



SGA-NZC CESF Procurement RFP

**Support for integration and Customization of the NetZero
Planner for Cork City**

Date: 23 May 2025 (updated 16.06)

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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

Summary

This document is to be used to launch a procurement for expert support to be provided against the specification provided herein. The template relates to both calls for NZC Partners (internal) and external third parties (external) to deliver the given support and provides 'delete as applicable' content to align the procurement Route 1 or Route 2, according to the NZC CESF Procurement Procedure.

Request for Proposal

For: Support for integration and Customization of the NetZero Planner for Cork City

Date: 22 May 2025 (updated 16.06)

Update (16.06): Submission deadline extended until 30.06.

Update (28.05): We omitted details about the tool developer's participation in the briefing call (section 1.2) and included a link to the model overview in section 3.3.2.

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	Support for integration and Customization of the NetZero Planner for Cork City, including the identification and mapping of local/national data sources, and subsequent collection and adaptation of data with the NetZero Planner, and estimations of indirect impacts of policy implementation across transport and built environment sectors.
The legal entity requesting these goods and/or services	Stitching Climate-KIC International Foundation
Services and/or goods will be delivered to the following locations	Services will be delivered remotely to the following locations: <ul style="list-style-type: none"> Cork, Ireland Some onsite services may be required at: <ul style="list-style-type: none"> Cork, Ireland
Climate-KIC Contract Manager for submitting proposals and inquiries	Luisa Carretti / Mateusz Hoffmann CESF Procurement Coordinator / CESF Manager CESF@netzerocities.eu
Proposed contract term for successful candidates	Circa 3 months

Table 1: Procurement executive summary

1.2 Timelines

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

Planned Date*	Milestones
23 May 2025	RFP issued to bidders
4 June 2025 20 June 2025	Deadline to register intention to bid (and option to engage with the tool designer). Please contact Tara Nelson (tara.nelson@eurocities.eu), with CESF@netzerocities.eu in copy, to arrange for a briefing call See section 3.3 of this document for details on how to access the tool.
5 June 2025 20 June 2025	Deadline to submit questions

Planned Date*	Milestones
16 June 2025 30 June 2025 (23:59 CEST)	Bidders submit proposals / Submission Deadline
Mid-July	Assessment results announcement (subject to finished evaluations and selection of a winner)
August	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.

1.4.3 NetZeroPlanner

NetZeroPlanner is a online tool that enables cities to analyse and enhance the effectiveness of their Climate Action Plans (CAPs), ensuring they achieve their decarbonisation goals. Tailored to each city's unique characteristics and strategic climate objectives, NetZeroPlanner generates a data-driven roadmap to guide emissions reductions through 2030 (or an alternate target year). By allocating costs, benefits, and co-benefits to specific carbon sub-sectors and relevant stakeholder groups, the tool allows cities to maximise returns—both in carbon reductions and financial savings—for each investment they make. NetZeroPlanner also provides annual performance management reporting, allowing cities to assess progress, evaluate CAP effectiveness, and make necessary adjustments to stay on track toward their climate targets.

The underlying calculation methodology for the tool was used by c.50 Mission Cities to help develop their CCC. However, NetZeroPlanner can be used regardless of whether the city has an existing CCC or not.

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 (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 Background

Cork City is committed to building workforce capacity, systems, tools and processes that will enable them to deliver key components of the Cork City Climate Contract (CCC). This work is aligned with the city's People Strategy and Learning and Development Framework.

During the CCC development process in 2024, the city initially explored using the Economic Model developed by the Technical University of Madrid (UPM) for their Investment Plan. However, challenges in accessing localised data and adapting national indicators led the city to engage external support from Arup. Despite this, the city is familiar with the model and its indicators.

The Economic Model has since evolved into an online tool called NetZero Planner, built and maintained by Kausal, a specialist subcontractor, which is designed to help cities in tracking progress against their emissions reduction targets. Cork City has expressed strong interest in adopting the NetZero Planner to monitor their CCC implementation and inform strategic decision-making.

In order to start integrating the tool to their day-to-day practices, Cork City requires support to:

- Identify and access relevant local and national data sources.
- Collect and adapt data to match the NetZero Planner indicators (including scaling and normalisation), drawing on existing related work in the city including the models developed by Arup.
- Tailor the NetZero Planner to Cork's specific use cases, including the integration of calculation modules to estimate and monetise indirect impact for different policy measures – notably in the transport, and built environment sectors.
- Integrate the tool into municipal decision-making and daily practice through capability building.

