

## Appendix B: Proposal Response Form

### Proponent's Proposal 204722 for LOW CARBON FUEL STANDARD CREDIT PRICE FORECAST

#### Part 1: Instructions for Proponents

Areas for Proponents to enter text are identified with **red text fields**. Click on the field and you can start entering text. The fields should expand to accommodate your text. **Note:** This Appendix B Proposal Response Form or a form substantially similar to this template must be prepared and completed to the extent applicable; and must be submitted as the Proponent's Proposal.

This Proposal Response Form includes "Response Guidelines" which are intended to assist Proponents in the development of their Proposals.

The Response Guidelines are not intended to be comprehensive. Proponents should use their own judgement in determining what information to provide to demonstrate that the Proponent meets or, if applicable exceeds the Province's expectations with respect to a particular response guideline.

Proposals should not contain links to information that is not set down directly in the Proponent's Proposal. Should this occur, the Province may disregard any referred to source of information that is not contained in the Proposal being evaluated.

Please expand any response tables in this Appendix as needed to accommodate Proponent's response. Proponents should not cross reference any answer pertaining to one question in relation to an answer that may be made to a different question.

Proponents should include a detailed response to each of the Response Guidelines using this Appendix B.

## Appendix B: Proposal Response Form

### Part 2: Proponent Identification

<b>Proponent's Legal Name, as well as "Doing Business as Name", if applicable</b>	Proponent: Click here to enter text.
<b>Proponent's Primary Office Address</b> (Add all details relating to the street address. Do not use a P.O. Box)	Proponent: Click here to enter text.
<b>Proponent's Toll-free Telephone Number, if applicable</b>	Proponent: Click here to enter text.
<b>Proponent's Website Address, if applicable</b>	Proponent: Click here to enter text.
<b>Authorized Representative's Name</b>	Proponent: Click here to enter text.
<b>Authorized Representative's Title</b>	Proponent: Click here to enter text.
<b>Authorized Representative's Email Address</b>	Proponent: Click here to enter text.
<b>Authorized Representative's Phone Number</b>	Proponent: Click here to enter text.
<b>Authorized Representative's After-Hours Emergency Number</b>	Proponent: Click here to enter text.

### Part 3: Proponent Contact Information

If the Proponent would like someone other than the authorized representative identified in Part 2 to receive any future communications regarding this Proposal, please identify that person below.	
<b>Proponent Contact's Name</b>	Proponent: Click here to enter text.
<b>Proponent Contact's Title</b>	Proponent: Click here to enter text.
<b>Proponent Contact's email Address</b>	Proponent: Click here to enter text.
<b>Proponent Contact's Phone Number</b>	Proponent: Click here to enter text.

## Appendix B: Proposal Response Form

Proponent Contact's Address

Proponent: [Click here to enter text.](#)

### Part 4: Requirements and Response Guidelines (Questions and Answers)

Proponents are reminded to carefully review and comply with the instructions in Part 1 of this Appendix B Proposal Response Form.

#### 1. Desired Capabilities

Response Guideline 1	Points Available	Minimum Score
	25	12.5
<b>Instructions for Proponents:</b>		
<p>The capability of the Proponent or individuals proposed for the team will be evaluated in this section, regardless of where that capability was earned (i.e., while working for the Proponent, a proposed sub-contractor or another organization, or while working for themselves). The Province has the following preferences with respect to the desired capabilities of Proponents:</p> <ul style="list-style-type: none"><li>a) Proponents should have significant strategic and operational capabilities that provide support for the smooth and professional delivery of the provision of the goods and/or services that the Ministry is seeking.</li><li>b) Proponents should demonstrate that the project team has sufficient, qualified personnel and resources to carry out the work required to complete the deliverables outlined in Section 3.3, Scope of the RFP, on time.</li></ul>		

## Appendix B: Proposal Response Form

1. Describe the Proponent's organization capabilities, history, and background and how they make the Proponent a desirable, stable, and reliable provider of the same or substantially similar goods and/or services as described in the RFP to organizations with complexity comparable to that of the Ministry.

