



NZC CESF Procurement RFP

CESF Procurement Document template to be published internally or externally for the purposes of procuring expert support for cities

NZC-PCP1-011-Rome

Date: 20 January 2025

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Abbreviations and acronyms

Acronym	Description
NZC	NetZeroCities
CESF	City Expert Support Facility
RFP	Request for Proposal
GARAC	Grant and Resource Allocation Committee
CCC	Climate City Contract

Request for Proposal

For: Stakeholder engagement for Rome's climate transition

Date: 20 January 2025

1 Overview

1.1 Executive Summary

This is a Request for Proposal (RFP) that details Climate-KIC's requirements for services to support cities in the NetZeroCities programme, through the NZC City Expert Support Facility. Please treat this document in accordance with the confidentiality obligations detailed further in this document.

Services and/or goods requested	Expert support to Roma Capitale to advance and solidify the strong multi-level collaborative structure required to implement the Climate City Contract and to contribute towards the city's climate transition.
The legal entity requesting these goods and/or services	Stichting Climate-KIC International Foundation
Services and/or goods will be delivered to the following locations	Services will be delivered remotely to the following location: <ul style="list-style-type: none"> Rome, Italy Some onsite services may be required at: <ul style="list-style-type: none"> Rome, Italy
Climate-KIC Contract Manager for submitting proposals and inquiries	Radka Reil CESF Manager CESF@netzerocities.eu
Proposed contract term for successful candidates	One-year one-off contract

Table 1: Procurement executive summary

1.2 Timelines

Climate-KIC has set the following indicative timelines for this RFP:

Planned Date*	Milestones
21 January 2025	RFP issued to bidders
28 January 2025	Deadline to submit RfP questions
11 February 2025 (23:59:59 CET)	Bidders submit proposals / Submission Deadline
Expected by 17 February 2025	Assessment results announcement (subject to finished evaluations and selection of a winner)
Beginning of March 2025	Proposed contract start date

Climate-KIC reserves the right to amend this timetable during the RFP.

Table 2: Timeline table

Should you have any inquiries regarding the Request for Proposal (RFP), please submit them via email to CESF@netzerocities.eu by the deadline specified in the table above. We aim to respond in a timely manner wherever possible. To proceed, please submit a proposal following the requirements at Section 6 by the Submission Deadline stated at Section 1.2. NetZeroCities team will assess bids and notify bidders following the timeline at Section 1.2.

1.3 About Climate-KIC

Climate-KIC is Europe's leading climate innovation agency and community, supporting cities, regions, countries and industries to meet their climate ambitions through systems innovation and place-based transformations.

Together with our partners, we generate, implement and integrate climate solutions by mobilising finance, testing business models, and opening pathways for institutional change and behavioural change. We orchestrate large-scale demonstrations that show what is possible when cycles of innovation and learning are deliberately designed to trigger exponential decarbonisation and build resilient communities. Climate-KIC is the project lead for NetZeroCities (NZC).

1.4 About NetZeroCities

NetZeroCities (NZC) is a project designed to help cities overcome the current structural, institutional, and cultural barriers they face to achieve climate neutrality by 2030. NZC recognises the need for cities to develop specific strategies that are tailored to suit local and regional contexts, and supports them by developing, promoting, and integrating new and existing tools, resources, and expertise into an online platform accessible to all cities (**Mission Platform**). The project – designed to **support cities that are part of the EU's Horizon 2020 and Horizon Europe supported Mission "100 Climate-Neutral and Smart Cities by 2030"** – tailors advanced capabilities related to systemic change, citizen engagement and democratic, participatory governance, capital and financial structuring, and social innovation, to ensure cities have access to expertise needed to address their challenges in becoming climate neutral.

1.4.1 NZC Climate City Contracts (CCC)

The **NZC Mission Platform** provides support in the co-creation of Climate City Contracts with local stakeholders and citizens. Drawing up, signing, and implementing Climate City Contracts is a central feature of the [EU Mission on 100 Climate Neutral and Smart Cities](#) by 2030. While not legally binding, these contracts represent a clear and highly visible political commitment. This commitment extends not only to the EC, national and regional authorities, but also to the citizens they serve. These contracts outline the city's path to achieve climate neutrality by 2030, accompanied by a comprehensive investment strategy.