The above support will be delivered through a three-phased approach:

1. Phase 01: Data Collection and Adaptation

Identifying, mapping, collecting and adapting relevant national and local data sources for compatibility with NetZero Planner indicators; and developing estimations of the monetary indirect impacts (co-benefits) of climate policies

2. Phase 02: Tool Customisation

Adapting the NetZero Planner model and metrics to the data availability and use cases in Cork, where possible. In case it is not possible to adapt in the short-term the NetZero Planner model to the full spectrum of Cork's use cases, actionable recommendations for future developments of the model will be elaborated.

3. Phase 03: Capability Building and Mainstreaming

Strengthen the city's ability to use the NetZero Planner as a decision-making aid, for evaluating different policy scenarios, and technological options based on their comparative impact, while also tracking progress toward GHG emissions reduction targets established in the CCC. Embed NetZero Planner-based monitoring into routine practice through a structured implementation and change management roadmap

Please note: The scope of this RfP defines contributions to each of these three integrated phases, and NOT the support and delivery of all three phases in their entirety. This contributory approach is elaborated below in the Scope section. . Phases 02 and 03 see the supplier selected through this RfP work with a combination of NetZeroCities consortium partners (primarily Phase 03, capability building) and Kausal who will adapt the NetZero Planner according to outcomes, insights and recommendations from Phase 01. Please note that strong coordination across all phases is expected, especially between phase 01 and 02.

3.2 Scope

Climate-KIC are requesting quotation for expertise to support the identification, mapping, collecting and adaptation of local and national data sources for use in the development of a customised NetZero Planner. The support will include recommendations of alternative indicators where gaps in data sources are identified, alignment with CCC implementation tracking, and the development of indirect impact estimations from selected policies. In addition to this, the selected supplier will work with a technical expert on the design and adaptation of the NetZero Planner (Phase 02: Tool customisation) and contribute inputs, recommendations to, and some delivery of, Phase 03: Capability Building and Mainstreaming.

Below is a more detailed scope, with key tasks, that the selected supplier will contribute to each Phase.

Key Tasks: Phase 01: Data Collection and Adaptation

Objective: Establish a FAIR-aligned (findable, accessible, interoperable, and reusable) quality-assured data pipeline that maps directly to Cork's Climate City Contract indicators and Investment Plan data and the NetZeroPlanner methodological framework. This will support Cork to monitor CCC implementation progress and iterate their CCC,

Scope of Work:

1. **Define an Indicator Taxonomy**
Develop a central classification of all climate-related indicators—covering Cork's CCC implementation tracking requirements, NetZeroPlanner requirements and emerging policy needs—fully aligned with FAIR principles.
2. **Compile a Detailed Data Inventory**
Map every indicator to potential local, national and international sources, recording origin, format, update cadence, licensing terms and custodial ownership.
3. **Recommend Supplementary Metrics**
Propose alternative or proxy indicators where primary data are unavailable, plus potential new indicators to capture gaps such as Cork-specific mitigation strategies and sectors not currently covered by NetZeroPlanner - notably nature restoration and sustainable urban drainage.
4. **Build & Validate a Data Library**
Design and deliver a centralised repository (format to be agreed at kick-off) containing all validated datapoints, each tagged with provenance and a confidence score indicating reliability.
5. **Document Data-Processing Protocols**
Publish standard operating procedures for data cleaning, transformation, scaling and normalisation to ensure consistency and reproducibility.
6. **Establish Data-Governance Framework**
Define metadata standards, data-ownership roles, access controls, GDPR safeguards and overall policies to maintain data quality, security and transparency.
7. **Automate Update Pipelines**
Create and deploy where possible ETL workflows that refresh the data library on agreed upon cycles. Deliver a user-friendly toolkit or manual that explains how to run and monitor these pipelines.
8. **Quantify Co-Benefits**
Model and estimate the financial value of indirect (co-benefit) impacts from transport and built-environment policies, thereby demonstrating the broader social and economic returns of Cork's climate actions.

This phase will conclude with a detailed methodology report to Cork City Council – see Deliverable 1 below.

Key Tasks: Phase 02: Tool Customisation

Objective: Enable Kausal to adapt NetZeroPlanner and build a bespoke version based on Cork's workflows, data structures, and policy scenarios.

