

# Request for Proposals:

## British Columbia Biorefinery Investment

RFP # 2019000328

Closing Location: submit by email to [ralohn.hunt@bcbioenergy.ca](mailto:ralohn.hunt@bcbioenergy.ca)

BCBN Contact: Ralohn Hunt

Date of issue: March 28, 2019

Closing Time: 5:00 PM PDT May 24, 2019

The enclosed proposal is submitted in response to the referenced Request for Proposals, including any Addenda. By submitting a proposal, the Proponent agrees to all the terms and conditions of the RFP including the following:

- a) The Proponent has carefully read and examined the entire Request for Proposals;
- b) The Proponent has conducted such other investigations as were prudent and reasonable in preparing the proposal; and
- c) The Proponent agrees to be bound by the statements and representations made in its proposal.

PROponent NAME (please print): \_\_\_\_\_

NAME OF AUTHORIZED REPRESENTATIVE (please print): \_\_\_\_\_

SIGNATURE OF AUTHORIZED REPRESENTATIVE: \_\_\_\_\_

DATE: \_\_\_\_\_

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## 1 DEFINITIONS AND ADMINISTRATIVE REQUIREMENTS

### 1.1 Definitions

Throughout this Request for Proposal, the following definitions apply:

**“Addenda”** means all additional information regarding this RFP including amendments to the RFP.

**“BC Bioenergy Network (BCBN) Contact”** means the individual named as the contact person for the RFP.

**“Closing Location”** is the email address for submission indicated on the cover page of this RFP.

**“Closing Time”** means the closing time and date for this RFP.

**“Contract”** means the written agreement resulting from the RFP executed by BCBN and the successful Proponent.

**“Contractor”** means the successful Proponent to the RFP who enters into a Contract with BCBN.

**“Methodology”** means the process used to collect information and data for the purposes of achieving the RFP objectives. This may include publication research, interviews, surveys or other research techniques and could include both present and historical information.

**“Must”** or **“Mandatory”** means a requirement that must be met for a proposal to receive consideration.

**“Pathway”** means the components that make up the steps from feedstock to technology to product and end use.

**“Proponent”** means a person or entity (excluding its parent, subsidiaries or other affiliates) with the legal capacity to contract, that submits a proposal in response to the RFP.

**“Proposal”** means a written response to the RFP that is submitted by a Proponent.

**“Request for Proposals”** or **“RFP”** means the solicitation described in this document, including any attached or referenced appendices, schedules or exhibits and as may be modified in writing from time to time by BCBN by Addenda.

**“Should”**, **“may”** or **“weighted”** means a requirement having a significant degree of importance to the objectives of the RFP’s.

**“Subcontractor”** means a business or person that carries out work for the Contractor.

### 1.2 RFP Process

#### 1.2.1 Acceptance of Terms and Conditions

Submitting a proposal indicates acceptance of all the terms and conditions set out in the RFP, including those that follow and that are included in all appendices and any addenda.

A proposal must be signed by a person authorized to sign on behalf of the Proponent with the intent to bind the Proponent to the RFP and to the statements and representations in the Proponent’s proposal. A scanned copy of the signed cover page of this RFP is acceptable as is a cover letter identifying the Proponent, identifying the RFP and including a signature of an authorized representative of the Proponent that confirms the Proponent’s intent to be bound.

