



NZC CESF Procurement RFP

CESF Procurement Document template to be published internally or externally for the purposes of procuring expert support for cities

NZC-PCP1-010-Umea

Date: 04 December 2024 (Updated 08.01.2025)

Authors: Radka Reil & Mateusz Hoffmann (Climate-KIC)



Table of contents

- 1 Overview 3
 - 1.1 Executive Summary 3
 - 1.2 Timelines 3
 - 1.3 About Climate-KIC 4
 - 1.4 About NetZeroCities 4
 - 1.4.1 NZC Climate City Contracts (CCC) 4
 - 1.4.2 NZC Pilot Cities Programme..... 4
- 2 Confidentiality 5
- 3 Specification 6
 - 3.1 Scope 6
 - 3.2 Required Experience and Capabilities 7
 - 3.3 Methodology 8
 - 3.4 Objectives..... 8
 - 3.5 Deliverables..... 8
 - 3.6 Eligibility 8
 - 3.7 Sustainability 9
- 4 Contracting (third parties) 10
 - 4.1 Payment & Invoicing 10
 - 4.2 Contract Management..... 10
- 5 Award Criteria 11
 - 5.1 Evaluation across quality criteria..... 11
 - 5.2 Evaluation Criteria 11
 - 5.2.1 Expertise / Experience (30%) 11
 - 5.2.2 Capacity to Deliver (30%) 11
 - 5.2.3 Price Criteria (40%)..... 12
- 6 Instruction to Bidders 13
 - 6.1 Responding with your proposal..... 13
 - 6.2 Quotation requirements..... 13
 - 6.3 Terms of this RFP 14

Abbreviations and acronyms

Acronym	Description
NZC	NetZeroCities
CESF	City Expert Support Facility
RFP	Request for Proposal
GARAC	Grant and Resource Allocation Committee
CCC	Climate City Contract(s)

Request for Proposal

For: Expert support focused on stakeholder mobilization

Date: 4 December 2024 (updated: 08 January 2025)

Update (08 January): The submission deadline was postponed to 22 January 2025, with the implementation deadlines postponed accordingly (details below).

Update (20 December): A document with responses to questions from interested parties has been added as an annex to this RfP.

1 Overview

1.1 Executive Summary

This is a Request for Proposal (RFP) that details Climate-KIC's requirements for services to support cities in the NetZeroCities programme, through the NZC City Expert Support Facility. Please treat this document in accordance with the confidentiality obligations detailed further in this document.

Services and/or goods requested	Expert support to develop strategies for effective stakeholder mobilization in Umeå, focusing on facilitating multi-actor climate action without relying on the municipality as the primary driver.
The legal entity requesting these goods and/or services	Climate-KIC Holding B.V.
Services and/or goods will be delivered to the following locations	Services will be delivered remotely to the following locations: <ul style="list-style-type: none"> • Umeå, Sweden Some onsite services may be required at: <ul style="list-style-type: none"> • Umeå, Sweden
Climate-KIC Contract Manager for submitting proposals and inquiries	Radka Reil & Mateusz Hoffmann CESF Manager CESF@netzerocities.eu
Proposed contract term for successful candidates	Expected 4 months starting in February 2025, extension possible

Table 1: Procurement executive summary

1.2 Timelines

Climate-KIC has set the following indicative timelines for this RFP:

Planned Date*	Milestones
04 December 2024	RFP issued to bidders
17 December 2024	Deadline to submit questions
22 January 2025 (23:59:59 CET) 08 January 2025 (23:59:59 CET)	Bidders submit proposals / Submission Deadline

Planned Date*	Milestones
Expected by 7 February 2025 20 January 2025	Assessment results announcement (subject to finished evaluations and selection of a winner)
Expected 21 February 2025 01 February 2025	Proposed contract start date

Climate-KIC reserves the right to amend this timetable during the RFP.

Table 2: Timeline table

Should you have any inquiries regarding the Request for Proposal (RFP), please submit them via email to CESF@netzerocities.eu by the deadline specified in the table above. Responses to your inquiries will be provided via email within five working days. To proceed, please submit a proposal following the requirements at Section 6 by the Submission Deadline stated at Section 1.2. NetZeroCities team will assess bids and notify bidders following the timeline at Section 1.2.