Scope of Work:

The selected supplier will provide Deliverable 2 to the NetZeroCities Consortium, to enable custom build of the tool by Kausal. Deliverable 2 will include the following:

- Indicator Taxonomy Document
- Comprehensive Data Inventory
- Supplementary Metrics Proposal
- Validated Data Library (prototype or live instance)
- Data-Processing Procedures Manual
- Data-Governance Framework Specification
- Automated ETL Toolkit & User Guide
- Co-Benefits Valuation Report

We request you to include an outline proposal for this deliverable as part of your tender submission. As part of the kick-off process, the NetZeroCities consortium will then agree a detailed specification and handover process for the deliverable with the selected supplier and with Kausal, which will also establish the joint working process between both entities, including

1. **Requirements Specification:** User stories, data-model extensions, policy module definitions (e.g. transport-modal shifts, building retrofit scenarios).
2. **Integration Architecture:**
APIs or data-pipelines between municipal systems (e.g. GIS, asset registers) and NetZero Planner.
3. **Custom Modules & Dashboards:**
Implementation of custom modules following specified requirements.
4. **Test Plan & User Acceptance Testing:**
Defined test cases, acceptance criteria, bug-tracking process.

Key Tasks: Phase 03: Capability Building and Mainstreaming

Objective: Apply learnings from Phase 1 to support the NetZeroCities consortium to deliver capability building for a wider cohort of cities, including cities across Ireland and other cities who have comparable contexts.

Scope of Work:

- Through the course of Phase 1, identify and record key capability building challenges and opportunities particularly related to:
 - using the Customised Tool as a decision-making aid and for evaluating different policy scenarios/ technological options based on their comparative impact,
 - tracking progress toward GHG emissions reduction targets established in the CCC; and
 - embedding Tool-based monitoring into routine practice.

This should recommendations on challenges and opportunities related to mainstreaming the use of a/the Customised Tool, and will be used to inform Phase 03 Capability building roadmap and delivery programme to support implementation.
- In the context of identifying and mapping national data sources (and especially the gaps thereof), high-level identification of the potential for replication and mobilisation of the outcomes and outputs of this initiative to other cities in Ireland, and opportunities to engage these cities in downstream capability building activities.

These two tasks contribute to Deliverable 3: Capability building scoping and replication opportunities.

The proposal should consider the following:

- **To support the development of nuanced and coherent proposals, prospective bidders are requested to contact Climate KIC to register their interest and be provided with limited access to the existing NetZero Planner (and any other relevant documentation). Access will be time limited and expire upon the deadline of the RfP.**
- Measuring the direct emissions impact of policy measures is critical to managing the transition. Whereas Ireland has clear standards and processes for [appraisal of infrastructure projects](#) including for the changes in greenhouse gas emissions generated by a project, there is little or no guidance and applied methodology at local authority level for ecosystem and biodiversity projects.
- While Cork City has made sectoral cost estimates for the transition in several key sectors, they have not been able to quantify in absolute or financial terms the co-benefit or indirect impact of policy measures. This is important to make the case for decarbonisation in terms that their citizens care about – their health, housing, economic security and opportunity. Having robust methods and capability to estimate indirect benefits of climate action helps to build support for change.
- Communicating progress on transition through the transparent sharing of data is critical to convey a sense of positive momentum. It is also critical to enable decision-makers to determine where effort and investment is most needed. Cork City has not yet identified the metrics needed to best manage the transition, the information flows needed to maintain updated information, or a dashboard to communicate the evolving situation concisely.
- Considering the limited capacity of the Climate Action Unit within the municipality, it is essential that any tracking tool is widely adopted and integrated across different departments within the city to streamline reporting efforts and ensure effective implementation.
- Alignment and coordination with support delivery organisations in Phases 02 and 03.
- While exact needs for support and contribution to the Phase 03 capability building activities cannot be fully scoped at this time, provision for this should be priced into the proposal, and bidders should ensure to include day rates per relevant role/tasks related to capability building activities (i.e. preparation/design and delivery rates) to support any future contract iteration to reflect (agreed) delivery efforts in Phase 03.

The requested support will help Cork City to define a strategic approach to each of the above priority areas, for consideration and acceptance of senior management, and secure capabilities, skills and knowledge within the city administration for the future.

It is anticipated the work will begin in Q2 2025 and conclude in early/mid Q4 2025.

Phase	Time frame
Phase 01: Data Collection and Adaptation The supplier must meet the City of Cork's direct requirements and produce deliverable 1 in accordance with the Phase 1 scope above	Q3, 60 calendar days.
Phase 02: Tool Customisation The supplier must make provision for liaison with Kausal in accordance with the Phase 2 scope defined above	Q3-Q4, 30-60 calendar days.
Phase 03: Capability Building and Mainstreaming The supplier must make provision for liaison with the NetZeroCities consortium in accordance with the Phase 3 scope defined above	Q4, 30 calendar days.

