



GOVERNMENT OF PUERTO RICO  
DEPARTMENT OF NATURAL AND ENVIRONMENTAL RESOURCES

**PUBLIC NOTICE  
REQUEST FOR PROPOSAL**

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**REQUEST FOR PROPOSALS TO ESTABLISH A GREENHOUSE GAS (GHG)  
EMISSIONS INVENTORY  
IN PUERTO RICO**

**A. Scope of Work**

The Department of Natural and Environmental Resources (DNER) is calling for proposals to establish an inventory of greenhouse gas (GHG) emissions for the years 2022 and 2023 and a projection to 2040. The most recent Greenhouse Gas Inventory for Puerto Rico, for the years 2019 and 2021, was published in July 2023.

These inventories must also include the removal of GHGs due to Puerto Rico's vegetation. When determining the removal of part of the vegetation, the destruction of trees caused by hurricanes Irma and Maria and the subsequent tree planting must be considered.

**B. Methodology**

The methodological tool established in the proposal must allow the inventory to be updated to present and on an annual basis, the GHG emissions by type and source that occur in Puerto Rico. Also, by sectors required in the Puerto Rico Climate Change Mitigation, Adaptation and Resilience Act, Act No. 33 of May 22, 2019 (Law), as amended. The following sectors must stand out: electric power generation, transportation, residential, commercial, institutional and industrial sector, agriculture, forestry and livestock, solid waste disposal and buildings; knowing that the sectors that primarily contribute to these emissions are the energy sector, transportation and solid waste disposal. The emissions come primarily from the combustion of fossil fuels to produce electricity and the use of fossil fuels in transportation.

The inventory must include the amount of emissions for six (7) greenhouse gases: carbon dioxide (CO<sub>2</sub>), methane (CH<sub>4</sub>), nitrous oxide (N<sub>2</sub>O), perfluorocarbon compounds (PFCs), nitrogen trifluoride (NF<sub>3</sub>), sulfur hexafluoride (SF<sub>6</sub>) and hydrofluorocarbons (HFCs), measured in tons per year of carbon dioxide equivalent (CO<sub>2</sub>e) emissions. The CO<sub>2</sub>e emissions will represent the amount of GHGs emitted and will be calculated as defined in federal regulations.

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It is important to highlight that GHG Inventories must be developed under the five (5) Quality Principles defined by the Intergovernmental Panel on for the Climate Change of the United Nations (IPCC): Transparency, Accuracy, Coherence, Completeness and Comparability. Its methodology must allow to verify one of the initial reduction objectives of Law No. 33-2019 about the reduction of the greenhouse gas emission levels in a real, permanent, quantifiable, verifiable way by 50% in the next five (5) years.

Finally, the methodology must provide a model for obtaining annual information from the different sectors, where they can provide the data through a digital platform in an agile way, complying with the five (5) Quality Principles defined by the IPCC, which can later be projected as a GHG "Dashboard" in Puerto Rico.

## **C Minimum requirements that the study results must cover:**

The development of this proposal is an important component for compliance with the Law. In addition, it will be used to develop mitigation strategies (GHG emission reduction). The findings of this inventory will be used to:

1. Develop proposals and strategies aimed at reducing GHG emissions by sector.
2. Develop a Regulation for the Control of GHG Emissions, as required by law.
3. Develop a digital platform that automatically stores and processes the obtained data, the inventories and the information that is subsequently provided by sources in the different sectors.
4. Develop the digital form to be submitted by each GHG source and the relevant instructions.

## **D Criteria for the Evaluation of Proposals:**

The proposal must contain the following requirements and criteria (See Table No. 1); besides additional information that is considered relevant and the time required to submit the final report will also be considered. Proposals that do not have the required information will not be considered and will be discarded.

**Table No. 1:** Criteria for Evaluating Proposals

| <b>Criteria</b>                   | <b>Elements to consider</b>  | <b>Score</b> |
|-----------------------------------|--|--------------|
| Methodology and Statement of Work | The proponents shall explain in detail the methodology they will use to determine the provisions of section A and B of this document, and that their result serves to cover at least the provisions from section C of this application. No more than 12 pages, single-spaced, 12 fonts, 8.5 x 11 paper, including references and figures. Spanish or English language. | 45%          |
| Work plan                         | Proposers (2 pages maximum) must submit a detailed work schedule with precise identification of tasks, describing the completion of tasks, delivery of partial progress reports, delivery of a final draft report,   | 5%           |

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| Criteria                           | Elements to consider  | Score |
|------------------------------------|---|-------|
|                                    | delivery of the final report and the dates on which each product will be delivered.   |       |
| Applicants' general qualifications | Proposers must submit evidence of academic preparation and experience of the technical staff who will perform work as part of the proposal. (This criterion assesses whether the applicant team possesses the necessary education, experience, training, facilities, and/or administrative resources to carry out the project.) A <i>curriculum vitae</i> of no more than two pages is requested for each of the individuals who will be performing work as part of the proposal. | 15%   |
| Cost and Budget                    | This criterion evaluates the budget to determine if it is realistic and in line with the needs of the project and time frame. Proposers should include a detailed budget breakdown. A detailed description of the equipment needed, precise identification of the required personnel, and the description of other associated costs.  | 15%   |
| Experience                         | Experience in similar jobs and their quality. Will be taken into consideration the innovation, the skill to determine GEI, costs and externalities, and the ability to lead the workgroups in the resolution of different situations. (1 page maximum).   | 15%   |

**E. Special Conditions**

1. The contractors must comply with all contracting requirements established by the Government of Puerto Rico, in accordance with current and applicable law.
2. The contractors must be registered in the Unified Registry of Professional Services Providers (URP) of the General Services Administration (GSA) of the Government of Puerto Rico.
3. The DNER reserves the right to request to either or all of the applicants, any other information or clarification of any aspect of the proposal.
4. The selected contractor will be required to sign a contract for Professional Services.

