REQUEST FOR PROPOSAL (RfP)
Los Angeles Just Transition Taskforce Grant and Resource Development Services for Inclusive Climate Action Fund Project

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

1 September 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. Summary, Purpose and Background of the Project

2.1 The C40 Inclusive Climate Action Programme

C40’s Inclusive Climate Action (ICA) Programme focuses on supporting mayors and cities to ensure local climate policies and initiatives are designed in an inclusive way and have equitable impacts, as a way to make the case for bold climate action and maximise its benefits across urban populations. The programme aims at delivering leadership and advocacy support, technical and strategic assistance, training and peer-to-peer exchange on assessing and understanding the wider benefits of climate action; increasing capacity to engage inhabitants and stakeholders; designing inclusive and just climate strategies.

2.2 About the Inclusive Climate Action Cities Fund (ICA Fund)

The Inclusive Climate Action Cities Fund (ICA Fund) is C40’s response to the unmet needs of cities as they navigate the interlinked global challenges the world is confronting. By outlining and delivering an ambitious vision for climate justice,
cities can demonstrate the existing bold solutions that can redress inequalities and ensure that the most vulnerable are protected from rising prices, polluted air, and extreme weather. The ICA Fund is intended to support local governments to ensure city-led climate actions or projects are just, fair, inclusive and benefits all residents, especially frontline communities, whilst also providing the potential for city practices, projects and/or policies to be institutionalised, replicated and/or scaled in the future.

Led by C40, in partnership with The Open Society Foundations (who work to build vibrant and inclusive democracies whose governments are accountable to their citizens), the ICA Fund will provide small grants to cities over a period of 12 months. C40 will administer the grants through:

Procuring technical support of between USD$30,000 - USD$60,000 for specific projects. C40 will directly pay (and support cities through the process) for any goods and services as part of the direct assistance.

Los Angeles is one of six cities to receive financial support from C40 Cities through the first phase of the ICA Fund.

2.3 The Los Angeles ICA Fund Project

Los Angeles is taking on the challenge of transitioning from relying on the local fossil fuel industry and oil wells to greener energy sources and jobs, ensuring no one is left behind in the process.

The City of Los Angeles is home to the largest urban oil field in the world. Many of the roughly 2,930 active and idle oil wells in the city and unincorporated areas of Los Angeles County are located in residential neighbourhoods near community parks and schools. As the city and county worked to advance policies to phase out oil drilling through ordinances approved in 2022 and 2023, a key consideration was to ensure that impacted workers and communities would not be left behind.

Understanding that most successful economic outcomes occur when local governments plan early and take a community-centred approach, the city partnered with the county to establish a Just Transition Task Force. The Task Force comprises labour groups, workforce development experts, environmental justice leaders, the oil industry, Tribal Nations, academic institutions, and state and local governments and was tasked with developing recommendations for meeting the needs of impacted workers and communities throughout the phase-out.

Since 2021, LA’s Just Transition Task Force has:

- conducted primary research with oil extraction workers to develop a framework for a just transition that supports them and their communities as oil drilling and extraction are phased out;
- released LA’s first-ever Just Transition Strategy, which includes 19 specific recommendations for workers in oil drilling to find new employment, properly remediating closing oil wells and engaging frontline communities in land use redevelopment planning and leveraging public and private funds to finance the transition;
and developed a federal partnership in coordination with the Department of Energy to enlist participation from the Energy Communities Interagency Working Group on Coal and Power Plant Communities and Economic Revitalization.

With the C40 Inclusive Climate Action (ICA) Cities Fund support, Los Angeles will continue to ensure frontline communities are not left behind in the ambitious step towards a green and just transition of oil phase-out by creating a Workers Advisory Council and ongoing continuity of its Just Transition Task Force. This will provide continuous input, guidance and feedback directly to the city and county and identify additional needs throughout the phase-out process. This includes the development of a menu of “opt-in” support options to address additional worker and family support needs – like housing, health and wellness, and financial concerns – which are not covered by existing opportunities, as well as identifying and securing sustainable funding to resource the city’s Just Transition Strategy.

2.4 Purpose and Objectives

As part of this project, C40 and the City of LA are seeking consultancy services to identify funding sources that secure necessary resources to implement the goals, strategies, and actions identified by the Just Transition Task Force.

