



## REQUEST FOR PROPOSAL (RfP)

Support the selection and implementation of a new Enterprise Resource Planning (ERP) system.

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

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## 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.

The strategic direction of the organisation is determined by an elected Steering Committee of C40 mayors which is co-chaired by Mayor Sadiq Khan of London, United Kingdom, and Mayor Yvonne Aki-Sawyers of Freetown, Sierra Leone. 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

C40 is issuing this Request for Proposal (RFP) to invite qualified consultancy firms to submit proposals for providing professional services to support the selection and implementation of a new Enterprise Resource Planning (ERP) system. The successful consultancy will guide C40 through the full ERP transformation process—from initial needs assessment and system selection to implementation planning, change management, and post-go-live support.

This project is a critical part of C40's broader strategy to modernize and strengthen its internal operations, with a particular focus on enhancing its financial infrastructure. The selected ERP system should support integrated functionality for core financial processes including budgeting and forecasting, financial reporting, expense management, and procurement. It should also facilitate improved control and visibility over financial operations, including the management of corporate cards, payment processing, compliance reporting and timesheet tracking for improved project and resource management.



C4O aims to adopt a flexible, scalable, and user-friendly ERP solution that meets current needs while supporting future growth and organizational complexity. The consultancy firm will play a pivotal role in ensuring a smooth transition to the new system by aligning the ERP capabilities with C4O's strategic objectives and operational requirements.

**Objectives:**

*The primary objectives of this consultancy engagement are to:*

1. **Assess Organizational Needs and Readiness**  
*Conduct a thorough analysis of current business processes, systems, pain points, and stakeholder needs across departments to define functional and technical requirements for a new ERP system.*
2. **Develop ERP Requirements and Selection Criteria**  
*Collaboratively define detailed specifications and evaluation criteria to be used in selecting the most suitable ERP software and vendor based on the organization's strategic goals and operational priorities.*
3. **Support ERP Vendor Evaluation and Selection**  
*Facilitate the ERP vendor RFP process, including shortlisting vendors, coordinating demos, and guiding decision-making through an objective, transparent, and structured selection process.*
4. **Provide Strategic Implementation Planning**  
*Develop a comprehensive implementation roadmap, including project timeline, resourcing strategy, change management, risk mitigation, and cost estimates.*
5. **Ensure Change Management and Stakeholder Engagement**  
*Promote user adoption and organizational alignment by leading effective change management strategies, stakeholder communications, and training plans.*
6. **Support Data Migration and System Integration Planning**  
*Provide guidance on best practices for migrating data from legacy systems, ensuring data integrity, and identifying system integration needs with existing applications.*



7. ***Deliver Employee Training and Capacity Building***  
*Work with internal teams to design and implement training programs that ensure employees at all levels are equipped to use the new ERP system effectively. This includes tailored training sessions, user manuals, and knowledge transfer to internal trainers or super-users.*
8. ***Mitigate Project Risks and Ensure Governance***  
*Establish robust project governance and oversight mechanisms to manage scope, schedule, budget, and quality throughout the ERP implementation lifecycle.*
9. ***Enhance Long-term Scalability and ROI***  
*Recommend an ERP solution and implementation approach that supports long-term scalability, future enhancements, and measurable return on investment.*

### 3. Proposal Guidelines

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until *5pm EST, August 7th, 2025*. 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.

The proposal should give C40 evaluators all the information they need to assess your bid. Please clearly indicate where applicable:

- How your proposal is responsive to the Evaluation Criteria;
- The assumptions you are making about the project;
- Risks you have identified and appropriate mitigation measures;
- Information about your fee;
- Proposed timeline of implementation;
- Explanations of processes to conduct the project.
- Proposed working partnership with C40, including (as applicable) project governance and management, key personnel, key roles and responsibilities, and escalation procedure for issues;
- Any additional support that you need to make the project a success, including any inputs you will need from third parties or C40 staff.



You must include adequate information about how your costs were calculated to enable evaluation of cost reasonableness.

### **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.

### **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 Services Contract](#).

[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 negotiation 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 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.

#### 4. RfP and Project Timeline

##### **RfP Timeline:**

<b>RFP Timeline</b>	<b>Due Date</b>
Request for Proposals sent out	<i>June 26th, 2025</i>
Questions submitted to C40	<i>July 17th, 2025</i>
C40 responds to questions	<i>July 24th, 2025</i>
Deadline for receiving Offers	<i>August 7th, 2025</i>
Evaluation of Proposal	<i>August 7th, 2025 – August 14th, 2025</i>
Presentation on Proposal	<i>August 21st, 2025</i>
Selection decision made	<i>August 28th, 2025</i>
All Potential Suppliers notified of outcome	<i>August 28th, 2025</i>

#### 5. Proposal Evaluation Criteria

- Cost. All proposals must include proposed costs to complete the project. All costs incurred in connection with the submission of this RfP are non-refundable by C40
- Technical expertise including Not for Profit and Form 990 experience
- Key personnel – quality of staffing of key personnel proposed. The successful applicant will need to have team members with suitable experience and qualifications to conduct the project.
- Proposed project timeline
- Equity and Ethical Alignment: C40 is looking to appoint an organisation that shares our values and is grounded in the context of the local community.



## 6. C40 Policies

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

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

## 7. Submissions

Each Potential Supplier must submit 1 copy of their proposal to the email address below by August 7, 2025 at 5pm EST:

**Samantha Poultney, Head of FP&A at [spoultney@c40.org](mailto:spoultney@c40.org) or [finance@c40.org](mailto:finance@c40.org)**

Anonymised responses to questions will be provided when the Q&A period closes.

Based on the submissions received, C40 reserves the right to promote the establishment of consortium relationships or request potential suppliers refine their submission after receipt.

### **Disclaimer**

C40 will not accept any liability or be responsible for any costs incurred by Potential Suppliers in preparing a response for this RFP. Responses submitted will be accessible by all C40 staff and external evaluators (if any).

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.