



**Regional Greenhouse Gas Initiative, Inc.
Request for Proposals #14-01
U.S. Forest Projects Offset Protocol Model Document Services**

March 10, 2014

PROPOSAL DUE DATE: April 15, 2014, 5:00 P.M. Eastern Time

The Regional Greenhouse Gas Initiative (“RGGI”) is a cooperative effort among the states of Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New York, Rhode Island, and Vermont (“Participating States”) to cap and reduce power sector carbon dioxide emissions, and is the first mandatory, market-based CO₂ emissions reduction program in the United States. The Regional Greenhouse Gas Initiative, Inc. (“RGGI, Inc.”) is a 501(c)(3) non-profit corporation created to provide technical and administrative services to the Participating States in the development and implementation of RGGI.

Through this Request for Proposals (“RFP”), RGGI, Inc. intends to competitively select and contract with a qualified consultant (who may lead a team of consultants) (“Contractor”). The Contractor will provide services supporting the offset component of the Participating States’ CO₂ Budget Trading Programs through development of model application and submittal materials and model guidance documents for the new U.S. Forest Projects Offset Protocol¹.

Deliverables:

- Model Application and Submittal Materials for the U.S. Forest Projects Offset Protocol, including:
 - Model Consistency Application (“CA”)
 - Model Monitoring & Verification Report (“M&V Report”)
 - Model Offset Verifier Application for Accreditation
- Model Guidance Documents to be included in the Offset Handbook²

RGGI, Inc. anticipates entering into an agreement with the Contractor on the dates listed in Section IV of this RFP, or such later dates as determined by RGGI, Inc. and the Participating States. Interested bidders should read this document carefully.

Responses to this RFP must be received by RGGI, Inc. no later than **5:00 P.M. Eastern Time on April 15, 2014**. Late proposals will not be considered. A proposal that is conditional, incomplete, or containing any alterations of form or other irregularities of any kind will not be considered. Specific submission instructions are described within this document.

¹ The RGGI U.S. Forest Projects Offset Protocol is available at: http://www.rggi.org/docs/ProgramReview/FinalProgramReviewMaterials/Forest_Protocol_FINAL.pdf

² The Offset Handbook is available at: http://www.rggi.org/market/offsets/process/offset_handbook



I. INTRODUCTION

RGGI is a cooperative effort among the states of Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New York, Rhode Island, and Vermont to cap and reduce power sector carbon dioxide emissions, and is the first mandatory, market-based CO₂ emissions reduction program in the United States. RGGI, Inc. is a 501(c)(3) non-profit corporation created to provide technical and administrative services to the Participating States in the development and implementation of RGGI.

RGGI is composed of individual CO₂ Budget Trading Programs in each Participating State. Through these independent regulations, based on a Model Rule, each Participating State limits emissions of CO₂ from electric power plants, issues CO₂ allowances, and establishes participation in regional CO₂ allowance auctions. Among other requirements, a regulated power plant must hold CO₂ allowances equal to its emissions to demonstrate compliance at the end of each three-year control period. The second control period took effect on January 1, 2012 and extends through December 31, 2014.

The Participating States conducted a comprehensive 2012 program review³ and released an updated Model Rule⁴. The Model Rule contains language that provides a new U.S. Forest Projects Offset Protocol for the sequestration of carbon due to reforestation, improved forest management or avoided conversion that some of the Participating States have adopted in lieu of the existing Afforestation category.

II. OBJECTIVE

Through this Request for Proposals (“RFP”), RGGI, Inc. intends to competitively select and contract with a Contractor to develop model application and submittal materials and model guidance documents for the new U.S. Forest Projects Offset Protocol, all of which will be made available to the states for their consideration. The deliverables shall include the following:

- Model Application and Submittal Materials for the U.S. Forest Projects Offset Protocol, including:
 - Model Consistency Application (“CA”)
 - Model Monitoring & Verification Report (“M&V Report”)
 - Model Offset Verifier Application for Accreditation

- Model Guidance Documents to be included in an updated Offset Handbook

RGGI, Inc. anticipates entering into an agreement with the Contractor no later than the date listed in Section IV of this RFP. In performing its duties, the Contractor will be

³ For more information on the 2012 program review, see <http://www.rggi.org/design/program-review>

⁴ The Model Rule is available at: http://www.rggi.org/docs/ProgramReview/_FinalProgramReviewMaterials/Model_Rule_FINAL.pdf

required to work under the direction of the RGGI, Inc. Executive Director and Program Manager.