The goals of the Just Transition Strategy are:

- **Goal 1:** Provide oil workers impacted by the phase-out of drilling and extraction of oil with the necessary support to transition their skills into jobs of comparable, family-sustaining compensation or retirement in ways that promote livelihoods and dignity.
- **Goal 2:** Properly remediate and monitor impacts of closing oil well sites and integrate co-visioning and input from sovereign Native Nations on whose ancestral homelands Los Angeles is built—Tongva, Tataviam, Serrano, Kizh, and Chumash—and frontline communities in community visioning, remediation and land use redevelopment planning processes.
- **Goal 3:** Leverage public and private funds to equitably and sustainably finance and coordinate the successful implementation of Strategy and Action recommendations, with ongoing accountability, transparency and advising from the Just Transition Task Force.

2.5 Scope of work

The selected contractor will act as a grant writer/development coordinator to:

1. Identify existing federal, state, local, and philanthropic funding opportunities for each of the strategies and related actions identified by the Just Transition Taskforce;
2. Create a funding roadmap for each strategy and related actions based on the identified funding opportunities, including listing funding requirements, potential applicants (City/County departments, community-based organizations, etc), timelines, and barriers to apply (if any); and
3. Submit at least two federal, state, and/or philanthropic grant applications to finance the implementation of strategies and related actions identified by the Just Transition Planning Team.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Deliverable</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify existing federal, state, local, and philanthropic funding opportunities for each of the strategies and related actions identified by the Just Transition Taskforce</td>
<td>Landscape analysis identifying existing funding opportunities</td>
<td>9 October 2023 - 6 November 2023</td>
</tr>
<tr>
<td>Create a funding roadmap for each strategy and related actions based on the identified funding opportunities, including listing funding requirements, potential applicants (City/County departments, community-based organizations, etc), timelines, and barriers to apply (if any)</td>
<td>Funding roadmap for each strategy and related actions</td>
<td>Draft due for planning team review 4 December 2023. Final due 18 December 2023</td>
</tr>
<tr>
<td>Submit at least two federal, state and/or philanthropic grant applications to finance the implementation of strategies and related actions identified by the Just Transition Planning Team</td>
<td>Submission of two grant proposals</td>
<td>8 January 2024 - 28 June 2024</td>
</tr>
</tbody>
</table>

3. **RfP and Project Timeline**

Each Potential Supplier must submit 1 copy of their proposal to the email address below by 22 September 2023 at 5pm PST to Jazmin Burgess, Director, Inclusive Climate Action (jburgess@c40.org) and Emma Blunt, Senior Business Manager, Inclusive Climate Action (eblunt@c40.org), with Lizzeth Rosales, Director of Environmental Justice City of Los Angeles Mayor’s Office of Energy and Sustainability (lizzeth_rosales@lacity.org) and Robert Zardeneta, Senior Manager, Green Workforce, City of Los Angeles Mayor’s Office of Energy and Sustainability, in copy (robert.zardeneta@lacity.org). Any proposals received after this date and time will not be accepted and will be returned to the sender.

All questions and submissions related to this RfP should be directed by email to Jazmin Burgess, Director, Inclusive Climate Action (jburgess@c40.org) and Emma
Blunt, Senior Business Manager, Inclusive Climate Action (eblunt@c40.org). Anonymised responses to questions will be provided here (link) when the Q&A period closes.

The tender evaluation will take place between 22 September 2023 - 2 October 2023. If additional information or discussions are needed within this window, the bidder(s) will be notified. The selection decision for the winning bidder will be made no later than 1 October 2023. Notifications to bidders who were not selected will be completed by 1 October 2023.

All final deliverables should be presented by 28 June 2024.

