



## REQUEST FOR EXPRESSION OF INTEREST

### HOST ORGANIZATION – METRO VANCOUVER REGIONAL LC3 LOW CARBON INNOVATION CENTRE

RFEOI No. PS20200123

Issue Date: February 11, 2020

Issued by: City of Vancouver (the "City")

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REQUEST FOR EXPRESSIONS OF INTEREST NO. PS20200123 (the "RFEOI")  
IDENTIFYING A HOST ORGANIZATION FOR THE METRO VANCOUVER REGIONAL LC3 LOW CARBON  
INNOVATION CENTRE

EXPRESSIONS OF INTEREST WILL NOT BE PUBLICLY OPENED.

NOTES:

1. An Expression of Interest should be submitted by email prior to 3:00pm on March 26, 2020 (the "Closing Time") in accordance with the following:
  - Subject of the file to be: PS# - Title - Vendor name.
  - Document format for submissions:
    - Schedule 1-5 in PDF format, - 1 combined PDF file, and;
    - Any additional attachments if required.
  - Zip the files to reduce the size or email separately if needed.
  - Send your submissions to [Bids@vancouver.ca](mailto:Bids@vancouver.ca); do not deliver a physical copy to the City of Vancouver.
  - If you did not receive an automated email within few minutes, check your junk folder first, and then contact [Purchasing@vancouver.ca](mailto:Purchasing@vancouver.ca).
  - Submitting the files via Drop box, FTP, or similar programs, is not acceptable.
2. Each Expression of Interest must be marked with the vendor's name and the RFEOI title and number.
3. "Vancouver Time" will be conclusively deemed to be time in the City of Vancouver, as indicated in the electronic timestamp the Proposal receives upon delivery to the email address specified herein, which is in turn synchronized to Network Time Protocol (NTP) provided by the National Research Council of Canada adjusted to local Pacific Time Zone.
4. DO NOT SUBMIT EXPRESSIONS OF INTEREST BY FAX
5. All queries related to this RFEOI should be submitted in writing to the attention of:

Jessica Li, Buyer  
Fax: 604-873-7057      Email: [jessica.li@vancouver.ca](mailto:jessica.li@vancouver.ca)

(the "Contact Person")

RFEOI No. PS20200123  
HOST ORGANIZATION - METRO VANCOUVER REGIONAL LC3 LOW CARBON INNOVATION CENTRE  
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## SECTION 1 GENERAL INFORMATION

### 1.1 Introduction

The City of Vancouver (the “City”) is seeking expressions of interest (“Expressions of Interest”) from qualified parties with expertise in climate leadership, governance, multi-sectoral convening, innovation, capacity-building and finance (including experience in awarding grants, lending and investing) to be the host organization of the Metro Vancouver Regional LC3 Low Carbon Innovation Centre (the “Metro Vancouver Regional LC3 Centre”). This is a unique opportunity to establish and grow the Metro Vancouver Regional LC3 Centre, such that it catalyzes the reduction of greenhouse gas emissions across the region. Qualified parties must, at a minimum, be a Canadian registered federal charity or a not-for-profit registered under the British Columbia *Societies Act* in good standing. This RFEOI opportunity is open to submissions from existing qualified organizations interested in hosting and operating the Metro Vancouver Regional LC3 Centre, as well as to entities interested in establishing a new, qualified purpose-built organization to host and operate the Metro Vancouver Regional LC3 Centre.

### 1.2 Background

In March, 2019, the federal government approved funding of \$183M for the Low Carbon Cities Canada (LC3) initiative. This exciting initiative will accelerate carbon reduction solutions through the creation and operation of LC3 Low Carbon innovation Centres (“LC3 Centres”) in seven cities/regions across the country, including one that will serve the Metro Vancouver region, which is the focus of this RFEOI. Each of the LC3 Centres will be operated by a Canadian registered federal charity or not-for-profit organization, working in close partnership with local and/or regional governments to advance climate action. Details about the LC3 initiative, including the host organizations of the other six cities/regions, can found at [www.lc3.ca](http://www.lc3.ca).

The LC3 Centres are intended to deliver capacity-building programs, proving grants and offer financial tools (such as awarding grants or making loans or equity investments) to rapidly reduce carbon emissions, while supporting other local priorities such as equity and affordability. The LC3 Centres across Canada are to be modelled on The Atmospheric Fund (TAF), an organization that was created through an endowment from the City of Toronto in the early 1990s to accelerate local greenhouse gas reduction and improve local air quality (<https://taf.ca/>). TAF’s use of impact investing, coupled with technical expertise, capacity-building and advocacy, provides a proven approach to reducing carbon emissions while leveraging social and economic co-benefits.

The selected host organization for the Metro Vancouver Regional LC3 Centre will play a leadership role in catalyzing low-carbon solutions within the Metro Vancouver region, complementing the work already being done by local governments, leaders within the private sector and non-profit organizations. This is an exciting opportunity for the right organization with a passion for climate action, innovation and a proven track record in program delivery, financial management and leveraging partnerships. Also essential is experience and expertise in grant-making and impact investment, such as through loans and/or equity investments.

The funding for the seven LC3 Centres will be provided by the Federation of Canadian Municipalities (FCM) via transfer agreements with each individual centre. FCM will also serve as the LC3 National Office, providing federal oversight of the seven LC3 Centres and sharing knowledge and best practices amongst the seven centres. The selected host organization for

the Metro Vancouver Regional LC3 Centre will be required to enter into an agreement with FCM in order to receive an endowment of \$20M and an operating grant of \$1.7M, and will be responsible for operating the Metro Vancouver Regional LC3 Centre in perpetuity. As part of its ongoing operations, the LC3 host will be required to report out to FCM, the terms of which will be specified in the transfer agreement.

### 1.3 Scope of Work

The following scope of work describes the mandate, activities, fiduciary and governance requirements for the Metro Vancouver Regional LC3 Centre. The scope of work also identifies potential gaps and opportunities for the Metro Vancouver Regional LC3 Centre to focus on, at least initially, which were informed by input gathered through a stakeholder consultation workshop held earlier this year.

