REQUEST FOR PROPOSAL (RfP)

Consultant for an initial baselining study to support development of the Los Angeles - Long Beach - Singapore Green and Digital Shipping Corridor

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

21 AUGUST 2023
1. Background & Project Summary

**Los Angeles - Long Beach - Singapore Green & Digital Shipping Corridor**

The Maritime and Port Authority of Singapore (MPA), Port of Los Angeles (POLA) and Port of Long Beach (POLB), with the support of C40 Cities, are working to establish a Green and Digital Shipping Corridor (GDSC), with the aim of accelerating decarbonisation of the maritime industry and the development and deployment of digital technology solutions and enablers.

The three ports and C40 Cities announced their intention to collaborate on the GDSC in November 2022 at the 27th United Nations Climate Change Conference (COP27/CMP17/CMA4) in Sharm el-Sheikh, Egypt. A Memorandum of Understanding (MoU) was subsequently signed at Singapore Maritime Week in April 2023 by leaders from the three ports, formalising the scope of cooperation between the partners.

As leading global hub ports, Singapore, Los Angeles, and Long Beach are vital nodes on the trans-Pacific shipping lane and key stakeholders in the maritime sector’s green and digital transition. Through the Los Angeles - Long Beach - Singapore Green and Digital Shipping Corridor, the three ports are working together to leverage their prominent position to influence and catalyse the decarbonisation and digitalisation of the maritime industry while recognising their own roles in facilitating the transition.

A study is required to analyse the trade flows and vessel traffic (direct and indirect) between Singapore, Los Angeles and Long Beach. The study should define the total ‘corridor’ energy demand, explore the proportion of this demand that would have to be met by near zero or zero carbon fuels to achieve key decarbonisation pathways and offer insights regarding which vessel segments are best aligned to first mover initiatives and initial deployments.

The outcomes of this baselining study will support further development of the corridor partnership’s activities; including identifying key stakeholders, establishing context for goal setting, and supporting action planning for 2024. Insights gained will support the specification of further studies to be delivered in 2024.

**C40 Green Ports Programme**

Cities and ports, the nodes to global trade, can enable transformative actions that decarbonize global supply chains and improve public health in port communities while meeting the goals of the Paris Climate Agreement. Our vision is that global shipping and trade becomes emissions-free, and that actions at the world’s largest and most influential ports and port cities accelerate decarbonization of global supply chains. In addition to climate benefits, this will have benefits for public health and local communities.

The C40 Ports & Shipping Programme brings together an ambitious community of action through public-private partnerships with cities, ports, and industry. By building this bridge between cities and ports, the two together can support each other and enable the change needed to make decarbonised future reality.

We work with the cities to empower local climate action within port cities for global impact across supply chains by empowering the port cities and their mayors to lead, convene, support others, and shift the agenda. Together, this collaboration between cities and ports enables both the short-term benefits and the long-term change and action.
Our Green Shipping Corridor Partnerships work with cities and their ports to advance decarbonisation of the global shipping industry by establishing green shipping corridors on some of the world’s busiest shipping routes. A green shipping corridor is a shipping route on which zero-carbon emissions ships and other emissions reduction programmes are deployed, and emissions reductions are measured and enabled through public and private actions and policies.

This study is being procured by C40 Cities in support of the Los Angeles – Long Beach – Singapore Corridor partnership. The three ports are key stakeholders who will review and evaluate the outputs of the study.

2. Proposal Guidelines

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 9pm EST, 10 September 2023. Any proposals received after this date and time will not be accepted and will be returned to the sender.

C40 is looking for a consultant with relevant experience in the decarbonisation of shipping, ports and global supply chains or similar.

The selected consultant will report directly to C40’s Green Ports Program team.

Proposals should be limited to 10 sides of A4. All applications must be submitted in both PDF and Microsoft Word formats with margins not less than once inch. Text type must be 11 point or larger.

Proposals should be organised accordingly:

1. Organisational Profile & Key Staff
   - Description of the organisation and relevant project experience.
   - Professional bios of the proposed project team members – please include relevant experience and expertise and indicate the reference projects in which each team member was involved. Please do not include a CV. Follow the guidelines on how to write a professional bio here.

2. Workplan or Engagement Approach & Timeline
   - Description of how the project requirements in Section 4 will be met, including a breakdown of tasks, description of key activities, and data sources that will be used.

3. Management Plan
   - Explanation of how the bidder proposes to work with C40 Green Ports Program team (C40) – key roles and responsibilities, allocated time to the project per week, reporting periodicity, engagement with the corridor partners, escalation of issues, etc.

4. Budget
   - An itemised breakdown of costs in USD including applicable taxes.
If the person or organisation submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organisations being contracted.

Bidders should review the attached C40 Service Providers Agreement (SPA) and Supplier Onboarding Form (SOF). Please complete the SOF and return with the bid, and either confirm acceptance of the agreement or add comments in the SPA document and attach it to the email in response to this RFP.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by the C40 legal department and will include scope, budget, schedule and other necessary items pertaining to the project. 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.

3. Project Scope

Objectives

The objectives of this study are as follows:

1. Gather data and analyse trade flows and vessel traffic between the ports of Singapore, Los Angeles, and Long Beach - including direct and indirect routes - and estimate the total energy demand of this activity.

2. Establish the proportion of the total energy demand that would have to be met by near zero or zero carbon fuels or energy sources to achieve key decarbonisation pathways.

