

Annex B – Q&A Template

RFP: Carbon Footprint Assessment and Decarbonization Strategies

November 16, 2023

Questions and Answers

N°	RFP Section	Supplier Question	TFC Response
1	5.5 Financials	Are you able to disclose a project budget?	No, we are not.
2	4.2.4 Timeline for implementation	Are the Feb/Mar 2024 deadlines flexible? If so, to what extent?	Part I - Carbon footprint assessment: The deadline is not flexible (end of February, 2024). Part II - Decarbonization strategy: There could be flexibility to go into April, 2024, depending on the status of the project.
3	4.1.1	What work has already been done to identify emissions reductions opportunities? Will the winning provider be required to leverage that prior work?	The previous work identified potential emissions reduction opportunities for each inventory category, with an estimated % of reduction for each. The chosen provider will receive all documents from prior work.
4	4.2.1	In terms of tools, is Telefilm Canada comfortable with using a tool created by us in-house? Alternatively, is there a desire for an excel tool or a third party tool?	Yes. Telefilm is looking for a rigorous process that involves validation by a recognized body/protocol. Telefilm expects to be able to use the tool that will be created/used for future calculations.
5	5.4.2	Is Telefilm Canada interested in aligning with SBTi? If so, would Telefilm Canada be interested in the winning provider's support for submitting to them?	Yes, we wish to align with the SBTi. However, our current understanding is that the formal SBTi approval and validation process may not be suitable for our agency (and other government-related entities). If that is the case, please suggest an alternate validation process.
6	4.1.1 & 4.2.1	Regarding Scope 3, which categories should be within scope per Telefilm's past quantification? Do the pavilions fall under the Leased Assets category?	See categories on p. 54 of our annual report: Annual reports Telefilm Canada . In the previous inventory, Pavilions fell under <i>Purchased goods and services</i> .

7	4.1.1	Will the winning proponent be required to validate the work which was already done by the past provider?	No, it is not expected.
8	4.2.1 & 4.2.2	Who is the expected audience for the staff training? Furthermore, is there an expectation that travelling will be required to deliver training in-person? Alternatively, is the training envisioned to take place online in a workshop environment?	It will include staff from different departments and different levels of management. In-person training is a welcome option. Virtual training is also welcome. Training must be available in both languages.
9	5.4.9	Regarding engagement activities, we'd like to better understand what the expectations are. Is this engagement specific to staff, or will it incorporate a broader audience?	This is open to discussion. Key staff will be assigned to support the engagement process of suppliers and landlords.
10	5.3.1 & 5.3.3	Regarding 5.3.1 and 5.3.3, is Telefilm Canada looking for the two referenced projects to be the same, or is Telefilm Canada looking for four distinct examples across the two questions?	It can either be the same or different projects. You can choose what better supports your proposal.
11	4.2.1 Goals and Objectives of the RFP & 4.2.4 Timeline for implementation	Is the supplier expected to calculate Telefilm Canada's Fiscal year 23/24 emissions? Understanding that the deadline for this task is February 2024, data for this FY will not be complete by that time.	Telefilm's fiscal year runs from April 1st to March 31st. Ending the exercise in February gives time for final vetting and approvals.
12	4.2.1 Goals and Objectives of the RFP	We understand that the following emission sources were included in the FY 2019 report: Waste, Pavilions, Business Travel, Employee Commuting, Upstream Leased Assets, Procurement of Office Equipment. Would Telefilm Canada be interested in the supplier starting the project with a comprehensive scan of other potential Scope 1, 2, and 3 emission sources and including them within the boundaries if material?	This would not be necessary as this exercise was already undertaken and completed in order to report on our baseline. Our emissions are all Scope 3.

