REQUEST FOR PROPOSALS (RFP)

Technical Analysis of Freight-Related City Tenders and E-Truck Incentives for Zero Emission Vehicles in Curitiba (Brazil)

6th November 2023

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

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1. Introduction

1.1. About C40 Cities Climate Leadership Group

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.

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.

1.2. Project Background

1.2.1. About C40 Laneshift Program

The Laneshift Programme is a joint effort between C40 Cities and The Climate Pledge (an initiative co-founded by Amazon and Global Optimism) to achieve carbon neutrality in the urban transportation of goods and services. It does so by rethinking the routes and medium- to heavy-duty freight vehicles used in six targeted Latin American cities: Curitiba and Rio de Janeiro (Brazil); Quito (Ecuador); Medellín and Bogotá (Colombia); and Mexico City (Mexico).

1.2.2. Support from the C40 Laneshift to Curitiba’s Freight Decarbonisation

C40 Cities is working together with the city of Curitiba to identify possible incentives for zero-emission freight in the city’s public contracts related to freight transportation. The focus is on zero-emission heavy- and medium-duty freight, likely electric-powered vehicles. To achieve this goal, C40 Cities is searching for a supplier to provide the necessary technical assistance.
1.2.3. Freight on Curitiba public services contracts
In partnership with officials from the city of Curitiba, C40 has identified and mapped out 30 city contracts that involve the use of cargo or utility vehicles. These contracts encompass seven different city departments and make use of a total of 200 vehicles that can be classified into the following categories: 32 urban freight vehicles, 121 trucks, and 47 other types of non-specified vehicles.

2. Project approach

2.1. Goals
The technical assistance will assist C40 Cities and the city of Curitiba in achieving the following overarching goals as outlined:

A1. Institutional & Contractors Mapping Target potential public freight services for decarbonisation by analysing the city's service landscape, contracts and contractors.

A2. Operational & Social Analysis: Gather detailed information on freight operations, vehicle usage, and contractor perspectives in Curitiba.


2.2. Activities and deliverables

The successful bidder must deliver the following items. Suppliers are encouraged to propose innovative approaches to the assigned tasks if needed.

