



## ClimateActionWR: Creation of Community GHG Report Request for Quotes for Graphic Design Services

### SUMMARY:

ClimateActionWR is seeking quotes for graphic design services to design the latest installment of our community's GHG Re-Inventory Report. Below are some of the preliminary elements of the report to inform your quote.

- 12 - 16 pages (printable and online compatible - AODA compliant - hyperlinks, etc)
- One page overview summary document

### Budget:

- Up to \$10,000 (+HST) CAD for all services requested within this RFQ.

<b>Send quotes (3-page maximum) by email in one .pdf file to:</b>	Kyra Chisholm kyra.chisholm@climateactionwr.ca
<b>Send RFQ content inquiries, using subject heading, 'RFQ Inquiry GHG Re-inventory Report', to:</b>	Kyra Chisholm kyra.chisholm@climateactionwr.ca
<b>Date issued:</b>	November 9, 2022
<b>Inquiries deadline:</b>	November 18, 2022, 9:00 am
<b>Response to inquiries:</b>	November 18, 2022, 5:00 pm
<b>Submission deadline:</b>	November 25, 2022, 9:00 am

### 1. Background

ClimateActionWR is a collaboration between municipalities, local organizations and community members focused on climate change mitigation, and is led by Reep Green Solutions and Sustainable Waterloo Region. An initial agreement in 2013 between ClimateActionWR, the Region of Waterloo and the Cities of Cambridge, Kitchener, and Waterloo led to the first Climate Action Plan for the region, which has now ended.

In February 2019, ClimateActionWR was awarded a Transition 2050 Partnership Grant from the Federation of Canadian Municipalities Climate Innovation Program to work with all eight area municipalities of Waterloo Region (the Region of Waterloo, City of Cambridge, City of Kitchener, City of Waterloo, Township of North Dumfries, Township of Wellesley, Township of Wilmot, Township of Woolwich) in the development of a 30-year Climate Action Strategy (2020 - 2050) for achieving the region's greenhouse gas (GHG) reduction target of 80% below 2010 levels by 2050.

[The TransformWR long-term community climate action strategy](#) has now been completed and released to the community, and now the ClimateActionWR Collaborative will shift our attention towards implementing the strategy, and monitoring progress. However, we must also report to our community on the progress made in our first, short-term target which ended in 2020.

We are seeking quotes from graphic designers to support the creation of a re-inventory report which will share the data of our community GHG emissions from 2019 and 2020 in relation to the 2010 baseline year and this first target of 6% reduction by 2020. The report will share data, the articulation of the data and the reasons behind the results, and the ways that this first target is foundational to the implementation of the TransformWR strategy and achieving the eventual 80by50 target. Key tasks include review and proofreading of provided copy, designing graphs and tables to easily articulate the data results from the first target, graphic design of the final report in line with the ClimateActionWR brand guidelines. The final products are a longer report with more data and details and a short, one page report which provides enough information for most audiences.

## 2. Overarching Objectives

Complete documents:

- Fulsome re-inventory report: more information and data for key decision makers, influencers, and partners in the region to understand the path to a low carbon future so far and how we use this progress to take steps to implement TransformWR.
- Snapshot report: single page report with high level data, and messaging around where we have been and how we must now all move forward.
- Print and production management for printing of reports, if any.

## 3. Quote Requirements

In three (3) pages or less, please provide the following elements in your quote:

- Name of Company
- Name(s) of Proponent(s)
- Contact information (email and telephone)
- A short summary of expertise in the following areas:
  - Strategic communications in the areas of sustainability and community mobilization; and
  - Graphic design for the non-profit sector.
- Proposed budget
- Proposed timeline
- References (up to 2)

## 4. Budget

We have a designated maximum budget of \$10,000 (+HST) CAD, inclusive of disbursements, for all services requested within this RFQ (not including printing costs).

## 5. Submission Instructions

Proponents shall submit by email an electronic response no longer than 3 pages in length, to this RFQ. Electronic RFQ responses are to be in PDF (.pdf) format only and all components shall be formatted and combined into one file that is inserted into the email submission.

**Please submit responses to:**

Kyra Chisholm  
ClimateActionWR  
kyra.chisholml@climateactionwr.ca

**Closing date and time:** Quotes must be received no later than 9:00 am on November 25th, 2022.

Responses must be in English.

The target date to award the project is November 30th

## **6. Conditions**

### **6.1 Improper Delivery**

Only electronic submissions in response to this RFQ will be accepted, as outlined in section 9. Late submissions in response will also not be accepted.

Submissions should not exceed three (3) pages.

### **6.2 Rights of ClimateActionWR**

This RFQ does not commit ClimateActionWR, Reep, or SWR (the Parties) to enter into a contract, nor does it obligate us to pay for any costs incurred in preparation and submission of quotes or in anticipation of a contract. The Parties reserve the right to:

- Make the selection based on its sole discretion;
- Reject any and all quotes;
- Issue subsequent Requests for Quotes;
- Postpone opening for its own convenience;
- Remedy technical errors in the RFQ process;
- Approve or disapprove the use of particular subconsultants;
- Negotiate with any, all or none of the Proponents;
- Accept other than the lowest offer;
- Waive informalities and irregularities in the Quotes and/or
- Enter into an agreement with another Proponent in the event the originally selected Proponent defaults or fails to execute an agreement with the Parties.

An agreement shall not be binding or valid with the Parties unless and until it is executed by authorized representatives of the Parties and the successful Proponent.

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