

November 17, 2023

Jane Lazorchak
Director of the Climate Action Office
State of Vermont
E-MAIL: jane.lazorchak@vermont.gov

Dear Ms. Lazorchak:

On behalf of ICLEI, the leading data-driven nonprofit network of subnational governments working to address the climate crisis, I am excited to respond to your RFP: **Measuring and Assessing Progress of Vermont's Climate Action Plan.**

Since our founding in 1990, our standards, tools, and programs credibly, transparently, and robustly reduce greenhouse gas (GHG) emissions, improve lives and livelihoods and protect natural resources in the communities we serve.

ICLEI has successfully scoped, developed, and deployed greenhouse gas protocols, sustainable community frameworks, and software tools for both climate mitigation and adaptation. ICLEI is especially well positioned to support this project, as we understand the needs and capabilities of local and regional governments as well as state, national, and international decision makers.

Thank you for your consideration and the work you are doing.

Best Regards,



Angie Fyfe
Executive Director
ICLEI Local Governments for Sustainability USA
angie.fyfe@iclei.org
510-844-0599



Technical Qualifications

ICLEI Local Governments for Sustainability USA (ICLEI) is the first and largest global network of subnational governments devoted to solving the world's most intractable sustainability challenges.

ICLEI developed the methodologies that are now industry standards for U.S. local and regional government GHG emissions management, including the creation of:

- U.S. Community Protocol (USCP) for Accounting and Reporting GHG Emissions
- Local Government Operations Protocol for Measuring GHG Emissions
- Recycling and Composting Protocol
- Forestry and Land Use Update (Appendix J) to the U.S. Community Protocol

In 1995, ICLEI USA launched the Cities for Climate Protection (CCP), the world's first and largest program supporting cities in climate action planning. CCP introduced the Five Milestones of Emissions Management framework for measurably and systematically reducing GHG emissions through GHG inventories, targets, and climate action plans, now standard practice among American local and regional governments.

Building on our experience serving thousands of U.S. local and regional governments, ICLEI launched its ClearPath GHG emissions-management software platform in 2013. More than 1,000 U.S. jurisdictions have created community-scale inventories and climate action plan scenarios demonstrating ClearPath's ability to support emissions accounting at scale. The GHG accounting protocols and ClearPath address transportation, building, energy, industrial, commercial, agricultural, and waste sectors. Several of EPA's free tools are modeled on ICLEI protocols for GHG accounting.

The Chittenden County Regional Planning Commission and Northeastern Vermont Development Association use ICLEI's tools, protocols, and technical assistance to support their climate efforts.

ICLEI's five pathways are a framework to design integrated solutions that balance the patterns of human life and the built and natural environments.



Decarbonization



Circular
Economy



Equity



Community
Resilience



Nature &
Health



In 2007, ICLEI developed the STAR Community Index National City Sustainability Framework. STAR, a national, consensus-based rating system for city sustainability created a framework to provide a standard and comprehensive set of goals and measures to drive market adoption of progressive policies and practices much more rapidly than a varied and fragmented approach.

STAR was developed by volunteer committees supported by ICLEI staff with expertise in areas under the purview of each technical committee. STAR was eventually spun out into a stand-alone nonprofit organization, and ultimately acquired by the U.S. Green Building Council and reimagined as USGBC's LEED for Cities designation.

We have worked with hundreds of subnational governments on climate change adaptation through offerings like our Vulnerability Assessment Toolkit (a Google Docs instruction manual and materials library on adaptation planning) and in our learn-do cohorts (in which we train groups of communities on climate adaptation). In 2018, ICLEI partnered with Azavea on the development of an open source software application designed to assist U.S. local governments with their climate change adaptation planning. The application was branded as Temperate and available between 2018 - 2022. Currently, ICLEI provides communities with downscaled climate data: CMIP5, CMIP6 and uses a number of tools and datasets publicly available from the U.S. government.

Technical Response

1) Policy-Decision Support Tool: Support the State and its partners in making climate policy decisions with best available information through the tracking of metrics related to climate actions.

ClearPath is this decision tool; however it does not provide more close-to real-time data on key implementation metrics and indicators. ICLEI is currently contracted by Google to develop a [24/7 Carbon Free Electricity standard](#). As such, we are already researching decision-support tools that provide real time results. As the developer of protocols, ICLEI understands methodologies and datasets and to align those within the Tool developed in Phase 2. Working with regions in the State, ICLEI has developed science based targets and high-impact action pathways to achieve 2030 and 2050 mitigation goals. This experience will dovetail into the logic model and provide recommendations that are tested and locally supported.



