

## Request for Qualifications

### Subject Matter Expert – Low Carbon Building Practices

#### Overview

Canada Green Building Council (CAGBC) is seeking multiple subject matter experts with proficiency in low carbon building practices (“SMEs”) to contribute their expertise to and to assist in the development and delivery of educational content that supports CAGBC’s learning and skills capacity building projects. The SMEs will contribute their expertise to the curriculum and content development process, support curriculum design and liaise with curriculum development consultants, the project team and other subject matter experts to ensure successful learning content delivery.

**Nature of this RFQ:** This Request for Qualifications (“RFQ”) is a request for details of related qualifications, background, skills and experience, including where possible professional rates to deliver services, only and is not a bid submittal for a particular project. Applicants to this RFQ that successfully meet the requirements as set out below and as selected by CAGBC to participate in its projects according to the criteria below will be requested to provide more detailed project-specific submittals from time to time in line with project-specific deliverables and work requirements as they occur.

#### Required Areas of Expertise

Applicants must, at a minimum, possess a high level of proficiency in the field of sustainability and demonstrated skills, knowledge and experience in low carbon building practices including subject matter expertise in one or more of the following areas:

- Individual Building or Portfolio Level Transition Planning
- The Integrated Design Process
- Building and Materials Life Cycle Assessment
- Energy Modeling and Management

Candidates must be able to deliver in-person training and attend meetings in Canada. Strong knowledge of the relevant subject matter in a Canadian context is essential.

The following areas of expertise or familiarity with the following activities will be considered assets for the successful applicant:

- Ability to deliver services in both French and English;

- Familiarity with or prior experience supporting content development in a learning environment, adult education instruction environment and/or contribution to training tools such as on-demand courses, workshops, articles, infographics, reports etc.;
- Knowledge of or practical experience working in green building, the construction industry, the building sector or related sectors;
- Experience in delivering services within or dealing with time-sensitive and complex project environments;
- Experience in dealing with projects involving equity, diversity and inclusion (EDI) principles or requirements; and/or
- Experience with or delivery of projects in a not-for-profit setting.

## Scope of SME Services

CAGBC will require that the SME dedicate sufficient time to achieve project objectives and contribute its recognized subject matter expertise as set out above in a variety of activities to assist and support CAGBC's curriculum development and delivery process as follows:

### **Contributing Expertise to Curriculum Design:**

The SME will work with curriculum developers, the CAGBC team and expert committees to contribute and incorporate subject matter expertise into curriculum design by:

- Supporting the development of learning objectives and course outlines and in identifying reference material for courses in line with the SME's recognized area(s) of expertise and based on identified audience requirements;
- Identifying, with the assistance of the curriculum developer(s), the subject matter to form the basis of and to be included in learning materials to achieve the learning objectives;
- Contributing to and guiding the curriculum developer(s) in the creation, shaping and validation of content based on the SME's recognized area(s) of expertise;
- Reviewing and revising content within the SME's recognized area(s) of expertise throughout the design and development process; and
- Helping to ensure that course content effectively conveys the core concepts required to meet the learning objectives and the identified audience requirements.

### **Contributing Expertise to Training Delivery & Learning Assessments:**

Based on the recognized area(s) of expertise, the SME will:

- Provide advice when requested to CAGBC in developing training tools and approaches to accurately and effectively deliver the content and convey the subject matter to identified audiences;
- Support and provide guidance for a training of other trainers on how to lead low-carbon skills building workshops;
- Deliver training at workshops and other events led by CAGBC or partner organisations; and/or
- Contribute to and/or develop learner assessment tools such as quizzes, assignments for live events, etc. to ensure that learners successfully absorb the subject matter.

### **Contributing Expertise to Project Delivery**

Based on the recognized area(s) of expertise, the SME will be asked to:

- Attend, where required, necessary scoping sessions, development meetings and participate with project expert committees;
- Collaborate with the curriculum developer(s), the CAGBC team and expert committees to support project planning;
- Work with project teams to identify risks and gaps, and flag areas of concern regarding the curriculum development or delivery process and make recommendations for their mitigation; and/or
- Participate with CAGBC in an after project review or project recap to assess the successful delivery of the project as it relates to the particular subject matter.

## **RFQ Submission Timeline**

All submissions responding to this RFQ must be in the form outlined below and submitted by email in a single document PDF form only to [projects@cagbc.org](mailto:projects@cagbc.org) by March 6, 2023, at 5:00 pm Eastern Time. CAGBC will continue to accept responses after the said date as may be necessary in its discretion.

## **Required RFQ Submission Details**

Applicants are to submit a single document no more than four (4) pages in length plus specifically identified appendices that include, but is not limited to, the following:

1. An overview of the applicant's background and experience to satisfy the requirements set out the Required Areas of Expertise section of this RFQ, the applicant's availability for project work including available personnel resources to deliver on projects and their qualifications, and high-level approach in meeting the Scope of Services.

2. A fixed hourly fee for services schedule broken down by delivery activity.  
This is a summary of professional fee rates only. The final scope of work and hourly rates for services will be finalized by CAGBC with the successful proponents.
3. In an appendix, provide three (3) professional business references with email and phone numbers, from past clients receiving similar or related services, and two (2) examples of past work related to the requested services.
4. Any further information in appendix form that the applicant feels satisfies this RFQ (limit of three (3) pages).

## Terms and Conditions

- The submission deadline is March 6, 2023., CAGBC may in its discretion continue to receive responses after the said date to satisfy its review requirements.
- The successful will be retained using a standard form CAGBC signed agreement incorporating the project outline and the SME's involvement.
- All information, recommendations, instruments, templates, and reports generated by the applicant for CAGBC will become the exclusive property of CAGBC.
- All applicants acknowledge that there shall be no obligation on CAGBC to treat or retain such submissions as being confidential.
- By submitting a response to the RFQ, all applicants acknowledge that this is a competitive process at the discretion of CAGBC and that CAGBC is not bound to choose any of the submitted applicants.
- Key success factors include timely delivery, relevant experience, responsiveness, and approval of the quality of work from CAGBC.

## Key Dates

The selection process timeline will be as follows:

- Requests issued– February 7, 2023
- Deadline for questions – March 1, 2023
- Deadline for submission – March 6, 2023
- Evaluation of responses and finalization of applicant – March 13, 2023

## Evaluation Criteria

The evaluation of submissions will be based upon the criteria listed below. Although some factors are weighted more than others, all are considered necessary, and the RFQ submission must be technically acceptable in each area to be eligible for award.

Regarding the fee outline, CAGBC reserves the right in its sole discretion to reject any submission where the price is outside of what CAGBC deems to be a competitive range for the project in its sole discretion.

**Criteria:**

1. Relevant experience and service approach
2. Client management approach; accessibility/flexibility
3. Availability of personnel resources
4. References and prior work assessments
5. Cost / Pricing Factors
6. Timeliness and completeness of the submission

**Final Selection:**

The final selection will be based on a review of each submission by CAGBC and an assessment on a balance of criteria, in CAGBC's discretion, best suits its project needs. The decision to award the project to a applicants will be based solely on CAGBC's assessment the applicant's expertise, experience, ability to deliver and professional rate.

## RFQ Questions of Clarification

Interested applicants may submit questions of clarification related to this RFQ by email to [projects@cagbc.org](mailto:projects@cagbc.org) up to and including 5:00 pm, March 1, 2023. CAGBC may choose to consolidate responses or not address submitted questions for any reason whatsoever in its sole discretion.