1.4.2 NZC Pilot Cities Programme

The **NZC Pilot Cities Programme** supports large scale piloting activities to exploit, deploy, and scale R&I and systemic solutions combining social, cultural, technological, nature-based, regulatory, and financial innovation, and new business and governance models to underpin the climate transition. As such, the NZC Pilot Cities Programme and its subgrant-funded activities are an opportunity for Mission Cities to put into practise elements of their developing and/or finalised Climate City Contracts and the plans contained in them and learn by doing so in the process.

2 Confidentiality

All information provided in this Request for Proposal (hereinafter “RFP”) document and any information that may be subsequently disclosed during discussions, correspondence, and negotiations, is confidential and must not be disclosed to any other party or used for any other purpose whatsoever without the prior written permission of Climate-KIC Holding B.V. or relevant subsidiary (hereinafter “Climate-KIC”).

The Supplier must not disclose any such information, materials, specifications, or other documents to any third parties or to any other part of the Supplier’s group or use them for any purpose other than for the preparation and submission of a response to this RFP. The Supplier must not make any press announcements or publicise in any way Climate-KIC’s name, this document, the quotation process or any subsequent agreement without the prior written consent of Climate-KIC.

Climate-KIC may require the execution of Non-Disclosure Agreement as part of this RFP or for future commercial engagements. As part of preparation for the submission of the response and in any subsequent negotiations, the Supplier is allowed to disclose confidential information to others within the Supplier organisation, external advisors, or subcontractors, provided that the confidentiality conditions are adhered to.

Employees of either party who have access to confidential information must be notified of their obligations with regard to confidentiality and of the disciplinary proceedings which will result if confidentiality conditions are breached.

The scoring information (includes price) and the successful proposal will be shared with the City that is the beneficiary of the contract prior to contract execution. The unsuccessful proposals may also be shared with the city for feedback. Please make Climate-KIC aware if there are any potential issues with the dissemination of your proposal for the purposes of informing the city of the outcome.

3 Specification

3.1 Scope

Climate-KIC / NetZeroCities (NZC) are requesting quotation for expert support to Roma Capitale to advance and solidify the strong multi-level collaborative structure required to implement the Climate City Contract.

Context

Roma Capitale has finalized the [Climate City Contract \(CCC\)](#) and aims to receive the Mission Label in 2025. Starting from the establishment of an internal Climate Office within the public body in 2021, Rome's path toward the Mission Label started in 2022 with the launch of an **engagement strategy** that involves the public agencies, the private sector stakeholders, the Universities and research centers, and the citizens. The goal has been to accelerate a systemic transition and foster a multi-level approach to face climate change challenges.

Through the engagement process:

1. Public bodies within the Municipality were involved by the Climate Office through the definition of the internal public-sector Transition Team, which ensures involvement from across departments to manage the interdependence of the climate objectives.
2. External entities such as big companies, small businesses or business associations were involved, on a voluntary basis, to outline their contributions to a more sustainable city through changes in their daily operations. Their official involvement was launched in spring 2024 through a public Call of Interest with the aim of attracting the largest number of subjects within a complex and heterogeneous context. To take part in the Call, the stakeholders were required to provide documentation noting their commitment to sign the CCC draft as well as the initiatives and projects they plan to carry out by 2030. The procedure lasted 45 days, collecting 75 signatures and 490 actions.
3. In addition to the engagement of private companies, the Municipality has signed many partnerships and agreements with universities, research centres, and sectorial agencies, both at national and local level, to foster new initiatives in the fields of ecological transition, training, and green technologies.
4. Finally, engaged citizens are at the core of Rome's climate transition mission, playing a critical and powerful role in spreading knowledge and fostering individual change in the territory.

Implementation

Moving forward into implementation of the CCC, the main outcome of this expert support request is fortifying and expanding upon the multi-actor path established during the CCC drafting process. The engagement and orchestration of a diverse range of stakeholders in Rome to align and take ambitious actions towards climate mitigation is critical for the necessary transformative change. This level of societal engagement for climate action is complex and will require creative thinking and adaptable, innovative processes.

