



The Climate Registry

**REQUEST FOR PROPOSALS
TO DEVELOP
ELECTRIC POWER GENERATION, TRANSMISSION & DISTRIBUTION
REPORTING & VERIFICATION PROTOCOLS
FOR USE IN THE CLIMATE REGISTRY'S VOLUNTARY REPORTING PROGRAM**

Background

The Climate Registry (Registry) sets consistent and transparent standards for the measurement, verification, and public reporting of greenhouse gas (GHG) emissions throughout North America in a single unified registry. The Registry is a non-profit organization that supports both voluntary and mandatory reporting programs, provides meaningful information to reduce GHG emissions, and embodies the highest levels of environmental integrity. The Registry developed its General Reporting and Verification Protocols to provide GHG calculation and reporting guidance to its Reporters and Verification Bodies respectively.

The Registry now wishes to develop additional industry-specific protocols to supplement the general protocols, and has developed an industry-specific protocol development process to do so (See Appendix A: Industry-Specific Protocol Development Process).

The Registry plans to launch an industry-specific protocol development process for the Electric Power Generation, Transmission & Distribution (EPG) sector this summer, and is currently soliciting proposals from contractors to facilitate and manage this project.

Project Overview

The selected Contractor's responsibilities will be three-fold:

- 1) Draft a background paper to summarize the sector's reporting and verification needs and identify key issues to resolve in the protocol development process;
- 2) Facilitate and manage the protocol development process, including assisting with formation of an industry-specific protocol workgroup, developing draft protocols, and managing rounds of technical review and public comment; and
- 3) Finalize the industry-specific protocols consistent with the spirit of the Registry's general protocols and representative of best practice for corporate GHG accounting for entities with electric power activities.

The final EPG protocols must also be as consistent as possible with existing or proposed mandatory reporting guidelines that will affect this sector.

The Registry plans to begin work on the EPG Protocols in July, 2008, and aims to complete the Protocols by February, 2009.

Scope of Work

The Registry expects the Contractor to implement the Registry's Industry Specific Protocol Development Process and accomplish the following tasks:

1) Develop a background paper for EPG Reporting and Verification Protocols:

- Conduct a literature review to assess best GHG accounting available options for the sector. This review should include, but not be limited to:
 - The California Air Resources Board's mandatory reporting guidelines (AB 32)
 - The Electric Power & Utility Reporting Protocol developed by the California Action Climate Registry
 - Technical reporting guidelines of the US Department of Energy 1605(b) program
 - Climate Leaders stationary combustion module

- Consider and identify reporting options that must be addressed in the EPG protocols. These should address at least the following issues:
 - Eligibility
 - Determining ownership e.g, joint power authorities and/or other commonly occurring ownership models
 - Defining organizational boundaries
 - Defining structural adjustments (e.g., a utility shuts down a coal plant which decreases direct emissions and increases purchases of natural gas emissions)
 - Preferred/acceptable calculation methods for stationary combustion
 - Use of other data required for other regulatory filings (e.g., FERC, SEC, DOE, EPA and state or provincial requirements)
 - Calculating emissions from transmission, especially when lines cross state boundaries
 - Calculating emissions from distribution
 - Metrics
 - Development, sale, and use of renewable energy
 - Verification requirements and guidance for preparing risk assessment

- Propose options for the consistent determination of utility-specific emission factors (to be used by Registry Reporters to accurately calculate their indirect emissions from the consumption of purchased electricity).

2) Manage the Industry-Specific Protocol Development Process (See Appendix A):

- Assist the Registry in identifying Workgroup members and expert reviewers
- Prepare/assemble background materials for the Workgroup
- Schedule and facilitate Workgroup meetings/conference calls
- Draft and circulate meeting minutes
- Provide Workgroup updates to the public, as necessary
- Coordinate regularly with the Registry staff

3) Develop, Workshop, and Finalize the EPG Protocols:

- Serve as the primary author of the draft protocols, delegating drafting tasks to Workgroup members, as appropriate
- Assemble and consolidate Workgroup members' comments on discussion documents and drafts
- Organize a feedback process to solicit expert input and comments on the draft protocols.
- Synthesize and incorporate expert feedback

- Submit completed draft protocols to the Registry's staff for review and incorporate their comments into the draft recommendations
- Facilitate public hearings and compile a summary of comments received
- Consult with the Registry and Workgroup to determine how to incorporate the relevant public comments into the draft protocol
- Participate in the Registry's Protocol Committee conference calls, when appropriate, to update the Committee on the development of the Protocols
- As requested by Registry staff, incorporate the Board's suggestions to finalize the protocols

To assist the development of EPG Protocols, the Registry will:

