must contract with a Verification Body to conduct the verification activities. The Batch Verification Body may bid on this contract.