

Climate Leadership Coordinators RFP
Contract numbers C012150, C012151 and C012152
Proposer Questions with Answers
June 14, 2021

Question #1	Article I: Project Overview - What start date should bidders assume for the two-year project?
Answer #1	The Department is optimistic for a contract start date around October 1, 2021, but cannot make guarantees related to the timeframe of Proposal scoring, tentative award and contract approval / execution.
Question #2	Understanding DEC's review starts July 7th...with a 2-year timeframe... When does the clock start for the awardees? do you anticipate a start-date Oct 2021? Jan 2022?
Answer #2	The Department hopes to notify successful and non-successful Proposers by the end of July 2021 and targets a Contract Start Date around October 1, 2021. The two-year contract period begins upon Office of the State Comptroller (OSC) approval.
Question #3	Can we submit one thumb drive with multiple territory proposals?
Answer #3	If a Proposer submits a proposal for more than one territory, each territory proposal must be submitted independently in a distinct proposal packet. Each proposal packet should contain its own thumb drive containing all the documents for that one territorial proposal. If there are two proposals submitted, one for each of two territories, there must be two separate thumb drives.
Question #4	Will the NYS DEC accept electronic signatures and notarization on required forms?
Answer #4	No, the Department does not currently accept electronic signatures.
Question #5	Is a research institute at a university qualify for this work?
Answer #5	A research institute at a university may submit a proposal under this RFP. The institute must meet all the mandatory criteria to be determined qualified as described under Article IV: Proposer Qualifications.
Question #6	Would it be possible to make a list of [webinar] attendees available?
Answer #6	The list of attendees for the June 2, 2021, webinar may be accessed via the webinar recording posted online at https://www.dec.ny.gov/energy/122923.html . There is an icon that can be clicked during playback that will list the attendees in a new popup window. Beyond this, the Department does not intend to release a potential proposers list at this time.

Question #7	Please share the list of firms and individuals that received the RFP. We are interested in teaming with others.
Answer #7	The Department does not intend to release a potential proposers list at this time.
Question #8	Can you share who the incumbents are on this contract, if any?
Answer #8	There are none. This is a new solicitation for a new initiative.
Question #9	Article II: Scope of Work - Task 2, Provide CSC Outreach and Support for Climate Action Engagement for Registered and Certified Climate Smart Communities - Does DEC have a downloadable database with the municipalities point of contact information?
Answer #9	No, the Department does not have a downloadable database with the point of contact information for municipalities, but basic contact information is available at https://climatesmart.ny.gov/actions-certification/participating-communities/ by clicking on the pins on the map. Organizations that have established relationships with the Climate Smart Communities in their region are likely to already have this information
Question #10	Article II: Scope of Work - Task 8, Promote CSC Program and Conduct Outreach to Potential New Climate Communities - Does DEC have an existing list of municipalities with contact information for potential CSC communities?
Answer #10	No. However, a list of local governments can be found through these two sites: https://www.statelocalgov.net/state-ny.cfm and https://www.ny.gov/counties#all-counties . Organizations that have established relationships with the municipalities in their region are likely to already have this information.
Question #11	Does bidding on this project exclude a firm from assisting municipalities with other DEC funded climate change projects?
Answer #11	A Proposer for this RFP may still assist other municipalities with other Department-funded Climate Smart Communities projects during the proposal review period. However, if a Proposer is awarded a CLC contract under this RFP, the Proposer/Contractor must provide support services to municipalities at no cost and cannot charge additional fees to municipalities for services rendered in accordance with the CLC contract. The Proposer/Contractor will not help in the formulation and scoping of Department climate change grants and contracts.
Question #12	I also wanted to know if we can team with other contractors/sub-contractors for certain pieces of this work?