2) Sustainable Data Management: Create a data governance plan that can flexibly accommodate future data needs, and coordinate relevant data and reporting across multiple private and public entities.

ClearPath has stood the test of time. Over the past decade, the tool has been improved upon based on inputs from users and our team. The newest feature is a Planning Wizard, which allows government staff to model future climate scenarios based on inputs they provide. Global Warming Potentials and emissions factors are regularly updated, and many of the enhancements are features recommended by users.

Our data management plan will include a governance structure that draws on best practices from academic, public, and private companies. These could include university research into satellite data to inform regular updates, advances made in state and federal data collection and availability, and AI platforms such as [Data commons](#).

3) Open and Accessible Data: Ensure that there is open access to key data sources to increase transparency and allow for independent analysis of public data.

ICLEI's experience includes development and maintenance of the CDP-ICLEI Track. This climate reporting platform and progress accountability mechanism allows local and regional governments to report urban sustainability actions (such as energy efficiency and increased green spaces) and progress on UN-backed climate campaigns, Race to Zero and Race to Resilience. Transparent, consistent reporting brings government, businesses and investors together to create a zero-carbon and resilient future.

ICLEI has explored a number of public-facing dashboards, which allow citizens to participate online in the evaluation of strategies and to celebrate milestones reached.

Our experience developing the GHG protocols and the calculations supporting it in ClearPath provide us with a unique perspective, having helped hundreds of local and regional governments to create evidence-based, community-sensitive policies and then communicate them in a way that is understandable and actionable.

ICLEI is actively supporting Northeastern Vermont Development Association to align state, regional, and local efforts to reduce Energy Burden via development of resources to empower towns, energy committees, and partners in a common goal. With Chittenden County Regional Council, ICLEI is providing support to model the GHG impacts of heat pumps and weatherization measures. ICLEI's experience at the local and regional level



will help the State to identify tools and reporting mechanisms that serve the needs and contributions of actions taken in local communities and statewide.

4) Public Education: Inform the public about progress on achieving GWSA commitments through the inclusion of indicators and metrics related to GHG emissions and emissions reductions, sequestration, adaptation, resilience, and equity.

Environment	Economy	Society
Natural Systems ecosystems, habitat, water, stormwater, air quality, waste, environmental management, resource conservation	Economic Prosperity clean technologies, sustainable industries, local commerce, tourism, green jobs, local food, equity	Education, Arts & Community education excellence, equity in access, college readiness, arts, culture, community engagement, lifestyles
Planning & Design land use, transportation, mobility, parks, open space, recreation, urban design, livability, preservation, brownfields	Employment & Workforce Training jobs creation, training, living wages, green job, youth skills, services for economically disadvantaged	Health & Safety community health, access to healthcare, youth wellness, crime prevention, public safety, emergency preparedness
Energy & Climate energy, climate protection, emissions, green power, green building, green fleets, innovation, energy independence		Affordability & Social Equity affordable housing, community revitalization, poverty, services for basic needs, civil rights, race & social justice

In addition to ICLEI’s expertise in GHG protocol developments, We will draw on our experience developing the STAR framework. ICLEI, via technical working groups consisting of subject-matter experts, developed indicators and metrics for an economy-wide approach (shown above) that includes all aspects of the Vermont Global Warming Solutions Act. Moreover, metrics include elements that are more relatable for the public. “GHG emissions” can be difficult to grasp in a practical way, but everyone cares about metrics such as affordability, health, and opportunity.

ICLEI offers climate communication and stakeholder engagement guidance to subnational governments so they can better engage and activate residents and businesses in the implementation of climate strategies.

5) Forward-looking Design: Tool framework should enable reports and graphics to be easily generated from data stored within the Tool’s data management application.

This is an area of innovation in the sustainability field, and one that ICLEI identified as a strategic priority for 2024. The deepening of the climate crisis has increased individual awareness and desire to act. This provides both a challenge and opportunity for the State



to provide up-to-date information that is both engaging and actionable. ClearPath provides exportable tables, charts, and graphs, but not a robust public interface. ICLEI has explored a number of tools that help tell stories with data, and will share our initial research as a first step in this project.

The ICLEI evaluation will also be cognizant of the rapidly changing landscape of data, technology, and tools including machine learning, AI, satellite data sources and improved public data sources.

