



REQUEST FOR PROPOSAL (RfP)  
US City Climate Partnership

C40 Cities Climate Leadership Group, Inc.  
120 Park Avenue, 23<sup>rd</sup> Floor  
New York, NY 10017  
United States of America

May 22, 2023

## 1. C40 Cities Climate Leadership Group Inc. (“C40”)

C40 is a network of nearly 100 mayors of the world’s leading cities, who are working to deliver the urgent action needed right now to confront the climate crisis, and create a future where everyone, everywhere can thrive. Mayors of C40 cities are committed to using a science-based and people-focused approach to help the world limit global heating to 1.5°C and build healthy, equitable and resilient communities. Through a Global Green New Deal, mayors are working alongside a broad coalition of representatives from labour, business, the youth climate movement and civil society to go further and faster than ever before.

C40’s team of 200+ staff is headquartered in London, with offices in New York, Joburg, Singapore, Delhi, Rio de Janeiro, Copenhagen, Beijing and Paris, and individual staff based across 25+ different locations, with the Office of the Chair based in London.

The strategic direction of the organisation is determined by an elected Steering Committee of C40 mayors which is chaired by the Mayor of London, Sadiq Khan. Three term Mayor of New York City Michael R. Bloomberg serves as President of the C40 Board of Directors, which is responsible for operational oversight. A nine-person management team, led by Executive Director, Mark Watts, leads the day-to-day management of C40. C40’s three core strategic funders are Bloomberg Philanthropies, the Children’s Investment Fund Foundation (CIFF) and Realdania.

To learn more about the work of C40 and our cities, please visit our [Website](#), or follow us on [Twitter](#), [Instagram](#), [Facebook](#) and [LinkedIn](#).

## 2. Purpose and Background of the Project

In the United States, The Inflation Reduction Act (IRA) and Bipartisan Infrastructure Law (BIL) are historic climate investments that fund many new and existing programs to improve infrastructure, energy systems, drought mitigation, and reduce greenhouse gas (GHG) emissions and move the U.S. economy toward net-zero emissions by 2050. They are also crucial vehicles for achieving climate and environmental justice and to ensure that the economic benefits of federal investments reach historically under-served and overburdened communities.

Cities will play a critical role in reaching the clean energy, equity, and carbon reduction potential of the IRA and BIL. The challenge now is to move these billions of dollars into projects that benefit people’s lives on the ground, especially frontline and marginalized communities. Cities are uniquely positioned to deliver these benefits, yet are under-resourced and overwhelmed by the number and complexity of opportunities available and the other pressing issues they face. **C40**,

**Climate Mayors and the Urban Sustainability Directors Network (USDN)** have come together to maximize the strengths of each organization to:

- Reduce complexity and effort for cities;
- Amplify local successes and on-the-ground benefits nationally; and
- Provide key assistance needed to move cities from ideas to action.

In order to achieve this mission, the three organizations will work together in new and more coordinated ways to maximize efficiencies and impact to best serve our collective memberships and the field at large.

The C40 North America Region seeks a consultant, or team of consultants, to provide project management, facilitation, and administration services to support the partnership and the joint delivery of activities across the three organizations.

**Climate Mayors:** Founded in 2014, Climate Mayors is a bipartisan, peer-to-peer network that has mobilized more than 750 U.S. mayors who demonstrate climate leadership through meaningful actions in their communities. Representing 48 states and nearly 60 million Americans, the Climate Mayors coalition reflects U.S. cities' commitment to climate progress.

**Urban Sustainability Directors Network:** USDN brings local government sustainability practitioners together to learn, collaborate, and accelerate the work of local sustainability. By equipping them with the knowledge, resources, and partnerships they need to succeed, USDN helps advance change locally in member communities as well as across the field of practice. The aggregate impact and influence of our collective work makes an equitable, resilient, and sustainable society more attainable.