Answer #12	A Proposer may collaborate with other Contractors and subcontractors under this RFP. All subcontractors will require Department approval.
Question #13	Article II: Scope of Work – Task 7, Convene climate and Transportation Listening Sessions in Communities - Can DEC clarify what is intended by the sub-bullet “Recruit and sub-contract with outside expertise as necessary.”?
Answer #13	Given the wide range of preferred qualifications and experience, a Proposer by itself may not meet all the preferred qualifications, but can work with subcontractors that can meet the additional preferred requirements. Note also that after a Proposer has been awarded a contract, they may, if approved by the Department, add additional subcontractors during implementation if needed.
Question #14	Article XX: Contract Terms, Item A. Subcontracting states: <i>The Contractor shall not enter into any subcontract under this Contract without the advance written approval of the Department.</i> Please confirm that this means that subcontractors are allowed to be part of a team submittal, but that the Contractor cannot enter into a formal contract with a subcontractor until the project is awarded and the team approved.
Answer #14	The terms addressed in Article XX: Contracting Terms are conditions to enter contract with the Department and are not applicable to the submission of the proposal.
Question #15	Our question is about the Required Qualifications listed on page 16 of the CLC RFP. It is listed under Required qualifications bulleted requirements that “the proposer has experiences conducting GHG inventories”. Can any member of the partners (aka collaborators or subcontractors) applying for the grant fill this qualification, or does this qualification have to be met by the primary applicant/proposer?
Answer #15	The mandatory qualifications must be met by the Proposer. The subcontractor(s) cannot be used to fulfill mandatory qualifications.
Question #16	Just confirming: proposers are not required to provide cost-share?
Answer #16	Proposers are not required to provide a cost-share under this RFP.
Question #17	Article III: Work Plan for Deliverables and Schedule - Which Task should the development of the Work Plan be budgeted under?
Answer #17	The Work Plan is intended to be integrated with the Territorial Operational Strategy, which falls under Task 1, and should be budgeted under Task 1. Please refer to Article III: Work Plan for Deliverables and Schedule and Task 1. Develop Territorial Operational Strategy for additional details.

Question #18	For Tasks 3-6, are these services solely focused on currently registered (or certified) Climate Smart Communities? Or, are they also intended for communities that are not yet in the CSC program?
Answer #18	Services provided under Tasks 3-6 are intended for currently registered Climate Smart Communities.
Question #19	For Task 7, will the targeted locations for listening sessions be in currently registered (or certified) CSCs? Or might they also include communities that are not yet in the CSC program?
Answer #19	Listening sessions provided under Task 7 may include both CSC-registered communities and communities not yet registered as CSC communities.
Question #20	Task 8 is emphasized as a “secondary focus.” Does this mean that DEC OCC expects the majority of services for this task would likely follow this two-year contract?
Answer #20	The Department expects the majority of time spent providing services under this RFP will be for CSC-registered communities. All services for this task and all other tasks will be part of this two-year contract.
Question #21	I did not see any information in the RFP about the procedures that the selected contractors will be required to invoice for work completed or hours spent on the program. Will billing be done monthly, quarterly or some other basis? What format will be required for invoices?
Answer #21	Please refer to the RFP Article XIX: Means of Compensation, Section C: “The Contractor shall submit requests for payment for services delivered based on time and materials, and completion of deliverables as detailed in the approved work plan in accordance with Article III: Work Plan for Deliverables and Schedule. Contractor will submit payment requests on a monthly schedule along with monthly progress reports as detailed in the approved work plan. In order to receive payment, the Contractor must complete and submit a Standard Voucher, including appropriate backup to support the charges, and the monthly progress report.”
Question #22	Is this funding separate from the grants available through the DEC for CSC tasks?
Answer #22	This funding is distinct from the Department’s Climate Smart Communities Grant Program, under which municipalities are the only eligible entities. More information about these grants is available online at: https://www.dec.ny.gov/energy/109181.html .