#### Mandate

The primary mandate of the Metro Vancouver Regional LC3 Centre will be to catalyze the reduction of carbon emissions within the Metro Vancouver region. Carbon emissions in the Metro Vancouver region come primarily from the building and transportation sectors, with some emissions coming from waste, industry and other sources. Further information about the local sources of carbon emissions, and prioritized climate actions, can be found in Metro Vancouver's Climate 2050 strategy ([www.metrovancouver.org/climate2050](http://www.metrovancouver.org/climate2050)) and the City of Vancouver's Climate Emergency Action Plan ([www.vancouver.ca/climateemergency](http://www.vancouver.ca/climateemergency)). Many cities in the region have also completed climate action plans and declared climate emergencies. Proponents are strongly encouraged to review these materials on individual municipal websites, in order to have a clear understanding of the climate action priorities across the region.

#### Activities

The Metro Vancouver Regional LC3 Centre will be expected to accelerate climate action across the region by aligning with local government climate action plans, scaling up proven carbon-reduction solutions, and "doing the work that no one else is doing". The Metro Vancouver Regional LC3 Centre should engage with a diverse set of partners and fill gaps in the local climate action eco-system, rather than duplicating or unnecessarily overlapping with work that is already underway. The host organization should have a solid understanding of the work that local governments in the region are already doing, and the role that non-profits and the private sector currently play, so that the Metro Vancouver Regional LC3 Centre can be focused on where it can have the most impact. The LC3 Centre could, for example, mobilize local investors, industry and professional associations, universities and colleges, and civil society groups across multiple sectors including health, poverty reduction, local economic development, and housing, to scale up low-carbon solutions. It will also be important for staff of the Metro Vancouver Regional LC3 Centre to continually engage with the network of LC3 Centres across the country, for knowledge exchange and sharing best practices.

In general, the Metro Vancouver Regional LC3 Centre will be expected to deploy three approaches to achieve its mandate of reducing greenhouse gas emissions:

- i. Capacity-building;
- ii. Granting; and
- iii. Impact investing (such as lending or equity investing).

Interested proponents are strongly encouraged to review the LC3 website ([www.lc3.ca](http://www.lc3.ca)) for additional information on the activities that the LC3 Centres are expected to carry out. Proponents should also explore the work being done by The Atmospheric Fund ([www.taf.ca](http://www.taf.ca)) to gain a better understanding of how capacity-building, granting and impact investing can be done in a strategic, coordinated manner to maximize impact.

In terms of local gaps and opportunities, there is a great opportunity and a pressing need for capacity-building to accelerate the transition to zero emissions buildings, both for new construction and existing buildings (retrofits). There has been significant progress made on new building standards, through the provincial Energy Step Code and the City of Vancouver's Zero Emissions Building Plan, but much more work is needed to accelerate building energy retrofits.

With the creation of the BC Energy Step Code (ESC), local governments across British Columbia can now join Vancouver in setting energy efficiency requirements for new construction that exceed those of the underlying the Provincial Building Code. Over 70 per cent of new building starts in the region now must comply with one of the escalating steps of the ESC [https://energystepcode.ca/implementation\\_updates/](https://energystepcode.ca/implementation_updates/). However, local governments' ability to rapidly advance requirements to even higher steps on their path to zero emissions (Vancouver) or net zero energy ready (CleanBC) buildings is limited, and it is critical that industry develop the capacity and confidence to build to these standards. Further, much more work is needed to begin to rapidly reduce embodied carbon emissions associated with construction materials such as concrete.

To advance this work, the City of Vancouver supported the creation of the Zero Emissions Building Exchange (ZEBx) in 2018 through a three-year contract awarded to the Vancouver Regional Construction Association, in partnership with Passive House Canada and Open Green Building Society ([www.zebx.org](http://www.zebx.org)). ZEBx was established to foster industry capacity and enthusiasm for zero emissions building practices by enabling industry leaders to share their learning, developing and providing access to industry-relevant resources, identifying and helping to resolve barriers, and building a community of practice. The LC3 initiative represents an opportunity for the important work of ZEBx to continue and expand across Metro Vancouver under the umbrella of, and through a portion of the operating funds from the Metro Vancouver Regional LC3 Centre. Further discussion about the potential role of ZEBx in the Metro Vancouver Regional LC3 Low Carbon Innovation Centre may occur with selected Proponents during the RFEOI evaluation process.

In addition to capacity-building for the building industry, the Metro Vancouver Regional LC3 Centre could serve as a "clearing house" for resources and tools related to proven climate action solutions in other sectors, in particular related to low- and zero-emissions movement of people and goods. In this way, the Metro Vancouver Regional LC3 Centre could serve as a central hub for local government, private sector and non-governmental organizations to advance climate action and broker partnerships. There was also interest expressed by local stakeholders in having the Metro Vancouver Regional LC3 Centre serve a non-partisan education, outreach and convening role, particularly around effectively communicating to government and policy-makers about carbon reduction barriers and opportunities that affect multiple stakeholders

In addition, granting is likely to be a small but important role of the Metro Vancouver Regional LC3 Centre, particularly in the nearer term. Granting may be a way to support and amplify the work of other mission-aligned organizations and ensure that the whole local climate action ecosystem benefits from the Metro Vancouver Regional LC3 Centre. The amount of operational funds used for granting, and the programmatic focus of granting, is expected to evolve and

change over time to reflect the needs of the region. The host organization should have demonstrated knowledge and expertise in granting to ensure maximum impact.

Over time, Impact investing (such as lending and equity investing) is expected to become an important tool for the Metro Vancouver Regional LC3 Centre, as the Centre builds up its investment expertise through an investment committee (further details in the Governance Responsibility section below), in-house staff expertise and external advisors. Impact investing, for example, could take the form of financial tools not currently available in the market to encourage energy retrofits for buildings, while providing technical support for building owners and operators (in Toronto, TAF has done this with the Tower Wise project and Energy Saving Performance Agreement). By de-risking and demonstrating early retrofit projects, the Metro Vancouver Regional LC3 Centre could enable early adopters to share their learnings with others across the building industry, and could lead the way to enhanced retrofit regulations in the future, to achieve a much larger scale of carbon reductions.

The selected host organization will be expected to develop a deep understanding of the needs and opportunities for climate actions within the Metro Vancouver region and to develop and evolve its workplan accordingly. Staying current on national and international best practices and successful urban carbon reduction tools will be a critical role for the Metro Vancouver Regional LC3 Centre, including being active in the network of LC3 Centres across Canada.