4.3.1. Details concerning your form of business organization, company size and resources.

ICLEI Local Governments for Sustainability USA is a 501c3 nonprofit corporation. ICLEI USA employs 15 full time and 5 part time employees. Our annual revenue projection for 2024 is \$2,400,000. Roughly 35% of revenue is derived from annual membership fees from local and regional governments, institutions of higher education, and tribal nations. About 65% of revenue is generated via service contracts. ICLEI USA has the capacity to complete the scope of work.

4.3.2. Describe your capabilities and particular experience relevant to the RFP requirements.

Detailed description above.

4.3.2.1. Identify all current or past State projects.

Statewide Energy Efficiency Collaborative, State of California Public Utilities Commission (2012 - 2020)

Pennsylvania Department of Environmental Protection; Energy Programs Office: Local Climate Action Plans and support for CAP development - Department of Conservation and Natural Resources (2019-2023)

Colorado Energy Office; Energy Efficiency and Conservation Block Grant sub-award (2023)

Montana Department of Environmental Quality: Climate Pollution Reduction Grant support (2023)

Informal collaboration with New York Climate Smart Communities team

4.3.3. Identify the names of all subcontractors you intend to use, the portions of the work the subcontractors will perform, and address the background and experience of the subcontractor(s), as per RFP section

None.



References

1) Google, LLC
Jessica Reinhardt
jereinhardt@google.com
Develop GHG accounting methodology for 24/7 Carbon Free Electricity

2) The Climate Registry
Dan Krekelberg
dkrekelberg@theclimateregistry.org
Co-developer of the Local Government Operations GHG Protocol

3) World Resources Institute
Nancy Harris
Nancy.Harris@wri.org
Co-developer of Appendix J to the U.S. Community Protocol for accounting and reporting GHG emissions (USCP). Appendix J provides guidance to account for carbon removals associated with forests and trees.

Signed Certificate of Compliance

CERTIFICATE OF COMPLIANCE

For a bid to be considered valid, this form must be completed in its entirety, executed by a duly authorized representative of the bidder, and submitted as part of the response to the proposal.

A. **NON COLLUSION:** Bidder hereby certifies that the prices quoted have been arrived at without collusion and that no prior information concerning these prices has been received from or given to a competitive company. If there is sufficient evidence to warrant investigation of the bid/contract process by the Office of the Attorney General, bidder understands that this paragraph might be used as a basis for litigation.

B. **CONTRACT TERMS:** Bidder hereby acknowledges that is has read, understands and agrees to the terms of this RFP, including Attachment C: Standard State Contract Provisions, and any other contract attachments included with this RFP.

C. **WORKER CLASSIFICATION COMPLIANCE REQUIREMENT:** In accordance with Section 32 of The Vermont Recovery and Reinvestment Act of 2009 (Act No. 54), the following provisions and requirements apply to Bidder when the amount of its bid exceeds \$250,000.00.

Self-Reporting. Bidder hereby self-reports the following information relating to past violations, convictions, suspensions, and any other information related to past performance relative to coding and classification of workers, that occurred in the previous 12 months.

Summary of Detailed	Date of Notification	Outcome
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Information		
NONE		

Subcontractor Reporting. Bidder hereby acknowledges and agrees that if it is a successful bidder, prior to execution of any contract resulting from this RFP, Bidder will provide to the State a list of all proposed subcontractors and subcontractors' subcontractors, together with the identity of those subcontractors' workers compensation insurance providers, and additional required or requested information, as applicable, in accordance with Section 32 of The Vermont Recovery and Reinvestment Act of 2009 (Act No. 54), and Bidder will provide any update of such list to the State as additional subcontractors are hired. Bidder further acknowledges and agrees that the failure to submit subcontractor reporting in accordance with Section 32 of The Vermont Recovery and Reinvestment Act of 2009 (Act No. 54) will constitute non-compliance and may result in cancellation of contract and/or restriction from bidding on future state contracts.

D. Executive Order 05 – 16: Climate Change Considerations in State Procurements Certification

Bidder certifies to the following (Bidder may attach any desired explanation or substantiation. Please also note that Bidder may be asked to provide documentation for any applicable claims):

1. Bidder owns, leases or utilizes, for business purposes, space that has received:

- ☐ Energy Star® Certification
- ☐ LEED®, Green Globes®, or Living Buildings ChallengeSM Certification
- ☐ Other internationally recognized building certification:

ICLEI leases space at [the Alliance Center](#), a building that has received LEED Gold Rating. The Alliance Center has been carbon neutral since 2008, and according to Energy Star, we use less energy than 92% of our peers. In 2021 The Alliance Center became one of the first building in the nation to earn the WELL Health-Safety Rating _____

2. Bidder has received incentives or rebates from an Energy Efficiency Utility or Energy Efficiency Program in the last five years for energy efficient improvements made at bidder's place of business. Please explain:

3. Please Check all that apply:

- X Bidder can claim on-site renewable power or anaerobic-digester power ("cow-power").
- Or bidder consumes renewable electricity through voluntary purchase or offset,



provided no such claimed power can be double-claimed by another party.