1.3 About Climate-KIC

Climate-KIC is Europe's leading climate innovation agency and community, supporting cities, regions, countries and industries to meet their climate ambitions through systems innovation and place-based transformations.

Together with our partners, we generate, implement and integrate climate solutions by mobilising finance, testing business models, and opening pathways for institutional change and behavioural change. We orchestrate large-scale demonstrations that show what is possible when cycles of innovation and learning are deliberately designed to trigger exponential decarbonisation and build resilient communities. Climate-KIC is the project lead for NetZeroCities (NZC).

1.4 About NetZeroCities

NetZeroCities (NZC) is a project designed to help cities overcome the current structural, institutional, and cultural barriers they face to achieve climate neutrality by 2030. NZC recognises the need for cities to develop specific strategies that are tailored to suit local and regional contexts, and supports them by developing, promoting, and integrating new and existing tools, resources, and expertise into an online platform accessible to all cities (**Mission Platform**). The project – designed to **support cities that are part of the EU's Horizon 2020 and Horizon Europe supported Mission "100 Climate-Neutral and Smart Cities by 2030"** – tailors advanced capabilities related to systemic change, citizen engagement and democratic, participatory governance, capital and financial structuring, and social innovation, to ensure cities have access to expertise needed to address their challenges in becoming climate neutral.

1.4.1 NZC Climate City Contracts (CCC)

The **NZC Mission Platform** provides support in the co-creation of Climate City Contracts with local stakeholders and citizens. Drawing up, signing, and implementing Climate City Contracts is a central feature of the [EU Mission on 100 Climate Neutral and Smart Cities](#) by 2030. While not legally binding, these contracts represent a clear and highly visible political commitment. This commitment extends not only to the EC, national and regional authorities, but also to the citizens they serve. These contracts outline the city's path to achieve climate neutrality by 2030, accompanied by a comprehensive investment strategy.

1.4.2 NZC Pilot Cities Programme

The **NZC Pilot Cities Programme** supports large scale piloting activities to exploit, deploy, and scale R&I and systemic solutions combining social, cultural, technological, nature-based, regulatory, and financial innovation, and new business and governance models to underpin the climate transition. As such, the NZC Pilot Cities Programme and its subgrant-funded activities are an opportunity for Mission Cities to put into practise elements of their developing and/or finalised Climate City Contracts and the plans contained in them and learn by doing so in the process.

2 Confidentiality

All information provided in this Request for Proposal (hereinafter “RFP”) document and any information that may be subsequently disclosed during discussions, correspondence, and negotiations, is confidential and must not be disclosed to any other party or used for any other purpose whatsoever without the prior written permission of Climate-KIC Holding B.V. or relevant subsidiary (hereinafter “Climate-KIC”).

The Supplier must not disclose any such information, materials, specifications, or other documents to any third parties or to any other part of the Supplier’s group or use them for any purpose other than for the preparation and submission of a response to this RFP. The Supplier must not make any press announcements or publicise in any way Climate-KIC’s name, this document, the quotation process or any subsequent agreement without the prior written consent of Climate-KIC.

Climate-KIC may require the execution of Non-Disclosure Agreement as part of this RFP or for future commercial engagements. As part of preparation for the submission of the response and in any subsequent negotiations, the Supplier is allowed to disclose confidential information to others within the Supplier organisation, external advisors, or subcontractors, provided that the confidentiality conditions are adhered to.

Employees of either party who have access to confidential information must be notified of their obligations with regard to confidentiality and of the disciplinary proceedings which will result if confidentiality conditions are breached.

The scoring information (includes price) and the successful proposal will be shared with the City that is the beneficiary of the contract prior to contract execution. The unsuccessful proposals may also be shared with the city for feedback. Please make Climate-KIC aware if there are any potential issues with the dissemination of your proposal for the purposes of informing the city of the outcome.

3 Specification

3.1 Scope

NZC / Climate-KIC are requesting quotation for expert support focused on stakeholder mobilization – answering the question: *How can Umeå municipality practically and effectively facilitate multi-actor climate action?* Responding to this question entails the explicit intent to explore strategies that do not always involve the municipality as the driving force or contributing financial compensation to the organizational efforts.