As part of the CCC's multi-actor engagement and active participation, the Municipality is focused on breaking down siloes and triggering innovative forms of collaboration and involvement among stakeholders and the entire eco-system of actors. Establishing and maintaining a strong multi-level collaborative structure with a distributed leadership approach is the core unlocking factor and fundamental lever of change for Rome to pursue ambitious climate goals by 2030.

The ongoing and sustained participation of stakeholders will require incentives, well-defined motivations, and aligned buy-in. The engagement needs to lead to concrete actions that will justify stakeholders' continued involvement as well as attract new stakeholders who contribute new actions.

The Municipality sees a clear need to take on the role of facilitator and help stakeholders contribute towards the city's climate transition.

Key Components of Support

The support provided to Rome by the expert supplier shall include the following services:

1. Stakeholder engagement:
 - (a) Development and facilitation of workshops to identify stakeholders' needs related to implementing actions in the CCC and connect those needs with decision-makers' plans;
 - (b) The possible identification of new, related actions to propose including in the CCC;
 - (c) Clarification and refinement of the actions' impacts and co-benefits;
 - (d) Solidify a strong multi-level collaborative structure with a distributed leadership approach; and
 - (e) Increase awareness of the climate action priorities among organizations and companies in Rome including through the addition of stakeholders collaborating on and committing to Rome's climate goals. The format of these workshops will need to be further defined in partnership with Roma Capitale and NetZeroCities. While some will need to take place in-person, it is possible that some could take place online.
2. The Municipality and its partly owned companies (energy, water, and waste sector): Development and facilitation of roundtables to further improve how these entities work together, to bring forward the common strategies set within the CCC as well as advance strategic projects within the municipality. These roundtables can be delivered in hybrid mode (i.e. in-person and online).
3. Technical workshops and/or webinars for a multi-actor audience (mostly stakeholders) focused on energy consumption, energy savings, energy efficiency, and RES in the building sectors to support the co-design of the portfolio of actions and projects. These workshops will focus on increasing the attendees' technical understanding of the topics, including the financial incentives, subsidies, and financing options available in order to take action and progress project development. The aim of these workshops is to assist stakeholders in implementing the actions identified in the CCC as well as surfacing new actions.
4. Continuous support to Ufficio Clima and Roma Capitale Transition Team to address learning and insights from #1-3 when navigating the governance process for implementing the CCC's actions.

Considerations

The services outlined above will require strategic planning and coordination, taking into account where overlap across areas of focus and types of actors is necessary. The stakeholders engaged to date include local companies as well as national and international companies with offices in Rome; environmental and social activist organisations as well as profit-oriented companies. The stakeholders will be focused on a wide range of actions requiring facilitation to ensure alignment, optimizing for synergies and managing areas of conflict. It will also require careful review of the actions in the CCC and those that emerge to understand how to best orchestrate this work.

A large portion of the 490 actions is focused on the built environment and energy as these sectors make up the majority of Rome's emission profile. Therefore, it is intended that the technical workshops focus primarily on building energy efficiency and renewable energy. However, other topics for these technical workshops may emerge during the 12-month period of this scope.

While the Cities Mission focuses on climate change mitigation, Rome is also advancing adaptation priorities, and it is important that the City's climate transition narrative does not disconnect or isolate the two focus areas. The engagement processes with stakeholders and municipally owned companies will thus necessarily focus on climate action generally, integrating both mitigation and adaptation.

Scope Coordination

The work will be delivered by a team that includes the selected expert supplier, as well as partners from the Cities Mission platform / NetZeroCities consortium. The selected expert supplier will be the clear lead in supporting Rome and will be responsible for the success of the work described above. It is intended that the supplier has experience working with stakeholders, local governments, and national ministries in Italy; that it has relationships with private and municipal companies; and that it has local knowledge of Rome's context.

In addition, the Cities Mission Platform will also actively support this work, and the selected supplier is expected to engage not only with Rome, but also with partners from the Cities Mission Platform /

NetZeroCities consortium. The NetZeroCities Consortium partner is resourced already and does not have to be represented in a financial offer from the supplier. The exact ways of working between the expert supplier and NZC consortium partner will need to be clearly and efficiently defined to ensure maximum efficiency, with sign-off from the City of Rome as part of launching the scope of work.