<table>
<thead>
<tr>
<th>Activities</th>
<th>Sub-activities</th>
<th>Timeline and Duration</th>
<th>Deliverables</th>
<th>Support from C40 and City</th>
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<tbody>
<tr>
<td>A1. Institutional &amp; Contractors Mapping</td>
<td><strong>a. Refine the Curitiba Landscape of Freight-Related Public Services and City Contractors:</strong> This task involves completing the mapping of public services in Curitiba that require freight transportation, which was initiated by C40 and the City of Curitiba (as mentioned in item 1.2.3). The objective is to provide a more detailed understanding of the main contracts involved, including key information such as city departments, contractors, budgets, duration, renewal possibilities, number and type of vehicles, and other important details.</td>
<td>3 months M1-M3</td>
<td><strong>P1.a. Curitiba Freight Decarbonisation Prioritisation Report.</strong> This product is a comprehensive document that compiles the findings and analysis from sub-activities a, b, c. It provides insights into the freight-related public services in Curitiba, prioritises services for decarbonisation, and analyses the associated contracts, including recommendations and insights.</td>
<td>City departments will facilitate the provision of data related to the public services landscape so that the supplier can delve into high-level analysis.</td>
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<td><strong>b. Develop a Methodology to Prioritise Freight-Related Public Services to Decarbonise in Curitiba:</strong> The task involves establishing a method for prioritising freight-related public services that need to be decarbonised in Curitiba. These services have been mapped and refined in the previous sub-activity. The priority analysis should consider social, economic, and environmental factors, as well as their respective impacts.</td>
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<td><strong>P1.b. Curitiba Freight Contractor Database:</strong> This product compiles information from sub-activity c.</td>
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<td><strong>c. Characterise the Freight-Related City Contractors:</strong> This task aims to analyse city contractors involved in priority freight-related activities selected in sub-activity b, including their business size, sector specialisation, and other relevant details.</td>
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<td>A2. Operational &amp; Social Analysis</td>
<td><strong>a. Develop a Methodology for Surveys and Analysis with Targeted City Contractors:</strong> The task involves creating a methodology that outlines the specific criteria for conducting surveys and analysis with targeted city contractors. The main objective is to gather insights regarding the challenges, requirements, and concerns they face in potentially adopting e-freight in their services.</td>
<td>3 months M2-M4</td>
<td><strong>P2.a. Report Curitiba Freight Current Operations Analysis.</strong> This report presents a detailed examination of Curitiba’s public freight-related services, with a focus on vehicle utilisation, operational and social aspects of key contracts, and insights from city contractors regarding e-freight adoption.</td>
<td>City departments facilitate contact with project managers in city departments and provide information from city contracts and associate contractors.</td>
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<td>b. Survey Freight Operational and Social Information for Key Curitiba's Freight-Related Contracts:</td>
<td>The objective of this task is to gather crucial operational and social information for each of the most important contracts identified in Activity 1. This information includes analysing the usage of vehicles with respect to the size of the commercial fleet, costs, types of vehicles, capacity, daily operations and flows, location of vehicle depots, and detailed data on the workforce. This will allow us to understand the functioning of these services better.</td>
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<td>C40 Cities can provide support with mapping stakeholders in the industry.</td>
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<td>A3. Industry Market Analysis</td>
<td>a. Assess the Market Readiness for Meeting Curitiba's Freight Fleet Priority Needs. This task involves identifying and mapping manufacturers and their available e-vehicle offers in relation to the priority contract needs. This task also considers conditions and cost. This is important for exploring partnerships and opportunities related to e-freight adoption.</td>
<td>3 months M5-M7</td>
<td>P3.a. Technical Note on Typology of Vehicles for Curitiba's Public Services Fleet. This technical note provides information on the types of vehicles available in the market for Curitiba's public services fleet (sub-activity a). It should serve as a technical resource for city officials and other stakeholders involved in fleet management. The note covers various categories of vehicles and their suitability for specific public service needs.</td>
<td>C40 Cities and the city of Curitiba can provide support on demand.</td>
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<td>b. Develop a Pipeline of Contracting Opportunities: This task involves developing a methodology to assess the most targeted services for decarbonisation based on market readiness to meet their operational requirements.</td>
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<td>P3.b. Contracting Opportunities for Zero-Emission Vehicles in the city's Targeted Freight-Related Contracts. This report presents a detailed pipeline of contracting opportunities related to zero-emission vehicles in the city's freight-targeted contracts. It delves into critical aspects such as market capacity and readiness (findings related to sub-activity a).</td>
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| **A4. Financial Market Analysis** | a. Identify Financial Mechanisms, Investors, and Financial Institutions: This task involves surveying financial mechanisms and identifying key stakeholders who are capable or potentially willing to contribute to the development and support of freight-related targeted services. The objective is to explore and analyse financial options, potential investors, and financial institutions that can play a role in advancing the objectives related to freight services.  
   b. Conduct Interviews or Focus Groups with Investors and Financial Institutions: This task involves the engagement of investors and financial institutions identified in the previous sub-activity through interviews or focus groups. The primary objective is to gain insights into their perspectives regarding potential partnerships, financial terms and conditions, risk assessment, mitigation mechanisms, and other relevant details.  
   c. Assess Potential Partnerships, SWOT Analysis, and Baseline for Future Pilot Planning: Conduct an assessment to evaluate the feasibility of potential partnerships, perform a SWOT analysis, and establish a baseline for future pilot planning in freight-related targeted services. | 3 months M6-M9 | P4.a. E-Freight Finance Insights Report. This report compiles the findings from sub-activities a,b,c. The product will provide a detailed analysis of financial mechanisms, and potential partnerships, risk assessments, and baseline data for targeted freight-related services in Curitiba aimed at future pilot planning. | C40 Cities and the city of Curitiba can provide support on demand. |
| **A5. Executive Summary**    | a. Develop an Executive Summary. This task involves compiling a concise and high-level overview of the previous deliverables. | 1 month M10 | P5.a. Executive Summary which includes: Project Overview, Methodology Summary, Findings, High-Level Recommendations, and Next Steps for the city. | - |
2.3. Project Budget
Proposals must be submitted in USD, including taxes, all applicable administrative fees, and included expenses associated with using software of any kind. Proposals should fall in the range between USD $150,000-$185,000. Please share the cost breakdown of each activity in the itemised budget. It should be noted that payment for services is subject to the delivery and approval of each product.

2.4. Project Specifications

2.4.1. Project Manager
The winning bidder must appoint a project manager to lead the staff and maintain a close and constructive working relationship with C40's main point of contact. The project manager will be engaging in regular catch-up and follow-up meetings and will speak on behalf of the team's deliverables upon approval by C40's main point of contact and the city of Curitiba.

2.4.2. Language
All deliverables should be written in Portuguese. Catch-up and follow-up meetings with the city may be conducted in Portuguese and in English if necessary since the C40 staff is spread across different regions worldwide. The proposals should mention the team's proficiency in English. Although it is not a requirement, having proficiency in Spanish is desirable.

2.4.3. Documentation
When preparing documentation, please use the C40 templates unless otherwise instructed. The documents should be provided in a format that is compatible with the software used by both C40 and the cities. The presentation and formatting of electronic files should be consistent, professional, and suitable for publication, thus under the approval of C40's main point of contact.

If sharing documentation with cities or external partners, please only include the C40 name and logo. Permission from the C40 team is required to use their name and logo. Unless given written permission from C40, winning bidders may not use their own name or logo. All project information, reports, and intellectual property will remain the property of C40.

2.5.4. Information Provision
C40 and the City of Curitiba are keen to facilitate the winning bidder in accomplishing assignment activities and deliverables by

1. Offering access to policy documentation and previous studies related to Curitiba to improve access to the context and historical data to support the winning bidder's project planning and decision-making.
2. Providing information about the expected results and benefits to ensure alignment between the bidder's efforts with the broader vision of C40 and the City of Curitiba.
3. Providing guidance, answering questions, and facilitating communication between the winning bidder and relevant stakeholders to ensure an effective project implementation.