Scope of Work

The scope of work for this study should cover the following activities:

1. Gather data and analyse trade flows and vessel traffic between the Port of Singapore, Port of Los Angeles and Port of Long Beach - including direct and indirect routes - and estimate the total energy demand of this activity.

   a. Describe total trade flows and sub-categories of trade over a suitable time period (to be agreed). Identify any key stakeholders associated with the trade flow on the corridor, including specific cargo owners (where feasible), especially those linked to low emission supply chain initiatives.

   b. Analyse the vessel traffic operating on the corridor and characterise this according to vessel types, sizes, and operators. Describe links to key first mover vessel operators where feasible, including identification of emissions reduction goals and/or fuel transition strategies. The analysis should include vessels making direct voyages between the ports as well as those making interim port calls with an appropriate time or number of port calls bounding (to be agreed).

   c. Compare the direct and indirect traffic operating between the three ports with the total traffic linked to each port.
d. Estimate the total energy demand of vessels operating on the route. Details of the proposed methodology for this activity are to be presented to the ports for feedback and agreement at the kick off meeting.

e. Highlight key drivers for change in the short and medium term and potential impact on trade flows and vessel traffic between the ports.

2. Establish the proportion of the total estimated energy demand that would have to be met by near zero or zero emission fuels to achieve key decarbonisation pathways.

   a. Explore near zero or zero fuel demand aligned to a range of decarbonisation pathways. The pathways are to be agreed but should include the 2023 IMO GHG Strategy goals and a 1.5 degree Paris Aligned Pathway.

   b. Highlight which aspects of the trade and/or traffic may be best aligned to realise this demand in the near term, considering drivers for first-mover initiatives.

   c. Contextualise these ‘corridor’ fuel demands within the wider picture of traffic/trade at the three ports and global shipping decarbonisation challenge.

   d. Initially explore, at a high level, challenges and opportunities to achieving the above decarbonisation pathways. This should consider technical and commercial feasibility of fuel production and supply across the route as well as socio-economic factors at both ends of the corridor.

**Reporting Requirements**

The consultant should allow for the following meetings and reporting during delivery of the study:

- Kick off meeting with C40 Cities and the corridor partnership following contract award.

- Fortnightly progress reports, including progress against schedule and key findings, submitted on a schedule to be agreed.

- Interim report detailing the approach taken and findings of the study.

- Presentation of results to C40 Cities and the corridor partnership following submission of the draft report.

- Final report incorporating comments from C40 Cities and the corridor partnership.

- Summary report, the contents of which are to be agreed, for publication.
4. RfP & Project Timeline

RfP Timeline

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
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<tbody>
<tr>
<td>Request for Proposals sent out</td>
<td>21 August</td>
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<tr>
<td>Written responses submitted to C40</td>
<td>10 September</td>
</tr>
<tr>
<td>Selection decision made</td>
<td>14 September</td>
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<tr>
<td>All bidders notified of outcome</td>
<td>15 September</td>
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<tr>
<td>Project start</td>
<td>22 September</td>
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Project Timeline
The deadline for submission of the Interim Report is the 22nd December 2023. The Final report will be submitted for partner approval and publication by the end of February 2024, including the preparation and submission of a summary report.

5. Project Budget

The maximum budget for delivery of this study is 100,000 USD.

All proposals must include proposed costs to complete the tasks described in the project scope, including all VAT and taxes. Costs should be stated as one-time or non-recurring costs or monthly recurring costs. Pricing should be listed for each of the following items in accordance with the format below. All costs incurred in connection with the submission of this RfP are non-refundable by C40.

6. Proposal Evaluation Criteria

All proposals will be evaluated by a selection panel comprising staff from C40 based on the following criteria:

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<th>Criteria</th>
<th>Weighting</th>
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<tr>
<td><strong>Demonstrable Expertise and Approach</strong></td>
<td>40%</td>
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<td>Demonstrates in-depth understanding of the study requirements with consideration given to technical and commercial feasibility of fuel production and supply across the route as well as socio-economic factors at both ends of the corridor. Local knowledge is an advantage.</td>
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<td><strong>Work Plan &amp; Management Plan</strong></td>
<td>30%</td>
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<td>The successful applicant will demonstrate their capacity to manage a complicated project, engage with the project partners, and provide a plan for reporting on the progress over the next 6 months.</td>
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<td>The Supplier must have a proven track record of producing high-quality, clear, and understandable reports and graphics summarising complex technical information to a non-specialist audience.</td>
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<td><strong>Mission alignment</strong></td>
<td>15%</td>
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<td>It is a core principle of procurement at C40 that we should use our procurement decisions to advance our commitment to equity, diversity, and inclusion. The proposal should consider the socio-economic benefits of the analysis to provide a</td>
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foundation for further studies.

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<th>Budget and cost effectiveness</th>
<th>15%</th>
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<td>The successful applicant will demonstrate a high-level breakdown of costs aligned with their proposed staffing and work plan.</td>
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7. Submissions
Each bidder must submit 1 copy of their proposal to the email address below by 3pm EST, 10 September 2023.

Elyse Lawson
Senior Programme Manager, Ports & Shipping
elawson@c40.org

Anonymised responses to questions will be provided here (link) when the Q&A period closes. The FAQ will close one week before the submission date.

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.
8. About 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 funder’s 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.

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 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.

C40 Policies

C40 expects third parties to 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