Proponent: [Click here to enter text. The field will expand to accommodate your text.](#)

2. Describe what skills, practices, policies, procedures, and training, if any, the Proponent or its personnel may have that are aimed at helping to ensure that your relationship with your business customers and its key service providers is managed carefully and with sensitivity.

Proponent: [Click here to enter text. The field will expand to accommodate your text.](#)

3. Describe how the Proponent will ensure commitment to the project and provide timely service throughout the duration of the contract.

Describe any experience the Proponent has working with government entities, and the process for communication throughout the duration of the contract. It is expected that the Proponent will actively and regularly engage with LCFB staff to seek input and feedback on key model decisions.

Proponent: [Click here to enter text. The field will expand to accommodate your text.](#)

4. Briefly summarize the project team's composition including overall organization of the team, qualifications, suitability to complete the work required, and any other unique qualities of the team that provide added value to the tasks and objectives of the work required.

Proponent: [Click here to enter text. The field will expand to accommodate your text.](#)

## Appendix B: Proposal Response Form

### 2. Desired Experience

<b>Response Guideline 2</b>	<b>Points Available</b>	<b>Minimum Score</b>
	<b>20</b>	<b>10</b>
<b>Instructions for Proponents:</b>		
<p>Proponents should have a minimum of two (2) years of experience within the past five (5) years (as of the RFP Issue Date) providing services to organizations with a size and complexity comparable to that of the Ministry. Services should have been of a similar size, scope, and complexity as the services described in the RFP.</p> <p>Proponents should have completed one (1) or more projects within the past five (5) years (as of the RFP Issue Date) demonstrating the following experience:</p> <ul style="list-style-type: none"> <li>a) Forecasting environmental credit prices or related analyses.</li> <li>b) Expertise in low carbon fuels, related policy, fuel markets, and the fuel industry.</li> <li>c) Excellent analytical, research, and reporting skills.</li> <li>d) Advanced statistical and data science techniques, e.g., generalized and vector autoregressive models, Bayesian and Lasso regression, and machine learning models.</li> <li>e) Excellent programming proficiency, e.g., R, SQL, and Python.</li> </ul> <p>The Province will only evaluate one (1) project; if more projects are included in the proposal, only the first one will be evaluated.</p>		
<p>1. Describe the Proponent's experience providing the same types of and similarly comparable goods and/or services required by the RFP; for at least two (2) years prior to the Issue Date to organizations with a size and complexity comparable to that of the Ministry.</p>		
<p><b>Proponent: Click here to enter text. The field will expand to accommodate your text.</b></p>		
<p>2. Describe what training, policies, procedures, and educational programs the Proponent has in place to ensure that its personnel employ best practices, remain well trained and educated to be current in the field so</p>		

## Appendix B: Proposal Response Form

that the delivery of the goods, and/or services, required by the RFP are optimally delivered.

**Proponent: Click here to enter text. The field will expand to accommodate your text.**

3. Describe and summarize one (1) of the Proponent's recent and/or current projects that closely resembles the project outlined in this RFP. Describe the process to complete the project, the outcomes, and any problems that were overcome. The response should focus on the technical aspects of the project outlined in the Instructions under Desired Experience.

In addition, provide a minimum of two (2) references specific to the experience cited, each of which includes a contact name, phone number, and email address. These references are sufficient for the requirement set out in section 7.5 in the RFP.

**Proponent: Click here to enter text. The field will expand to accommodate your text.**

### Subcontractor Information

If the Proponent intends to use any subcontractor(s), the Proponent should provide the information called for below (*expand Table as necessary*).