III. TERM

It is expected that the term of the agreement with the Contractor will be up to six (6) months or until completion of agreed-upon deliverables as agreed upon by RGGI, Inc.

IV. RFP SCHEDULE

The dates listed below may be subject to change. Any changes will be posted at the RGGI, Inc. website: www.rggi.org.

Table 1: RFP Schedule

EVENT	DATE
RFP Release	Monday, March 10, 2014
Notice of Intent to Propose Form Due	Tuesday, March 25, 2014
Bidders' Conference Call	Tuesday, April 1, 2014
Proposal Submission Due Date	Tuesday, April 15, 2014, 5:00 PM ET
Notification of Award (if any)	July 2014
Contract Execution	August 2014

A Bidders' Conference Call will provide interested firms an opportunity to seek clarification of the requirements of this RFP, to the extent practicable. To participate in the Bidders' Conference Call, RGGI, Inc. must receive a completed Notice of Intent to Propose Form (Attachment A to this RFP) no later than March 25, 2014. Conference call information will be provided by email to the designated contact listed on the Notice of Intent to Propose Form returned to RGGI, Inc.

All communications about the RFP solicitation process and schedule, as well as the Notice of Intent to Propose Form, should be directed to the following:

Katie Ho
E-mail: katie.ho@rggi.org
Phone: (212) 417-7325
Fax: (212) 417-4034

V. BACKGROUND

A RGGI CO₂ offset allowance represents a project-based greenhouse gas emission reduction outside of the capped electric power generation sector. Offsets are an important component of each state's CO₂ Budget Trading Program. By recognizing CO₂-equivalent emissions reductions and carbon sequestration outside the capped sector, offsets provide compliance flexibility and create opportunities for low-cost emissions reductions and other co-benefits across sectors.

As outlined in the 2008 Model Rule⁵, offset projects in the following five project categories may be eligible for the award of CO₂ offset allowances provided they meet all requirements in state CO₂ Budget Trading Program regulations:

- Landfill methane capture and destruction
- Reduction in emissions of sulfur hexafluoride (SF₆) in the electric power sector
- Sequestration of carbon due to afforestation
- Reduction or avoidance of CO₂ emissions from natural gas, oil, or propane end-use combustion due to end-use energy efficiency in the building sector
- Avoided methane emissions from agricultural manure management operations

The Participating States cooperatively developed prescriptive regulatory requirements for each of the five offset categories. These requirements ensure that awarded CO₂ offset allowances represent CO₂-equivalent emissions reductions or carbon sequestration that is real, additional, verifiable, enforceable, and permanent.

In 2008, a contractor was hired by RGGI, Inc. as a result of RFP#07-01 for Emissions Offset Component Implementation Services. This contractor developed the following deliverables:

- Model Applications and Submittal Materials
- Model Guidance Documents
- Accreditation Process and Training Program for Independent Verifiers of Emissions Offset Projects.

In May and June 2009, the Participating States released draft model templates for offset project Consistency Applications and Monitoring and Verification Reports⁶ for the five offset project category types listed above (consistent with the 2008 Model Rule). The draft model templates served as the basis for developing materially consistent state-specific offset project application and submittal materials. An Offset Handbook⁷ was also released in May 2010 to explain the following:

- 2008 Model Rule provisions for offset projects (Subpart XX-10) and the award CO₂ offset allowances
- The documentation required in model templates for offset project Consistency Applications and Monitoring and Verification Reports

⁵ The 2008 Model Rule can be found at: <http://www.rggi.org/docs/Model%20Rule%20Revised%2012.31.08.pdf>