#### Fiduciary Responsibilities

The federal government, represented by FCM's Green Municipal Fund (GMF), will provide the selected host organization for the Metro Vancouver Regional LC3 Centre with the following funding:

- **\$20M endowment (working capital):** This funding will be managed by the Metro Vancouver Regional LC3 Centre in perpetuity in order to fund the ongoing operation of the Centre (staffing, programming, granting, administration, etc.) and to be actively used for impact investing such as lending and equity investing.
- **\$1.7M operating grant:** This funding can be fully expended by the Metro Vancouver Region LC3 Centre to cover costs including staffing, overhead, programming, and granting. There is no specified time frame for the start-up grant to be expended, but it is intended that these funds be spent as part of the start-up and early-phase operations of the Metro Vancouver Regional LC3 Centre, rather than maintained over time.

The host organization for the Metro Vancouver Regional LC3 Centre will be required to manage the endowment in perpetuity to maximize its impact while ensuring the long-term financial sustainability of the Centre. Prior to receiving the funding, the selected host organization will be required to have an investment policy in place specific to the Metro Vancouver Region LC3 Centre, which will be subject to review and approval by FCM, as well as an investment advisory committee made up of individuals with significant experience and expertise in financing.

As a condition of receiving the endowment funds (\$20M), the host organization will be required to increase the endowment by no less than 80% (\$16M) from non-federal sources within 10 years. Alternately, the host organization can achieve this matching requirement through a combination of (1) individual project leveraging (to a maximum amount of 50%, or \$10M); and (2) securing additional funds to supplement the initial \$20M endowment (of no less than 50%, or \$10M) from non-federal sources.

An example of project leveraging would be co-funding a project with another organization or private entity. Securing additional funds to supplement the initial \$20M endowment refers to additional financial contributions to the Metro Vancouver Regional LC3 Centre endowment from one or more entities other than the federal government, such as from a philanthropic organization or another level of government.

The Metro Vancouver Regional LC3 Centre will be required to submit annual planning and reporting to FCM, as per the funding agreement. Local results will be compiled with results from the other six LC3 Centres to form a national report to the federal government on an annual basis, created and submitted by FCM.

Additional details regarding the requirements and conditions of the FCM funding will be forthcoming in early 2020 and will be shared with vendors selected or short-listed through this RFEOI process (see Section 1.5 for further details).

#### Governance Responsibilities

The Host Organization will need a robust non-profit governance structure that ensures the Metro Vancouver Regional LC3 Centre has direct oversight from a diverse, knowledgeable and experienced decision-making body.

The decision-making body for the Metro Vancouver Regional LC3 Centre will need to include at least one representative from the City of Vancouver and a second representative from another local government in the Metro Vancouver region to be appointed through Metro Vancouver (process to be determined). The representatives are expected to be elected officials. The process to select the local government representatives will be discussed further with the selected Proponent, to ensure alignment with local government and regional interests. Given the importance of ensuring that the work of the Metro Vancouver Regional LC3 Centre is aligned with and supports the priorities of climate action plans from local governments from across the region, this will need to be appropriately formalized prior to the new Centre beginning operations.

A summary of the governance and staffing of other Canadian and global low carbon innovation centres is attached, for reference.

## 1.4 Sustainability

1.4.1 The City's Procurement Policy, Ethical Purchasing Policy and related Supplier Code of Conduct found at <http://vancouver.ca/doing-business/selling-to-and-buying-from-the-city.aspx> align the City's approach to procurement with its corporate social, environmental and economic sustainability values and goals. They evidence the City's commitment to maximize benefits to the environment through product and service selection, and to ensure safe and healthy workplaces, where human and civil rights are respected. Each City vendor is expected to adhere to the supplier performance standards set forth in the Supplier Code of Conduct. The Ethical Purchasing Policy shall be referred to in the evaluation of Expressions of Interest, to the extent applicable.

1.4.2 Vendors are to provide environmentally sensitive products or services wherever possible. Where there is a requirement that a vendor supply materials, and where such materials may cause adverse environmental effects, the vendor should indicate the nature of the hazard(s) in its Expression of Interest. Furthermore, each vendor is asked to advise the City of any known alternatives or substitutes for such materials that would mitigate such adverse effects.

1.5 RFEOI Process

- 1.5.1 Interested parties (“Respondents”) are required to respond to this RFEOI in accordance with the instructions set forth in this RFEOI.
- 1.5.2 Expressions of Interest are being requested in order to afford the City of Vancouver the opportunity to gauge such responses and evaluate Respondents’ expertise, so that the City may then identify one Respondent to recommend to FCM for further evaluation and negotiation of the FCM funding transfer agreement.
- 1.5.3 If a potential Respondent believes that the City may be unable to select it due to a conflict of interest, but is uncertain about this, the potential Respondent is urged to contact the individual named on the cover page above as soon as possible with the relevant information so that the City may advise the vendor regarding the matter.
- 1.5.4 This RFEOI will proceed and be evaluated by the City as follows:
  - a. Following the close of this RFEOI, the City will provide each proponent for information only, with a copy of a term sheet negotiated by FCM and the LC3 Centres that have already been identified (the “LC3 Term Sheet”). In order to proceed further with this RFEOI, a proponent must receive a copy of the LC3 Term Sheet. A proponent is not entitled to receive the LC3 Term Sheet unless the proponent enters into a Non-Disclosure Agreement (an “NDA”). The City will send the NDA to each proponent for execution.
  - b. The LC3 Term Sheet is for information only and is non-negotiable. The LC3 Term Sheet summarizes the key terms and requirements of the transfer agreement that will ultimately be entered into by each LC3 Centre (including the Metro Vancouver Regional LC3 Centre) and FCM. Any Proponent that does not enter into an NDA will not be given a copy of the LC3 Term Sheet and will not be considered further by the City under this RFEOI.
  - c. Within 15 days of receiving the LC3 Term Sheet, a Proponent will be required to advise the City whether such Proponent wishes to proceed further with this RFEOI. Any Proponent that does not advise the City within such 15 day period or advises the City that it does not wish to proceed will not be considered further by the City under this RFEOI.
  - d. The City will only evaluate proposals submitted by those Proponents that receive a copy of the LC3 Term Sheet and that advise the City they wish to proceed further with this RFEOI.
  - e. The City will evaluate Proponents based on their ability to meet the overall objectives of this RFEOI and of the Metro Vancouver Region LC3 Centre.
  - f. This RFEOI opportunity is open to submissions from qualified organizations that are either an existing Canadian registered federal charity or an existing not-for-profit registered under the British Columbia *Societies Act* in good standing.
  - g. If an applicant that submits a proposal in response to this RFEOI is neither an existing Canadian registered federal charity nor an existing not-for-profit registered under the British Columbia *Societies Act*, the City may stipulate certain conditions during its evaluation or prior to recommending such applicant as the

selected Proponent to FCM - which conditions may include requiring such applicant to:

- i. obtain registered federal charity status and/or incorporate under the British Columbia Societies Act;
  - ii. demonstrate how the applicant is able to fulfil the requirements of this RFEOI directly or indirectly through a consortium of other parties;
  - iii. provide the qualifications and experience of the members of a consortium led by the applicant;
  - iv. provide evidence of the commitment of the applicant and its consortium through board approvals, letters of intent, etc.; and
  - v. provide such other information or do such other things as the City may require acting reasonably.
- h. During the City's evaluation, the City may, at its discretion, do any of the following:
- i. ask one or more Proponents questions, in writing or in person;
  - ii. invite one or more Proponents to ask the City questions about the RFEOI or the LC3 Term Sheet (provided there will be no negotiation of the LC3 Term Sheet), in writing or in person;
  - iii. ask one or more Proponents to provide further information regarding their proposal;
- i. Based on the City's evaluation, the City will recommend a selected Proponent to FCM for further evaluation and to commence negotiations on the FCM transfer agreement. A key objective of this RFEOI is to recommend a qualified Proponent to FCM so that a transfer agreement for the Metro Vancouver Region LC3 Centre can be entered into within 2020 with FCM. The City reserves the right to close this RFEOI without selecting a Proponent.
- j. Upon recommending a selected Proponent to FCM, this RFEOI will come to an end.

## 1.6 RFEOI Documents

1.6.1 This RFEOI consists of:

- (a) the cover page hereof and sections 1 through 6 hereof; and
- (b) schedules as follows:
  - (i) Schedule 1 – Description of Requirements;
  - (ii) Schedule 2 – Letter of Expression of Interest;
  - (iii) Schedule 3 – Format for Expressions of Interest; and
  - (iv) Schedule 4 – Certificate of Existing Insurance
  - (v) Schedule 5 – Declaration of Supplier Code of Conduct Compliance

(collectively, the "RFEOI Documents")

- 1.6.2 If the City of Vancouver issues any amendments or addenda to the RFEOI Documents, such amendments or addenda will form part of the RFEOI Documents. It is the sole responsibility of all Proponents to check the City's website at: <http://www.vancouver.ca/fs/bid/bidopp/openbid.htm> regularly for amendments or addenda to the RFEOI Documents, including questions and answers posted by the City in relation to this RFEOI.

## SECTION 2 QUALIFICATION CRITERIA

### 2.1 General

The City currently expects to base its decision with respect to each Respondent's qualification on (i) whether the statement of qualifications submitted by the Respondent as part of its Expression of Interest (its "Statement of Qualifications") has met, and whether such Statement of Qualifications shows that the Respondent has met, the requirements set out in the RFEOI Documents and (ii) the evaluation criteria set out in Schedule 1 – Description of Requirements.

### 2.2 Key Personnel and Subcontractors

- 2.2.1 As part of its Statement of Qualifications, a Respondent should submit the names of proposed key personnel and subcontractors.
- 2.2.2 Qualification to be recommended to FCM for further evaluation may be conditioned on the use of the key personnel and subcontractors specified in a Statement of Qualifications, or other personnel or subcontractors approved in advance by the City.
- 2.2.3 A Respondent should therefore not change its key personnel or subcontractors without discussing the same with the City.
- 2.2.4 Notwithstanding the following, by submitting an Expression of Interest, each Respondent acknowledges that if selected to be recommended to FCM, the Respondent may be required to include subcontractors selected by the City.

## SECTION 3 COMMUNICATIONS

Respondents may not communicate with the City about the RFEOI except in writing by fax or email to the contact person listed on the cover page of this RFEOI.

## SECTION 4 SUBMISSION OF EXPRESSIONS OF INTEREST

### 4.1 Delivery

Each Respondent should submit a single electronic copy of its entire Expression of Interest by email to [bid@vancouver.ca](mailto:bid@vancouver.ca). It is each Respondent's sole responsibility to ensure delivery of its Expression of Interest by the Closing Time. All submissions should be made at the Respondent's sole cost and expense.

**4.2 Late Expressions of Interest**

The City of Vancouver may, in its discretion, accept, or reject and return, any Expression of Interest received after the Closing Time.

**4.3 Form of Expression of Interest**

Each Expression of Interest must consist of a letter in the form set forth in Schedule 2 together with a Statement of Qualifications in the format set forth in Schedule 3, an insurance certificate in the form set forth as Schedule 4 and declaration of Supplier Code of Conduct compliance in the form of Schedule 5.

**4.4 Lack of Information**

Following receipt of an Expression of Interest, the City of Vancouver may, in its sole discretion and without having any duty or obligation to do so, request that the Respondent provide the City of Vancouver with additional information to clarify or substantiate the information provided by the Respondent. If a Respondent fails to provide information required for the City's evaluation of the Respondent's qualifications, or fails to provide timely clarification or substantiation of the information supplied, that failure may result in no further consideration being given to the Expression of Interest.

**4.5 Material Changes**

Respondents should inform the City of Vancouver of any material change in information that might affect their qualification status at any time during the RFEOI process.

**SECTION 5 REVIEW OF EXPRESSIONS OF INTEREST**

**5.1 Evaluation by the City of Vancouver**

The City will review the Expressions of Interest submitted to determine whether, in the City's opinion, each Respondent has demonstrated that it has the required experience and qualifications in order for it to advance in the City's procurement process. In doing so, the City currently expects to base its decision with respect to each Respondent on (i) whether the Statement of qualifications submitted by the Respondent has met, and whether such Statement of Qualifications shows that the Respondent has met, the requirements set out in the RFEOI Documents and (ii) the evaluation criteria set out in Schedule 1 – Description of Requirements.

**5.2 Inquiries**

The City, in its sole discretion and without having any duty or obligation to do so, may conduct any inquiries or investigations, including but not limited to contacting references, to verify the statements, documents, and information submitted in connection with an Expression of Interest and may seek clarification from a Respondent's bankers and clients regarding any financial and experience issues.