The expert will support stakeholder mobilization related to:

1. Umeå's North Star Pilot Activity; and
2. The implementation of the Climate City Contract and relatedly, the Climate Roadmap.

At the time of completing the Climate City Contract (CCC) in Spring 2024, [Umeå's Climate Roadmap](#), which forms the core of local climate partnerships, involved 55 signatories. The signatories commit to supporting the municipal goals focused on climate neutrality and consumption-based emissions. The signatories' individual contribution is a 20% reduction in emissions per year, engagement in mutual learning and dialogue through the Climate Roadmap partnership model, and annual reporting on progress. The City has worked with a local consultant to develop some concepts for how to evolve the partnership model to implement the Climate Roadmap, and has begun speaking about and exploring these concepts with stakeholders. This work request intends to build off of that work.

The goal of "[The North Star](#)" Pilot Activity is to "enable transformative change. Umeå seeks to equip public and private stakeholders with the knowledge, methods, and prototypes necessary to drive systemic change. This project encourages organizations and private stakeholders to adjust their behaviour and decision-making."

Key Components

The proposal should assist the City in implementing their Climate City Contract and advancing the Umeå Climate Roadmap by:

- Exploring potential approaches for facilitating and mobilizing leadership role(s) among the existing stakeholders in the Climate Roadmap partnership model, including the co-creation of measurable outcomes and clear milestones.
- Establishing a consensus with the City and the Climate Roadmap stakeholders on the strategy for multi-stakeholder, distributed leadership and ownership that ensures execution and scalability of climate actions. This should build on the ways of working in progress among Roadmap stakeholders in the partnership model.
- Working with the City and the Climate Roadmap governance structure to implement this strategy, developing an effective approach to anchor, communicate, and execute the partnership model.

The proposal should simultaneously align with and leverage the pilot activities, which include:

- Generating insights and recommendations from the contributions of stakeholders in the three prototypes to inform broader multi-actor climate actions in Umeå. The prototypes in the pilot focus on (i) grey water heat recovery in buildings, (ii) circular construction and renovation of schools, and (iii) engagement of citizens through civil society.
- Surfacing key takeaways from learning circles among stakeholders in year 2 of the Pilot Activity, with particular attention to potential broader impacts on leadership among stakeholders within the city.
- Contributing to the Deliverable focused on recommendations for sustainable finance and organizational change and assisting in the communication and execution of the recommendations for finance and organizational change, providing advice to the City representatives.

In addition to working with the City of Umeå and with the Climate Roadmap partnership, the selected supplier is expected to engage with experts from the Mission Platform/NetZeroCities consortium and its

key stakeholders. NetZeroCities experts (who are resourced already and do not have to be represented in a financial offer) are to be engaged (together with the City) on baseline briefings and the overarching strategic approach within which this assignment takes place. This expert support should also draw on insights and learnings from other cities, while accounting for the current context and ongoing initiatives in Umeå.

The Mission Platform is performing similar support to at least one other city and is conducting some interviews with other cities to understand their multi-actor engagement. The Mission Platform would propose to coordinate with the selected supplier in some specific ways:

1. to help orient the supplier with relevant materials and resources already created by the Mission Platform;
2. to meet with the selected supplier at the beginning of the work to briefly share its experience with multi-actor engagement in the Cities Mission;
3. to meet with the supplier two more times during the work.

However, the selected supplier will be the clear lead in supporting Umeå and will be responsible for delivering all the work described in this assignment. The Mission Platform's engagement with the selected supplier will serve to provide some strategic guidance.

The total estimated workload for supporting the Pilot and the Climate Roadmap activities is **~3 person months**. These tasks are complex, and sufficient time will be needed to gain a deep understanding of the current climate work in Umeå.

The services must be delivered no later than by **the end of June May 2025**, with most of the work (Deliverable 1, see section 3.5) ready by **the end of May 2025**.

For clarity, the following services are specifically "Out of Scope":

- Stakeholder identification (expert will work with existing signatories from the CCC Roadmap),
- Increasing the number of stakeholders involved,
- Communications on the pilot, CCC Roadmap to audiences outside of the group of stakeholders,
- Securing funding or financial commitments,
- Legal or regulatory advice.