### 3. Project Scope

As C40, Climate Mayors and USDN build their partnership they are accepting proposals from consultants, or a group of consultants, to provide a variety of services related to coordination, strategic planning, project management, and joint execution of activities on an ongoing basis. The consultant(s) would develop and deliver a framework for facilitating the collaboration to include:

- **Strategic planning and execution:** Support continued joint strategizing and delivery of projects, including responding to Requests For Information from the US Government, developing, coordinating, and delivering workshops and webinars for shared memberships, and other shared activities as appropriate.
- **Partnership coordination:** Convene bi-weekly coordination meetings and provide project management support, including agenda preparation, facilitation, note-taking/followup, tracking activities across the three partners, and capturing impact.

- **External engagement:** Facilitate and provide administrative support for outreach and engagement with additional partners to support the delivery of joint activities identified by the partnership. This could include supporting meetings with federal officials, outreach to broader networks of city-facing organizations, and state-level associations and advocates to gather input and inform joint activities.
- **Tracking federal funding and successes:** Support tracking federal funding and technical assistance opportunities and program development milestones across the partners to glean learnings, spot gaps, and identify opportunities for improved coordination. Establish a database system to track cities success in securing funding to support storytelling and media outreach across the partners.
- **Fundraising:** Facilitate development of additional joint fundraising proposals to scale up support to cities. Subsequent proposals would likely include additional partners, especially those with expertise in workforce development, equity, and community engagement, to help cities develop and deliver inclusive climate action projects.

We envision the needs of the partnership to shift over time, with initial support focused on strategic planning and establishing project management systems. Given the evolving nature and diversity of support needed, we anticipate the consultant will draw upon a team with varying experience levels and collaborate with the project partners to secure additional capacity through subcontracting as necessary.

### 3. Proposal Guidelines

This Request for Proposal represents the requirements for an open and competitive process. **Proposals will be accepted until 5pm EST, June 13, 2023.** Any proposals received after this date and time will not be accepted. All proposals should include clear timetables, how you will work with C40, clear costs and detail on experience in this area.

Proposals should be limited to 10 pages (front and back), not including a cover page/letter and attachments. All applications must be submitted in English and in PDF format. Text must be 11 point or larger.

Proposals should include:

- Organisational Profile & Key Staff
  - Details of the organisation and proposed team - please include relevant experience and expertise, especially that related to climate change and/or sustainability in local government, limiting resumes to two pager per person. Include information about the organisation's commitment to equity, diversity and inclusion and ethical alignment with C40.

- Approach, Work Plan & Timeline
  - Description of how you will deliver the project, including assumptions you are making about the project. Specifically, detail how you will approach establishing work plans on an ongoing basis with input from the partner organizations.
- Management Plan
  - Explanation of how the bidder proposes to work with C40 and project partners to manage the project (key roles and responsibilities), and provide a plan for reporting progress, decision-making, and approvals.
- Risk Management Approach
  - Description of any risks and assumptions made in planning this work along with appropriate management and mitigation strategies.
- Budget and Fees
  - An itemised breakdown of costs including applicable fees, direct, and indirect costs in order to enable evaluation of cost reasonableness.
  - Bidder may propose how to structure the contractual agreement to best reflect the project approach. For example, a retainer, open scope of work, or other arrangement.
- References
  - At least two recent references with phone and email contact details.

### **Supplier Diversity**

C40 is committed to supplier diversity and inclusive procurement through promoting equity, diversity and inclusivity in our supplier base. We believe that by procuring a diverse range of suppliers, we get a wider range of experiences and thoughts from suppliers and thus are best able to deliver to the whole range of our diverse cities and the contexts that they operate within.

We strongly encourage suppliers (individuals and corporations) that are diverse in terms of size, age, nationality, gender identity, sexual orientation, majority owned and controlled by a minority group, physical or mental ability, ethnicity and perspective to put forward a proposal to work with us.

Feel welcome to refer to [C40's Equity, Diversity and Inclusion Statement](#) as supplier diversity and inclusive procurement is one element of applying equity, diversity and inclusion to help the world limit global heating to 1.5°C and build healthy, equitable and resilient communities.