Question #23	Bullets 2 and 3 under Required Qualifications on page 16 of the RFP state that: <i>the Proposer has a minimum of five (5) years of experience providing support services to local governments; and the Proposer has a minimum of five (5) years of experience providing strategic planning, land-use planning and/or community planning.</i> Does experience with local governments and communities in other states qualify?
Answer #23	Yes, experience with local governments and communities in other states does qualify for these two sets of required qualifications.
Question #24	Please clarify the difference in/expectations of sections “Organizational Capacity and Qualifications” and “Business Resume.”
Answer #24	The Business Resume is organized like a professional resume and briefly outlines and summarizes the Proposer’s organizational qualifications, experience and expertise and describes how it meets both the required qualifications and preferred qualifications. According to the RFP, “the Technical Proposal should include a distinct and clearly labeled section called “b. Organizational Capacity and Qualifications” describing organizational qualifications corresponding to Article IV: Proposer Qualifications, and should be consistent with the Business Resume. The organizational capacity and qualifications section should demonstrate how the Proposer meets the required qualifications and preferred qualifications only for those items in the Business Resume that may be unclear or need more details.” See Article VII: Technical Proposal - Business Resume for additional details.
Question #25	Please clarify the expectations of the Organizational Capacity and Qualifications vs. the Business Resume.
Answer #25	Please refer to Answer #26.
Question #26	Should sections “Organizational Capacity and Qualifications” and “Business Resume” include qualifications of subcontractors or just the Proposer (prime)?
Answer #26	The Mandatory Qualifications must be met by the Proposer. The subcontractor(s) cannot be used to fulfill Mandatory Qualifications. For Preferred Qualifications, the contents of the Technical Proposal and Business a Resume are the prerogative of the Proposer. Subcontractors may be used to fulfill Preferred Qualifications, and information about subcontractors may be included in the Business Resume and in the Technical Proposal section b. Organizational Capacity and Qualifications. The Proposer should provide documentation where appropriate. Documentation may include a list of organizational staff and their qualifications.

Question #27	Should the Proposer include subconsultant information in the Business Resume?
Answer #27	Please refer to Answer #26.
Question #28	Should the Proposer include resumes for key personnel proposed for this contract? If so, which section of the Technical Proposal should these be included?
Answer #28	In the Technical Proposal section b. Organizational Capacity and Qualifications, the Proposer should provide documentation, which may include a list of organizational staff and their qualifications. The contents of the Technical Proposal and Business a Resume are the prerogative of the Proposer, including whether or not to include actual resumes for key personnel.
Question #29	General: As we have read the definitions it appears that the RFP is seeking a Business Resume for a Proposer, where the Proposer is synonymous with the Bidder and is an organization, not an individual. Can DEC clarify if the RFP seeks resumes for individuals on the bidder/proposer team, and that the appropriate place for these would be in the Technical Proposal, Section B Organization Capacity and Qualifications?
Answer #29	Yes, the RFP requires a Business Resume for the Proposer (Bidder) which refers to an organization, not an individual. In the Technical Proposal section b. Organizational Capacity and Qualifications, the Proposer should provide documentation, which may include a list of organizational staff and their qualifications. The contents of the Technical Proposal and Business a Resume are the prerogative of the Proposer, including whether or not to include actual resumes for key personnel.
Question #30	Can an organization apply for this as well as the NYSERDA CECP program? How will these two programs interact?
Answer #30	Yes, a Proposer (organization) may submit a proposal under this RFP while also either serving as a NYSERDA Clean Energy Communities Coordinator or submitting a proposal to NYSERDA to serve as a Clean Energy Communities Coordinator. The Proposer must meet all the mandatory criteria to be determined as qualified. As per page 3 of the RFP, "Contractors providing Climate Leadership Coordinator services will coordinate with Clean Energy Communities Regional Coordinators in their territory." The Climate Leadership Coordinators will provide guidance and technical assistance that complements the NYSERDA Clean Energy Communities (CEC) program. The CEC program is largely focused on energy use, whereas the scope of the Climate Leadership Coordinators is broader, including tasks focused on facilitating planning exercises and

	tasks focused on adapting to climate change and mitigating greenhouse gases outside of the power sector (such as those from food scraps, refrigerants, and transportation).
Question #31	Article II: Scope of Work - Can the DEC confirm that the guidance from Task 2 “Conduct face-to-face or virtual meetings and site visits” applies to all the other subsequent tasks as well?
Answer #31	When conditions are safe, the preference is for face-to-face meetings and site visits. A Proposer should ensure that travel costs reflect at least some periodic and regular face-to-face meetings with local communities. This preference for face-to-face meetings, when conditions are safe, applies to other tasks under this RFP as appropriate.
Question #32	Article II: Scope of Work – Would the Climate Smart Communities program be receptive to suggestions on the ten pledge elements and associated actions based on lessons learned from the communities? (For instance, how to build points for a specific action and additional existing resources).
Answer #32	Yes, the Department is eager to receive input from the local level about the structure of the Climate Smart Communities program. The Department seeks to continually improve the program, while also maintaining its integrity and focus on climate change. The certification program, in particular, is intended to evolve over time as practices and technologies change. Toward this end, the selected Contractors under this RFP will likely engage with the interagency committees and work groups that govern and guide the Climate Smart Communities program.