⁶ 2009 draft model templates for offset project Consistency Applications and Monitoring and Verification Reports (for Landfill Methane Capture and Destruction, Reduction in Emissions of Sulfur Hexafluoride (SF₆), Sequestration of Carbon due to Afforestation, Avoided Methane Emissions from Agricultural Manure Management Operations, and Reduction or Avoidance of CO₂ Emissions due to End-Use Energy Efficiency in the Building Sector) are available at: http://www.rggi.org/market/offsets/process/model_applications

⁷ The Offset Handbook is available at: http://www.rggi.org/market/offsets/process/offset_handbook



The Participating States conducted a comprehensive 2012 program review and released an updated Model Rule. The Model Rule contains language that provides a new U.S. Forest Projects Offset Protocol that some of the Participating States have adopted in lieu of the existing Afforestation category. This new RGGI U.S. Forest Projects Offset Protocol has been developed to include:

- Improved Forest Management;
- Avoided Conversion; and
- Reforestation (which, for these Participating States, would replace the existing RGGI Afforestation category).

The Model Rule provisions at Subpart XX-10 detail the requirements for offset projects, project sponsors, and independent verifiers. Applying to a RGGI Participating State for the award of CO₂ offset allowances involves a four-step process:

- First, the project sponsor must open a general account in the RGGI CO₂ Allowance Tracking System (“RGGI COATS”) and obtain an offsets project ID.
- Second, the project sponsor must register the proposed offset project in RGGI COATS and obtain an offset project ID code.
- Third, the project sponsor must submit a Consistency Application to the applicable state regulatory agency where the offset project is located to allow the state to evaluate whether the project is eligible in accordance with State regulations. Consistency Applications must include a signed verification statement and verification report from a state-accredited independent verifier.
- Fourth, if the offset project has received a consistency determination from the reviewing state regulatory agency, a periodic Monitoring and Verification Report must be submitted to the State regulatory agency demonstrating the CO₂-equivalent emissions reductions or carbon sequestration achieved by the project during the reporting period.

Each state's review process for Consistency Applications and Monitoring and Verification Reports will follow these steps:

- First, the recipient State regulatory agency will review the Consistency Application and make a completeness determination within the timeframe specified in state regulations.
- Second, once a completeness determination has been made, the State regulatory agency will make a consistency determination within the timeframe specified in state regulations.
- Third, for an offset project that has received a consistency determination, the state regulatory agency will approve or deny a submitted Monitoring and Verification Report within the timeframe specified in state regulations.
- Finally, following approval of a Monitoring and Verification Report, the state regulatory agency will award one CO₂ offset allowance for every short ton of demonstrated CO₂-equivalent emissions reduction or CO₂ sequestered.



Awarded CO₂ offset allowances will be transferred to and recorded in the project sponsor's general account in RGGI COATS.

VI. SCOPE OF SERVICES

The Contractor will work under the direction of the RGGI, Inc. Executive Director and RGGI, Inc. Program Manager. In any area where services are requested, all written deliverables will be presented to the RGGI, Inc. Program Manager for review and ultimate approval by the RGGI, Inc. Executive Director and the Participating States.

The services provided as a result of an award under this RFP will be in the following general task areas:

A. Develop Model Application and Submittal Materials for the U.S. Forest Projects Offset Protocol

The Contractor shall develop model offset consistency application and model monitoring and verification submittal forms for the U.S. Forest Projects Offset Protocol, suitable for customization by regulatory agencies in each Participating State.