**5.3 Non-Conforming Expressions of Interest**

Expressions of Interest which fail to conform to the format requirements set forth in Schedule 3 hereto or which fail to conform to any other requirement of these RFEOI Documents may be rejected by the City of Vancouver, in its discretion. Notwithstanding the foregoing or any other

provision of these RFEOI Documents, the City may at its sole discretion elect to retain for consideration Expressions of Interest which deviate either materially or non-materially from the format requirements set out in Schedule 3 hereto or which otherwise fail to conform to any other requirement of these RFEOI Documents.

## SECTION 6 NOTIFICATION

### 6.1 Notification

Following the Closing Time, the City of Vancouver will only notify the preferred Respondent that is selected for recommendation to FCM for further evaluation and negotiation of the transfer agreement. The City of Vancouver thanks all other Respondents for their interest.

### 6.2 Changes

Any change in the structure or formation of a Respondent after the close of this RFEOI will be subject to prior written approval of the City. The City may deny that approval if the change in the structure or formation of the Respondent, from that presented in the Expression of Interest, would have affected the evaluation by the City of such Respondent.

### 6.3 The City of Vancouver Rights

6.3.1 The City may, without liability to any Respondent:

- (a) amend the scope and description of the goods and services to be procured under the RFEOI or any subsequent process, varying them from those described herein, or amend the qualifications that may be required to meet those requirements;
- (b) reject or accept any or all Expressions of Interest;
- (c) cancel the RFEOI process and reject all Expressions of Interest;
- (d) cancel the RFEOI process and commence a new process in respect of the same request for proposals with the same or an amended set of documents, information or requirements;
- (e) request that any Respondent provide additional information, clarifications or goods samples or demonstrations, without requesting the same from all Respondents; or
- (f) terminate the RFEOI process.

6.3.2 By submitting an Expression of Interest, a Respondent acknowledges and agrees that these RFEOI Documents are, in no way whatsoever, an offer to enter into an agreement (except on the limited terms and conditions expressly stated in Schedule 2), and that submission of an Expression of Interest by a Respondent does not in any way whatsoever create any obligation on the part of the City to treat the Respondent's or any other Respondent's Expression of Interest in any particular manner or undertake the City's RFEOI process in any particular manner (except as expressly stated in Schedule 2 with respect to confidentiality).

6.3.3 The form of letter set forth in Schedule 2 also contains a release of the City's liability and other important terms and conditions that should be reviewed carefully by each Respondent, and each Respondent should obtain the advice of independent legal counsel in connection therewith.

#### 6.4 Information Disclaimer

6.4.1 The City makes no representation, warranty or undertaking with respect to these RFEOI Documents and the City and its directors, officers, employees, agents, consultants and advisors will not be liable or responsible for the accuracy or completeness of the information in these RFEOI Documents or for any other written or oral information made available to any interested person or its advisors, and any similar such liability however arising, is expressly disclaimed by the City.

6.4.2 Each Respondent should conduct its own independent investigations of all relevant matters and must not rely on the City in such regard.

### SECTION 7 CONFLICTS/COLLUSION/LOBBYING

#### 7.1 Conflicts of Interest Generally

Each Respondent must disclose whether any officer, director, shareholder, partner, employee or contractor of the Respondent or of any of its proposed subcontractors, or any other person related to the Respondent's or any proposed subcontractor's organization (a "person having an interest") or any spouse, business associate, friend or relative of a person having an interest is:

- (a) an elected official or employee of the City; or
- (b) related to or has any business or family relationship with an elected official or employee of the City,

in each case such that there could be any conflict of interest or an appearance of a conflict of interest in the evaluation or consideration of the Respondent's Expression of Interest by the City. The City will evaluate each matter disclosed to determine whether and to what extent the Respondent can be given consideration in the RFEOI in light of the particular matter.

#### 7.2 Former City Employees

Each Respondent must disclose whether any person having an interest (as defined above) is a former official, former employee or former contractor of the City who has non-public information relevant to the RFEOI obtained during his or her employment or engagement by the City. The City will evaluate each matter disclosed to determine whether and to what extent the Respondent can be given consideration in the RFEOI in light of the particular matter.

#### 7.3 Other Clients

Each Respondent must disclose whether the Respondent or any of its proposed subcontractors is currently engaged in supplying (or is proposing to supply) goods or services to a third party such that entering into an agreement with the City in relation to the subject matter of the RFEOI would create a conflict of interest or the appearance of a conflict of interest between the Respondent's duties to the City and the Respondent's or its subcontractors' duties to such third party. The City will evaluate each matter disclosed to determine whether and to what

extent the Respondent can be given consideration in the RFEOI in light of the particular matter.

**7.4 Collusion**

Each Respondent is required to disclose whether the Respondent is competing for purposes of the RFEOI with any entity with which it is legally or financially associated or affiliated. Each Respondent must also disclose whether it is cooperating in any manner in relation to the RFEOI with any other Respondent responding to the RFEOI. The City will evaluate each matter disclosed to determine whether and to what extent the Respondent can be given consideration in the RFEOI in light of the particular matter.

**7.5 Lobbying**

Each Respondent is required to disclose whether it or any officer, director, shareholder, partner, employee or agent of the Respondent or any of its proposed subcontractors: (1) is registered as a lobbyist under any lobbyist legislation in any jurisdiction in Canada or in the United States of America; or (2) has engaged in any form of political or other lobbying whatsoever with respect to the RFEOI or sought, other than through the submission of its Expression of Interest, to influence the outcome of the RFEOI process. The City will evaluate each matter disclosed to determine whether and to what extent the Respondent can be given consideration in the RFEOI in light of the particular matter.