The breakdown of work between the two parties is generally summarized as follows:

Selected expert supplier:

- The clear lead on all the work described above.
- The lead in helping the City think through how to best bring various stakeholders together.
- The estimated maximum workload is 5 person months.

Consortium Partner will:

- Work with the Supplier (and City) in designing the stakeholder engagement processes.
- Help orient the Supplier to relevant materials and resources already created by the Cities Mission Platform. This will involve close coordination with NetZeroCities City Support individuals to ensure alignment and streamlining of workstreams.
- Advise the Supplier and City in developing the overall collaboration structure including defining concrete strategies and providing methodologies for implementing innovative forms of collaboration and participation among the entire eco-system of actors.
- Support the Supplier and City in the creation of narratives and communication techniques linked to community- and city-building, collective action, and sustained engagement.
- Provide strategic input into the work, drawing on experiences within the Mission and examples from other mission cities (including from NetZeroCities' just transition domain working group to ensure this is an overarching principle guiding the work).
- Ensure individuals can engage in the work in Italian.
- The contribution of the Consortium partner is estimated to be 2 person months.

The number of in-person and online workshops that will be required to carry this work forward is something that has to be developed and agreed upon when launching this work. The working assumption at this stage is that there will be a mix of in-person workshops, online workshops, and some additional outreach to smaller subsets of stakeholders. However, there is currently no prescribed number of workshops, and this will require some flexibility. The selected supplier should include in their proposal a description of how they currently envision structuring the mix of in-person and online workshops, as well as additional outreach. The proposal should also specify the number of in-person and online workshops that are budgeted in their proposal.

It should be noted that the potential suppliers responding to this scope have the option of partnering with other organizations (i.e., building a consortium) to present a joint proposal for the work described.

Climate-KIC reserves the right to award the contract to more than one third party supplier to achieve suitable capabilities for the scope of work described. Bidders are encouraged to make it clear in their proposal what expertise and services they can provide in line with the scope of work described, if not the whole scope.

The work is intended to start in March 2025, to be most intense in the first six months after commencement, and to continue for 12 months.

For clarity, the following services are specifically "Out of Scope":

- Direct written updates to the Climate City Contract documents
- Securing funding or financial commitments from or for stakeholders
- Legal or regulatory advice.

3.2 Required Experience and Capabilities

The supplier will ensure sufficient financial, economic, technical, and professional capacity to deliver the services in an efficient and effective manner.

The Supplier delivering the services should be able to demonstrate the following experience and capabilities, and be adaptable in their offering:

- Experience in supporting public authorities on energy and climate issues;
- Experience in participatory processes and facilitation;
- Knowledge of feasibility studies for energy efficient retrofits and renewable energy development, as well as potential grants, loans and other assistance available to stakeholders to deliver on actions on these topics. This will assist the municipality in developing a clear view of the technical and financial aspects of the portfolio of actions in order to evaluate feasibility, timelines, costs, and benefits;
- Full working proficiency in Italian with professional connections to institutions such as national ministries, central authorities, and national agencies;
- Knowledge of Rome's CCC is an advantage, including stakeholders engaged to date, the portfolio of actions (including methodology for emissions reduction calculations), financial analysis, and multi-level governance approach is a plus (and if it is not known needs to be budgeted into the work plan);
- Experience in stakeholder engagement in Italy is a plus;
- Experience in advancing a just transition in cities, focusing on equality, inclusion, and systemic change, is a plus;
- Previous experience working with Roma Capitale's Ufficio Clima is a plus.

3.3 Methodology

The service provider is asked to adopt a suitable and professionally accepted methodology to deliver the services. This includes:

- For stakeholder engagement, applying the methodology used during the Climate Adaptation Strategy public consultation sessions (further information on this methodology can be shared by the City of Rome during the launch of the scope of work).
- For the technical workshops that will ideally surface new actions, it is critical that the expert has knowledge of Roma Capitale's CCC portfolio of actions (and related investments), of Rome's stakeholders, and of the internal methodology used by Rome to calculate the actions' impact (including CO₂eq reduction, any negative externalities, co-benefits, and investment need via the municipal budget or other).
- Determining and developing collaborative methodologies for a distributed leadership model that Rome can employ among the stakeholders involved in the climate transition. The goal is to trigger innovative forms of collaboration and involvement among the entire eco-system of actors.
- All interventions should be tailor-made in collaboration with the City and stakeholders and should promote participative and co-creative processes.