- Designate a project manager to be the main Registry point of contact for the Contractor
- Participate in all EPG Workgroup calls
- Provide timely response to the Contractor's questions and requests for information
- Assume any Workgroup meeting expenses

Deliverables and Timeline

1. Background Paper (August 1, 2008)
2. EPG Workgroup process (August 2008– February 2009)
3. Draft EPG Protocols (October 15, 2008)
4. Technical Review (October 15 – November 15)
5. Public Comment/Hearing (December 1, 2008 – January 15, 2009)
6. Final protocol (February 15, 2009)

Evaluation Criteria

The Registry will evaluate proposals for this project based on the following factors:

- Knowledge of, and experience working with, the power generation and/or utility sectors
- Understanding of the Registry and other GHG/air emission programs
- Comprehensive knowledge of GHG emissions, inventory, measurement, and reporting issues--especially as they relate to electric power generation, transmission & distribution activities
- Experience facilitating diverse and multidisciplinary groups
- Quality of written products, specifically technical documents
- Exceptional communication and organizational skills
- Competitiveness/value of project budget
- Proven ability to deliver projects on time

Application Process

Interested Contractors must submit proposals to the Registry by **June 13th, 2008**. No late or incomplete proposals will be considered. All proposals must include the following information:

- Cover letter explaining your interest in working on this project
- Short proposal (max five pages), which must include:
 - Statement of qualifications
 - Proposed project approach
 - Proposed fixed priced budget
 - Client references (at least three)
- Sample work product, including short technical writing sample

Proposals must be submitted to Jill Gravender, via email, fax, or mail by **June 13, 2008**. The Registry plans to award the project contract in July 2008.

The Climate Registry
Attn: EPG Protocol Proposals
523 W. 6th Street, #428
Los Angeles, CA 90014
FAX: 213-623-6716

EMAIL: jill@theclimateregistry.org

Questions?

Contact Peggy Foran (213-891-1444 x 119 or peggy@theclimateregistry.org).



The Climate Registry

APPENDIX A:

INDUSTRY-SPECIFIC PROTOCOL DEVELOPMENT PROCESS

GOAL: To develop industry-specific greenhouse gas (GHG) reporting and verification protocols that complement the Registry's existing general protocols.

DELIVERABLE: Industry-specific Reporting and Verification Protocols

All industry specific protocols should include:

1. Methodologies for GHG accounting, reporting, and verification guidance for the industry, including industry-specific efficiency metrics and any other required information.
2. Identification of reference materials.

INDUSTRY SPECIFIC PROTOCOL DEVELOPMENT PROCESS

- 1) Draft a background paper that surveys existing sector guidance and identifies key protocol issues (3-4 weeks)**
 - a) Gather available industry GHG reporting and verification methods
 - b) Review General Reporting and Verification Protocols
 - c) Identify potential industry resources
 - d) Propose the scope of the protocols
 - e) Identify key issues for the Industry Workgroup to address
- 2) Form Industry Workgroup and Convene kick-off Meeting (3 weeks)**
 - a) Identify Workgroup members
 - b) Propose and discuss expected Workgroup deliverables
 - c) Discuss member roles/responsibilities
 - d) Set Workgroup meeting schedule
 - e) Identify key topics for future Workgroup discussion
- 3) Draft Protocols (1 month)**
 - a) Facilitator will draft protocols with input from the Industry Workgroup
- 4) Convene Workgroup meetings to Review Draft Protocols (3 months)**
 - a) Review background paper and existing resources

- b) Consider expert/outside presentations
- c) Review reporting protocol
- d) Review verification protocol
- e) Design industry reports for the Climate Registry Information System (CRIS)

5) Internal Review of Draft Protocols (2 months)

- a) Solicit additional technical review, if appropriate
- b) Contractor aggregates comments
- c) Present proposed protocols and Workgroup recommendations to the Protocols Committee and Verification Oversight Panel
- d) Incorporate any final changes and complete editorial review of the protocols
- e) Present draft protocols and CRIS reports to the Board of Directors

6) Solicit Public Comments (6 week minimum)

- a) Solicit comments from internal and external technical and policy experts or stakeholders
- b) Organize and facilitate public hearing
- c) Aggregate public comments

7) Produce Final Protocols (9 weeks)

- a) Contractor incorporates public comments into the final protocols as directed by the Workgroup and Registry
- b) Circulate final protocols to the Workgroup for comment
- c) Contractor aggregates and incorporates Workgroup comments
- d) Present final protocols to the Protocols Committee and Verification Oversight Panel
- e) Incorporate any final changes and complete an editorial review of the final protocols
- f) Present final protocols to the Board of Directors

8) Registry Board Considers Final Draft Protocols (1 week)

- a) If adopted, Registry staff will make necessary changes to CRIS and/or other actions to implement the new protocols.