**Legal Name of the Subcontractor, as well as "Doing Business As" name if applicable**

**Proponent: Click here to enter text.**

**Subcontractor's business address**

**Proponent: Click here to enter text.**

**Subcontractor role in the delivery of the goods and/or services**

**Proponent: Click here to enter text.**

## Appendix B: Proposal Response Form

### 3. Proposed Approach

Response Guideline 3	Points Available	Minimum Score
	40	20
<b>Instructions for Proponents:</b>		
<p>The proposed approach should demonstrate that the Proponent understands the project scope and objectives and describes the methodology and analysis necessary to fulfil the responsibilities in Section 3.3 of the RFP. The proposed approach should respond to each question in sufficient detail to provide the evaluators with a complete understanding of the methodologies that will be applied and the research and literature that support the methods employed. The proposed approach should not exceed the maximum budget of \$210,000.</p>		
<ol style="list-style-type: none"> <li>1. Provide details on the data the Proponent will be using, that demonstrate the Proponent's understanding of the data required to fulfil the responsibilities in Section 3.3 of the RFP.               <ol style="list-style-type: none"> <li>a) Provide details of the Proponent's access to the data they expect to use. This should include data on energy and feedstock prices (i.e., crude oil, biofuels, and biofuel feedstocks) as well as more general data (i.e., macroeconomic, policy, and environmental factors). The focus should be on data relating to (or representative of) British Columbia (B.C.) but may also include other jurisdictions that have an impact on the B.C. market.</li> <li>b) Describe the potential variables to be included in the model(s) and provide rationale for their selection.</li> </ol> </li> </ol>		

## Appendix B: Proposal Response Form

Proponent: Click here to enter text. The field will expand to accommodate your text.

2. Provide the forecasting methodology the Proponent will employ. The proposed approach should demonstrate a strong understanding of the latest statistical and/or machine learning forecasting methods.

The Proponent will be assessed based on the level of clarity and sufficient detail provided in the methodology documentation and the ability to provide evidence of the methodology's applicability, strength, limitations, and reasonableness of the approach (ensuring it is realistic and likely to succeed). Preference may be given to models that rely on fewer statistical assumptions (i.e., non-parametric approaches).

The response must:

- a) Describe in detail the methodology and why it was chosen over other alternatives, e.g., why the chosen method's strengths will improve the predictions of Low Carbon Fuel Standard (LCFS) credit prices and how the Proponent plans to control for the chosen method's limitations.
- b) Describe the approach used for testing the validity of the chosen variables to include in the model(s), i.e., regularization, feature importance, and statistical significance tests.
- c) Explain how the model's performance will be assessed and tested, e.g., adjusted R-squared, mean squared error, and time series cross-validation.

Proponent: Click here to enter text. The field will expand to accommodate your text.

3. Specify the methods for performing scenario analysis with the chosen methodology, e.g., what-if, sensitivity, and scenario tree analysis.

Proponent: Click here to enter text. The field will expand to accommodate your text.

4. Provide details of how the Proponent plans to conduct the credit price analysis. What software and tools will be used?

Proponent: Click here to enter text. The field will expand to accommodate your text.

5. Describe how the Proponent will extend LCFS credit price predictions past 2030 to 2040, including what information will be required.



## Appendix B: Proposal Response Form

Proponent: Click here to enter text. The field will expand to accommodate your text.

6. Describe how the Proponent plans to meet timeline requirements. The project is expected to be completed within eight (8) months from the contract award date.

Proponent: Click here to enter text. The field will expand to accommodate your text.

7. Describe how the Proponent will handle any confidential information provided by the LCFB. Response should describe who will have access to the data, how the data will be stored, formal policies or procedures (if any) in place to protect confidential client information, and any other detail deemed important to help understand how information will be kept confidential and secure.

Proponent: Click here to enter text. The field will expand to accommodate your text.