**F. Deliverables**

The updated inventories must be developed within a maximum period of six (6) months. The list and description of the expected products within the six (6) months are:

**Product 1.** Work proposal document for: preparation of the draft methodology for the 2022 and 2023 GHG inventories and 2022-2040 projections; having as a base year reference, the latest Puerto Rico Greenhouse Gas report, published in July 2023.

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**Product 2.** Reports on the execution of technical capacities, from:

- Development of GHG inventory and emission inventory projections (Phase I), aimed at the focal points of the IPCC sectors<sup>1</sup> and those established in Law No. 33-2019 (Phase II).
- Running and validation of the initial estimates for the development of the GHG inventory system (Phase III).
- Running and validation of the final estimates for the development of the GHG inventory system (Phase IV).

**Product 3.** Digital reporting form that must be created and submitted by each source and the relevant instructions.

**Product 4.** Methodological proposal document for the development of quality control and assurance (QA/QC) processes for the IPCC sectors, applicable to Puerto Rico and those established in the Act.

**Product 5.** Compiled files of the information about the calculations performed. These products must be based on the United States Environmental Protection Agency (EPA) templates:

1. General information about the sector (categories associated with the subject matter of the contract) and background information on estimated emissions.
2. Worksheets (spreadsheets) that shows how emissions are calculated, including all parameters used for calculation (one spreadsheet for each estimated year).
3. Annual greenhouse gas emission and absorption tables generated by type of source, expressed in tons per year.
4. For each source, a description of the methodology used, and the data sources consulted (activity data and emission factors) and the assumptions used to fill in the data gaps in the time series.
5. Estimation of the uncertainty of the results.
6. Analysis of estimated emissions.
7. Analysis of Key Categories for the sector.
8. QA/QC plan for the sector, including the identification of experts to support QA.
9. Improvement Plan for future GHG Inventories for each sector.
10. Model for obtaining annual information from the different sectors, where they can provide data through a platform in an agile manner, complying with the five Quality Principles defined by the IPCC, which can later be projected as a GHG Dashboard in Puerto Rico.
11. Technical Annex corresponding to each sector - executive summary.

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<sup>1</sup> The 2006 IPCC GL Guidelines on Inventory Development: <https://www.ipcc-nggip.iges.or.jp/public/2006gl/index.html> (and their improvements and supplements, as appropriate)

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**Product 6.** Updated greenhouse gas (GHG) emissions inventory document in Spanish and English, taking into account as base year, the latest Greenhouse Gas Report of Puerto Rico, published in July 2023, and the impact of the climate variability events that have recently occurred in Puerto Rico, taking into account the four sectors of the IPCC applicable to the reality of Puerto Rico.

## G. Proposal Submission Requirements

- The people or entities interested in submitting a proposal will have 72 hours from the date of the public notice, to submit a letter expressing interest in submitting a proposal to the following electronic address **aire@drna.pr.gov**.
- Send the proposal by email to the following email address **aire@drna.pr.gov**.
- The proposal must be received on or before **12:00 a.m. on November 3, 2024**.
- No exceptions to the date and time of delivery will be allowed, regardless of the reasons or circumstances.
- Detailed budget: the maximum amount of funds that will be awarded for this study is **\$350,000.00**, no proposal that exceeds this amount will be considered.
- Proposals that do not comply with the conditions and specifications will not be accepted.
- The DNER reserves the right to accept or reject one or all of the proposals and to award the contract under the conditions most favorable to the interests of the DNER.

## H. Proposal Evaluation Process

**Table No. 2:** Proposal Evaluation Process

| # | Step  | Term (calendar days)                      | Comments   |
|---|---|---|--|
| 1 | Proposal Application (Notice). Question Period  | 10 días days<br>(until October 4, 2024)   | Time that the proponents have from the first time the announcement comes out to ask clarifying questions.              |
| 2 | Filing of Proposals                             | 40 days<br>(until November 3, 2024)       | Time to submit the proposal. (Period begins on the day of publication of the Notice).                                  |
| 3 | Document Evaluation (Sub-Committee)             | 15 days days<br>(until November 18, 2024) | Time for the Committee to evaluate the proposals received.   |
| 4 | Submit a determination to the DNER for approval | 4 days                                    | The term of days includes sending for DNER evaluation, prior to the Extraordinary Meeting for discussion and approval. |
| 5 | Notification letter                             | 1 day                                     | Notification to the Selected and Not Selected. (Proposers have 7 days to   |

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|   |                  |  | a defer or challenge).<br>(DNER has 7 days later,<br>to answer differences or<br>challenge).    |
| 6 | Contract Signing | 75 days (approximate)<br>Subject to change | 60 days (approximate) from<br>announcement and proposals final<br>selection. Subject to change. |