



The Climate Registry

## SAMPLE REQUEST FOR PROPOSAL

### 1. BACKGROUND

[YOUR ORGANIZATION], a participant in The Climate Registry (Registry), will report [YOUR ORGANIZATION]'s greenhouse gas emissions (GHG) inventory to the Registry. [YOUR ORGANIZATION] seeks to utilize the services of a state and Registry-approved verifier to complete the verification of the reported inventory consistent with the Registry Verification Protocols.

### 2. STATEMENT OF WORK

The contractor will perform the following tasks:

1. Submit to [YOUR ORGANIZATION] information necessary to comply with the Conflict of Interest requirements as outlined in the *The Climate Registry's Conflict of Interest Policy & Procedures, May2008 General Verification Protocol*
2. Conduct on-site visits to [YOUR ORGANIZATION]'s facility(ies) located in XXXX, and as described below, sufficient off-site analysis to
  - a. Evaluate whether [YOUR ORGANIZATION] has a GHG emissions reporting program consistent with the Registry's General Reporting Protocol (GRP).
  - b. Evaluate the reasonableness of the data [YOUR ORGANIZATION] has submitted to the Registry for calendar year 200X, as described below, against the Registry's General Reporting Protocol [AND ANY OTHER RELEVANT PROTOCOLS]
3. Prepare and submit to [YOUR ORGANIZATION] a verification report and verification opinion which contains the evaluations performed in Task 2 above.
4. Discuss with [YOUR ORGANIZATION] staff [by phone OR in person] the verification report and opinion.
5. Complete the verification form in the Registry's CRIS (Climate Registry Information System).

Work on these tasks should begin no later than [DATE] and be completed no later than [DATE].

### **3. [YOUR ORGANIZATION] SITE AND GHG EMISSIONS INVENTORY DESCRIPTION**

#### **Organization**

[YOUR ORGANIZATION] is ....

- FUNCTIONS, SERVICES PROVIDED
- NUMBER OF EMPLOYEES
- LOCATION OF FACILITIES
- TYPES OF PRODUCTS MANUFACTURED
- INCLUDE ORGANIZATIONAL CHART

#### **Geographic Boundary**

[YOUR ORGANIZATION] is located and operates [entirely within Canada, Mexico, the United States and dependent areas (North America) OR worldwide]. [YOUR ORGANIZATION] will report its [North American OR Worldwide] GHG emissions to the Registry.

#### **Operational Boundary**

[YOUR ORGANIZATION] will report by [OPERATIONAL CRITERIA OF MANAGEMENT CONTROL, FINANCIAL CRITERIA OF MANAGEMENT CONTROL or EQUITY SHARE].

DESCRIBE COMPLEXITIES IN YOUR OPERATIONAL BOUNDARIES, IF ANY.

#### **Reporting Experience**

[YOUR ORGANIZATION]'s previous GHG emission inventories have been verified by:

200X – [VERIFIER COMPANY]  
200X – [VERIFIER COMPANY]

#### **Number and Locations of Facilities and Operations**

PROVIDE COMPLETE LIST OR MATRIX OF FACILITIES, ADDRESSES, OPERATIONS (INCLUDING INDUSTRIAL PROCESSES AND ENERGY PRODUCTION, IF ANY) AND SHORT DESCRIPTION OF EACH LOCATION FOR WHICH YOU HAVE INCLUDED IN YOUR EMISSIONS INVENTORY.

SAMPLE DESCRIPTION: [YOUR ORGANIZATION] is located at [STREET ADDRESS] in a four-story building. Approximately XXX employees work in this building which was constructed in XXXX-XXXX and covers approximately XXX,000 square feet. [YOUR ORGANIZATION] staff also work in the XXXXXX building on XXXXXX, where approximately XX,000 square feet are leased to [YOUR ORGANIZATION]. Both of these buildings are owned by XXXXX with whom [YOUR ORGANIZATION] holds lease agreements.

## Greenhouse Gases Reported

[YOUR ORGANIZATION] will report to the Registry carbon dioxide (CO<sub>2</sub>) for the calendar year 200X. LIST OTHER GHGS BEING REPORTED, AS APPROPRIATE.

*Sources of Direct CO<sub>2</sub> Emissions:* PROVIDE A SUMMARY OF THE TYPE & SOURCES OF EMISSIONS (INCLUDING NUMBER OF EACH SOURCE), BY CATEGORY AND FACILITY:

TYPE	EXAMPLE SOURCES
<u>STATIONARY COMBUSTION:</u>	back-up diesel generator [LOCATION]
<u>MOBILE COMBUSTION:</u>	6 gasoline vehicles at [LOCATION]
<u>PROCESS EMISSIONS</u>	None
<u>FUGITIVE EMISSIONS:</u>	None

*Sources of Indirect CO<sub>2</sub> Emissions:* PROVIDE A SUMMARY OF THE TYPE & SOURCES OF EMISSIONS (INLCUDING NUMBER OF EACH SOURCE), BY CATEGORY AND FACILITY:

TYPE	EXAMPLE SOURCES
<u>ELECTRICITY PURCHASES:</u>	10 office buildings, collected at central accounting office and summarized by month in one spreadsheet
<u>STEAM PURCHASES:</u>	None
<u>HEATING PURCHASES:</u>	None
<u>COOLING PURCHASES:</u>	None

*Sources of Estimated Emissions:* PROVIDE A SUMMARY OF THE TYPE & SOURCES OF EMISSIONS (INLCUDING NUMBER OF EACH SOURCE), BY CATEGORY AND FACILITY:

### Calculation methodologies

DISCLOSE IF YOU HAVE USED STANDARD METHODOLOGIES/EMISSION FACTORS FROM REGISTRY PROTOCOLS OR FROM OTHER SOURCES. IF FROM OTHER SOURCES, INCLUDING SIMPLIFIED ESTIMATION METHODS, DESCRIBE THEM.

**Comment [ag1]:** Should they also have to disclose when they use simple estimation methods?

### Organization of emissions data

[YOUR ORGANIZATION]'s inventory was prepared by [TECHNICAL ASSISTANCE PROVIDER, INTERNAL STAFF, ETC]. Quality control/quality assurance activities have been completed by [INTERNAL AUDIT, CONSULTANT, ETC.].

All emissions from stationary combustion, mobile combustion, and electricity purchases were calculated using CRIS. All emissions are reported using CRIS as well as in a written report. The report generally follows the steps outlined in the General Reporting Protocol and discusses the reliability and validity of the numbers, along with the methodologies used to convert the usage data to associated greenhouse gas emissions.

#### *Vehicle Emissions*

For the six [YOUR ORGANIZATION] vehicles [YOUR ORGANIZATION] has records of the annual mileage for each car. This is converted into fuel usage by utilizing the fuel-economy standards provided by the United States Environmental Protection Agency on <http://www.fueleconomy.gov/feg>. The fuel usage is then multiplied by the emission factors to calculate CO<sub>2</sub> emissions.

#### *Electricity*

[POWER PROVIDER NAME] provided [YOUR ORGANIZATION] with monthly electricity usage for the year 200X in kWh. To estimate the emission associated with electricity the standard emission factors for the eGRID subregion are used (Table 14.1 in the GRP).

#### *Cooling*

The landlord provided [YOUR ORGANIZATION] with meter readings for the inflow of chilled water (gallons-per-minute) to the building. The data, reported in approximately 5 minute intervals, has been converted to annual usage. From this, the total gallons of chilled water usage is converted into British Thermal Units (BTUs). With information from the landlord on the plant's chillers, CO<sub>2</sub> emissions are calculated using the methodologies provided in the GRP.

#### *Heating*

The landlord provided [YOUR ORGANIZATION] with meter readings for the inflow of steam (lbs/hour) for heating purposes. The annual steam usage is calculated from this and converted to BTUs. The General Plant uses natural gas boilers to produce the steam and the natural gas emission factors for stationary combustion (GRP, Table 7-2) are used to calculate the associated emissions.

The meters for both heating and cooling are located in the basement of the [LOCATION] building. In the basement there are several pumps used for distributing the chilled water and steam. Since they all run on electricity, their associated emission are covered by the electricity usage

**[YOUR ORGANIZATION]'s total CO<sub>2</sub> (or CO<sub>2</sub>e) emissions are approximately XXXXX metric tons for the year 200X.**

#### **4. PROPOSAL FORMAT**

Parties interested in being considered for a contract as verifier for the [YOUR ORGANIZATION] should submit a proposal with sections which provide the following information:

1. Qualifications (maximum 1 page)

2. Scope (including duration of contract)
3. Approach
4. Schedule
5. Cost (Time & Materials or Fixed Price)

### **RESPONDING TO THIS RFP**

State-approved verifiers may respond to this RFP via email to XXXXXX or by U.S. post to:

[YOUR ORGANIZATION]  
Attn: XXXXX  
Street  
City, State, ZIP

Please submit your proposal by [DATE] using the format outlined above. Should you have questions regarding this RFP, please contact:

NAME  
TELEPHONE  
EMAIL

### **SELECTION CRITERIA**

[YOUR ORGANIZATION] recognizes all state-approved verifiers as competent to perform verification services, and therefore will consider the total price of verification as the prime consideration in the eventual selection of a verifier. At the same time, [YOUR ORGANIZATION] views verification as an opportunity to improve our understanding of the verification process and will also consider the thoroughness of a proposal's approach to work when selecting a contractor for verification.

Other selection criteria will include...

### **COMPLETING SELECTION**

[YOUR ORGANIZATION] expects to make its final selection no later than [DATE]. The successful applicant will be notified by telephone and email. Unsuccessful applicants will be notified by email. Following the final decision, unsuccessful applicants may contact the contract manager for feedback.