



**REQUEST FOR INFORMATION (RFI) - for information and planning purposes in determining a potential Statement of Work to Achieve a Net-Zero Carbon Footprint for the Senate of Canada by 2030**

**Subject:**

RFI for information and planning purposes in determining a potential Statement of Work to achieve a net-zero carbon footprint for the Senate of Canada by 2030.

**Issue Date:**

**July 6, 2022**

**Closing Date and Time:**

**July 29, 2022, 11AM EDT**

**RFI No:**

**SEN-017 22/23**

**SENATE INFORMATION**

**For all inquiries:**

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**E-mail:** [Proc-appr@sen.parl.gc.ca](mailto:Proc-appr@sen.parl.gc.ca)

Response can be delivered by e-mail only to the address of the Contracting Authority below.

**E-mail:** [Proc-appr@sen.parl.gc.ca](mailto:Proc-appr@sen.parl.gc.ca)

**PLEASE MARK ALL CORRESPONDANCE WITH THE RFI NUMBER INDICATED ABOVE.**

**NOTICE**

This RFI is issued solely for information and planning purposes and does not constitute a solicitation or obligation on the part of the Senate of Canada. Neither unsolicited proposals nor any other kind of offers will be considered in response to this RFI. Vendors will not be reimbursed any costs associated with developing responses and/or providing information in response to this RFI and/or any follow-up information requests.

Any information submitted in response to this RFI will become the property of the Senate of Canada and will not be returned. Any/all information received in response to this RFI that is marked Proprietary will be handled accordingly. Such restrictions should be clearly indicated on each sheet containing such information.

In the event that the Senate issues a competitive solicitation as a result of this RFI, the Senate of Canada intends to issue a non-restrictive solicitation to maximize competition and seek the best value. The final acquisition strategy and evaluation methodology are still to be determined.

**CONTACT INFORMATION**

Name of Firm:

Name of contact:

Email Address:

Telephone Number:

## Table of Contents

PART 1 – INSTRUCTIONS .....	3
PART 2 – STATEMENT OF REQUIREMENT .....	5
PART 3 – QUESTIONS FOR THE INDUSTRY .....	8

## PART 1 – INSTRUCTIONS

### **BACKGROUND AND PURPOSE OF THIS RFI**

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### **INSTRUCTIONS**

- It is requested that responses be submitted in softcopy format to the electronic mailing address indicated on page 1.
- Each respondent is solely responsible for ensuring its response is delivered on time per the instructions specified in this RFI.
- The Senate reserves the right to cancel this RFI at any time;
- Responses may be in English or French at the preference of the respondent.

### **INQUIRIES**

Because this is not a bid solicitation, the Senate will not necessarily respond to enquiries in writing or circulate answers to all potential suppliers/respondents.

Please address all inquiries about this RFI to the Contracting Authority:

Kelly Shields  
Senior Procurement Officer  
The Senate of Canada  
Finance and Procurement Directorate  
40 Elgin Street Ottawa, 11<sup>th</sup> floor  
Ottawa, ON K1A 0A4

Telephone: 613-995-8888 x 4  
E-mail: [Proc-appr@sen.parl.gc.ca](mailto:Proc-appr@sen.parl.gc.ca)

### **REVIEW OF RFI RESPONSES**

- Responses will not be formally evaluated.
- All responses shall be held confidential and shall remain the property of the Senate of Canada once received and will not be returned to the respondent.
- Respondents are advised that information submitted may be used in the development of any future Senate bid solicitation documents.
- The Senate will review all responses received by the RFI closing date. The Senate may, at its discretion, review responses received after the RFI closing date.
- Not responding to this RFI shall in no way penalize the bidders to any future bid solicitations.

## **CONFIDENTIALITY**

- All information obtained from this RFI will be treated as confidential.
- Respondents should mark any portions of their response that they consider proprietary or confidential.

## **FOLLOW UP**

- The Senate may contact any respondents to follow up with additional questions or for clarifications on any aspect of a response.