### 1.2.2 Submission of Proposals

- a) Proposals must be submitted before Closing Time to the Closing Location. The Proponent is solely responsible for ensuring that BCBN receives a complete Proposal, including all attachments, before the Closing Time.
- b) The following applies for submissions:
  - (i) The Proponent is solely responsible for ensuring that the complete electronic proposal, including all attachments, is received before Closing Time;
  - (ii) The maximum size of each attachment must be 20 MB or less and/or comply with any size restrictions imposed by the Proponent's internet service provider;
  - (iii) Proponents should submit email proposal submissions in a single email. If the file size of an email submission exceeds the applicable maximum size, the Proponent may make multiple submissions (multiple emails for the same opportunity). Proponents should identify the order and number of emails making up the email proposal submission;
  - (iv) For email proposal submissions sent through multiple emails, BCBN reserves the right to seek clarification or reject the proposal if BCBN is unable to determine what documents constitute the complete proposal;
  - (v) Attachments must not be compressed, must not contain a virus or malware, must not be corrupted and must be able to be opened. Proponents submitting by email submission are solely responsible for ensuring that any emails or attachments are not corrupted. BCBN may reject proposals that are compressed, cannot be opened or that contain viruses or malware or corrupted attachments.
- c) For email proposal submissions, including any notices of amendment or withdrawal referred to in Section 1.2.10, the subject line of the email and any attachment should be clearly marked with the name of the Proponent, the RFP number and the project or program title.
- d) BCBN strongly encourages Proponents using email submissions to submit proposals with sufficient time to complete the upload and transmission of the complete proposal and any attachments before the Closing Time.
- e) The Proponent bears all risk associated with delivering its proposal by email submission, including but not limited to delays in transmission between the Proponent's computer and BCBN's email system.
- f) The Proponent acknowledges that email transmissions are inherently unreliable. The Proponent is solely responsible for ensuring that its complete email proposal submission and all attachments have been received before Closing Time. If BCBN's Electronic Mail System rejects an email proposal submission for any reason, and the Proponent does not resubmit its proposal by the same or other permitted submission method before Closing Time, the Proponent will not be permitted to resubmit its proposal after Closing Time. The Proponent is strongly advised to contact the BCBN Contact immediately to arrange for an alternative submission method if:
  - (i) the Proponent's email proposal submission is rejected by BCBN's Electronic Mail System; or
  - (ii) A request for an alternate submission method may be made available, and granted at BCBN's discretion, commencing one hour before the Closing Time. It is the Proponent's sole responsibility for ensuring that a complete proposal (and all attachments) be submitted



using the approved alternate submission method and is received by BCBN before the Closing Time. BCBN makes no guarantee that an alternative submission method will be available or that the method available will ensure that a Proponent's proposal is received before Closing Time.

### 1.2.3 Proponent Questions

All questions must be received by email to the Closing Location before 5pm PDT April 18, 2019. Any questions received after this time will not be answered. Responses to all questions will be provided as an Addendum on the BCBN RFP website by April 26, 2019.

### 1.2.4 Additional Information

All Addenda will be posted on the BCBN website. It is the sole responsibility of the Proponent to check for Addenda on the BCBN website. Proponents are strongly encouraged to check the BCBN website regularly for updates.

### 1.2.5 Late Proposals

Proposals will be marked with their receipt time at the Closing Location. Only complete proposals received and marked before the Closing Time will be considered to have been received on time. Proposals received late will be marked late and not be considered or evaluated. In case of a dispute, the proposal receipt time as recorded by BCBN at the Closing Location will prevail whether accurate or not.

### 1.2.6 Proposal Validity

Proposals will be open for acceptance for at least 90 days after the Closing Time.

### 1.2.7 Firm Pricing

Prices will be firm for the entire Contract period unless the RFP specifically states otherwise.

### 1.2.8 Currency and Taxes

Prices quoted are to be in Canadian dollars and be exclusive of Goods and Services Tax and Provincial Sales Tax.

### 1.2.9 Completeness of Proposals

By submitting a proposal, the Proponent warrants that, if the RFP is to design, create or provide a system or manage a program, all components required to run the system or manage the program have been identified in the proposal or will be provided by the Contractor at no additional charge.

### 1.2.10 Changes to Proposals

By submitting a clear and detailed written notice, the Proponent may amend or withdraw its proposal before the Closing Time. Unless the RFP otherwise provides, Proponents should use a consistent submission method for submitting proposals and any amendments or withdrawals. Upon Closing Time, all proposals become irrevocable. The Proponent will not change any part of its proposal after the Closing Time unless requested by the BCBN for purposes of clarification.