3.4 Objectives

Overall, the objectives of this expert support are:

- Advancing a strong multi-level collaborative structure with a distributed leadership approach
- Minimizing or even eliminating a siloed way of working by defining a co-planning model with the municipality in the role of 'facilitator'
- Fostering innovative, novel forms of collaboration and participation among stakeholders within a multi-actor ecosystem (extending and enhancing what Rome is currently doing)
- Engaging stakeholders within the collaborative structure in order to enhance the relevance, effectiveness, and credibility of the City's climate plans, building trust and supporting a collective mandate for implementing actions
- Maintaining and building upon the multi-actor path established during the CCC drafting process

- Ensuring that stakeholders are incentivized to continue to engage in the City's climate mission, that they see results from and value in their engagement with the City and other stakeholders, and that they are motivated to take action
- Growing the group of stakeholders engaged in the Mission
- Building internal competencies in the municipality to carry on this work in the years to come
- As an overarching principle for this work, contributing to a just transition focused on systemic behavioural change that is premised upon equity, diversity, and inclusion.

3.5 Deliverables

The following deliverables are requested:

Deliverable 1: Strategic guide to implementing multi-stakeholder climate action in Rome

Requirements: This guide will be a reflection on the work completed and focus on building internal capacity so that Rome can continue this work after this scope is completed. This guide shall include a description of:

- The workshops that have been carried out (taking stock),
- The opportunities and challenges that have emerged,
- The lessons learned,
- Barriers that still remain to engaging stakeholders in Rome,
- Challenges for stakeholders to take action in specific sectors,
- Overview of the multi-level collaborative structure with a distributed leadership approach: core principles and key considerations,
- Recommendations for maintaining motivation among stakeholders,
- Recommendations for next steps.

Deliverable 2: NZC CESF Delivery Report

Requirements:

- Upon completion of the delivery of support, the appointed provider must submit the NZC CESF Delivery Report. This report should be validated by the city in receipt of the support, as described in the Assignment contracted. It should serve as a brief but comprehensive report summarizing the entire process, outcomes and learnings, and any identified follow-on actions, next steps and/or deployment of/connectivity to NetZeroCities and Mission Platform services and offers.

It is expected that the supplier creates **regular interim documentation** to track progress, and an interim report can be requested mid-term (August/Sept 2025), with a working draft of the deliverable 1 and status to date.

Reports will be requested to be written at a suitably professional standard using a recognised (or specified) referencing style upon request. The reports are to be provided for unrestricted use by Climate-KIC and free from all third-party copyright restrictions. Climate-KIC will receive ownership of such work products and may make them available to other parties, publish online, or other at our discretion.

3.6 Eligibility

Climate-KIC reserve the right to reject proposals where the proposed supplier:

- Has insufficient technical, professional or financial capacity to deliver the services.
- Has been bankrupt or insolvent (last 7 years)
- Is sanctioned by a relevant authority
- Does not comply or has previously not complied with our [Ethical Standards for Contractual Counterparties](#)

- Has been convicted of crime, links to terrorism, breach of tax or social security obligations
- Is an individual prior employee of Climate-KIC or group entity (discretionary basis)
- Will continue to be a full-time employee of an EIT grant recipient or Climate-KIC partner during the contract term (discretionary basis)

If any of these scenarios apply, please make Climate-KIC aware in your submission.

3.7 Sustainability

In order to uphold our commitment to sustainability, Climate-KIC aims to minimise any negative impact we may have on the natural and built environment by effectively managing our resources.