- The Contractor shall develop general consistency application materials, including application instructions (see Model Rule sections XX-10.1-XX-10.4).
- The Contractor shall develop category-specific consistency application materials, including application instructions (see Model Rule subsection XX-10.5(c)).
- Consistency application forms shall call for required documentation in a format that will facilitate regulatory agency evaluation of the project against the Model Rule requirements.
- The application and submission materials shall be more specific than the Model Rule criteria outlined in Sections XX-10.3, XX-10.5(c), and XX-10.7, with regard to the required documentation.
- The Contractor shall develop monitoring and verification submittal forms, including submittal instructions, for the U.S. Forest Projects Offset Protocol (see Model Rule section XX-10.5(c) and section XX-10.7). Monitoring and verification report submittal forms shall call for required documentation in a format that will facilitate regulatory agency evaluation of the project against the Model Rule requirements. The materials shall be more specific than the Model Rule criteria outlined in Sections XX-10.5(c) and XX-10.7, with regard to required documentation.
- Model application and submission materials shall be designed to facilitate monitoring of the offset project approval process by market observers and other Participating States.
- All materials developed by the contractor shall be consistent with the Model Rule criteria.
- The format of these materials should be as consistent as possible to the existing model materials for the other eligible offset project categories.

B. Develop Model Guidance Documents for the U.S. Forest Projects Offset Protocol

The Contractor will develop category-specific guidance documents for the U.S. Forest Projects Offset Protocol, suitable for customization by regulatory agencies in Participating States, and to be included in an updated Offset Handbook.

- The Contractor shall make any updates to the existing Offset Handbook needed to be consistent with the Model Rule subpart XX-10.
- The Contractor shall develop one set of guidance documents specific to the RGGI U.S. Forest Projects Offset Protocol. These must explain step-by-step the process, including information submittal requirements and format, for consistency applications, approval of offset projects, and submittal of monitoring and verification reports as required in the Model Rule sections XX-10.3, XX-10.4, XX-10.5(c), and XX-10.7.
- Guidance shall be detailed and easily understandable by project developers (including small businesses or other parties that may lack experience in carbon offset markets) and by regulatory agency staff regarding submittal requirements and evaluation of specific offset projects against the Model Rule requirements. Materials shall be designed to reduce project developer time in meeting submittal requirements, to the extent practicable, and regulatory agency staff time in reviewing projects.
- Guidance documents shall explain the intent and letter of the Model Rule provisions and address any ambiguities in the Model Rule provisions, or provisions that may require clarification as to how they apply to specific types of projects. Any interpretive materials shall be consistent with the Model Rule criteria and shall be reviewed with RGGI, Inc. Program Manager and Executive Director and by the Participating States.
- The Contractor shall identify project scenarios that address questions that are likely to arise in the course of the application and approval processes, based on the Contractor's expertise, experience, and communication with the appropriate representatives of RGGI, Inc. and the Participating States.
- The format of these materials should be as consistent as possible to the existing materials in the Offset Handbook.

Project Reporting

The selected Contractor shall submit progress reports to the RGGI, Inc. Program Manager every month during the course of the project. The progress reports shall identify the completed/not-completed work during the preceding one-month period for each of the two areas included in the scope of services, and any significant observations, as well as problems encountered by the Contractor and their actual or proposed resolution.

No later than 30 days before the conclusion of the work period, the contractor shall provide a draft report that includes all work products and materials for review and comment by appropriate representatives of RGGI, Inc. The draft report shall be revised



within 30 days of receipt of comments by RGGI, Inc. to address any comments. The contractor shall submit a final report that includes final versions of all work products for approval by RGGI, Inc.

Project Management

The Contractor shall designate a project manager (“Contractor Project Manager”), who shall be the single point of contact with the RGGI, Inc. Project Manager. The Contractor Project Manager shall be responsible for monitoring and ensuring the progress of all tasks and subtasks, managing and maintaining communication with all project personnel, including facilitation of necessary communication with appropriate representatives of RGGI, Inc. and the Participating States, adherence to project budget, and providing regular project updates to RGGI, Inc.

VII. PROPOSAL SUBMISSION INSTRUCTIONS

To participate in the Bidders’ Conference Call, RGGI, Inc. must receive a completed Notice of Intent to Propose Form (Attachment A to this RFP) no later than March 25, 2014. Call-in information and the time of the call will be provided to the designated contact listed on the Notice of Intent to Propose Form at least one day prior to the call.