For clarity, the following services are specifically “Out of Scope”

- Technical development of a customised NetZero Planner – this will be procured separately with Kausal and based on the (ongoing and final) outcomes and outputs of this Assignment.
- The delivery of capability building activities to the City of Cork – this will be delivered by the NZC Consortium.

The selected bidder is expected to engage with experts from the NetZeroCities consortium, as well as engaging with the city and its key stakeholders. NetZeroCities experts (who are resourced already and do not have to be represented in a financial offer) are to be engaged (together with the city) on baseline briefings, the overarching strategic approach within which this assignment takes place, as well as for sharing good practices/learning from other cities, where relevant.

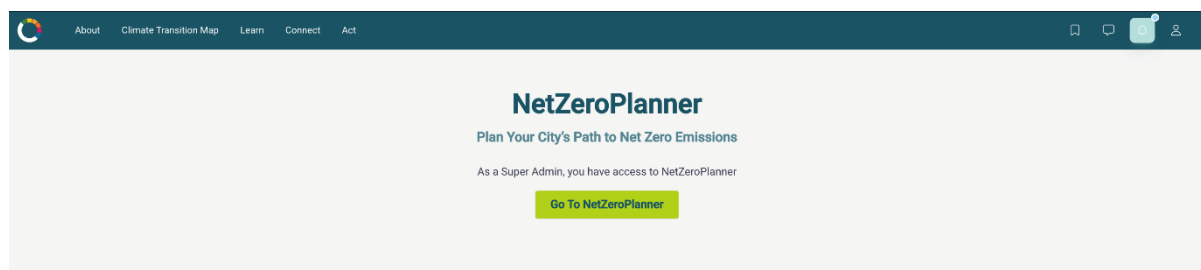
3.3 NetZeroPlanner Access Instructions & User Guides

Accessing the tool

1. In order to access the NetZeroPlanner, you will need to create a profile on the NetZeroCities Portal via <https://netzerocities.app/>
2. Once you have access to the NetZeroCities Portal, the tool can be accessed via <https://netzerocities.app/netzeroplanner>

Alternatively, you can access the tool via the following clickthrough from the homepage: *Act > NetZero Planner*

3. Once on the NetZeroPlanner landing page, the tool can be accessed by clicking ‘Go to NetZeroPlanner’ (see below)



4. From the NetZeroPlanner, you will be able to set up a test city plan by clicking ‘Create new plan’*

*if any technical issues are encountered in accessing the tool, please contact tara.nelson@eurocities.eu

3.3.1 User guidance

A quick start guide to the tool can be found on [tool landing page](#). This is step by step guide on setting up a plan in the tool.

If preferred, a webinar walkthrough of the tool can be found here: <https://netzerocities.app/resource-4459>

For more detailed guidance on using the tool, please see **NetZeroPlanner Tutorial – The Economic Case for Decarbonisation**: <https://netzerocities.app/resource-4331>

The document is a tutorial for using the NetZeroPlanner tool, which helps cities create an economic case for their decarbonisation efforts as part of their Climate City Contracts (CCC). It outlines how the tool enables cities to assess and prioritize decarbonisation projects by calculating costs, benefits, and returns on investment, including monetizing co-benefits.

3.3.2 Additional resources

The document provides an overview of the NetZeroPlanner model, which helps cities quantify their economic case for decarbonization by analysing emissions reductions and associated costs across 13 key sub-sectors. It emphasizes the importance of including both direct and indirect emissions (Scope 1, 2, and 3) and outlines how the model considers various costs, benefits, and co-benefits from a societal perspective.

NetZeroPlanner Methodology: <https://netzerocities.app/resource-4329>

This document provides an overview of the NetZeroPlanner methodology and a detailed review by decarbonisation lever.

3.4 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 team or individuals delivering the services should be able to demonstrate the following experience and capabilities:

- Knowledge of and experience in sourcing/sources of, and work with, Irish national and local climate-related data.
- Experience in methods for **direct** impact estimation / quantification for different policy measures, specifically in the Irish context.
- Experience in methods for **indirect** (co-benefit) impact estimation / quantification for different policy measures in transport and the built environment.
- Proven experience in integrating diverse climate and economic data (and subsequent analysis and mapping) and handling large datasets (ensuring data integrity), particularly related to economic modelling.
- Experience in managing similar projects with the public sector in Ireland.
- Strong co-ordination and communication skills.
- Flexibility to adopt project scope based on emerging needs.