In the efforts to procure in a sustainable manner with minimal impact, the following requests are made of the bidder:

- Where practical, the services are to be delivered digitally following a paperless policy
- For events and workshops, please strictly minimise the generation of waste. We ask our service providers to consider the greenhouse gas emissions from transport to our/city/partner offices and events. Cycling, walking, public transport and rail are preferable over air travel wherever possible.
- We love to hear what suppliers are doing to minimise impact. Feel encouraged to share your approach and policies if applicable.

4 Contracting (third parties)

The below is applicable for External Parties only, i.e. not a NZC Partner.

4.1 Payment & Invoicing

- Payments will be made following provision of a correctly rendered undisputed digital (via email) invoice to Climate-KIC. Climate-KIC contract manager will inform the successful bidder where to submit invoices.
- Payment terms associated with delivery of the goods and/or services must be not less than net 30 days.
- Climate-KIC can provide a purchase order number to be referenced on invoices.
- Where Climate-KIC is requesting services over longer periods of time, bidders can invoice in a pay as we go model (e.g. a consolidated invoice based on work completed or completion of deliverables - to be clarified during contracting).
- Requests for deposit payments are generally not accepted.
- If the bidder is requesting any form of payment prior to delivery of goods and/or services, this must be raised with Climate-KIC.
- If submitting invoices for subscription services, please ensure these fees are itemised and priced at line level.

4.2 Contract Management

A one-off agreement is proposed for award of work.

Climate-KIC can share their standard terms and conditions and will consider the bidder's own terms and conditions on the basis that the bidder can incorporate the following:

- Climate-KIC requires that that service providers provide an indemnity to Climate-KIC for breach of third-party intellectual property rights;
- In addition, Climate-KIC will ask that service providers comply with the Ethical Standards for Climate-KIC Contractual Counterparties available at <https://www.climate-kic.org/policies>
- Service providers are required to comply with Climate-KIC's standard data protection clauses (can be provided in advance on request) and provide an indemnity for any breach;
- The liability of the service provider to Climate-KIC (and affiliates) to be uncapped in respect of breach of data protection clauses. For all other heads, liability of the service provider to Climate-KIC (and affiliates) may be capped at a reasonable multiple of fees not less than 2X. If applicable, Climate-KIC liability to service provider also be similarly capped;
- No indemnities extended by Climate-KIC to service providers.

5 Award Criteria

5.1 Evaluation across quality criteria

To ensure consistency across quality criteria evaluation, each criterion shall be scored on a scale of 0-5 using the following methodology. This score is to then be adjusted to align with the % weighting of the specific area being evaluated.

For example, if the specific criterion has a weighting of 15% and the supplier scores a 4 out of 5, the supplier will receive a weighted score of 12% for that specific criterion.

Score Awarded	Definitions	Commentary
0	An unacceptable response	No response at all or insufficient information provided in the response such that the solution is totally un-assessable and/or incomprehensible.
1	A poor response	Substantially unacceptable submission which fails in several significant areas to set out a solution that addresses and meets the requirements: little or no detail may (and, where evidence is required or necessary, no evidence) have been provided to support and demonstrate that the Bidder will be able to provide the services and/or considerable reservations as to the Bidder's proposals in respect of relevant ability, understanding, expertise, skills and/or resources to deliver the requirements.
2	A below expectation response	Weak submission which does not set out a solution that fully addresses and meets the requirements: response may be basic/ minimal with little or no detail (and, where evidence is required or necessary, with insufficient evidence) provided to support the solution and demonstrate that the Bidder will be able to provide the services and/or some reservations as to the Bidder's solution in respect of relevant ability, understanding, expertise, skills and/or resources to deliver the requirements.
3	A satisfactory response that meets expectations	Submission sets out a solution that largely addresses and meets the requirements, with some detail (or, where evidence is required or necessary, some relevant evidence) provided to support the solution; minor reservations or weakness in a few areas of the solution in respect of relevant ability, understanding, expertise, skills and/or resources to deliver the requirements.
4	A good response	Submission sets out a robust solution that fully addresses and meets the requirements, with full details (and, where evidence is required or necessary, full and relevant evidence) provided to support the solution; provides full confidence as to the relevant ability, understanding, expertise, skills and/or resources to deliver the requirements.
5	A very good response	Submission sets out a robust solution (as for a 4 score – above) and, in addition, provides or proposes additional value and/or elements of the solution which exceed the requirements in substance and outcomes in a manner acceptable to Climate-KIC; provides full confidence as to the relevant ability, understanding, expertise, skills and/or resources not only to deliver the requirements, but also exceed it as described.

