



South Coast Alliance Inc.

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REQUEST FOR QUOTATION

Title: Your Business – Our Future

Closes: 5pm Monday 17th October 2022

1. REQUIREMENT

The South Coast Alliance Inc. invites applications from consultants to work with 8 businesses across the South Coast Alliance region to conduct carbon footprint audits. The audit process will include the development of recommendations, together with the provision of support to develop an action plan to monitor and reduce emissions within each business into the future. Adaption strategies may be relevant for some businesses depending on the outcome of the carbon footprint audit and nature of the business. Consultants will be expected to provide education sessions to program participants, as well as develop education resources and case studies for use within the broader community. The project will identify challenges and opportunities specific to the region, while providing identifiable examples and potential ambassadors to encourage other businesses to implement actions for emissions reduction.

Program participants will be locally owned small-to-medium enterprises (SME) consisting of 4 agricultural businesses and 4 urban businesses. As such, it is an expectation that consultants will have had experience supporting SMEs across a broad range of industries, including agriculture.

The objective of the project is to:

- a. improve the knowledge and understanding of the South Coast Alliance Inc. and member Councils, business, and the community, by identifying a range of strategies for businesses to reduce their carbon footprint, tailored for the South Coast region's context and climatic zones focusing on reducing energy and water use and considering the life-cycle carbon emissions of their operations.

- b. Use the findings to develop educational resources and case studies transferable to other 'similar' businesses throughout the broader business community.

2. SCOPE OF WORKS

2.1 Background

The South Coast Alliance Inc. is a collaboration between the City of Albany and the Shires of Denmark, Jerramungup, and Plantagenet with a vision to “lead sustainable economic development through collaboration”. Located in the lower the lower Great Southern area of Western Australia, together these Local Government Areas are home to the majority of the Great Southern’s residents.

The South Coast Alliance is a Regional Climate Alliance and is undertaking a range of climate change initiatives. This pilot project will trial strategies for businesses to monitor and reduce emissions, increase awareness of emissions sources and sustainability options, and provide case studies for utilisation within the broader community.

Emissions in the South Coast Region were around 1.24MtCO₂^e in the year 2018/19 and are expected to increase over the coming years. The major source of emissions for the region is agriculture, at just under 50% of the total. Commercial and retail businesses that occupy large tracts of land, who use high volumes of stationary energy, and rely on the import of goods and services from outside the region to satisfy local needs, contribute 6% of the region’s emissions. Despite the commercial sector accounting for a relatively small proportion of emissions, the South Coast Alliance believe that their leadership and role modelling within the community has significant potential as a catalyst for change within the wider community.

2.2 Project Governance Structure

The Regional Climate Alliance Coordinator of the South Coast Alliance Inc. will act as support to the consultant and is the point of contact for any enquiries:

Marie Kerr climate@southcoastalliance.org.au 0420 399 938.

Quotes are expected to be assessed and the work commissioned in December 2022 with the project due for completion by end August 2023.

2.3 Services

The consultant is expected to:

1. Work with eight small to medium businesses (two per local government – one agricultural and one urban) from across the South Coast to:
 - Undertake a detailed carbon emissions audit of each business, including collection of baseline data and development of personalised recommendations to reduce their carbon footprint;
 - Develop and host online information sessions to improve participants carbon literacy;
 - Undertake one face-to-face workshop with participants focussed on action planning and embedding climate literacy. Participants will walk away from the session with an action plan to implement in the business and confidence to champion the process wider in the community;
 - Hold two follow up sessions with each business to support their emission reduction journey and assist them with embedding their action plan (6 weeks and 4 months after face-to-face workshop).

2. Provide written case studies and supporting power point presentations, incorporating the review, recommendations, and associated cost/benefit outcomes for the 8 participants.
3. Develop education resources for broader use within the community, ideally this will include resources to assist businesses in identifying their own carbon footprint.
4. Host 4 community workshops (Albany, Jerramungup, Mount Barker and Denmark) showcasing case studies and introducing tools and resources that audience can utilise to calculate their businesses carbon footprint and develop action plans to reduce carbon emissions.
5. Monitoring and evaluation of improvements in climate literacy throughout program participation
6. Monitoring and evaluation of the reduction in carbon emissions participants are likely to achieve because of participation in the pilot.

2.4 Consultant Responsibility

As part of the agreed program, the Consultant will:

1. formally report to the Regional Climate Alliance Coordinator and discuss the outcome of each identified step of the project.
2. be responsible for calling all necessary meetings and arranging venues.
3. assign the copyright and intellectual property rights of all material developed in addressing the scope of works to become the exclusive property of the South Coast Alliance Inc.
4. immediately disclose any potential conflict of interest arising during the course of this study to the Regional Climate Alliance Coordinator
5. provide a preliminary draft report of project process and findings, together with all educational collateral to the Regional Climate Alliance Coordinator for comment and feedback by 31st July 2023.
6. formally present to the steering committee on the findings of *Your Business – Our Future* at the Final Draft stage expected 30th August 2023.

3. EVALUATION CRITERIA

Offers will be evaluated on the below criteria and respective weightings:

Cost	30%
Demonstrated understanding of the process	20%
Demonstrated experience and expertise in working with SME businesses to understand their climate footprint and put in place an action plan to reduce emissions	20%
Demonstrated experience and expertise in working with agricultural businesses to understand their climate footprint and put in place an action plan to reduce emissions and increase resilience to predicted impacts of climate change in the region	20%
Proposed timeline and approach	10%
Total	100%

Please ensure that the above criteria are addressed in your submission.

4. CONTRACT CONDITIONS

Australian Standard 4122-2010 General Conditions of Contract for the Engagement of Consultants applies. Please advise if you require a copy.

5. SPECIAL CONDITIONS

Acceptance of Quote

Commissioning of this project is conditional upon a successful funding application. Offers may be for all or part of the requirements and may be accepted by South Coast Alliance Inc. either wholly or in part. South Coast Alliance Inc. is not bound to accept the lowest Quote and may reject any or all Quotes submitted.

Price

Prices quoted are to be on a lump sum basis. All prices for services offered are to be fixed for the term of the Contract. Quoted prices must include Goods and Services Tax (GST). Unless otherwise indicated prices quoted must include all applicable levies, duties, taxes and charges. Any travel costs must be quoted as a fixed cost. Any charge not stated in the Quotation as being additional will not be allowed as a charge for any transaction under any resultant Contract.

Contract Duration

The Contract will be complete on supply of the goods and/or services as negotiated and agreed with the South Coast Alliance Inc.. However, in the event of the successful Contractor failing in any manner to carry out the Contract to the SCA's satisfaction, the SCA may forthwith terminate the Contract by written notice to the contractor.

Record Keeping

The Contractor shall ensure that all records relevant to or created in the course of this Contract are held in a safe and secure manner, in line with industry best practices, i.e., backups completed, paper records are to be held in a fireproof environment.

The SCA will be provided access to all records held by the Contractor associated with the Contract within 24 hours of written request. Such requests will be in the support of Contract performance measuring, general information resource for the South Coast Alliance or to meet Freedom of Information legislation requirements.

Indemnity

The successful Contractor shall indemnify and keep indemnified the South Coast Alliance Inc. against:

- a. Any liability under the Workers' Compensation and Injury Management Act 1981, and its subsequent amendments.
- b. Any other law in force or which during the term of this Contract may come into force, under which any person is entitled to claim or sue for compensation or recover any damages from the South Coast Alliance Inc.

Professional Indemnity Insurance and Public Liability Insurance must be held by the successful contractor to a minimum of \$10 million - please provide copies of certificates of currently with your proposal.