3.2 Required Experience and Capabilities

The supplier will ensure sufficient financial, economic, technical, and professional capacity to deliver the services in an efficient and effective manner.

The team or individuals delivering the services should be able to demonstrate the following experience and capabilities:

- Knowledge of and experience in mobilizing stakeholders for meaningful collective climate action in cities, including private and public companies;
- Experience in advising municipal governments on change management and empowering / incentivising stakeholders to act and contribute towards overarching municipal goals;
- Experience building effective multi-actor governance structures with private sector stakeholders who have a mix of incentives for participation;
- Proven ability to draw on multi-faceted tools and frameworks for distributed leadership and accountability processes;
- Experience developing funding/financing models for multi-actor governance;
- Professional language proficiency in Swedish is beneficial for possible workshops with local stakeholders in-person or virtually.

3.3 Methodology

The service provider is asked to adopt a suitable and professionally accepted methodology to deliver the services. The methodology should consider:

- All interventions should be tailor-made and in collaboration with the City and stakeholders.
- Selected methodology should promote participative and co-creative processes.

3.4 Objectives

Overall, the objectives of this expert support are:

- Mobilize a leadership role among stakeholders in the existing Climate Roadmap governance structure;
- Foster accountability in implementing individual and multi-stakeholder climate actions;
- Establish a strategy for multi-stakeholder, distributed leadership and ownership to ensure execution and scalability of climate actions;
- Ensure alignment with pilot activities to inform strategy development.

3.5 Deliverables

The following deliverables are requested at the end of the assignment:

Deliverable 1: Strategic guide to implementing multi-stakeholder climate action

- Establishing a strategy for multi-stakeholder, distributed leadership and ownership to ensure execution and scalability of climate actions.

Deadline: end of May 2025

Deliverable 2: CESF Delivery Report

- Upon completion of the delivery of support, the appointed provider must submit the CESF Delivery Report. This report should be validated by the city in receipt of the support, as described in the Assignment contracted. It should serve as a brief but comprehensive report summarizing the entire process, outcomes and learnings, and any identified follow-on actions, next steps and/or deployment of/connectivity to NetZeroCities and Mission Platform services and offers.

Deadline: end of June 2025

Reports will be requested to be written at a suitably professional standard using a recognised (or specified) referencing style upon request. The reports are to be provided for unrestricted use by Climate-KIC and free from all third-party copyright restrictions. Climate-KIC will receive ownership of such work products and may make them available to other parties, publish online, or other at our discretion.

3.6 Eligibility

Climate-KIC reserve the right to reject proposals where the proposed supplier:

- Has insufficient technical, professional or financial capacity to deliver the services.
- Has been bankrupt or insolvent (last 7 years)
- Is sanctioned by a relevant authority
- Does not comply or has previously not complied with our [Ethical Standards for Contractual Counterparties](#)
- Has been convicted of crime, links to terrorism, breach of tax or social security obligations

- Is an individual prior employee of Climate-KIC or group entity (discretionary basis)
- Will continue to be a full-time employee of an EIT grant recipient or Climate-KIC partner during the contract term (discretionary basis)

If any of these scenarios apply, please make Climate-KIC aware in your submission.

3.7 Sustainability

In order to uphold our commitment to sustainability, Climate-KIC aims to minimise any negative impact we may have on the natural and built environment by effectively managing our resources.

In the efforts to procure in a sustainable manner with minimal impact, the following requests are made of the bidder:

- Where practical, the services are to be delivered digitally following a paperless policy
- For events and workshops, please strictly minimise the generation of waste. We ask our service providers to consider the greenhouse gas emissions from transport to our/city/partner offices and events. Cycling, walking, public transport and rail are preferable over air travel wherever possible.
- We love to hear what suppliers are doing to minimise impact. Feel encouraged to share your approach and policies if applicable.

4 Contracting (third parties)

The below is applicable for External Parties only, i.e. not a NZC Partner.