### 1.2.11 Conflict of Interest/No Lobbying

a) A Proponent may be disqualified if the Proponent's current or past corporate or other interests, or

those of a proposed subcontractor, may, in BCBN's opinion, give rise to an actual or potential conflict of interest in connection with the services described in the RFP. This includes, but is not limited to, involvement by a Proponent in the preparation of the RFP or a relationship with any employee, contractor or representative of BCBN involved in preparation of the RFP, participating on the evaluation committee or in the administration of the Contract. If a Proponent is in doubt as to whether there might be a conflict of interest, the Proponent should consult with the BCBN Contact prior to submitting a proposal. By submitting a proposal, the Proponent represents that it is not aware of any circumstances that would give rise to a conflict of interest that is actual or potential, in respect of the RFP.

- b) A Proponent must not attempt to influence the outcome of the RFP process by engaging in lobbying activities. Any attempt by the Proponent to communicate for this purpose directly or indirectly with any employee, contractor or representative of BCBN, including members of the evaluation committee and any officials of BCBN, may result in disqualification of the Proponent.

#### 1.2.12 Subcontractors

- a) BCBN will accept proposals where more than one organization or individual is proposed to complete services described in the RFP. The Proponent is required to identify the lead entity which will have the sole responsibility to deliver the services under the contract and complete a majority of the work. BCBN will enter into a Contract with the Proponent only. The evaluation of the Proponent will include evaluation of the resources and experience of proposed subcontractors, if applicable.
- b) All subcontractors, including affiliates of the Proponent, should be clearly identified in the proposal.
- c) A Proponent may not subcontract to a firm or individual whose current or past corporate or other interests, may, in the BCBN's opinion, give rise to an actual or potential conflict of interest in connection with the services described in the RFP. If a Proponent is in doubt as to whether a proposed subcontractor might be in a conflict of interest, the Proponent should consult with the BCBN Contact prior to submitting a proposal. By submitting a proposal, the Proponent represents that it is not aware of any circumstances that would give rise to a conflict of interest that is actual or potential, in respect of the RFP.
- d) Where applicable, the names of approved subcontractors listed in the proposal will be included in the Contract. No additional subcontractors will be added, or other changes made to this list in the Contract without the written consent of BCBN.

#### 1.2.13 Evaluation

- a) Proposals will be assessed in accordance with the evaluation criteria. BCBN will be under no obligation to receive further information, whether written or oral, from any Proponent. BCBN is under no obligation to perform any investigations or to otherwise verify any statements or representations made in a proposal.
- b) Proposals from not-for-profit agencies will be evaluated against the same criteria as those received from any other Proponents.

#### 1.2.14 Contract

- a) By submitting a proposal, the Proponent agrees that should its proposal be successful the Proponent will enter into a Contract with BCBN on substantially the same terms and conditions set out in Section 1 and such other terms and conditions to be finalized to the satisfaction of BCBN, if applicable.

- b) Written notice to a Proponent that it has been identified as the successful Proponent and the subsequent full execution of a written Contract will constitute a Contract for the goods or services, and no Proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events.

#### 1.2.15 Contract Finalization Delay

If a written Contract cannot be finalized with provisions satisfactory to BCBN within thirty days of notification of the successful Proponent, BCBN may, at its sole discretion at any time thereafter, terminate discussions with that Proponent and either commence finalization of a Contract with the next qualified Proponent or choose to terminate the RFP process and not enter into a Contract with any of the Proponents.

#### 1.2.16 Proponents' Expenses

Proponents are solely responsible for their own expenses in participating in the RFP process, including costs in preparing a proposal and for subsequent finalizations with BCBN, if any. BCBN will not be liable to any Proponent for any claims, whether for costs, expenses, damages or losses incurred by the Proponent in preparing its proposal, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

#### 1.2.17 Debriefing

At the conclusion of the RFP process, all Proponents will be notified. Proponents may request a debriefing meeting.