☐ Bidder uses renewable biomass or bio-fuel for the purposes of thermal (heat) energy at its place of business.

X Bidder's heating system has modern, high-efficiency units (boilers, furnaces, stoves, etc.), having reduced emissions of particulate matter and other air pollutants.

X Bidder tracks its energy consumption and harmful greenhouse gas emissions. What tool is used to do this? ARC

X Bidder promotes the use of plug-in electric vehicles by providing electric vehicle charging, electric fleet vehicles, preferred parking, designated parking, purchase or lease incentives, etc..

X Bidder offers employees an option for a fossil fuel divestment retirement account.

X Bidder offers products or services that reduce waste, conserve water, or promote energy efficiency and conservation. Please explain:

ICLEI USA is a 501c3 nonprofit organization whose mission is to drive deep reductions in GHG emissions and create more resilient, equitable communities.

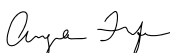
4. Please list any additional practices that promote clean energy and take action to address climate change:

All of our services align with addressing climate change. We use only energy efficient laptops; no paper; and limit air travel to 2 trips per person per year.

E. Executive Order 02 – 22: Solidarity with the Ukrainian People

XXX By checking this box, Bidder certifies that none of the goods, products, or materials offered in response to this solicitation are Russian-sourced goods or produced by Russian entities. If Bidder is unable to check the box, it shall indicate in the table below which of the applicable offerings are Russian-sourced goods and/or which are produced by Russian entities. An additional column is provided for any note or comment that you may have.

Bidder Name: ICLEI Local Governments for Sustainability USA
Contact Name: Angie Fyfe
Address: 1536 Wynkoop Street #901 Denver, CO 80202
Fax Number: none
Telephone: 510-844-0699
E-Mail: angie.fyfe@iclei.org

By: Name: 



A. Fixed Price Deliverables:
Price Schedule Quote: \$61,065

Budget	Hours	Deliverable
\$15,250	Task 0 8 24 90	• 1.00 Project Kickoff Meeting delivered by two weeks after signing of contract • 1.01 Project initiation workplan delivered by two weeks after signing of contract • 1.02 Ongoing project management tasks, including bi-weekly meetings and presentations delivered by two weeks after signing of contract
\$10,065	Task 1 Scoping: 35 6 Meetings: 30 Governance Plan draft, final: 80	Review relevant data sources identified by Agency staff, up to three Data Team scoping meetings with Agency staff, up to three meetings with Data Governance Team on development of Data Governance Plan, Data Governance Plan draft and final.
\$11,875	Task 0 Included above Task 2 Use Cases: 45 Logic Models: 30 4 meetings: 20	• 2.00 Ongoing project management tasks, including bi-weekly meetings and presentations delivered by two months after kickoff meeting Summary of Framework use cases and categories, Plan logic models, with identified metrics and data needs, up to 4 meetings with Agency Staff which may also include the S&D Subcommittee and/or Data Governance Team.
\$14,500	Task 0 Included above Task 3 Data mapping: 95 7 interviews: 21	• 3.00 Ongoing project management tasks, including bi-weekly meetings and presentations delivered by six months after kickoff meeting Up to three working sessions with Agency staff which may also include the Data Governance Team and/or S&D Subcommittee, up to 7 data manager interviews, Data map indicating logic model, metric, data source, and data characteristics.



\$9,375	Task 0	• 4.00 Ongoing project management tasks, including bi-weekly meetings and presentations delivered by nine months after kickoff meeting Draft and final Phase 4 memo to ANR staff, presentations to Data Governance Team and to S&D Subcommittee
	Included above	
	Task 4 Phase 4 memo, draft and final: 60	
	Presentations: 15	

B. Hourly Labor Rates:

Service Category/Title of Positions	Hourly Rate
Senior Program Officer	\$ 125
Program Officer	\$ 125
Technician	\$ 125

C. This contract can be extended up to one (1) additional 24-month period with mutual agreement between both parties at a rate not to exceed 6%

Name of Bidder: ICLEI Local Governments for Sustainability USA; Angie Fyfe Executive Director

Signature of Bidder: 

Date: 11/17/2023