**SCHEDULE 1 – DESCRIPTION OF REQUIREMENTS**

<b>RFEOI Section Reference</b>	
1.1 - 1.5	<p><b>Description of Products and Services:</b></p> <p>The City seeks Expressions of Interest from Respondents who have expertise in climate leadership, governance, innovation, and finance to be the host organization of the Metro Vancouver Regional LC3 Low Carbon Innovation Centre. This is a unique opportunity to establish and grow the LC3 Metro Vancouver Regional Low Carbon Innovation Centre, such that it accelerates the reduction of greenhouse gas emissions across the region. This RFEOI opportunity is open to submissions from existing organizations interested in hosting and operating the Metro Vancouver Regional LC3 Centre, as well as to entities interested in establishing a new, purpose-built organization to host and operate the Metro Vancouver Regional LC3 Centre.</p> <p>The selected host organization will be required to enter into a transfer agreement with the Federation of Canadian Municipalities (FCM) to receive the LC3 funding. The selected host will be required to establish and operate the Metro Vancouver Regional LC3 Centre in perpetuity, including managing the endowment, and to achieve the overall mandate of the Centre of reducing greenhouse gas emissions. Other key performance indicators will be determined in consultation with FCM. The host organization will be responsible for ongoing reporting requirements to FCM, the details of which will be defined in a transfer agreement.</p> <p>Refer to section 1.3 Scope of Work for further information.</p>
1.5	<p><b>Anticipated Timeline for RFEOI Process:</b></p> <p>The overall intent of this selection process is to have a host organization identified in April 2020 and prepared to enter into a transfer agreement with FCM within the calendar year of 2020.</p>
2.1 & 5.1	<p><b>Evaluation Criteria:</b></p> <p><b>(a) Host Organization Suitability (40 points out of 100)</b></p> <p>The Proponent will be expected to demonstrate strong alignment with the LC3 Mandate and a depth of knowledge in the areas of climate action, capacity-building, financial management, impact investing and grant-making. As noted above, this RFEOI is open to submissions from existing local non-profit organizations interested in hosting and operating the Metro Vancouver Regional LC3 Centre, as well as to entities interested in establishing a new, purpose-built non-profit organization to host and operate the Metro Vancouver Regional LC3 Centre.</p>

The Proponent will be evaluated based on:

- Alignment with LC3 mandate;
- Knowledge of urban climate action solutions relevant to the Vancouver region and established relationships with local organizations working in this area;
- Knowledge of local government priorities and needs to accelerate greenhouse gas reduction;
- Expertise and experience in best practice non-profit management, convening, knowledge mobilization, multi-sectoral collaboration, and project evaluation and learning;
- Expertise in fund management, impact investment, and community grant-making;
- Robust governance structure;
- Demonstrated experience managing an endowment and knowledge of financial tools to support climate action;
- Nimbleness and willingness to take risk;
- Sound reputation in financial acumen and accountability with a demonstrated commitment to transparency.

Where a Proponent is proposing a partnership approach, or where the Proponent is proposing to create a new non-profit entity to serve as the host organization, the submission should clearly indicate the lead proponent, proposed role for each partner and describe how the partnerships will be secured.

[Limit to 3 pages, not including resumes and other appendix materials]

**(b) Proposed Approach to Programming (20 points out of 100)**

The Proponent should describe, at a high level, how the workplan for the Metro Vancouver Regional LC3 Centre would be developed and how the tools in Section 1.4 (Scope of Work) will be deployed to achieve maximum impact. The Proponent's response should demonstrate a sound understanding of the Low Carbon Cities Canada initiative, including the tools and key outcomes the LC3 Centres are expected to deliver. The Proponent will be expected to demonstrate a sound understanding of the local gaps and opportunities with respect to accelerating climate action and how the Metro Vancouver Regional LC3 Centre might focus its efforts to be most impactful.

[Limit response to 3 pages]

**(c) Proposed Approach to Fiduciary Responsibilities (20 points out of 100)**

The Proponent should describe, at a high level, how they propose to manage the endowments funds, including their use of an investment committee, external advisors, and internal staff expertise. Proponents should identify potential gaps in their staff expertise and how they would address those gaps through changes to their organizational structure and/or hiring additional staff with the appropriate expertise. The Proponent's response should also describe, at a high level, the proposed

approach to achieve the matching requirement for the federal endowment and, more generally, how they propose to grow the Metro Vancouver Regional LC3 Centre over time.

[Limit response to 2 pages]

**(d) Proposed Approach to Governance Responsibilities (20 points out of 100)**

The Proponent should describe, at a high level, how they propose to govern the Metro Vancouver Regional LC3 Centre. If the governance structure is “nested” under an existing board of directors, the Proponent should indicate how they will ensure the Metro Vancouver Regional LC3 Centre remains mission-focused and not subservient to the host organization’s other mandates or priorities.

The Proponent’s response should describe the proposed governance structure, including how representation on the decision-making body will be determined. The Proponent should describe any proposed advisory committees that would support the decision-making body. The Proponent should confirm that they are able to comply with FCM’s requirement that at least one seat on the decision-making body will be held by a local government representative.

[Limit response to 1 page]

SCHEDULE 2 – LETTER OF EXPRESSION OF INTEREST

*[Letterhead paper of the Respondent or participant responsible for  
a joint venture, including full postal address, telephone and facsimile.]*

Date: *[Insert]*

TO: THE CITY OF VANCOUVER (the "City")

RE: EXPRESSION OF INTEREST -- REQUEST FOR EXPRESSIONS OF INTEREST NO. PS20200123 (the "RFEOI") IN RESPECT OF ESTABLISHING AND OPERATING (HOST ORGANIZATION) THE METRO VANCOUVER REGIONAL LC3 LOW CARBON INNOVATION CENTRE

1. Being duly authorized to represent and act on behalf of *[Insert full corporate name and if a joint venture, then state "on behalf of..." and list the full corporate names of the companies forming the joint venture]*, the undersigned hereby submits the attached Statement of Qualifications and supporting materials on behalf thereof.
2. Herein, the term "Respondent" refers to *[insert full corporate name and if a joint venture, then state "...refers to each of" and list the full corporate names of the companies forming the joint venture]*.
3. The City and its representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this Expression of Interest, and to seek clarification from the Respondent's bankers and clients regarding any financial and experience issues, and to do all other things stated in the RFEOI.
4. Capitalized terms used herein have the definitions ascribed thereto in the RFEOI.
5. The City its representatives may contact the following persons for further information:  
  
*[Name, Email, Telephone]*
6. This Expression of Interest is made with the full understanding and agreement that:
  - (a) any information submitted during qualification may be subject to verification by the City of Vancouver, including during evaluation of any subsequent proposal or tender;
  - (b) the Respondent will (and does hereby undertake to) submit a bona fide proposal or tender in relation to the subject matter of the RFEOI (and consistent with this Expression of Interest) if the City invites the Respondent to participate in a request for proposals or invitation to tender;
  - (c) the City of Vancouver may:
    - (i) amend the scope and description of the goods and services to be procured under the RFEOI or any subsequent request for proposals process, varying them from those described in the RFEOI, or amend the qualifications that may be required to meet the City's requirements;
    - (ii) reject or accept any or all Expressions of Interest;