4.1 Payment & Invoicing

- Payments will be made following provision of a correctly rendered undisputed digital (via email) invoice to Climate-KIC. Climate-KIC contract manager will inform the successful bidder where to submit invoices.
- Payment terms associated with delivery of the goods and/or services must be not less than net 30 days.
- Climate-KIC can provide a purchase order number to be referenced on invoices.
- Where Climate-KIC is requesting services over longer periods of time, bidders can invoice in a pay as we go model (e.g. a consolidated invoice based on work completed or completion of deliverables) - to be clarified during contracting).
- Requests for deposit payments are generally not accepted.
- If the bidder is requesting any form of payment prior to delivery of goods and/or services, this must be raised with Climate-KIC.
- If submitting invoices for subscription services, please ensure these fees are itemised and priced at line level.

4.2 Contract Management

A one-off agreement is proposed for award of work.

Climate-KIC can share their standard terms and conditions and will consider the bidder's own terms and conditions on the basis that the bidder can incorporate the following:

- Climate-KIC requires that that service providers provide an indemnity to Climate-KIC for breach of third-party intellectual property rights;
- In addition, Climate-KIC will ask that service providers comply with the Ethical Standards for Climate-KIC Contractual Counterparties available at <https://www.climate-kic.org/policies>
- Service providers are required to comply with Climate-KIC's standard data protection clauses (can be provided in advance on request) and provide an indemnity for any breach;
- The liability of the service provider to Climate-KIC (and affiliates) to be uncapped in respect of breach of data protection clauses. For all other heads, liability of the service provider to Climate-KIC (and affiliates) may be capped at a reasonable multiple of fees not less than 2X. If applicable, Climate-KIC liability to service provider also be similarly capped;
- No indemnities extended by Climate-KIC to service providers.

5 Award Criteria

5.1 Evaluation across quality criteria

To ensure consistency across quality criteria evaluation, each criterion shall be scored on a scale of 0-5 using the following methodology. This score is to then be adjusted to align with the % weighting of the specific area being evaluated.

For example, if the specific criterion has a weighting of 15% and the supplier scores a 4 out of 5, the supplier will receive a weighted score of 12% for that specific criterion.

Score Awarded	Definitions	Commentary
0	An unacceptable response	No response at all or insufficient information provided in the response such that the solution is totally un-assessable and/or incomprehensible.
1	A poor response	Substantially unacceptable submission which fails in several significant areas to set out a solution that addresses and meets the requirements: little or no detail may (and, where evidence is required or necessary, no evidence) have been provided to support and demonstrate that the Bidder will be able to provide the services and/or considerable reservations as to the Bidder's proposals in respect of relevant ability, understanding, expertise, skills and/or resources to deliver the requirements.
2	A below expectation response	Weak submission which does not set out a solution that fully addresses and meets the requirements: response may be basic/ minimal with little or no detail (and, where evidence is required or necessary, with insufficient evidence) provided to support the solution and demonstrate that the Bidder will be able to provide the services and/or some reservations as to the Bidder's solution in respect of relevant ability, understanding, expertise, skills and/or resources to deliver the requirements.
3	A satisfactory response that meets expectations	Submission sets out a solution that largely addresses and meets the requirements, with some detail (or, where evidence is required or necessary, some relevant evidence) provided to support the solution; minor reservations or weakness in a few areas of the solution in respect of relevant ability, understanding, expertise, skills and/or resources to deliver the requirements.
4	A good response	Submission sets out a robust solution that fully addresses and meets the requirements, with full details (and, where evidence is required or necessary, full and relevant evidence) provided to support the solution; provides full confidence as to the relevant ability, understanding, expertise, skills and/or resources to deliver the requirements.
5	A very good response	Submission sets out a robust solution (as for a 4 score – above) and, in addition, provides or proposes additional value and/or elements of the solution which exceed the requirements in substance and outcomes in a manner acceptable to Climate-KIC; provides full confidence as to the relevant ability, understanding, expertise, skills and/or resources not only to deliver the requirements, but also exceed it as described.