#### 1.2.18 Limitation of Damages

By submitting a proposal, the Proponent agrees that it will not claim damages, for whatever reason, relating to the Contract or in respect of the competitive process, in excess of an amount equivalent to the reasonable costs incurred by the Proponent in preparing its proposal and the Proponent, by submitting a proposal, waives any claim for loss of profits if no Contract is made with the Proponent.

#### 1.2.19 Liability of Errors

The information in the RFP is provided solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by BCBN, nor is it necessarily comprehensive or exhaustive. The RFP is not intended to relieve Proponents from forming their own opinions and conclusions with respect to the information provided in the RFP.

#### 1.2.20 No Reward Commitment

The RFP should not be construed as an agreement to purchase goods or services. The lowest priced or any proposal will not necessarily be accepted. The RFP does not commit BCBN in any way to award a Contract.

#### 1.2.21 Legal Entities

BCBN reserves the right at its discretion to:

- a) disqualify a proposal if it is not satisfied that the Proponent is clearly identified;
- b) prior to entering into a Contract with a Proponent, request that the Proponent provide confirmation of the Proponent's legal status (or in the case of a sole proprietorship, the Proponent's legal name

and identification) and certification that the Proponent has the power and capacity to enter into the Contract;

- c) not to enter into a Contract with a Proponent if the Proponent cannot satisfy that it is the same legal entity that submitted the Proponent's proposal; and
- d) require security screenings for a Proponent who is a natural person, subcontractors and key personnel before entering into a Contract and decline to enter into a Contract with a Proponent or to approve a subcontractor or key personnel that fail to pass the security screenings to BCBN's satisfaction.

#### 1.2.22 Reservation of Rights

BCBN reserves the right, at its discretion:

- a) to modify the terms of the RFP at any time prior to the Closing Time, including the right to cancel the RFP at any time prior to entering into a Contract with a Proponent;
- b) in accordance with the terms of the RFP, to accept the proposal or proposals that it deems most advantageous to itself;
- c) to waive any non-material irregularity, defect or deficiency in a proposal;
- d) to request clarifications from a Proponent with respect to its proposal, including clarifications as to provisions in its proposal that are conditional or that may be inconsistent with the terms and conditions of the RFP, without any obligation to make such a request to all Proponents, and consider such clarifications in evaluating the proposal;
- e) to reject any proposal due to unsatisfactory references or unsatisfactory past performance under contracts with BCBN, or any material error, omission or misrepresentation in the proposal;
- f) at any time, to reject any or all proposals; and
- g) at any time, to terminate the competition without award and obtain the goods and services described in the RFP by other means or do nothing.

#### 1.2.23 Ownership of Proposals

All proposals and other records submitted to BCBN in relation to the RFP become the property of BCBN and, subject to the provisions of the Freedom of Information and Protection of Privacy Act and the RFP, will be held in confidence. For more information on the application of the Act, go to [http://www.cio.gov.bc.ca/cio/priv leg/index.page](http://www.cio.gov.bc.ca/cio/priv_leg/index.page).

#### 1.2.24 Use of Request for Proposals

Any portion of this document, or any information supplied by BCBN in relation to this RFP may not be used or disclosed, for any purpose other than for the submission of proposals. Without limiting the generality of the foregoing, by submission of a proposal the Proponent agrees to hold in confidence all information supplied by BCBN in relation to this RFP.

#### 1.2.25 Copyright

This document is subject to copyright and may be used, reproduced, modified and distributed to the extent necessary for the Proponent to prepare and submit a proposal.



#### 1.2.26 Confidentiality Agreement

The Proponent acknowledges that prior to the Closing Time it may be required to enter into a confidentiality agreement with BCBN in order to obtain access to confidential materials relevant to preparing a proposal.

#### 1.2.27 Alternative Solutions

If more than one approach to deliver the services described in the RFP is offered, Proponents should submit the alternative approach in a separate proposal.