To be considered for an award, bidders must submit one (1) completed hard-copy proposal by mail to the address below:

Regional Greenhouse Gas Initiative, Inc. (RGGI, Inc.)
Attn: Katie Ho
90 Church Street, 4th Floor
New York, NY 10007

Bidders may also optionally submit an electronic copy of the proposal in addition to the required hard copy version of the proposal to the email address below. Questions about the solicitation process, as well as the Notice of Intent to Propose Form, should be directed to:

Katie Ho
E-mail: katie.ho@rggi.org
Phone: (212) 417-7325

Proposals must be received by RGGI, Inc. at the mailing address above no later than 5 P.M. Eastern Time on April 15, 2014. Late proposals will not be considered. A proposal that is conditional, incomplete, or containing any alterations of form or other irregularities of any kind will not be considered.

RGGI, Inc. may modify the RFP up to the specified submission date by issuing an addendum which will be posted to the RGGI, Inc. website.



VIII. PROPOSAL REQUIREMENTS

The proposal must contain the following components, information and documents outlined below.

A. Proposal Submission Requirements

All responses submitted as part of this RFP solicitation process become the property of RGGI, Inc. Bidders will not be reimbursed by RGGI, Inc. for any costs associated with the preparation of their proposals. Proposals must be double-sided. A page is considered one side of an 8-1/2" x 11" piece of paper and the font size shall not be smaller than 11 point.

Each proposal must be organized in clear distinguishable sections as listed below and shall contain the following:

1) Cover Letter (1 page)

Bidders shall submit a cover letter on company letterhead that references RFP #14-01. The cover letter should summarize the bidder's ability to perform the requested scope of services. The cover letter must be signed by a representative possessing the authority to enter into a contract with RGGI, Inc. Bidders are permitted to propose a team arrangement with subcontractors if such an arrangement would offer complementary expertise and services in providing the services requested. Should subcontracting arrangements be proposed, a similar cover letter from each subcontractor must also be submitted. Letters from subcontractors must be attached to the proposal and include the same information included in the bidder's cover letter.

2) Table of Contents (1 page)

3) Body of Proposal

The body of the proposal must include the following sections.

Section A. Overall Experience and Capabilities (3-5 pages)

Identify and describe the company or organization that will be the primary contractor under this RFP. Identify any subcontractors. Bidders must describe their expertise and ability as a team/firm to deliver the requested services. This should include the aggregate number of years working in this area and a brief summary of at least two (2) and no more than four (4) similar projects. The project descriptions should specify the level of involvement of the proposing firm, the approach used to conduct the services, the objectives of the project, the deliverables provided, and the relative success of the project in achieving the objectives. For at least two (2) of the projects mentioned, Bidders must include customer contact names and phone numbers as the references in Section VIII.3.C below.

Section B. Personnel and Qualifications (1-2 pages)

List and describe any personnel, teams, and subcontractors. Clearly identify the project manager and each individual's role in providing the requested services. Describe past relationships with team members and subcontractors. Include an organizational chart, if necessary. Describe the accomplishments, experiences, and expertise of the individuals



comprising the proposing team relevant to this RFP. The bidder shall not be permitted to substitute key members of the project team without prior written approval of RGGI, Inc.

Section C. References (1-2 pages)

Provide at least two (2) and no more than three (3) references of work for clients performed within the last three (3) years by using the Bidder References Form (Attachment B to this RFP). Submission of this Bidder References Form is mandatory.

Section D. Technical Proposal (up to 15 pages)

The Technical Proposal must include the following sections:

Methodology - Provide a summary of the overall approach for providing the model applications and submittal materials and model guidance documents requested in Section VI Scope of Services of this RFP. Include any specific administrative and operational management expertise that will be employed.

Work Plan and Work Schedule - Provide a work plan with specific tasks and subtasks that the proposal team will undertake to provide the services described in Section VI Scope of Services of this RFP. Include the associated timeline for such tasks, in weeks, days, and/or hours. In writing each task, indicate who will perform it (e.g., primary contractor, subcontractor, etc.), how it will be performed, how long it is expected to take, the anticipated results, and specific milestones for progress and payments.