Table 3 - Quality Criteria scoring table

5.2 Evaluation Criteria

5.2.1 Expertise / Experience (30%)

Expertise and Experience as a criterion determines whether or not the proposed supplier is able to actually deliver the services. The questions to be asked and evaluated in this criterion are:

1. Relevant Experience – does the suppliers response show a history of delivering on projects like the package currently being evaluated? (20%).
2. Relevant Expertise – do the individuals proposed for the delivery of this work have the relevant qualifications required to deliver this work? (10%)

5.2.2 Capacity to Deliver (30%)

Once it has been established that the supplier has the relevant expertise and experience, the next criteria examines whether the supplier has the capacity to take on the work. This criterion is to be addressed via the following questions:

1. Current Workload – The suppliers shall provide the current list of projects being delivered by the individuals proposed for this package, this shall include the effort required for existing work as a % of their time (20%).

2. Management Measures – The supplier shall provide detail into how they manage capacity issues as well as provide any additional resources or measures they have in place in the event of capacity issues, or if there is a need for scope increases or acceleration (10%).

5.2.3 Price Criteria (40%)

Price will consist of 40% of the evaluation weightings. The evaluation method will ensure that the lowest price total of the Pricing Schedule achieves the maximum available marks, with other Bidders scores calculated proportionately. The scoring methodology will be applied per pricing schedule section and combined to identify the overall lowest price submission. The lowest price submission will achieve the maximum available score with the other Bidders prices scoring points inversely proportionate to the lowest.

1. Pricing evaluation will follow the universally accepted formula of (Lowest Price / Tendered Price x Price Criteria Points (40)).
2. An example of how this formula operates in practice can be found below:

Description	Formula	Tenderer		
		T1	T2	T3
Tendered Price	A	€500	€490	€510
Lowest Price	B	€490		
Calculation	$C = B/A$	0.98	1.00	0.96
Convert to Points	$D = C \times 40^*$	39.20	40.00	38.43

* The conversion to points will be based on the weighting attributed to price in the total evaluation.

Table 4 - Example scoring methodology for price lots

6 Instruction to Bidders

6.1 Responding with your proposal

Climate-KIC are requesting the following are submitted to bid on this contract:

1. **A Proposal** that sufficiently details the bidder's solution and responds to the prompts and requests contained in this RFP. The bidder is, amongst other items, also kindly asked to provide:
 - their trading name, VAT or tax identification number (if applicable) and registered trading address (*please note, address is not required for an individual*).
 - website links to examples of work previously performed by the bidder if applicable (e.g. portfolios, work products or other).
 - professional references that can be reached by Climate-KIC to verify previous services delivery.
2. **A Quotation** that meets the requirements described at Section 6.2
3. **Resumes** of individuals that will be assigned to conduct the services described in this document.

Climate-KIC reserves the right to reject RFP responses that do not confirm with these guidelines. All responses shall be made to the Contract Manager (refer Section 1.1) via electronic copy, at CESF@netzerocities.eu

6.2 Quotation requirements

Climate-KIC request that bidders quote in the following manner, as appropriate to delivery of the services:

- Please provide itemised quotations in Euros and specify if the quote includes / excludes VAT or any other taxes;
- Provide a rate card for relevant grades of employment that will be conducting services (e.g. day rate) instead of averaged rates. These may be used for additional services.
- The quotation is requested to include a month-by-month resource plan with resolution on role title, days and day rates to reach a total proposed labour cost. Please refer Table 5 as an example.
- For External Suppliers (Non-NZC Consortium): Travel and subsistence for these services are strictly limited. Domestic travel and subsistence will not be reimbursed unless agreed in advance and in writing with Climate-KIC. If you require international transport and/or accommodation, please make this clear and estimate costs in your quotation. Time for travel will not be billable hours.
- Include all applicable costs or charges associated with providing the goods and/or services in your quotation.
- Please quote on a company letterhead or similar company form where possible with the resolution described in Table 5 at a minimum. Where a resource plan can be provided or explicitly requested, please refer the example in Table 6.

Update this list as required to ensure sufficient resolution to the pricing received

Table 5: Provided quotations to include the following details

Item and unit cost (in Euros excluding VAT)
Services ... as per Section 3
Deliverable 1 of ... as per Section 3.5
Deliverable 2 of ... as per Section 3.5
License fees (per user per month/annum, and in aggregate) if applicable
TOTAL (if applicable)
Rate card for services (per day/hour, in Euros excluding VAT):

Item and unit cost (in Euros excluding VAT)
Assistant – XX / day
Officer – XX / day
Specialist - XX / day
Project coordinator – XX / day
Consultant – XX/day
Principal consultant – XX/day
Partner – XX/day
...

