



**Department of
Environmental
Conservation**



**Climate Smart
Communities**

Climate Leadership Coordinator Services Request for Proposals

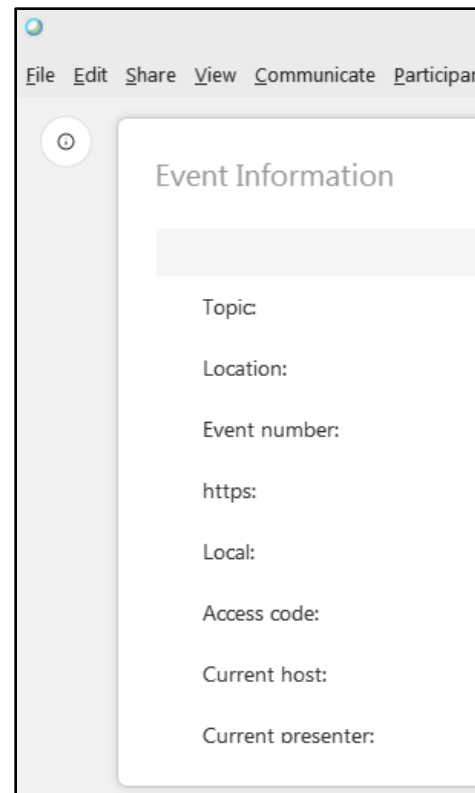
This webinar will start at 11:00 a.m.

**Office of Climate Change
June 2, 2021**

Welcome!

Connect to the audio with your phone:

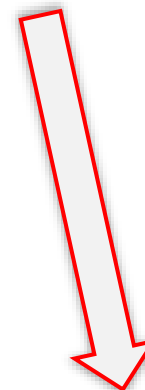
- 1) Provide your number when you join.
- 2) Or call **518-549-0500** then **161 751 7080**.
- 3) Or click on the “*i*” icon, upper left, for call-in details, and enter **your unique Attendee ID** when prompted.



You will be muted during the presentation.

Please use the WebEx **chat** function to post your questions - please send to “**All Participants.**”

*Your questions will be compiled, and answers will be made available by **June 14** on the [DEC CLC webpage](#).*



The screenshot displays a WebEx meeting interface. On the right side, a chat window is open, showing a dropdown menu with "All Participants" selected. Below the dropdown is a text input field labeled "Enter chat message here". At the bottom of the chat window, there is a "Q&A" section. On the left side, a meeting control bar is visible, featuring a yellow tooltip that says "Your meeting controls are now here" with an "OK" button. The control bar includes icons for mute, video, screen share, chat, and a red "X" icon.

What This Webinar Will Do (and NOT Do)

- Only an overview - **please read full RFP.**
- No live Q&A - **chat only.**
 - We will not answer questions during webinar.
 - Send your questions via chat to “**All Participants**” so visible to everyone.
 - Answers will be posted online by **June 14** at <https://www.dec.ny.gov/energy/122923.html>
- Will be recorded and posted online (w/ slides) w/in 24 hrs.



Agenda

- How to request the RFP
- Introduction and structure of the RFP
- Scope of work
- Qualifications
- Technical and financial proposal
- Evaluation
- Important deadlines



Request the RFP Packet



- Please email climatesmart@dec.ny.gov and provide the following information:
 - Contact name
 - Email address
 - Phone number
 - Agency/company/organization name
- For questions about the RFP, enter them in the chat today or email them to riobart.breen@dec.ny.gov .



Building Capacity in Communities



NYS DEC Hudson River Estuary Program



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Intro (Purpose Statement)

Coordinators will provide **technical assistance and guidance** to local governments that help them **develop their capacity** to play a leadership role in community initiatives that reduce GHG emissions, adapt to the effects of climate change, and thrive in the new green economy.

Coordinators will do this in a way that 1) **generates excitement** among the local governments about building a better future for their communities, 2) respects the **unique nature of their place**, 3) supports continuous **learning**, 4) connects them to available resources, and 5) fosters strong, mutually beneficial **relationships** with local, regional, and state partners.

So that local governments in New York State and their constituents will be inspired to help reverse climate change and improve the **quality of life** in their communities on an ongoing basis.