2.5.5. 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.

3. Proposal

3.1. Guidelines for Proposals

To ensure fairness, we kindly ask that proposals be limited to 20 pages, excluding a cover page/letter and attachments. Your submissions should be in PDF and Microsoft Word formats, with margins of less than one inch and a text size of at least 10 points. We appreciate your attention to these requirements and look forward to reviewing your proposals. Please send your proposal with the following content:

1. **Consultant CV or Organisational Profile & Key Staff:** The proposal should include details of the organisation and project team members, with each person's roles, relevant experience, and expertise. The limit for CVs should be two pages per person.

2. **Work Plan & Timeline:** Bidders are expected to provide a work plan and timeline that outlines the approach to the project, including task sequencing and milestones. This section helps in assessing the bidder's project management capabilities.

3. **Management Plan:** The proposal should explain how the bidder intends to collaborate with the city of Curitiba and C40. This includes defining roles and responsibilities, reporting procedures, change request processes, issue escalation mechanisms, and acceptance criteria.

4. **Risk Management Approach:** Bidders should describe their risk management approach, including identifying potential risks and assumptions made during
project planning. Mitigation strategies should also be outlined, and details on how a risk assessment will be conducted should be provided.

5. Budget: Bidders must present an itemised budget in USD for each project task. The budget should be all-inclusive, covering any outsourced or contracted work.

6. References: The proposal should include contact details for at least two recent references. This section evaluates the bidder's track record and previous client satisfaction.

Bidders in Curitiba may receive additional points, while bidders outside Curitiba are encouraged to find a local partner to reduce travel costs and carbon emissions.

3.2 Contract

The work will be completed on the C40 Standard Service Provider Agreement. Contract terms and conditions will be negotiated upon selecting the winning bidder for this RFP. All contractual terms and conditions will be subject to review by the C40 Legal Department. These terms and conditions are non-negotiable. Organisations unable to accept them as drafted should not submit bids in connection with this opportunity.

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

3.2.1 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.

3.3. C40 Policies

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

- Non-Staff Code of Conduct Policy [here](#)
- Equity , Diversity and Inclusion Policy [here](#)

3.4. Proposal Evaluation Criteria

All proposals will be evaluated by a selection panel comprising C40 and Curitiba city department members. Proposals will be assessed based on how inclusion, diversity, and equity considerations are integrated into the work plan, reflected in the composition of key personnel, and demonstrated in past experiences and references.

We welcome all potential suppliers, regardless of whether they are individuals or corporations, to participate in the procurement process. We highly value diversity in
various aspects such as organisational size, age, nationality, gender identity, sexual orientation, majority/minority ownership and control, physical or mental ability, ethnicity, and perspectives. We also encourage suppliers to propose creative approaches to the assigned tasks if they find them important.

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<tr>
<th>Criteria</th>
<th>Weighting</th>
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<tr>
<td>Work Plan</td>
<td>20%</td>
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<tr>
<td>Management Plan &amp; Key Staff</td>
<td>20%</td>
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<tr>
<td>Expertise &amp; References</td>
<td>20%</td>
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<tr>
<td>Diversity and Inclusion Commitment</td>
<td>20%</td>
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<tr>
<td>Budget</td>
<td>20%</td>
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### 4. Deadlines

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<tr>
<th>Activity</th>
<th>Date</th>
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<tbody>
<tr>
<td>Request for Proposals sent out</td>
<td>Monday, 6 November 2023</td>
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<tr>
<td>Questions sent to C40</td>
<td>Friday, 17 November 2023</td>
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<tr>
<td>Answers provided by C40</td>
<td>Tuesday, 21 November 2023</td>
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<tr>
<td>Written Proposals submitted</td>
<td>Friday, 24 November 2023</td>
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<td>Evaluation of Proposals</td>
<td>Friday, December 8 2023</td>
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<td>Interviews with Candidates</td>
<td>Mon.-Fri., December 11-15 2023</td>
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<td><strong>All bidders notified of outcome</strong></td>
<td><strong>Tue., December 19 2023</strong></td>
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Each bidder must submit 1 copy of their proposal in Portuguese to the email addresses below by **5:00 pm Brazil Standard Time (GMT-3), Friday 24 November 2023**. Please note that any bids received after the deadline will not be considered and will be returned to the sender.

**Gabriel Tenenbaum**  
Head of Zero Emission Vehicles, Latin America  
gtenenbaum@c40.org

**Gabriela de la Torre**  
Senior Programme Manager, Zero Emission Freight, Latin America  
gdelatorrerios@c40.org

**Pedro Bastos**  
Policy Analyst, Zero Emission Vehicles, Latin America  
pbastos@c40.org

Anonymised responses to questions will be provided here ([link](#)) when the Q&A period closes. The FAQ will close a few days 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.