Table 3 - Quality Criteria scoring table

5.2 Evaluation Criteria

5.2.1 Expertise / Experience (30%)

Expertise and Experience as a criterion determines whether or not the proposed supplier is able to actually deliver the services. The questions to be asked and evaluated in this criterion are:

1. Relevant Experience – does the suppliers response show a history of delivering on projects like the package currently being evaluated? (20%).
2. Relevant Expertise – do the individuals proposed for the delivery of this work have the relevant qualifications required to deliver this work? (10%)

5.2.2 Capacity to Deliver (30%)

Once it has been established that the supplier has the relevant expertise and experience, the next criteria examines whether the supplier has the capacity to take on the work. This criterion is to be addressed via the following questions:

1. Current Workload – The suppliers shall provide the current list of projects being delivered by the individuals proposed for this package, this shall include the effort required for existing work as a % of their time (20%).

2. Management Measures – The supplier shall provide detail into how they manage capacity issues as well as provide any additional resources or measures they have in place in the event of capacity issues, or if there is a need for scope increases or acceleration (10%).

5.2.3 Price Criteria (40%)

Price will consist of 40% of the evaluation weightings. The evaluation method will ensure that the lowest price total of the Pricing Schedule achieves the maximum available marks, with other Bidders scores calculated proportionately. The scoring methodology will be applied per pricing schedule section and combined to identify the overall lowest price submission. The lowest price submission will achieve the maximum available score with the other Bidders prices scoring points inversely proportionate to the lowest.

1. Pricing evaluation will follow the universally accepted formula of (Lowest Price / Tendered Price x Price Criteria Points (40)).
2. An example of how this formula operates in practice can be found below:

Description	Formula	Tenderer		
		T1	T2	T3
Tendered Price	A	€500	€490	€510
Lowest Price	B	€490		
Calculation	$C = B/A$	0.98	1.00	0.96
Convert to Points	$D = C \times 40^*$	39.20	40.00	38.43

* The conversion to points will be based on the weighting attributed to price in the total evaluation.

Table 4 - Example scoring methodology for price lots

6 Instruction to Bidders

6.1 Responding with your proposal

Climate-KIC are requesting the following are submitted to bid on this contract:

1. **A Proposal** that sufficiently details the bidder's solution and responds to the prompts and requests contained in this RFP. The bidder is, amongst other items, also kindly asked to provide:
 - their trading name, VAT or tax identification number (if applicable) and registered trading address (*please note, address is not required for an individual*).
 - website links to examples of work previously performed by the bidder if applicable (e.g. portfolios, work products or other).
 - professional references that can be reached by Climate-KIC to verify previous services delivery.
2. **A Quotation** that meets the requirements described at Section 6.2
3. **Resumes** of individuals that will be assigned to conduct the services described in this document.
4. The total submission (including attachments) must not exceed 30 pages total.

Climate-KIC reserves the right to reject RFP responses that do not confirm with these guidelines. All responses shall be made to the Contract Manager via electronic copy, at CESF@netzerocities.eu

6.2 Quotation requirements

Climate-KIC request that bidders quote in the following manner, as appropriate to delivery of the services:

- Please provide itemised quotations in Euros and specify if the quote includes / excludes VAT or any other taxes;
- 1.1 Provide a rate card for relevant grades of employment that will be conducting services (e.g. day rate) instead of averaged rates. These may be used for additional services.
- The quotation is requested to include a month-by-month resource plan with resolution on role title, days and day rates to reach a total proposed labour cost. Please refer Table 5 as an example.
- For External Suppliers (Non-NZC Consortium): Travel and subsistence for these services are strictly limited. Domestic travel and subsistence will not be reimbursed unless agreed in advance and in writing with Climate-KIC. If you require international transport and/or accommodation, please make this clear and estimate costs in your quotation. Time for travel will not be billable hours.
- Include all applicable costs or charges associated with providing the goods and/or services in your quotation.
- Please quote on a company letterhead or similar company form where possible with the resolution described in Table 5 at a minimum. Where a resource plan can be provided or explicitly requested, please refer the example in Table 6.