<table>
<thead>
<tr>
<th>Timeline</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request for Proposals sent out</td>
<td>1 September 2023</td>
</tr>
<tr>
<td>Questions submitted to C40</td>
<td>8 September 2023</td>
</tr>
<tr>
<td>C40 responds to questions</td>
<td>15 September 2023</td>
</tr>
<tr>
<td>Deadline for receiving Offers</td>
<td>22 September 2023</td>
</tr>
<tr>
<td>Selection of successful bidders</td>
<td>2 October 2023</td>
</tr>
<tr>
<td>Inception meeting</td>
<td>9 October 2023</td>
</tr>
<tr>
<td>Deliverable 1</td>
<td>6 November 2023</td>
</tr>
<tr>
<td>Deliverable 2</td>
<td>18 December 2023</td>
</tr>
<tr>
<td>Deliverable 3</td>
<td>28 June 2024</td>
</tr>
<tr>
<td>Project end</td>
<td>30 June 2024</td>
</tr>
</tbody>
</table>

4. Project Budget

The budget for this project should not exceed USD $20,000. Costs should be stated as one-time or recurring costs. Note that all proposals must include proposed costs to complete the tasks outlined in the project scope of work, including all VAT and taxes. C40 does not pay contractors more frequently than once per month. All budgets are to be prepared in USD. All costs incurred in connection with the submission of this RfP are non-refundable by C40.

5. Proposal Submission Guidelines

5.1 Language

Deliverables should be provided in English.
5.1 Documentation

All documentation should use C40 templates (unless otherwise specified) and be provided in an editable and portable document format, compatible with computer software used by C40 and C40 cities. Editing, formatting and presentation of electronic files should be of a consistent, professional and publishable standard.

All documentation to be shared with cities or other external partners will feature C40’s and the service provider's name and logo as agreed by the two parties. All project deliverables, reports and documentation, content and intellectual property will be owned by C40.

5.2 Submission details

The proposal should give C40 evaluators all the information they need to assess your bid. Submissions should include:

- A work program outlining how the above requirements will be delivered on time and to the expected standard, and how the bidder proposes to work with, and involve, C40’s Inclusive Climate Action Team, the City of Los Angeles Mayor’s Office of Sustainability, the Los Angeles County Chief Sustainability Office, and the Just Transition Fund as the facilitator of the Just Transition Taskforce.
- A full detailed cost breakdown for each of the deliverables, inclusive of taxes and hours allocated to tasks/daily rates of project team (if applicable)
- Brief description of expertise and experience to deliver on the work program
- Brief description of your proposed approach to the project, including examples of types of work that you anticipate being important to cover, and how you will manage successful implementation and communication with C40’s Inclusive Climate Action Team, the City of Los Angeles Mayor’s Office of Sustainability, the Los Angeles County Chief Sustainability Office, and the Just Transition Fund as the facilitator of the Just Transition Taskforce.
- Any risks and assumptions made in planning this work; where risks are identified, appropriate alternatives and mitigation strategies should be outlined.
- Details of the organization and proposed project team, including job titles – please include relevant experience and expertise and limit CVs to one page per person;
- Examples of relevant previous work;
- At least two recent references with phone and email contact details;
- Confirmation of adherence to C40's terms and conditions;
- Any additional deliverables and/ or information relevant to this tender

Please note: Proposals should be written in English, saved in pdf format and should not exceed 5 pages of text. Reference material may be placed in annexes. CVs should not exceed 1 page per person.

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 C40’s legal department and will include scope, budget, schedule and other necessary items pertaining to the project.

This work may be undertaken by an individual or a team. The team may consist of individuals from different organizations. All project team members must be included in the proposal. Appointed service providers shall not delegate, subcontractor assign all or any portion of the services to any third party.

6. Proposal Evaluation Criteria

Proposals will be evaluated against the following criteria

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expertise and experience across relevant topics</td>
<td>30%</td>
</tr>
<tr>
<td>Interpretation of brief and quality of proposal</td>
<td>30%</td>
</tr>
<tr>
<td>Project management, work approach and timeline</td>
<td>30%</td>
</tr>
<tr>
<td>Value for money</td>
<td>10%</td>
</tr>
</tbody>
</table>

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.

07. Terms and Conditions

C40 Cities Climate Leadership Group reserves the right to change or cancel the above requirements at any time, without incurring any liability towards any interested party and/or any obligation to inform any interested party of the grounds for its action. All costs incurred in connection with the submission of this request for work plan are non-refundable by C40 Cities Climate Leadership Group.

7.1 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.

7.2 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.

7.3 Subcontracting

If the organisation submitting a proposal needs 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. Any proposals which call for outsourcing or contracting work must include a name and description of the organisations being contracted.

7.4 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

7.5 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.

08. Appendices

1. C40 Standard Service Provider Agreement
2. Los Angeles Just Transition Strategy