Section E. Cost Proposal

Cost proposals based on the Work Plan and Work Schedule should be organized and presented as not-to-exceed costs, and should show specific staff, hours, equipment, and other costs for each task. Contingencies should be built into the quoted price. Bidders must submit an individual budget for each of the main work tasks identified in the scope of work, as applicable, as follows:

1. Scope of Services Section VI.A: Model Application and Submittal Materials
 - A) Model Consistency Application (CA)
 - B) Model Monitoring & Verification Report (M&V Report)
 - C) Model Offset Verifier Application for Accreditation

2. Scope of Services Section VI.B: Model Guidance Documents



Table 2: Cost Proposal Format

Project Title			
Scope of Services Area			
Cost Proposal	Estimated Hours/%	Project Cost	Organization or Institution Share (if any)
Salaries* <u>Name and Title</u> 1. <i>*Note: At a minimum, please include the name, title, and associated cost information for each individual listed in Section 3.B.</i>	<u>Estimated Hours/%</u> Hr:	<u>Rate (\$/hr) and Total Cost</u> Rate: \$ Cost: \$	\$
Total Salaries (A)	Hr:	Avg. Rate: \$ Cost: \$	\$
Fringe Benefits			
Project Manager	%	\$	\$
Subcontractors	%	\$	\$
Total Fringe Benefits (B)		\$	\$
Other Direct Costs (specify)			
1.		\$	\$
2.		\$	\$
3.		\$	\$
Total Other Direct Costs (C)		\$	\$
Total Direct Costs (A+B+C)		\$	\$
Indirect Costs or Overhead	%	\$	\$
Total Cost		\$	\$

Section F. Appendices

As Appendix A to the proposal, include one- to two-page résumés for each individual listed in Section 3.B of the proposal.

As Appendix B to the proposal, provide a copy of your standard service agreement.

IX. PAYMENT

The Contractor will be paid within 30 days of RGGI, Inc.'s acceptance and approval of deliverables on a schedule as agreed upon by the Contractor and RGGI, Inc.



X. EVALUATION OF PROPOSALS

A. Administrative Evaluation

Proposals will be evaluated for completeness and to ensure the proposals and bidders meet minimum requirements of the RFP. Specifically, each proposal will be reviewed to ensure:

- The proposal and all materials were received by the date and time specified in the RFP;
- The proposal contains all required documents; and
- The proposal meets the format requirements specified.

In addition to the items above, the proposal must be compliant with solicitation requirements without material deviation from the terms and conditions of the proposed contract. A proposal that would materially change the terms and conditions of the contract will be considered as non-responsive.

The bidder will also be reviewed to evaluate if the bidder is a qualified bidder based on the bidder's experience, facilities, reputation, financial resources, and other factors that may affect the bidder's ability to carry out the scope of services at the time the contract is awarded. If the bidder is found to be not a qualified bidder, the proposal will be rejected. As a part of this process, RGGI, Inc. may require the bidder to submit additional information regarding their qualifications as necessary.

B. Technical Evaluation

A Technical Evaluation Panel ("TEP") will review and score each proposal. The TEP will consist of representatives of RGGI, Inc., representatives of Participating States, and may also consist of professional outside reviewers. A final ranking will be determined based on the scores and analyses developed by the TEP. The TEP will evaluate proposals by utilizing a point-based system based on the following criteria:

- Demonstrated an understanding in the scope of services requested in this RFP as presented in the technical proposal;
- Demonstrated experience and capability in providing the services requested;
- Quality and relevance of previous work as evidenced by sample projects and references;
- Reasonableness of the cost proposal;
- Qualifications and expertise of the personnel/team;
- Clear identification of staff that will be assigned to various tasks of the scope of services; and
- Other programmatic and management factors deemed appropriate by the TEP.

RGGI, Inc. may request further information from any bidder or request an interview as a part of the evaluation process.