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QUALIFICATIONS FOR HOST ORGANIZATION - METRO VANCOUVER REGIONAL LC3 LOW CARBON  
INNOVATION CENTRE

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- (iii) cancel the RFEOI process and reject all Expressions of Interest;
  - (iv) cancel the RFEOI process and commence a new process in respect of the same request for proposals with the same or an amended set of documents, information or requirements;
  - (v) request any respondent to provide additional information or clarification or goods samples or demonstrations without requesting such information from all respondents; or
  - (vi) terminate the RFEOI process and enter into direct negotiations with any party whether or not a respondent; and
- (d) the City of Vancouver will not be liable in any way whatsoever for any actions described under 4(c) of this letter.
7. The Respondent acknowledges and agrees that the RFEOI Documents are, in no way whatsoever, an offer to enter into an agreement except on the limited terms and conditions expressly stated in this letter, and submission of this Expression of Interest by the Respondent does not in any way whatsoever create any obligation on the part of the City to treat the Respondent's or any other respondent's Expression of Interest in any particular manner or undertake the City's RFEOI process in any particular manner (except as expressly stated below in this letter with respect to confidentiality).
8. The Respondent acknowledges and agrees to the information disclaimers and other terms and conditions set forth in the RFEOI.
9. Except only and to the extent that the City is in breach of Section 10 of this letter, the Respondent now releases the City, its officials, its agents and its employees from all liability for any costs, damages or losses incurred in connection with the RFEOI, including any cost, damages or losses in connection with:
- (a) any alleged (or judicially determined) breach by the City or its officials, agents or employees any obligation or duty under the RFEOI;
  - (b) any unintentional tort of the City or its officials or employees occurring in the course of conducting the RFEOI; or
  - (c) the manner in which the City: reviews, considers, evaluates or negotiates any Expression of Interest; addresses or fails to address any Expression of Interest; or resolves to enter into any contract or not enter into any contract.
10. Subject to the applicable provisions of the *Freedom of Information and Protection of Privacy Act* (British Columbia) and the City's right to publicly disclose information about or from any Expression of Interest, including without limitation names and prices, in the course of publicly reporting to the Vancouver City Council about the RFEOI, the City will treat the Expression of Interest (and the City's evaluation of it), in confidence in substantially the same manner as it treats its own confidential material and information.
11. The Respondent acknowledges receipt of the following amendments and addenda (if applicable);

Amendment/Addendum No. [Complete]

Date: [Complete]

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Amendment/Addendum No. [Complete]      Date: [Complete]

Amendment/Addendum No. [Complete]      Date: [Complete]

12. Any dispute relating to the RFEOI (except to the extent that the City breaches Section 10 above) will be resolved by arbitration in accordance with the *Commercial Arbitration Act* (British Columbia), amended as follows:
- (a) The arbitrator will be selected by the City's Director of Legal Services;
  - (b) Section 9 of this letter, and the other provisions hereof, will apply; and
  - (c) The Respondent will bear all costs of the arbitration.
13. The Respondent (a) has read, understands and agrees to the terms and conditions in this letter, (b) has had an opportunity to seek legal counsel and (c) affirms that the statements made in its Expression of Interest are true and correct in every detail.

Respondent Name(s): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Signatory: \_\_\_\_\_

Title of Signatory: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Cheque Payable/Remit to Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Key Contact Person: \_\_\_\_\_ E-mail: \_\_\_\_\_

GST Registration No.: \_\_\_\_\_ Date and Jurisdiction of Incorporation: \_\_\_\_\_

City of Vancouver  
Business License No.  
(or, if available, Metro  
West Inter-Municipal  
Business License No.): \_\_\_\_\_ WorkSafeBC Registration No.: \_\_\_\_\_

**SCHEDULE 3 – FORMAT FOR EXPRESSIONS OF INTEREST**

Expressions of Interest submitted by Respondents should consist of:

1. a completed and duly executed Letter of Expression of Interest (the foregoing Schedule 2);
2. a completed and duly executed insurance certificate and a completed and duly executed declaration of Supplier Code of Conduct Compliance (the following schedules 4 and 5); and
3. a Statement of Qualifications, consisting of and arranged as follows:
  - (a) **Title Page (1 page)**

The title page should identify the RFEOI number identified on the cover page of this RFEOI, the Closing Time, and the Respondent's name, address, telephone number, fax number and contact person.
  - (b) **Table of Contents / Index (1 page)**
  - (c) **Host Organization Suitability (3 pages, plus resumes and supporting materials)**
    - Refer to SCHEDULE 1 - DESCRIPTION OF REQUIREMENTS - EVALUATION CRITERIA
  - (d) **Proposed approach to programming (3 pages)**
    - Refer to SCHEDULE 1 - DESCRIPTION OF REQUIREMENTS - EVALUATION CRITERIA
  - (e) **Proposed approach to fiduciary responsibilities (2 pages)**
    - Refer to SCHEDULE 1 - DESCRIPTION OF REQUIREMENTS - EVALUATION CRITERIA
  - (f) **Proposed approach to governance responsibilities (1 page)**
    - Refer to SCHEDULE 1 - DESCRIPTION OF REQUIREMENTS - EVALUATION CRITERIA
  - (g) **Conflicts/Collusion/Lobbying**

Provide information responsive to Section 7.0 of the RFEOI.