Table 5: Provided quotations to include the following details

Item and unit cost (in Euros excluding VAT)
Services ... as per Section 3
Deliverable 1 of ... as per Section 3.5
Deliverable 2 of ... as per Section 3.5
License fees (per user per month/annum, and in aggregate) if applicable
TOTAL (if applicable)
Rate card for services (per day/hour, in Euros excluding VAT):

Item and unit cost (in Euros excluding VAT)
Assistant – XX / day
Officer – XX / day
Specialist - XX / day
Project coordinator – XX / day
Consultant – XX/day
Principal consultant – XX/day
Partner – XX/day
...

Table 6: Example resource-based quotation for proposed labour

Section	Area	Resource	Task	Quantity (days)	Resource day rate (EUR excl. VAT)	Subtotal cost (EUR excl. VAT)
Service delivery	Workshop facilitation	e.g. Facilitator	e.g. Workshop preparation and delivery	e.g. 3	e.g. € XX.00	e.g. € XX.00
		e.g. Facilitator’s assistant	e.g. Workshop delivery support	e.g. 1	e.g. € XX.00	e.g. € XX.00
...
Grand total						€ XX.00

6.3 Terms of this RFP

1. Your proposal should be submitted according to the instructions as detailed in this section and should be valid for a period of at least six (6) months from the bid due date. Any proposal submitted outside the scope defined may be rejected without provision for re-submission.
2. Any further information pertaining to this RFP, of whatever nature, must be directed to the Contract Manager detailed in Section 1.1. If a point of clarification materially affects the RFP, our response will be circulated to all bidders, otherwise the response will only be sent to the bidder seeking clarification.
3. If any doubt exists concerning any element of this RFP, a clear statement should be made on the assumptions taken to arrive at your quoted costs, or alternatively contact us prior to submitting your proposal to seek clarification.
4. Entering into contractual arrangements with Climate-KIC in connection with this RFP does not guarantee work will be awarded.
5. Climate-KIC/GARAC reserves the right to reject any proposal(s) received after the submission date/time.
6. Climate-KIC/GARAC reserves the right to undertake post-bid negotiations with none, all or a shortlist of bidders.
7. Climate-KIC/GARAC, at its sole discretion, reserves the right to accept or reject any or all of the proposals received and not to award any business and shall not be bound to give reasons for any decision. Only the execution of a written agreement between a Climate-KIC entity and a supplier(s) will obligate a Climate-KIC entity in accordance with the terms and conditions contained in such agreement.
8. Climate-KIC reserves the right to procure services from alternative suppliers(s) where the successful bidder is, or becomes, uncompetitive within the market. However, issues over pricing and specification will be resolved through discussion and mutual agreement between Climate-KIC and the supplier.
9. Bidders are required to email soft copies of their proposal to the Contract Manager detailed in Section 1.1 based on the timeline at Section 0.
10. As per above and where applicable, bidders must acknowledge receipt of this RFP by return email to the Contract Manager detailed in Section 1.1 confirming whether they intend to submit a proposal by the Submission Deadline.

11. This RFP does not commit or obligate any Climate-KIC company to pay any expenses incurred by you in the preparation of your Proposal. All such expenses are solely at the risk of the bidder and by submitting a proposal you automatically agree that proposal becomes the property of Climate-KIC.
12. Proposals are to be kept as clear and concise as possible and should be sequenced and numbered in accordance with the format of this RFP.
13. The formatting of this document and the attached response document should not be altered.
14. Whilst this RFP confers no legal rights on its addressees, it is not intended that any other persons acquire rights or obligations in respect of or arising under it.
15. Unsuccessful bidders agree, by the submission of their proposals, to return to Climate-KIC this RFP and any and all papers, records, data and materials supplied to them in connection with it, including all copies made by them.
16. This RFP is for consideration in whole and not in part or parts unless otherwise indicated.
17. All efforts have been made to ensure the accuracy and validity of information contained in this RFP. However, Climate-KIC does not warrant the information accurate or comprehensive.