Due to the specific governance approach in Ireland, where local governments have a limited autonomy to act, it is important that expertise is demonstrably informed by knowledge of and/or experienced in the Irish context.

3.5 Methodology

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

- A robust approach for addressing each of the tasks, informed by appropriate municipal engagement, research findings and good practice in the Irish context or beyond, where no Irish examples exist.

3.6 Deliverables

The following deliverables are requested:

Deliverable 1: Strategic methodology plan for the City Council (**Due October 2025**)

Requirements: The document shall include:

- Mapping of data points and sources necessary for NetZero Planner and proposed methods for data adaptation (scaling, normalization, etc) and proposals for alternative indicators, when data is unavailable;

- Calculation of NetZero Planner indicators for available years;
- Calculation of additional indicators to be integrated in the NetZero Planner for available years;
- Direct impact estimation of different policy measures for sectors not covered by the NetZero Planner, specifically nature restoration / protection, and sustainable urban drainage systems;
- Indirect impact estimation / quantification for different policy measures in the transport, built environment sectors.

Deliverable 2: Technical outputs to enable the bespoke build of NetZeroPlanner by Kausal – (these maybe delivered sequentially but the final due date is **mid-November 2025**)

- D2.1 Indicator Taxonomy Document
- D2.2 Comprehensive Data Inventory
- D2.3 Supplementary Metrics Proposal
- D2.4 Validated Data Library (prototype or live instance)
- D2.5 Data-Processing Procedures Manual
- D2.6 Data-Governance Framework Specification
- D2.7 Automated ETL Toolkit & User Guide
- D2.8 Co-Benefits Valuation Report

Deliverable 3: Capability building scoping and replication opportunities (**Due December 2025**)

Requirements:

A report including opportunities and challenges for mainstreaming the use of the/a Customised Tool and prevailing estimations and monitoring of policy and technical solution impacts (direct and indirect), with recommendations to NZC Consortium Partners (Phase 03) on key intervention topics for subsequent capability building efforts/programme. This report should also include high-level analysis and recommendations on the potential replication and mobilisation of the outcomes/outputs of this initiative to cities across Ireland.

Please note: This deliverable will contribute directly to the development of a **Capability Building Roadmap** to develop and embed the necessary skills and knowledge within the city council, and the development of a capability building programme of sessions to support the Council in implementing the roadmap.

Deliverable 4: NZC CESF Delivery Report (**Due end of Assignment/December 2025**)

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/ies 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.

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.

3.7 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.

3.8 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

- Please provide a fully itemised quotations in Euros, detailing all applicable costs related to the assignment. Specify if the quote includes / excludes VAT or any other taxes. In case you are registered outside the EU, please clarify your tax obligations and how VAT is treated in your jurisdiction.
- 1.1 Provide a rate card that specifies roles and their daily/hourly rates for all personnel involved in providing services (e.g., Project Manager, Technical Expert, Analyst, Lawyer, etc.). Avoid average or mixed rates.
- Include a weekly or monthly resource plan, broken down by role, number of days and daily rates. Clearly indicate the delivery schedule and allocation of human resources throughout the project life cycle by referencing the required deliverables. Refer to table 5. Clearly distinguish any optional services or value/added components of the offering. Price these services separately and mark them as "optional".
- Provide a detailed quote that specifies all applicable costs related to the assignment. Associate cost items with each deliverable, work package, or service activity, as defined in the scope of work (refer to Table 3). Provide a summary table of the total proposed cost, indicating all direct and indirect charges. The rates and prices indicated in the quote are fixed and not subject to revision for the entire duration of the contract.
- 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.
- Please submit your quote on official company letterhead or a formal company document, in English. The quote should be submitted in PDF format. The quote shall include: company name, address and VAT/TAX code, contact details, date of submission, name and role of the authorized signatory.
- The quotation should remain valid at least 90 calendar days from the submission deadline.
- Climate-KIC encourages environmentally sustainable business practices. Within the quote, where possible, suppliers are encouraged to indicate any sustainable approaches (i.e. digital documentation, remote collaboration) that can reduce the environmental impact during the provision of services.

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 3.4
Deliverable 2 of ... as per Section 3.4
Deliverable 3 of ... as per Section 3.4
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):
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 at least 90 calendar days 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.