### 4. Pricing

3.1. Pricing Rules and Requirements	Points Available
	15
<b>Instructions for Proponents:</b>	
<p><b>Proponents take note of the following pricing rules and requirements:</b></p> <ul style="list-style-type: none"> <li>a) Proponent pricing quoted will be taken to mean and deemed to be: <ul style="list-style-type: none"> <li>i) in Canadian dollars;</li> <li>ii) inclusive of all duties and delivery charges or other costs or expenses that may be incurred with respect to the RFP goods and/or services being delivered to the destination(s) specified by the RFP, and until such delivery as specified in the RFP, all risk of loss and title (if any) remains with the Proponent (as Contractor); and</li> </ul> </li> </ul>	

## Appendix B: Proposal Response Form

**iii)** exclusive of any applicable taxes.

**b)** In addition, the following rules apply to pricing bid by Proponents:

- i)** RFP section 2.8 regarding pricing and its provisions are incorporated herein by this reference.
- ii)** Rates should not be expressed as a range. If hourly rates are called for by the RFP, then if any hourly rate is expressed as a range of hourly rates, then and in that event the Province will take the lowest numerical value in the range for purposes of evaluation and any resulting Contract.
- iii)** Discounts should not be expressed as a range. If a discount on some stated pricing item(s) is called for by the RFP, then if any discount is expressed as a numerical range, then and in that event the Province will take the highest numerical value in the range for purposes of evaluation and any resulting Contract.
- iv)** All pricing bid is required to be unconditional and unqualified. If any pricing bid does not meet this requirement, the Proponent's Proposal may be rejected resulting in the Proponent being eliminated from the RFP competition.
- v)** Failure to provide pricing where required by the RFP will result in the Proponent's Proposal being rejected resulting in the Proponent being eliminated from the RFP competition.
- vi)** A fixed fee should not be expressed as a range. If the RFP calls for a fixed fee to bid and the fixed fee is expressed as a range, then and in that event the Province will take the lowest numerical value in the range for purposes of evaluation and any resulting Contract.
- vii)** Entering the numerical figure of "\$0", "\$zero", or the like in response to a call for a specific dollar amount will result in the Proponent's Proposal being rejected resulting in the Proponent being eliminated from the RFP competition.

## Appendix B: Proposal Response Form

The proposed price must include the drafting of any supporting documentation to fulfil the deliverables in Section 3.3 Scope of the RFP. The proposed price must also include all costs associated with acquiring the data and software necessary to fulfil the deliverables in Section 3.3 Scope of the RFP. Proposed pricing must not exceed \$210,000 total.

### 3.2. Pricing Collection

#### Instructions for Proponents:

The Proponent will provide a detailed quoted price in their submission that encompasses all services and products included in Section 3.3 Scope of the RFP. Provide hourly rates for professional, technical and administrative resources, and cost for each deliverable (as outlined in Section 3.3 Scope) in the table below. Only the total price will be evaluated, the below table is for reference only.

Deliverable	Personnel	Cost/hour (a)	Number of hours (b)	Other Costs (c)	Total cost (a*b) + c
Data and Software Costs	N/A	N/A	N/A		
LCFS Credit Price Forecast Model					
Final Report and Presentation Findings					
Total					

## Appendix B: Proposal Response Form

### 3.3 Pricing Evaluation

#### Instructions for Proponents:

The Province will evaluate price as follows:

- Only those proposals that have met all mandatory requirements and minimum scores will be evaluated for price;
- Only the total price will be evaluated;
- The lowest price proposed will receive all the points allocated to price; and
- All other proposals will be scored using the following formula:

$$\frac{\text{Lowest Price of all Proposals}}{\text{This Proponent's Price}} \times \text{Points allocated to Price}$$

#### FOIPPA COLLECTION NOTICE

Any personal information (as defined in the British Columbia *Freedom of Information and Protection of Privacy Act* ("FOIPPA")) provided on this Proposal to the Request for Proposals (RFP) is being collected pursuant to section 26(c) of FOIPPA and will be used to assess the Proponent's Proposal. If you have any questions about the collection or use of this personal information, please contact:

[Samuel Leroux, Economist], [Samuel.leroux@gov.bc.ca]

[END OF APPENDIX B]