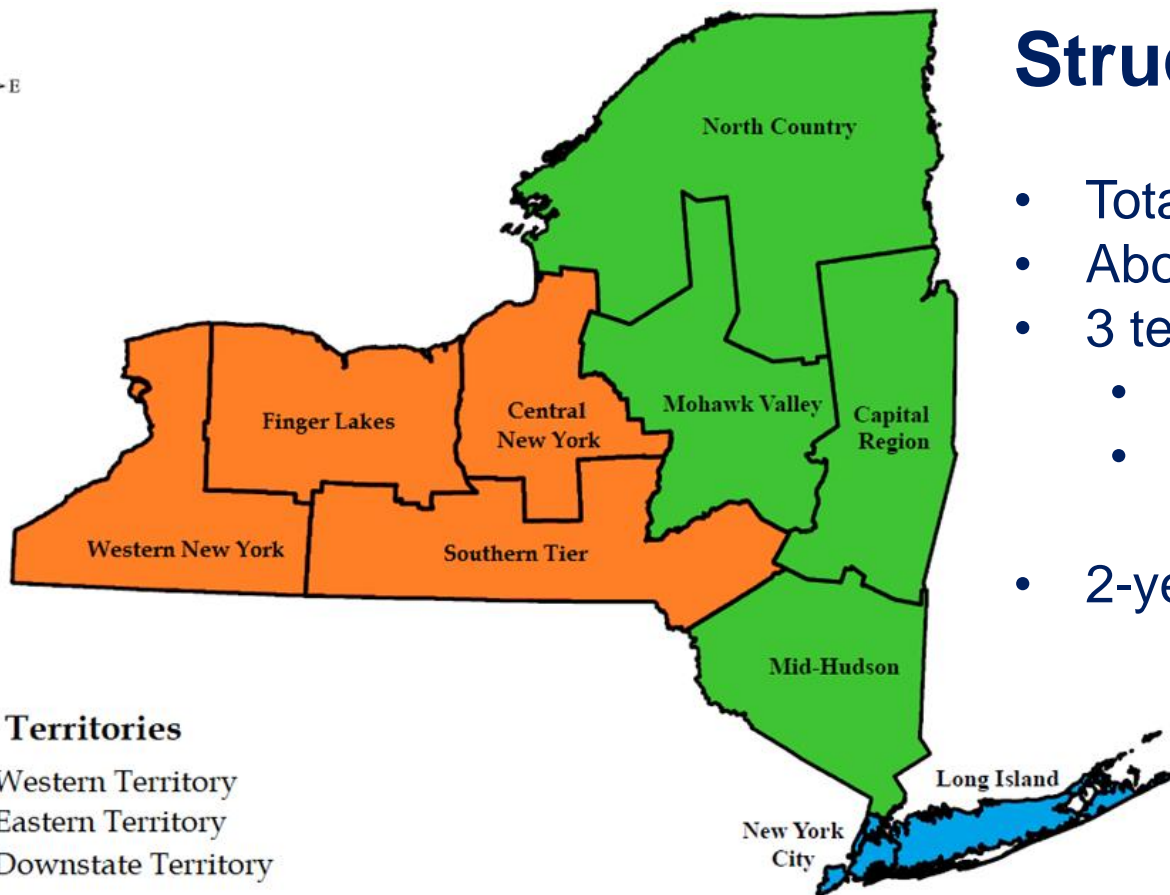
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OPPORTUNITY.

Climate Smart
Communities



NEW YORK
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OPPORTUNITY

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CSC Territories

- Western Territory
- Eastern Territory
- Downstate Territory

Structure of this RFP

- Total: \$3.57 M
- About \$1.19 M per territory
- 3 territories
 - Submit 1-3 proposals.
 - Oneida County is part of the eastern territory.
- 2-year timeframe



Scope of Work: Tasks 1-4



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1. Develop territorial operational strategy

- Characterize the territory, describe potential partners
- No more than \$850 (as per Attachment 9-Budget Forms)

2. Provide CSC outreach and support for registered & certified CSCs

- Responsive to local priorities but use [certification framework](#)