SCHEDULE 4 - CERTIFICATE OF EXISTING INSURANCE

(see attached)

RFEOI No. PS20200123  
**QUALIFICATIONS FOR HOST ORGANIZATION - METRO VANCOUVER REGIONAL LC3 LOW CARBON  
 INNOVATION CENTRE**



**CERTIFICATE OF EXISTING INSURANCE  
 TO BE COMPLETED AND APPENDED TO THE PROPOSAL/TENDER**

Section 2 through 8 – to be completed and executed by the Insurer or its Authorized Representative

1. **THIS CERTIFICATE IS ISSUED TO:** City of Vancouver, 453 W 12<sup>th</sup> Avenue, Vancouver, BC, V5Y 1V4  
*and certifies that the insurance policy (policies) as listed herein has/have been issued to the Named Insured and is/are in full force and effect.*

**NAMED INSURED** *(must be the same name as the proponent/bidder and is either an individual or a legally incorporated company)*

**BUSINESS TRADE NAME or DOING BUSINESS AS** \_\_\_\_\_

**BUSINESS ADDRESS** \_\_\_\_\_

**DESCRIPTION OF OPERATION** \_\_\_\_\_

3. **PROPERTY INSURANCE (All Risks Coverage including Earthquake and Flood)**  
 INSURER \_\_\_\_\_ **Insured Values (Replacement Cost) -**  
 TYPE OF COVERAGE \_\_\_\_\_ Building and Tenants' Improvements \$ \_\_\_\_\_  
 POLICY NUMBER \_\_\_\_\_ Contents and Equipment \$ \_\_\_\_\_  
 POLICY PERIOD From \_\_\_\_\_ to \_\_\_\_\_ Deductible Per Loss \$ \_\_\_\_\_

4. **COMMERCIAL GENERAL LIABILITY INSURANCE (Occurrence Form)**  
 Including the following extensions: INSURER \_\_\_\_\_  
 Personal Injury POLICY NUMBER \_\_\_\_\_  
 Property Damage including Loss of Use POLICY PERIOD From \_\_\_\_\_ to \_\_\_\_\_  
 Products and Completed Operations **Limits of Liability (Bodily Injury and Property Damage Inclusive) -**  
 Cross Liability or Severability of Interest Per Occurrence \$ \_\_\_\_\_  
 Employees as Additional Insureds Aggregate \$ \_\_\_\_\_  
 Blanket Contractual Liability All Risk Tenants' Legal Liability \$ \_\_\_\_\_  
 Non-Owned Auto Liability Deductible Per Occurrence \$ \_\_\_\_\_

5. **AUTOMOBILE LIABILITY INSURANCE** for operation of owned and/or leased vehicles  
 INSURER \_\_\_\_\_ **Limits of Liability -**  
 POLICY NUMBER \_\_\_\_\_ Combined Single Limit \$ \_\_\_\_\_  
 POLICY PERIOD From \_\_\_\_\_ to \_\_\_\_\_ *If vehicles are insured by ICBC, complete and provide Form APV-47.*

6.  **UMBRELLA OR**  **EXCESS LIABILITY INSURANCE** **Limits of Liability (Bodily Injury and Property Damage Inclusive) -**  
 INSURER \_\_\_\_\_ Per Occurrence \$ \_\_\_\_\_  
 POLICY NUMBER \_\_\_\_\_ Aggregate \$ \_\_\_\_\_  
 POLICY PERIOD From \_\_\_\_\_ to \_\_\_\_\_ Self-Insured Retention \$ \_\_\_\_\_

7. **PROFESSIONAL LIABILITY INSURANCE** **Limits of Liability**  
 INSURER \_\_\_\_\_ Per Occurrence/Claim \$ \_\_\_\_\_  
 POLICY NUMBER \_\_\_\_\_ Aggregate \$ \_\_\_\_\_  
 POLICY PERIOD From \_\_\_\_\_ to \_\_\_\_\_ Deductible Per Occurrence/Claim \$ \_\_\_\_\_

*If the policy is in a "CLAIMS MADE" form, please specify the applicable Retroactive Date:* \_\_\_\_\_

8. **OTHER INSURANCE**  
 TYPE OF INSURANCE \_\_\_\_\_ **Limits of Liability**  
 INSURER \_\_\_\_\_ Per Occurrence \$ \_\_\_\_\_  
 POLICY NUMBER \_\_\_\_\_ Aggregate \$ \_\_\_\_\_  
 POLICY PERIOD From \_\_\_\_\_ to \_\_\_\_\_ Deductible Per Loss \$ \_\_\_\_\_  
 TYPE OF INSURANCE \_\_\_\_\_ **Limits of Liability**  
 INSURER \_\_\_\_\_ Per Occurrence \$ \_\_\_\_\_  
 POLICY NUMBER \_\_\_\_\_ Aggregate \$ \_\_\_\_\_  
 POLICY PERIOD From \_\_\_\_\_ to \_\_\_\_\_ Deductible Per Loss \$ \_\_\_\_\_

**SIGNED BY THE INSURER OR ITS AUTHORIZED REPRESENTATIVE**

Dated \_\_\_\_\_  
 \_\_\_\_\_  
**PRINT NAME OF INSURER OR ITS AUTHORIZED REPRESENTATIVE, ADDRESS AND PHONE NUMBER**

**SCHEDULE 5 - DECLARATION OF SUPPLIER CODE OF CONDUCT COMPLIANCE  
 DECLARATION OF SUPPLIER CODE OF CONDUCT COMPLIANCE**

Purpose: All proposed suppliers are to complete and submit this form to certify compliance with the supplier performance standards set out in the Supplier Code of Conduct.

The City of Vancouver expects each supplier of goods and services to the City to comply with the supplier performance standards set out in the City's Supplier Code of Conduct (SCC) <[http://vancouver.ca/policy\\_pdf/AF01401P1.pdf](http://vancouver.ca/policy_pdf/AF01401P1.pdf)>. The SCC defines minimum labour and environmental standards for City suppliers and their subcontractors.

Suppliers are expected to comply with the aforementioned standards upon submitting a tender, proposal, application, expression of interest or quotation to the City, or have a plan in place to comply within a specific period of time. The City reserves the right to determine an appropriate timeframe in which suppliers must come into compliance with these standards. To give effect to these requirements, an authorized signatory of each proposed vendor must complete the following declaration and include this declaration with its submission:

As an authorized signatory of \_\_\_\_\_ (*vendor name*), I declare that I have reviewed the SCC and to the best of my knowledge, \_\_\_\_\_ (*vendor name*) and its proposed subcontractors have not been and are not currently in violation of the SCC or convicted of an offence under national and other applicable laws referred to in the SCC, other than as noted in the table below (*include all violations/convictions that have occurred in the past three years as well as plans for corrective action*).

Section of SCC / title of law	Date of violation /conviction	Description of violation / conviction	Regulatory / adjudication body and document file number	Corrective action plan

I understand that a false declaration and/or lack of a corrective action plan may result in no further consideration being given to the submission of \_\_\_\_\_ (*vendor name*).

Signature: \_\_\_\_\_

Name and Title: \_\_\_\_\_