#### 1.2.28 Collection and Use of Personal Information

Proponents are solely responsible for ensuring that they comply with the laws applicable to the collection and dissemination of information, including resumes and other personal information concerning employees and employees of any subcontractors. If the RFP requires Proponents to provide BCBN with personal information of employees who have been included as resources in response to the RFP, Proponents will ensure that they have obtained written consent from each of those employees before forwarding such personal information.

## 2 REQUIREMENTS AND RESPONSE

### 2.1 Summary of the Opportunity

The Government of British Columbia, through the CleanBC Plan, is committed to increasing the annual production of renewable fuels in the Province to 650 million litres and increasing the Low Carbon Fuel Standard to 20% by 2030. The B.C. Ministry of Energy, Mines & Petroleum Resources (Ministry) is currently considering what actions to take to meet these targets, including support for the commercial production of renewable and low-carbon fuels in the province, reducing B.C.'s reliance on imported feedstocks and expanding B.C.'s existing renewable fuel production industry. In order to meet the CleanBC renewable fuels targets, significantly more renewable feedstocks will need to be sourced from within B.C. and more renewable fuels will need to be produced here.

To achieve this renewable fuel production commitment and help B.C. transition to a low-carbon economy, BCBN and the Ministry are seeking a Contractor to undertake a biorefinery market analysis (Analysis). The purpose of the Analysis is to outline what specific conditions are required in B.C. to attract major fuel producers to invest in building biorefineries in B.C. The Contractor will provide a comprehensive report on the economic, technical, social and environmental factors that will be necessary to accomplishing the aforementioned objectives. The Contractor will include a biorefinery market analysis of all relevant products for the North American and global market. This will include identification of the opportunities and potential barriers to their development. Analysis should include discussions on how the availability of feedstocks required in biorefinery production affect the economics of establishing the facilities.

### 2.2 BCBN and Ministry Responsibilities

BCBN will administer this contract under the Trusted Partnership Framework Agreement with the Ministry. The Ministry is responsible for B.C.'s low carbon energy market transformation, driving a range of actions to support all stages of clean energy development and adoption.

### 2.3 Background

Released on December 5, 2018, CleanBC is a blueprint for building the B.C. economy while rising to meet the global challenge of climate change. CleanBC describes how in the coming decades the energy powering British Columbia will need to be the cleanest possible. Refined petroleum products, including gasoline and diesel, are currently the largest fuel type consumed in B.C., accounting for 37% of total energy system end-use.

B.C. is committed to achieving GHG reductions through a low-carbon transformation of its energy systems. The direct electrification of key sectors of the economy is critical but cannot effectively address hard-to-decarbonize sectors such as heavy-duty transportation. Increasing the supply and use of renewable fuels is a key component to achieving our climate goals.

The Low Carbon Fuel Standard (LCFS) is a technology agnostic, flexible regulation that incents fuel producers to reduce the environmental impact of fossil fuels in B.C. As part of CleanBC, the Province will increase the LCFS to 20% by 2030. CleanBC has also committed to increasing the supply of renewable fuels by ramping up new production of biofuels in B.C. to 650 million litres annually by 2030.

Given the anticipated global shortage of renewable fuels that are compatible with high-level blends in gasoline and diesel, new standalone biorefineries and an increase of B.C.-sourced renewable feedstocks will likely both be necessary. Major companies are already working towards lowering the carbon intensity

of their fuels. For example, Parkland Refining (B.C.) Ltd. is making investments in its Burnaby refinery to allow co-processing of renewable feedstocks along with traditional crude.

## 2.4 Scope/Budget

BCBN intends to enter into an agreement with an end date of March 31, 2020. A maximum of \$175,000 (not including Goods and Services Tax and Provincial Sales Tax) is available for this contract.