3. Provide capacity building and training

- Facilitate partnerships, public engagement, grant writing skills

4. Facilitate local climate mitigation planning

- GHG inventories, climate action plans, scenario planning



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Scope of Work: Tasks 5-9



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5. Facilitate local climate adaptation planning

- [Climate Smart Resiliency Planning](#), scenario planning
- No more than \$333,333 (as per Attachment 9-Budget Forms)

6. Identify and support local projects and implementation

- Responsive to local priorities but focus on implementation of plans

7. Convene climate and transportation listening sessions (3 sites)

- No more than \$333,333 (as per Attachment 9-Budget Forms)

8. Conduct outreach to potential new CSCs (secondary focus)

9. Provide data collection, evaluation, and reporting

- E.g., photos, assess CSC/ZEV grant projects



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Agenda



- ✓ How to request the RFP
- ✓ Introduction and structure of the RFP
- ✓ Scope of work (Tasks 1-9)
 - If budget the maximum for task 1 (territorial strategy), task 5 (adaptation planning), and task 7 (transportation sessions), that leaves about \$520k for the other 6 tasks per territory.
 - Qualifications
 - Technical and financial proposal
 - Evaluation
 - Important deadlines



Required Qualifications



- **Must meet these minimum eligibility requirements!**
- Located in the territory or territories it is proposing to serve.
- Minimum of five (5) years of experience providing support services to local governments.
- Minimum of five (5) years of experience providing strategic planning, land-use planning and/or community planning.
- Hosted training experiences.
- Experience in climate change mitigation planning, climate change adaptation planning, and/or climate change resilience planning.
- Experience conducting greenhouse gas inventories.



Preferred Qualifications

- Demonstrated ability to support the implementation of climate change actions and projects
- A record of planning, organizing, hosting and facilitating community meetings
- A record of effective program management, data collection, evaluation and progress reporting
- Familiarity with local government financing models, funding sources, and grant writing and management

Preferred Qualifications (cont.)

- Familiarity with environmental justice, equity and inclusiveness concerns
- Demonstrated ability to generate effective promotional materials
- A record of providing capacity building to local governments, delivering webinars, and engaging youth
- Demonstrated ability to facilitate participatory scenario planning and simulations
- Demonstrated ability to facilitate participatory transportation planning
- Familiarity with sustainable economic development approaches

Proposal: Mandatory Submissions



- Proposer Declaration Form
- Attestation of Meeting Required Qualifications Form
- Technical Proposal
- Business Resume
- Professional Reference Form
- Bidders' Certification Form
- Disclosure of Non-Responsibility Determinations
- No Conflict-of-Interest Form
- Sexual Harassment Prevention Certification Form



Technical Proposal

- Separate proposal for each territory
- Detailed narrative describing how each task will be accomplished
- Description of how services will be delivered
- Description of organizational capacity and qualifications
- Note formatting requirements

Financial Proposal

- Placed in a separate and sealed envelope
- Complete Financial Proposal Budget Form
- Financial proposal narrative
- Total amount shall not exceed \$1,190,000 per territory over two years

Submission

- Separate proposal for each territory
- One hard copy and one digital copy (thumb drive)
- Mailed or delivered to the DEC Central Office in Albany so that it is **received by July 7th at 11:00 a.m.**
- Note formatting requirements

Evaluation Criteria

- **Technical proposal** 150 points
 - a. Tasks and Services 85 points
 - b. Org Capacity and Quals 30 points
 - c. Business Resume 20 points
 - d. Diversity Practices 15 points

Evaluation Criteria

- **Financial proposal** 50 points
 - a. Time and Materials 21 points
 - b. Operation Strategy Costs 1 point
 - c. Facilitate local climate planning costs 14 points
 - d. Convene listening sessions 14 points

Important Deadlines



- Webinar recording posted online (w/ slides) w/in 24 hrs.
- Questions due by **June 7, 2021**
 - Send to riobart.breen@dec.ny.gov (if not submitted today)
- Answers posted by **June 14, 2021**, at <https://www.dec.ny.gov/energy/122923.html>
- **Proposals due by July 7, 2021, at 11:00 a.m.**