## PART 2 – STATEMENT OF REQUIREMENT

### 1. Subject

This RFI is issued solely for information and planning purposes in determining a potential Statement of Work to Achieve a Net Zero Emissions/Carbon Footprint Senate of Canada by 2030.

### 2. Introduction

The Senate of Canada is committed to achieving a goal of a net-zero carbon footprint by 2030. This would include scope 1, 2 and meaningful inclusion of scope 3 emissions (as defined in the [Greenhouse Gas Protocol](#): “Scope 1 emissions are the GHGs produced directly from sources that are owned or controlled, for example, from the combustion of fuels in vehicles or in heating buildings. Scope 2 GHG emissions are those generated indirectly from the consumption of purchased energy (electricity, heating and cooling). Scope 3 GHG emissions are indirect emissions resulting from an organization’s operations.”).

On March 29, 2022, a [Senate of Canada Environmental and Sustainability Policy Statement](#) was unanimously adopted by the institution with the following objective:

*The Senate of Canada is committed to reducing the Senate’s carbon footprint to net zero by 2030 and to implement sustainable practices in its operations. Achieving this goal requires a whole-of-organization approach which prioritizes reduction of outputs and utilizes standard leading emission offsets. The road to net zero will include quantifiable regular reporting on progress towards target. These actions are to demonstrate leadership as an institution on climate action, to encourage accountability of federal institutions and to inform the legislative process.*

The Senate of Canada’s Advisory Working Group on Environment and Sustainability has been mandated to oversee a competitive procurement process to secure external expertise to catalogue, benchmark and develop an on-going measurement approach for total carbon footprint of Senate activities and provide recommendations to achieve targets.

The external expert would advise on best practices for how to implement an internal accountability structure with regular reporting using recognized industry standards. This would also support evidence for cost-effective measures to reduce the carbon footprint of the institution.

Once the Senate’s carbon footprint is benchmarked, it will be better equipped to develop a long-term plan that will reduce its environmental impact and track whether the actions taken will achieve these goals.

### 3. Goal of this Request for Information (RFI)

The Senate of Canada does not currently have the expertise required to fulfil its objective of achieving net zero by 2030. This RFI is issued to solicit information from experienced entities on what criteria and methodologies would be necessary to include as part of a Statement of Work for contracting an external expert.

The emissions of the institution largely fall into three areas: travel, buildings and operations. We would need to define how to produce a replicable solution to cataloguing and measuring carbon equivalent output, based largely on existing internal and external information from the Senate of Canada, and other relevant organizations within the federal government. For example, Public Services and Procurement Canada (PSPC) already extensively tracks and monitors emissions from parliamentary precinct buildings and this information can be sourced without needing duplicate efforts from the external expert.

## 4. Requirements

### Scope

The Senate of Canada's requirement is to achieve net-zero emissions by 2030, while implementing a best-in-class project plan which can demonstrate leadership to government and Canadians. The scope of this initiative touches on all aspects of the Senate institution, including operations, buildings, and travel. The Senate has direct control over certain aspects of its operations, but other aspects are managed by other federal government entities (i.e., Public Services and Procurement Canada (PSPC) manages buildings, and the Treasury Board of Canada Secretariat (TBS) provides guidance on greening of federal institutions). Collaboration with these external parties will be necessary.

### Standard

For the Senate's emissions inventory to be as comprehensive as possible, the supplier must be required to measure emissions in the following three categories, as defined in [The Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard](#): "Scope 1 emissions are the GHGs produced directly from sources that are owned or controlled, for example, from the combustion of fuels in vehicles or in heating buildings. Scope 2 GHG emissions are those generated indirectly from the consumption of purchased energy (electricity, heating and cooling). Scope 3 GHG emissions are indirect emissions resulting from an organization's operations."

### Catalogue

Senate of Canada activities must be catalogued and have their carbon emissions quantified. This will provide granular information and permit informed decision making on which activities to target in an effective and cost-efficient manner. For Senate operations and travel, this will require collaboration with Senate Administration. Emissions from buildings and some scope 3 emissions (other than travel) will require liaising with Government departments.

