

Request for Proposal:  
Methodology and Data Identification for  
Canadian Provincial Energy Efficiency  
Scorecard



May 3, 2018

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## 1. Purpose

Efficiency Canada plans to conduct an annual review of provincial energy efficiency policies, covering areas such as utility demand side management, transportation, building codes, appliance and equipment standards, and government-led initiatives.

Efficiency Canada seeks the assistance of an expert consultant to develop the methodology and identify data sources to assist in report preparation. The consultant will work in close partnership with Efficiency Canada staff to provide start-up support so the scorecard can become an annual initiative.

## 2. Background

Efficiency Canada is the national voice for an energy efficient economy.

Using energy more efficiently represents the lowest cost and most abundant energy resource in Canada. Maximizing our potential to improve efficiency and reduce energy demand will create hundreds of thousands of jobs and new business opportunities, while lowering consumer bills, designing healthier and more comfortable buildings, and fighting climate change. Efficiency Canada's role is to support public policy innovations and market transformation to harness the efficiency resource to benefit all Canadians.

Part advocacy organization, part think-tank, part data-driven start-up, Efficiency Canada will **advocate** to make our country a global leader in energy efficiency. We will **convene** people from across Canada's economy to work together to advance policies required to take full advantage of energy efficiency. And we will **communicate** the best research out there to build a more productive economy, sustainable environment, and better life for Canadians.

## 3. Scope of Work

Efficiency Canada is seeking assistance in developing a Canadian provincial (and possibly territorial) energy efficiency scorecard, similar to the state-level scorecard conducted by the American Council for an Energy Efficient Economy (ACEEE). This project will require start-up effort to define a methodological approach relevant to the Canadian context and to identify relevant information sources for each jurisdiction. The intent is to engage a consultant to help Efficiency Canada with this upfront work, giving us the capability to undertake the scorecard on an annual basis.

The consultant will work in close partnership with Efficiency Canada's Policy Director. The consultant will support Efficiency Canada's work through brainstorming and strategic consideration of methodological approaches, use of particular data sources, scorecard weightings, and filling data gaps.

The scorecard development consists of three phases: methodology, data collection, and final report. Efficiency Canada is seeking assistance on methodological development (Phase 1), which could lead to a work plan with appropriate costs and work sharing between Efficiency Canada and the consultant for subsequent phases. Support in subsequent stages could involve data collection, preparation, and verification of data, troubleshooting, and review of final report drafts.

#### 4. Final Deliverables

- 1) Report on Scorecard Methodology, including:
  - a. Comparison with ACEEE state scorecard
  - b. Canadian specific metrics
  - c. Suggested scorecard weightings
  - d. Future improvements to scorecard
  - e. Availability of data sources
  - f. Data collection strategy
  
- 2) Proposal for engagement in subsequent stages

#### 5. Timeline

<b>Activity</b>	<b>Date</b>
Proposal due	May 24, 2018
Anticipated award date	June 1, 2018
Methodology development*	June-August, 2018
Draft methodology due	September 1, 2018
Final methodology due	September 15, 2018

*\*It is anticipated that some data collection (i.e. Phase 2) will happen concurrently to final methodology development. Efficiency Canada will lead this phase, but may require support from the consultant.*

## 6. Requested Proposal Information

Proponent submission should include:

- Experience and background in Canadian energy efficiency policy.
- Description of experience in jurisdictional surveys and policy benchmarking.
- Brief description of suggested methodology and timeline. The project can differ from the timeline above, with faster delivery times preferred.
- Strategy to acquire data and description of possible data collection methods.
- A description of approach on partnering with Efficiency Canada to prepare the organization for conducting the scorecard on an ongoing basis. This includes the transfer of knowledge, sharing of data, strategies for collaboration.
- Name of persons expected to have key responsibilities for engagement, with biographies and qualifications.
- Proposed fees. Either a fixed amount or rate per hour, with total estimated hours and maximum budget. All costs to complete work, including travel and other incidental costs. All costs should be quoted in Canadian dollars.
- Full contact information.
- Any actual or perceived conflicts of interest, along with mitigation strategies to resolve such actual or perceived conflicts.
- **PLEASE NOTE: the submission may not exceed 5 pages in length.**

## 7. Evaluation Criteria

	<b>Potential Points</b>
Responsiveness to Scope of Work	20
Qualifications and Related Experience	30
Partnership & Knowledge Transfer Strategy	20
Price and Value	30
	<b>100</b>

## 8. Key Dates



<b>Activity</b>	<b>Date</b>
RFP issue date	May 3, 2018
Period for questions closes	5:00pm EST May 18, 2018
Proposals due	5:00 pm EST May 24, 2018
Anticipated award date	June 1, 2018

Please submit questions to [info@efficiencycanada.org](mailto:info@efficiencycanada.org). Include "Scorecard RFP Question" in the e-mail subject line. The deadline for submitting questions is 5:00pm EST May 18, 2018.

Submission must be submitted via e-mail to [info@efficiencycanada.org](mailto:info@efficiencycanada.org) by 5:00 pm Eastern Standard Time on May 24, 2018. Use subject line "Scorecard RFP Submission (name of proponent)".