



Request For Proposal (RFP)

BVGEC Investment Readiness 2023

FINAL

RFP Title:	BVGEC Investor & Funding Strategy Development
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Issue Date:	August 1, 2023
Closing Date & Time:	September 15, 2023, 5:00 pm MST



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This project is part of the Investment Readiness Program funded by the Government of Canada's SI/SF Strategy.

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1 - Introduction

Bow Valley Green Energy Cooperative (BVGEC) is a grassroots, entirely volunteer-run organization facilitating the creation of community-owned renewable energy generation projects in the Bow Valley and beyond.

Community renewable energy generation, or community generation, projects are financed, owned, and managed by individuals using an economic model whereby local community members invest in shares in an installation and become shareholders and partial owners.

BVGEC was created with the vision of “Making Renewable Energy Affordable and Accessible in the Valley and Beyond”. **Our mission** is to empower our community to reduce its environmental impact by pooling human and financial resources to foster the development of renewable energy projects and lead our community to a more sustainable future.

As a social enterprise, BVGEC is developing a grassroots movement to allow everyone to participate in and benefit from the renewable energy transition. As part of this movement, we build community partnerships to empower individuals, community groups, corporations, and industries interested in pursuing carbon reduction and climate resiliency.

Since our incorporation in 2020, BVGEC has leveraged \$178K of community investment to install 429 kW of solar panels and generated over 100-megawatt hours (MWh) of renewable energy, offsetting 60.4 tons of carbon dioxide (TCO₂). Another 20 kW is slated for construction in the fall of 2023.

BVGEC designed its unique business model to put community needs first. We reinvest our earned income into realizing our social mission. We believe in changing the business narrative for the better, now and into the future.

2 - Investment Readiness Project Overview

BVGEC recently received funding from the Investment Readiness Program to:

- undertake financial analysis to help increase the attractiveness of our investment share offerings in a post-Covid economic climate,
- support the optimization of our board, business processes, policies, and procedures, and,
- create a fund development plan to support the growth of the Coop with the formation of an investor recruitment strategy.

Access to investment dollars is difficult when alternative, easy-access solutions offer a higher Rate of Return (RoR) and faster principal return than our business model currently allows. We built our model when interest rates and energy costs were stable and we leveraged the benefits of BVGECs' social and environmental impacts against a marginally lower RoR. This story has become harder to sell.

Intended project outcomes:

- BVGEC understands the economic leavers we have to offer potential investors a higher RoR and a faster principal return timeline.
- BVGEC builds a plan and facilitates board training to target investment beyond individual community investors.
- BVGEC develops the tools and strategies to target potential investors better, and
- BVGEC streamlines our internal processes to enable the smooth transition of data and monies in and out of our Coop.

Completing this project will allow BVGEC to access a wider pool of potential investment capital by providing us with the necessary tools to target commercial investment opportunities and, secondarily, facilitate the smooth onboarding of these new investors.

This project has three main components:

1. Reassessment of BVGECs' business plan and financial model
2. Development of an Investment Portfolio and Fund Development Plan
3. Optimization of BVGECs' internal business processes

3 - RFP Project Specifics and Requirements

The successful proponent will submit a proposal that outlines their intention to complete one or more of the following tasks:

1. Evaluate and update BVGECs' business plan and financial model
2. Optimize and finalize BVGECs' internal business processes
3. Develop a corporate-focused Investment Portfolio package
4. Generate a Fund Development Plan with a focus on investor relations

NB: preference will be given to vendors that can complete all four tasks outlined above.

Stage 1

Phase 1. Reassessment of BVGECs' business plan and financial model

The successful proponent will work with BVGECs' volunteer team to review and update our existing microgeneration business plan, financial model, and Power Purchase Agreement documentation to align better with today's economic climate.

BVGEC is looking to substantiate what economic leavers we have within our current financial and business models that will enable us to offer a higher RoR to potential investors and reduce the investment timeframe from 20 years to 5 years, making our investment offerings more attractive to potential investors.

BVGEC is also interested in:

1. incorporating an educational piece into our business plan detailing the benefits of investing in a cooperative, and
2. reviewing the potential incorporation of our energy marketing income stream into our existing microgeneration business model - this is under review and will be discussed with our selected vendor.

Phase 2. Optimization of BVGECs' business processes

The successful proponent will work with BVGECs' volunteer team to support the creation and advancement of BVGEC's business processes, including SDG tracking and reporting, streamlining our energy tracking and host data collation, and investor management.

The successful proponent will work with BVGECs' volunteer team to develop and finalize our key policies and procedures, including but not limited to those related to health and safety, board governance, and financial accountability.

Stage 2

Phase 3. Investment Portfolio Development

The successful proponent will work with BVGECs' volunteer team to:

- evaluate, collate, and improve existing Investment information and documentation.
- identify investment information needs and develop new documentation to meet these needs, including a Teaser and Confidential Information Presentation (CIP) for investors.
- compile all documents into an information package for shrewd potential investors, fund managers, and financing organizations.

Phase 4. Creation of a Fund Development Plan

The successful proponent will work with BVGECs' volunteer team to enhance and develop investor relations by completing a fund development plan for our organization with an investment focus.