### Benchmark

A benchmark including all catalogued activity will need to be identified and quantified. This benchmark exercise should identify areas with the greatest potential for emission reductions, which would allow the consultant to make recommendations on ways to achieve targets. Certain particularities will need to be considered, notably the unusually low travel activity in 2020-21 due to the COVID-19 pandemic, among others.

### On-going measurement approach

Once a rigorous catalogue and benchmark is established, a mechanism to accurately track emissions on a go forward basis to measure trends and progress toward net-zero target will be needed.

### Recommendations

It would be beneficial for an external expert to also provide recommendations on how best to implement an ongoing reporting structure, and detail specific areas that the institution could target to achieve its goal to net zero in the most cost-effective manner.

*The November 2021 report of the Senate Advisory Working Group, along with its approved current mandate (both links are provided in Section 5 under Reference Documents), contain further information about the goals of the Senate project.*

## 5. Reference Documents

### ENGLISH

- 1) Current mandate: Motion, April 28, 2022: **CIBA/2022-04-28/085(P) – Creation of the Advisory Working Group on Environment and Sustainability:**  
<https://sencanada.ca/en/Content/Sen/Committee/441/CIBA/07MN-55485-E>
  
- 2) Report, Nov. 17, 2021: **Senate Advisory Working Group on Environment and Sustainability: Report to CIBA:**  
[https://sencanada.ca/Content/Sen/Committee/441/CIBA/briefs/2021.11.17\\_AWG-ES\\_CIBA\\_Final\\_e.pdf](https://sencanada.ca/Content/Sen/Committee/441/CIBA/briefs/2021.11.17_AWG-ES_CIBA_Final_e.pdf)  
Especially p. 19-21: Medium and long-term opportunities, via external expertise: Request for Proposals (RFP) guidelines; and p. 25 Appendix B: Senate of Canada Environmental and Sustainability Policy Statement

### PART 3 – QUESTIONS FOR THE INDUSTRY

Respondents are not required to respond to all the following questions.

If your organization has any suggestions, we encourage you to raise these items in the RFI so that consideration can be given to the comment.

Please provide as much detail as possible for the following questions

- Q1 In your opinion, how should a “Statement of Work” be structured for a project to create (i) a GHG inventory of scope 1, 2 and 3 emissions, (ii) a clear path to emission reduction for each scope, (iii) actionable solutions and costs for getting to net-zero, and (iv) a pathway in terms of annual percentage reduction to achieve the goal? We do not seek to prescribe a solution, but rather define the problem we are trying to solve and have a contractor come up with innovative, cost-effective solutions.
- Q2 What are the recommended environment and industry standards for scope 1, 2 and 3 emissions (as defined, for example, by the [Greenhouse Gas Protocol](#)) and how could they be applied to an institution like the Senate of Canada?
- Q3 What type of information would be required to achieve a reasonably accurate and quantifiable inventory of output? What type of environmental and industry standards are considered “best in class” and how would you ensure that the figures are not “greenwashing” (i.e., providing misleading information about the true environmental impact)? What type of regular internal reporting would create transparency and accountability? Is it industry standard that, on an ongoing basis, validation of reporting data is verified by an external audit? If so, what type of audit would this entail (e.g., physical verification, or based solely on financial and other reporting data)?
- Q4 What type of qualifications and how many years of experience would be considered adequate to demonstrate the capacity for a company to provide external support and expertise for a project of this nature successfully?
- Q5 What criteria can be used to ensure that deadlines are met throughout the contract (planning, reporting, etc.)?
- Q6 In your experience, what is the estimated level of effort (time and cost) for such a contract? Please provide a range, based on type of involvement in the project.
- Q7 For a private-sector contractor, how would prior experience in working with the public sector provide an understanding of the parliamentary and government-specific environments? How could we frame a Statement of Work so as to not deter a contractor without such experience from considering such a project?
- Q8 Should a provider have experience in understanding the process to verify the implementation of both offset programs and the purchase of high-quality verifiable carbon offsets?
- Q9 Please identify any other issues, concerns, recommendations not addressed in this RFI.