## 2.5 Requirements

BCBN is seeking a Contractor to deliver a comprehensive Analysis that examines the renewable fuel production opportunity in B.C. The outcomes from the Analysis will lay the groundwork for determining the scope of actions necessary to attract investment in biorefineries and increase the supply of renewable fuels produced in B.C. This Analysis will determine how the Province can be in a position to meet the CleanBC renewable fuel targets, low-carbon energy initiatives, and GHG reduction targets.

The Proposal must show how the Contractor will address all of the requirements as outlined below.

### 2.5.1 Requirements

The Contractor will develop an Analysis assessing the specific conditions required to attract investment for commercial-scale biorefineries in B.C., including:

1. A comprehensive assessment of renewable fuel industries, production jurisdictions and facilities. The Contractor will synthesize this data into a fact base that will ensure the Analysis is built upon a strong empirical foundation. This assessment should include:
  - Current market dynamics (North America and Asia pricing and demand);
  - Bio-feedstock supply and availability;
  - Regulatory and policy frameworks;
  - Water and industrial land access (community and Indigenous Peoples considerations);
  - Refinery capacity;
  - Supply chains;
  - Infrastructure requirements and availability such as rail, road and water transportation or power requirements and availability; and
  - Costs of production and fuel pricing;
2. A market assessment from an investor's perspective of what is achievable in B.C. to fully meet the CleanBC renewable fuel targets, including but not be limited to an assessment of:
  - Capital economics as a barrier to entry;
  - Operational economics, including feedstock availability in B.C. relative to potential bio-refinery location;
  - The tradeoff between the economies of scale from a centralized refinery and lack of ready feedstock to support a centralized refinery versus the increased costs of smaller dispersed refineries throughout the Province closer to the available feedstocks;
  - Regulatory and policy considerations;
  - Overcoming the concentrated pool of investors and production jurisdictions;
  - Partnerships and government participation required, if any, to overcome capital costs, infrastructure barriers and regulatory challenges. Analysis must include clear examples

- of how this impacted the construction and operation of bio-refineries in other jurisdictions, and include the identification of the actual factors that determine why certain jurisdictions are selected over other competing jurisdictions; and
- Bio-refinery economic viability in relation to CleanBC fuel production target volumes, considering existing and required:
    - fuel suppliers and fuel delivery markets;
    - supply chains;
    - projected fuel demand in B.C.;
    - cost of production;
    - renewable fuel pricing.
3. Identify B.C.'s existing and potential competitive advantages and disadvantages in the renewable fuels sector and determine how B.C. can maintain and improve its advantages. These recommendations must go beyond simple government subsidies, tax regimes and regulatory streamlining to provide a detailed, targeted and empirically grounded set of propositions;
  4. Identify key renewable fuel considerations for B.C. relating to the forthcoming federal Clean Fuel Standard (CFS);
  5. A summary of anticipated global supply and demand for fuels and feedstocks, market potential for renewable fuels, and the export opportunity for B.C. to meet a portion of that demand;
  6. GHG implications relating to new biorefineries;
  7. An evaluation of socio-economic impacts including, but not limited to, job creation, regional economic development, and revenue generated to government;
  8. A jurisdictional scan of international commitments, financial incentives and regulatory instruments for renewable fuel industry development/deployment, and identification of key factors that attract investment and drive the development of bio-refineries in key jurisdictions:
    - These jurisdictions will include, but are not limited to, Singapore, Finland, Germany, Brazil, Argentina, and the United States;
  9. Outline the anticipated timelines to meet B.C. production targets and identify potential constraints that could impact the timelines; and
  10. Identify all relevant uncertainties, sensitivities and risks.

The Contractor is required to conduct comprehensive stakeholder engagement by phone, e-mail or in-person in order to fulfil the requirements of the contract.

The Contractor is expected to develop the Analysis in consultation with BCBN/the Ministry using agreed upon inputs and methodology.

The Contractor must identify a process/system to manage risks and ensure the project is delivered on time.