Table 6: Example resource-based quotation for proposed labour

Section	Area	Resource	Task	Quantity (days)	Resource day rate (EUR excl. VAT)	Subtotal cost (EUR excl. VAT)
Service delivery	Workshop facilitation	e.g. Facilitator	e.g. Workshop preparation and delivery	e.g. 3	e.g. € XX.00	e.g. € XX.00
		e.g. Facilitator's assistant	e.g. Workshop delivery support	e.g. 1	e.g. € XX.00	e.g. € XX.00
...
Grand total						€ XX.00

6.3 Terms of this RFP

1. Your proposal should be submitted according to the instructions as detailed in this section and should be valid for a period of at least six (6) months from the bid due date. Any proposal submitted outside the scope defined may be rejected without provision for re-submission.
2. Any further information pertaining to this RFP, of whatever nature, must be directed to the Contract Manager detailed in Section 1.1. If a point of clarification materially affects the RFP, our response will be circulated to all bidders, otherwise the response will only be sent to the bidder seeking clarification.
3. If any doubt exists concerning any element of this RFP, a clear statement should be made on the assumptions taken to arrive at your quoted costs, or alternatively contact us prior to submitting your proposal to seek clarification.
4. Entering into contractual arrangements with Climate-KIC in connection with this RFP does not guarantee work will be awarded.
5. Climate-KIC/GARAC reserves the right to reject any proposal(s) received after the submission date/time.
6. Climate-KIC/GARAC reserves the right to undertake post-bid negotiations with none, all or a shortlist of bidders.
7. Climate-KIC/GARAC, at its sole discretion, reserves the right to accept or reject any or all of the proposals received and not to award any business and shall not be bound to give reasons for any decision. Only the execution of a written agreement between a Climate-KIC entity and a supplier(s) will obligate a Climate-KIC entity in accordance with the terms and conditions contained in such agreement.
8. Climate-KIC reserves the right to procure services from alternative suppliers(s) where the successful bidder is, or becomes, uncompetitive within the market. However, issues over pricing and specification will be resolved through discussion and mutual agreement between Climate-KIC and the supplier.
9. Bidders are required to email soft copies of their proposal to the Contract Manager detailed in Section 1.1 based on the timeline at Section 0.

10. As per above and where applicable, bidders must acknowledge receipt of this RFP by return email to the Contract Manager detailed in Section 1.1 confirming whether they intend to submit a proposal by the Submission Deadline.
11. This RFP does not commit or obligate any Climate-KIC company to pay any expenses incurred by you in the preparation of your Proposal. All such expenses are solely at the risk of the bidder and by submitting a proposal you automatically agree that proposal becomes the property of Climate-KIC.
12. Proposals are to be kept as clear and concise as possible and should be sequenced and numbered in accordance with the format of this RFP.
13. The formatting of this document and the attached response document should not be altered.
14. Whilst this RFP confers no legal rights on its addressees, it is not intended that any other persons acquire rights or obligations in respect of or arising under it.
15. Unsuccessful bidders agree, by the submission of their proposals, to return to Climate-KIC this RFP and any and all papers, records, data and materials supplied to them in connection with it, including all copies made by them.
16. This RFP is for consideration in whole and not in part or parts unless otherwise indicated.
17. All efforts have been made to ensure the accuracy and validity of information contained in this RFP. However, Climate-KIC does not warrant the information accurate or comprehensive.



**NET
ZERO
CITIES**

NZC CESF Procurement Clarification Questions and Responses

**Expert support focused on stakeholder mobilization in
Umeå, Sweden**

NZC-PCP1-010-Umea

Introduction

This document is provided to prospective applications for the procurement for expert support entitled [Expert support focused on stakeholder mobilization in Umeå](#) under the aegis of the NetZeroCities Programme.

The following table contains a summary of questions received and the responses collated to support applicants should they proceed to submit.