13	4.2.1 Goals and Objectives of the RFP	Upon reviewing Telefilm Canada's operations and developing its quantification methodology, the supplier may find that the boundaries/calculations are different from those used for FY 2019. In that case, a base year recalculation would be suggested. Is this to be included within the scope of the project?	We do not anticipate that a recalculation of the baseline is necessary at this time. See answer above.
14	2.3. Schedule and deadlines and 2.5 Response deadline	Would it be possible to extend the due date for supplier's return proposal by one week?	No, it's not possible.
15	4.2.4 Timeline for implementation	With the February 2024 timeline for organizational carbon footprint assessment to be not flexible per Annex B answer provided on November 2, 2023, what is Telefilm's anticipated timeline to provide relevant activity data for the carbon footprint calculation?	To be determined.
16	5. Supplier's Proposal	What is the preferred format (e.g., MS Word, or PowerPoint) for the response to all the questions in Section 5? Is there any limitation to providing additional details in Appendix to supplement the 5 pages response?	We don't have a preferred format - you may use the format of your choice. There is no limitation for the Appendix, but please submit what you think is most relevant.
17	5.4.1. In scope items, deliverables	Aside from providing customer facing resources that are fluent in both English and French, would Telefilm require deliverables to be prepared in both English and French as well?	Yes, the main final deliverables and presentations must be prepared in both English and French.
18	5.5.1. Pricing mechanism	What is Telefilm's anticipated level of detail in the proposed workplan and the accuracy of the cost estimate required for the financials section?	We expect an accurate bid, with key deliverables and timelines. We defer to you for the level of details.
19	4.1.1. Current Challenges	With the GHG inventory results to be made public, does Telefilm plan to use the name of the consultant in any external disclosure (e.g., Annual report, or Telefilm website, etc.)?	Yes, we do.

20	4.1.1.	Is Telefilm intending to use 2019 as a baseline year or is it open to recommendations based on a cursory review of the 2019 GHG inventory?	We intend to use 2019 as the baseline year.
21	4.1.1.	If the vendor finds that you may have Scope 1 and 2 emissions, is the decarbonization strategy meant to cover Scope 1, 2, and relevant 3 categories?	The GHG emissions baseline year inventory conducted by a third-party expert showed that 100% of Telefilm's emissions are Scope 3 emissions. See answer on line 12.
22	4.1.1.	Which Scope 3 categories did Telefilm deem material in your baseline? How did you determine materiality? Do you expect that to have changed in 2023-2024?	See categories on p. 54 of our annual report: Annual reports Telefilm Canada . We don't expect changes in categories for 2023-2024.
23	4.2.1.	Is Telefilm seeking in-person, virtual or hybrid training? How many staff will need training? Will this be live or recorded?	A combination of both virtual and in-person, to allow staff from all offices to attend. Ideally, it will be recorded.
24	4.2.1.	In 4.1.1., you state you are looking to "set a path to net zero by 2050", are you looking to set near and long-term (net zero) GHG targets?	Yes, both short-term and long-term targets (see line below).
25	4.2.1.	Following from the above question, for what time horizon(s) are you seeking the decarbonization strategy? Are you seeking more than one time period (i.e. 2030 (for example) and 2050)?	We have committed to setting quantitative targets for 2030 and for 2050.
26	4.2.1.	Do you expect the vendor to support you in setting multiple GHG targets (for individual business lines) or one broader business target?	Both. We are looking for multiple targets for each category, connected to an overall target.
27	4.2.1.	It is our understanding that your 2023-2024 fiscal year ends March 31, 2024. The GHG inventory is meant to be completed prior to that date. Is Telefilm intending for the vendor to use partial data for its 2023-2024 inventory?	See answer on line 11.

28	4.2.1.	What was Telefilm's 2019 organizational boundary (financial control, operational control or equity share)?	For our 2019 baseline, the boundary was Financial Control (except for head office emissions, for which the operational Control approach was used).
29	4.2.1.	Does Telefilm lease its four offices? Are these treated as capital/finance or operating leases in your financial accounting?	Yes, leased. All other details will follow to the successful vendor.
30	4.2.2.	Approximately how many presentations and meetings/sessions with the Telefilm management team are expected?	We anticipate a minimum of two presentations to Telefilm's executive committee to socialize results and the final report. We also anticipate a minimum of two meetings with department leads. This is in addition to the regular project check-in meetings that will be established as part of the process.
31	4.1.1.	Telefilm's Annual Report: Is the selected firm expected to write the section on Telefilm's carbon footprint results that will be inserted in the annual report?	It is not expected that the provider writes the entire section. It is expected that the provider will review the content and provide feedback and suggestions on wording and positioning.
32	4.2.1.	Please clarify the expectation of the provider's work with relation to this.	For the calculation, it is expected that the provider has a rigorous methodology and analytical process in place that adheres to current industry best practices, and has quality assurance protocols in place.
33	2.3.	Is the proposal due November 17th or November 16th? What is the expected closing time as well?	The closing time is November 17th, at midnight.