### 2.5.2 Out of Scope

The following will be considered out of scope for the RFP:

- Detailed review, analysis or reconsideration of the LCFS;
- Natural Gas;
- Renewable Natural Gas (RNG) and biogas;
- Liquefied Petroleum Gas (LPG);
- Hydrogen.

### 2.5.3 Value Added

The value-added section is an opportunity for the Proponent to propose any additional tasks which they feel would benefit the quality of the deliverables in the RFP. Any tasks in the valued added section will be additional to the defined scope of work in Sections 2.5 and will be considered in the overall evaluation of the proposal. Each additional task in the value-added section must include a total price and number of hours breakdown. This value-added total price is in addition to the proposal's price. It is the sole discretion of BCBN to decide if they want to include or exclude any or all value-added tasks.

### 2.5.4 Deadlines

- Kick-off meeting week of June 10, 2019
- Teleconference updates on a biweekly basis, Contractor to provide agenda 48 hours prior to meeting and formal meeting notes with action items within 24 hours of the meeting.
- Table of Contents due by June 24, 2019
- Annotated Table of Contents by July 22, 2019
- First draft report due by October 1, 2019
- Second draft report and presentation due by December 1, 2019
- Third draft report due by February 1, 2020
- Final report and presentation due on or before March 31, 2020.
- 4 in-person meetings (either Victoria or Vancouver)

## 2.6 Evaluation

This section details all the mandatory and desirable criteria against which proposals will be evaluated. Proponents should ensure they respond to all criteria in order to receive full consideration during evaluation.

The evaluation of proposals will be completed by a committee formed by BCBN and the Ministry. BCBN intends to award a contract to the Proponent with the highest scoring proposal that has met all mandatory requirements and minimum scores.

### 2.6.1 Mandatory Criteria

Proposals not clearly demonstrating that they meet the following mandatory criteria will be excluded from further consideration during the evaluation process.

<b>Mandatory Criteria</b>
1. The proposal must be received at the Closing Location before the specified Closing Time.
2. The proposal must be in English and must NOT be sent by facsimile, regular mail, by courier

<b>Mandatory Criteria</b>
or hand delivered.
3. Proposals must be submitted to the Closing Location by email to <a href="mailto:ralohn.hunt@bcbioenergy.ca">ralohn.hunt@bcbioenergy.ca</a> (see cover page).
4. The proposal must include: <ol style="list-style-type: none"> <li>1. An unaltered, completed and signed RFP cover page including Proponent Section.</li> <li>2. One (1) complete electronic copy of the Proposal in PDF format as an email attachment.</li> </ol>
5. All personnel (including sub-contractors) who will participate in the project must be identified.
6. The Proposal must not exceed \$175,000 (taxes excluded).

### 2.6.2 Desirable Criteria

Proposals meeting all the mandatory criteria will be further assessed against desirable criteria. A minimum Experience score of 18 and minimum total score of 70 is required.

<b>Desirable Criteria</b>	<b>Available Points</b>	<b>Minimum Score</b>	<b>Weight %</b>
Qualifications	20	n/a	20
Experience	30	18	30
Proposed Methodology	35	n/a	35
Price	15	n/a	15
<b>Total</b>	<b>100</b>	<b>70</b>	<b>100%</b>

Price will be evaluated as follows:

1. Only those proposals that have met all mandatory requirements and minimum score(s) will be evaluated for price;
2. The lowest price proposed will receive all the points allocated in the price evaluation; and
3. All other proposals will be scored using the following formula:

$$\text{Lowest Proponent price} / \text{Proponent price} \times \text{points available}$$

## 2.7 Proposal Format

The following format, sequence, and instructions should be followed to provide consistency in Proponent response and ensure each proposal receives full consideration.