XI. GENERAL CONDITIONS

Conflicts – The proposing firm, its principals, subcontractors, and any personnel of the firm must be free from any financial or similar interest in any product or service which may conflict with or appear to conflict with the objectivity of the services provided to RGGI, Inc. Please describe all product, manufacturer, or service-related affiliations. If any affiliations exist, the bidder must provide a statement verifying these affiliations do not and will not conflict with or appear to conflict with the bidder's ability to provide objective services to RGGI, Inc. Non-disclosure of any affiliation may result in rejection of the proposal submitted or in the termination of a contract, if awarded.

Contract Award – A final decision on the award of a contract will be made by RGGI, Inc. RGGI, Inc. anticipates making a single award under this solicitation. It may award a contract based on initial proposals without discussion, or following limited discussion or negotiations. The final scope of services and work plan as defined in the technical proposal shall be adopted into a contract between RGGI, Inc. and the Contractor.

Limitation – This solicitation does not commit RGGI, Inc. to award a contract, pay any costs incurred in preparing a proposal, or to procure or contract for services or supplies. RGGI, Inc. reserves the right to accept or reject any or all proposals received, to negotiate with all qualified sources, or to cancel in part or in its entirety the solicitation when it is in RGGI, Inc.'s best interest.

Disclosure Requirement – The bidder shall disclose any indictment for any alleged felony, or any conviction for a felony within the past five years, under the laws of the United States or any state or territory of the United States, and shall describe circumstances for each. When a bidder is an association, partnership, corporation, or other organization, this disclosure requirement includes the organization and its officers, partners, and directors or members of any similarly governing body. If an indictment or conviction should come to the attention of RGGI, Inc. after the award of a contract, RGGI, Inc. may exercise its stop-work right pending further investigation, or terminate the agreement; the Contractor may be subject to penalties for violation of any law which may apply in the particular circumstances.

Bidders must also disclose if they have ever been disbarred or suspended by any agency of the U.S. Government or by any jurisdiction within the Participating States.

XII. ATTACHMENTS

Attachment A – Notice of Intent to Propose Form

Attachment B – Bidder References Form



**ATTACHMENT A - NOTICE OF INTENT TO PROPOSE
Request for Proposals #14-01 – RGGI, Inc.
U.S. Forest Projects Offset Protocol Model Document Services**

To ensure participation in the Bidders' Conference Call, this form must be returned to RGGI, Inc. no later than March 25, 2014.

Submit forms via fax, email, or mail to:

Regional Greenhouse Gas Initiative, Inc. (RGGI, Inc.)
Attn: Katie Ho
90 Church Street, 4th Floor
New York, NY 10007
Phone: (212) 417-7325
Fax: (212) 417-4034
E-mail: katie.ho@rggi.org

Date: _____

Company Name: _____

Designated Contact: _____

Title: _____

Address: _____

City: _____ State: _____ Zip +4: _____

Phone Number: _____

Fax Number: _____

E-mail Address: _____



ATTACHMENT B – Bidder References Form
Request for Proposals #14-01 – RGGI, Inc.
U.S. Forest Projects Offset Protocol Model Document Services

Each proposal must provide at least two (2) and no more than three (3) references for work conducted in the past three (3) years related to the goals and objectives outlined in this RFP. Submission of this attachment is required for your proposal to be considered complete.

Reference 1 (Required)	
Name of Company/Organization:	
Year(s) of Services Provided:	
Street Address: (Including City, State, and Zip Code)	
Name of Contact Person:	
Phone Number of Contact Person:	
E-mail Address of Contact Person:	
Cost of Service(s):	
Brief Description of Services Provided:	
Reference 2 (Required)	
Name of Company/Organization:	
Year(s) of Services Provided:	
Street Address: (Including City, State, and Zip Code)	
Name of Contact Person:	
Phone Number of Contact Person:	
E-mail Address of Contact Person:	
Cost of Service(s):	
Brief Description of Services Provided:	



Reference 3 (Optional)	
Name of Company/Organization:	
Year(s) of Services Provided:	
Street Address: (Including City, State, and Zip Code)	
Name of Contact Person:	
Phone Number of Contact Person:	
E-mail Address of Contact Person:	
Cost of Service(s):	
Brief Description of Services Provided:	