The Fund Development Plan will include:

- Investor outreach strategy for prospective investors.
- a profile of target investors within Alberta, for example, High Net Worth Investors, Family Institutions, Lenders, Private Equity etc.
- and outline internal structures that support reinvestment opportunities.

Stage 3

Phase 5. Stress Testing

The successful proponent will stress-test BVGEC's new financial model, business plan, Power Purchase Agreement Template, and Investment Portfolio with at least three key potential commercial and/or individual investors to ensure investment readiness.

4 - Scope of Services

The successful proponent shall be expected to complete the following tasks:

- Regular update meetings and check-ins
- Complete Stage 1 by November 1, 2023,
- Complete Stage 2 by December 1, 2023,
- Complete Stage 3 by December 15, 2023,
- Presentation of work to BVGEC Board of Directors with opportunity for questions in early January of 2024.

We anticipate that most of this contract can be completed remotely; however, flexibility to travel to the Bow Valley for some aspects of this project is preferred.

5 - Community Considerations

As a social enterprise, the Bow Valley Green Energy Cooperative strives to make our operations sustainable as we improve our community's environmental, social and economic well-being.

We prefer to work with change makers, community builders, problem solvers, and all those like us striving to make the world a better place.

To ensure alignment between our respective organizations, please detail your company's commitment to improving your community's environmental and social well-being.

Examples of what you might share with us:

- Sustainability policy mandate, guidelines or mission
- Ethical procurement policy mandate, guidelines or mission
- Diversity, Equity, and Inclusion policy mandate, guidelines or mission
- Your commitment to the UN Sustainable Development Goals
- Environmental Social and Governance (ESG) tracking

6 - Submission Requirements & Proposal Format

Your submission should align with the following format and include:

- **Organizational Profile**
 - Describe your organization and experience.
 - Provide the names of individuals providing the services and number of years of experience in such areas
 - Provide an overview of your company 'community considerations'
- **Proposed Approach**
 - Outline your understanding of the project requirements
 - Detail your proposed methodology for how to accomplish the goals and deliverables outlined in Section 3
- **Deliverables**
 - Include your project work plan and timeline including bi-weekly progress updates/check-ins
 - Provide a list of relevant connections for stress testing
- **Project Logistics**
 - Outline your plan for coordinating with our volunteer team
 - Include details on what resources from the BVGEC you will require
- **Project Budget**
 - Provide details by Stage and Phase as outlined in Section 3.
 - Include a payment schedule related to milestones
- **References**
 - Include the names, phone numbers, and email addresses of two references.
- **Appendix**
 - Append team resumes.
 - Include any other information which the Offeror considers relevant to a fair evaluation of its experience and capabilities.

Proponents shall submit their proposal to the Bow Valley Green Energy Cooperative by email to the attention of **Jodi Conuel** at connect@bvgreenenergy.org and copied to jodi@biosphereinstitute.org with the subject heading: **FAO Jodi Conuel IRP RFP** by September 15th, 2023 at 5 pm (MST).

Electronic RFP responses are to be in PDF (.pdf) format only, and all components shall be formatted and combined into one file.

Questions can be submitted to connect@bvgreenenergy.org

7 - Pricing and Payment Terms

The total budget available for this work is **\$20,650, including GST.**

The resources requested in your budget should be able to be accomplish the body of work described in your proposal.

NB - Any cost incurred by the Proponent in the preparation of its response to this RFP shall be borne solely by the Proponent.

8 - Target Dates for this RFP

The following schedule summarizes significant target events for the RFP process. BVGEC may change the dates at its sole discretion and shall not become conditions of any contract, which may be entered into by BVGEC and the selected Proponent.

Event	Date
RFP Issue Date	Aug 1, 2023
RFP Close Date	Sep 15, 2023
Evaluation and Selection*	Week commencing Sep. 18, 2023
Anticipated Date of Contract Award	Sep 25, 2023
Contract Start Date	Oct 2, 2023
Interim Report Submission	Nov 13, 2023
Project Final Report Submission	Dec 4, 2023
Final approval by BVGEC	Dec 15, 2023
Final presentation to BVGEC Board	Jan 10, 2024

* We may request additional information to evaluate the suitability of vendors.

9 - Selection Process

A selection committee comprising the IRP Project Manager, BVGEC Board Members, and subject matter experts will review and evaluate all proposals.

The selection committee will score the proposals against the following criteria:

	Criteria	Weighting
A	Mandatory Requirements <i>The proponent is expected to have all relevant insurance and business licenses required to complete this work</i>	Pass/Fail
B	Project Management and Work Plan Approach	30%
C	Technical Ability and Knowledge	30%
D	Related Work Experience and Proven Business Relationships	25%
E	Company's Sustainability and Social Values Focus	10%
F	Price Proposal	5%

The selection committee will shortlist the top proposals and follow up with any questions.

The selection committee will then conduct reference checks and award the contract to the proponent who best meets the project's requirements and aligns with our organization's objectives.

Thank you for your interest in partnering with us for this project. We look forward to reviewing your proposals.