Clarifications

Questions received	Response
<p>Eligibility of applicants</p> <p>We would like to inquire if it would be possible to submit a proposal by a consortium that includes an organisation who is a signatory of the Umea Climate Roadmap or if you would see a potential conflict of interest in this?</p>	<p>At this stage, we would see it rather as an opportunity than a conflict of interest, given the potential value, that having a signatory driving the partnership and strategy, could bring. We encourage you to proceed with submitting your proposal, as we are keen to consider your insights and contributions.</p> <p>However, please note that regarding consortia, we require a single entity or point of contact for streamlined communication and accountability – i.e. one of you as the lead bidder or prime contractor to serve as the formal point of contact and take on contractual responsibility. The other companies/organisations would then act as subcontractors/partners under the prime contractor's lead.</p>
<p>Cost estimation</p> <p>For me to get a better sense of what you are looking for, are you able to give me a (very rough) indication of the kind of fee levels that are generally being submitted. Maybe, for example, you could give a sense from previous or parallel RFPs.</p>	<p>Rather than providing a budget estimate, we are offering an estimate of the expected workload (3 Person Months) as outlined in section 3.1 of the RfP. This approach is more universal, given that we are accepting proposals from various countries.</p>
<p>General scope</p> <p>The RPF mentions that the proposal should align with and leverage the pilot activities and provides a list of activities to align with and leverage. Does this mean that the proposal should deliver the activities listed (e.g. “generating insights and recommendations(..)”) or that it should only align with and link the strategy activities to these activities (meaning that the bidder would not deliver the pilot activities as such)?</p>	<p>The intent is for the proposal to align with and leverage the pilot activities without being responsible for delivering the pilot activities themselves (e.g., prototypes, learning circles, and the finalization of deliverables related to recommendations for sustainable finance and organization).</p> <p>The bidder's role is to link their strategy to the pilot activities, generating insights and recommendations that contribute to the overall task of compiling recommendations for sustainable finance and organizational change. Existing information and documentation produced by the pilot activities, along with the expertise of the team, will be made available. Collecting additional information, such as through stakeholder interviews, may be necessary.</p>

Questions received	Response
	<p>Additionally, the task includes providing advice on the framing and strategic communication of the recommendations. The term "execution" in this context refers to communication efforts that facilitate potential implementation outside the project scope rather than the direct execution of recommendations.</p> <p>In summary, while prototypes, learning circles, and other deliverables are led and implemented by the City under its pilot activities, the proposal should include contributions that align with these elements. This involves generating insights, identifying key takeaways, and contributing to recommendations for sustainable finance and organizational change. Close collaboration between the bidder and the team is anticipated and welcomed.</p>
NetZeroCities consortium partners	
<p>In the call documents, the section "4. Contracting (third parties) - The below is applicable for External Parties only, i.e. not a NZC Partner" on payment and contract management. What does this mean in practice when we are a NZC partner? What is different about contracting NZC partners?</p>	<p>Consortium partners already have the grant and consortium agreement in place.</p> <p>Partners are requested to provide a quote (costs) to deliver the specified task(s) same as non-consortium partners. This should be detailed on a cost-basis. However, in the case of having been awarded the work, a prevailing Assignment letter will specify the maximum value of person-months that the NZC Consortium Partner may claim upon completion (and approval) of the delivered task(s), as translated from the original quote (total costs of quote divided by relevant Grant Agreement-set person month cost).</p>
<p>The RFPs mention that "Climate-KIC reserve the right to reject proposals where the proposed supplier: Will continue to be a full-time employee of an EIT grant recipient or Climate-KIC partner during the contract term (discretionary basis)". Does this imply that NZC consortium partners may be rejected?</p>	<p>This is from our standard clauses and could be applicable to Climate-KIC community members (Our Drive Members - Climate-KIC). However, for the specific CESF assignment, we do not expect to use this "right to reject" for NZC consortium partners, who are invited to bid.</p>
<p>The RFPs mentions an "attached response document" (on page 15 (point 13). Is there a response document that should be used and how can we access that?</p>	<p>These are general terms, and for this specific CESF assignment, we did not attach any response document.</p>