### **Contract**

Please note this is a contract for professional services and not a grant opportunity. Organisations unable to accept contracts for professional services should not submit bids. The work will be completed on the [C40 Standard Service Provider](#)

## Agreement

These terms and conditions are accepted as drafted by the majority of our suppliers and we reserve the right to penalise your bid on the basis of non-acceptance of terms. If you do wish to include any requested amendments with your proposal, please do not mark up the document in tracked changes but provide a separate document for review setting out clearly your rationale for the change.

If C40 are unable to execute a contract with the winner of this competitive process, we reserve the right to award the contract to the second highest Potential Supplier

### **Subcontracting**

If the organisation submitting a proposal anticipates needing to subcontract any work to meet the requirements of the proposal, this must be clearly stated. All costs included in proposals must be all-inclusive of any outsourced or contracted work.

## 4. RfP and Project Timeline

### **RfP Timeline:**

<b>RFP Timeline</b>	<b>Due Date</b>
Request for Proposals released	<i>May 22, 2023</i>
Questions submitted to C40	<i>June 2, 2023</i>
C40 responds to questions	<i>June 7, 2023</i>
Deadline for receiving Offers	<i>June 13, 2023</i>
Evaluation of Proposal	<i>June 14-22, 2023</i>
Presentation on Proposal (if requested)	<i>June 16 or June 20, 2023</i>
Selection decision made	<i>June 23, 2023</i>
Proposal finalisation and agreement	<i>June 26-30, 2023</i>
Contracting and project start	30 June 2023
Contract end date	30 June 2024

### **Project Timeline**

<b>Project Timeline</b>	<b>Due Date</b>
The project initiation phase must be completed by	<i>July 14, 2023</i>
Project planning phase must be completed by	<i>July 28, 2023</i>
The project is due to run until	<i>June 30, 2023</i>

## 5. Proposal Evaluation Criteria

All proposals will be evaluated by a selection panel comprising staff from C40, Climate Mayors, and USDN based on the following criteria:

<b>Evaluation Criteria</b>	<b>Weighting</b>
Relevant past experience facilitating a project with multiple partners or stakeholders and significant understanding of local government climate action.	25%
Expertise in federal funding including the Inflation Reduction Act and Bipartisan Infrastructure Law and state and local climate action implementation.	20%
Ability to meet the listed Supplier Requirements and cost effectiveness.	20%
Immediate availability of Supplier to initiate project activities and ability to quickly and flexibly respond to needs of project..	10%
Client References	10%
Equity and ethical Alignment with C40's values and commitment to equity, diversity and inclusion.	15%

## 6. Project Budget

The total contract amount for this project should be no more than US\$160,000 including applicable taxes.

## 7. C40 Policies

C40 expects third parties to be able to abide by these C40 policies

- Ethical Business Conduct Policy [here](#)
- Environmental Policy [here](#)
- Equity , Diversity and Inclusion Policy [here](#)
- Safeguarding Policy [here](#)
- Whistleblowing Policy [here](#)
- Global Travel and Expenses Policy - if applicable - [Here](#)

## 8. Submissions

Each Potential Supplier must submit 1 copy of their proposal to the email address below by June 13, 2023 at 5pm EST.

Kate Johnson  
Head of US Federal Affairs  
[kjohnson@c40.org](mailto:kjohnson@c40.org)

Anonymised responses to questions will be provided [here](#). when the Q&A period closes.

### **Disclaimer**

C40 will not accept any liability or be responsible for any costs incurred by Potential Suppliers in preparing a response for this RFP.

Neither the issue of the RFP, nor any of the information presented in it, should be regarded as a commitment or representation on the part of C40 (or any of its partners) to enter into a contractual arrangement. Nothing in this RFP should be interpreted as a commitment by C40 to award a contract to a Potential Supplier as a result of this procurement, nor to accept the lowest price or any tender.