1. Submitted in PDF format;
2. All pages should be 8.5" x 11" in size, with 1" margins, and should be consecutively numbered;

3. An unaltered, completed and signed RFP cover page including Proponent Section;
4. Table of contents including page numbers;
5. A short (one or two page) summary of the key features of the proposal;
6. The body of the proposal, e.g., the “Proponent Response”;
7. The Proposal must not exceed 20 pages in length and be font size 11, font type Calibri or Times New Roman, and single spaced. Any additional pages will not be considered for evaluation. The 20 page limit does not include RFP cover page, table of contents, Proponent Contact, project experience examples, resumes of individuals or appendices;
8. Referenced appendices if appropriate;
9. Identification of Proponent (legal name); and
10. Identification of Proponent contact name (if different from the authorized representative) and contact information.

## 2.8 Proponent Response

In order to receive full consideration during evaluation, proposals should include a detailed response to the following:

### 2.8.1 Qualifications

Proposals must identify the name and title of all personnel who will participate in the project. Provide a summary of their academic achievements, professional certifications, and areas of expertise and proposed area of work and hourly commitment on this project. Appropriate resumes or curriculum vitae to document qualifications of each team member must be included as an appendix to the proposal.

### 2.8.2 Experience

The experience of the Proponent team or individuals proposed for the team will be evaluated. Proponents who have extensive experience in renewable fuels and global fuel manufacturing, including project development, investment and financing, strategy, techno-economic assessment, and policy and statutory considerations is required. Due to the nature of the contract work, a strong understanding of the fossil and renewable fuel sector of the global economy is required.

Please identify the extent to which the proposed project team possesses the following areas of experience:

1. Proponents should have eight (8) or more years of experience within the past ten (10) years (as of the closing date of this RFP) delivering services of a similar scope and complexity. Similar scope and complexity means:
  - i. Direct experience in developing and building a bio-refinery, in addition to writing reports or recommendations on how to build one;
  - ii. Expert understanding of, and experience in business development, investment attraction strategy development, financing and negotiations;
  - iii. Demonstrated expertise, capability and capacity to undertake the depth and breadth of research as defined in Section 2.5 Requirements;
  - iv. Expert understanding of legislation and policy related to renewable fuels;

- v. Proven capability and resources to present data using visual methods such as graphs, process/relationship diagrams, geographic information systems etc.;
  - vi. Demonstrated ability to provide high quality written communication products/comprehensive reports;
  - vii. Appropriate and effective communication;
  - viii. Experience engaging with industry stakeholders, governments, and relevant organizations; and
  - ix. Flexible scheduling and having the ability to meet timelines.
2. The Proponent must include a list of projects completed by the Proponent within the last ten (10) years that have a similar complexity as identified in this RFP and a value over \$50,000. Client entities and dates of these projects must be included.

### 2.8.3 References

Provide the names, telephone numbers and email addresses of at least three references from clients that are familiar with the examples of work product provided, and which are able to verify the Proponent's experience and quality of work performed. BCBN may check references without first notifying the Proponent. BCBN, at its sole discretion, will not contract with any applicant whose references are found to be unsatisfactory.

### 2.8.4 Proposed Methodology

Proposals should identify a strategy for obtaining the necessary information to respond to the Requirements posed in Section 2.5. The methodology should describe how the data will be collected and analyzed, and how the proponent expects to meet the needs of BCBN. The Proposal should include a proposed methodology, budget and work plan, including a proposed schedule that allows an opportunity for BCBN and the Ministry to provide feedback on the draft deliverables. The work plan should also include a risk assessment and assign schedule and cost contingencies based on this assessment. The Proposal should be presented in a way that addresses all the components of Section 2.5 in a clear and detailed manner.

### 2.8.5 Price

1. Provide a firm, fixed, all-inclusive price for all services proposed. BCBN will not provide compensation for any costs or expenses not included in the cost, unless otherwise expressly provided. The maximum amount available for this contract is \$175,000, taxes excluded.
2. Provide a detailed cost breakdown including unit pricing, (hourly rate and total hours worked for each involved team member required to complete the service proposed). Itemize costs for services, taxes, travel and any applicable contingencies. Unit pricing should be inclusive of all costs and expenses for the services proposed.
3. Include any and/or all assumptions for the cost breakdown.