

City of West Hollywood  
 Consultant Services to Develop a CAP Implementation and Monitoring Tool  
 Bidder Questions

No.	Questions	City Responses
1	Do City staff need the capability to input the data into the tool themselves?	Yes. It is expected that city staff will continue to input and monitor updates to the tool once developed.
2	How often do you anticipate data updates to occur?	Once a year at minimum, but possibly several times per year as appropriate.
3	Will the web application be hosted by the City, consultant or a third party?	The City is most interested in having a stable platform that it can manage over the long-term, so likely the tool will either be hosted by the City or a third-party.
4	Does the City need the consultant to provide ongoing customer support?	At this time, the city is not expecting ongoing customer support, once the tool is developed and staff is trained. However, the city is willing to discuss the need for ongoing customer support at the appropriate time.
5	Can you share the terms and conditions of the contract?	Yes, please see separate attachments: "Agreement for Professional Services and Evidence of Insurance" at <a href="http://www.weho.org/RFP">www.weho.org/RFP</a> to understand what the City requires.
6	Does the City expect to take ownership of the software, or would other options for delivery (such as licensing or cloud-based delivery) be acceptable?	Other options for delivery are acceptable.
7	Does the 10 page limitation include a proposal cover and the table of contents?	The 10-page limitation includes all items mentioned on page 9 of the RFP: cover letter, firm qualifications & experience, project leadership & team description (not including resumes), approach & workplan, fee proposal. The proposal cover and table of contents should not be counted as part of the 10-page maximum limit.
8	Is there a list of pre-qualified subconsultants for this RFP?	No, there is no list of pre-qualified subconsultants for this RFP.
9	Does a consultant have to turn in forms? If yes, indicate which ones	No, the consultant need not turn in any special forms for the RFP.
10	Is there a font size restriction? How about double space?	No, there are not any font size or paragraph space restrictions to RFP responses.
11	On the Timeline (page 6 of RFP) – some tasks are divided in a and b. Can you detail what the task 3a, 3b, 4a and 4b are?	Both Tasks 3 and 4 have draft and final deliverables. The timeline outlines when a draft deliverable/meeting will be due (3a & 4a) and when a final deliverable/meeting will be due (3b & 4b) if necessary.

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12	Referring to Task 2, does the tool need to have the capability to conduct new GHG inventories for the City, or just the capability to accept new GHG emissions as the City updates their inventory?	The City seeks a tool that has the capability to accept new GHG emission categories as the City updates its inventory. It is desired that the tool be nimble enough to be able to add or rearrange categories as appropriate.
13	For Task 3, what reporting requirements for the Carbon Disclosure Project and the Compact of Mayors, other than a description of each measure and the emissions reduction for each, does the City require? We are aware that both platforms are focused on GHG inventory methods, sectors, and CAP development, and neither have many requirements regarding CAP measure progress reporting and implementation.	The CAP tool is envisioned to incorporate GHG reduction tracking in addition to helping to measure CAP implementation items. To the extent possible, the City is interested in having GHG reduction tracking components of the CAP tool coincide with the format of the Carbon Disclosure Project (CDP Cities) and the Compact of Mayors for simple transfer between platforms.
14	Is the consultant responsible for developing a public-facing dashboard as part of this project, or only an internal tool for City staff?	The consultant is responsible for developing the internal tool only, but it is desired that the end product will eventually facilitate the development of an external dashboard.
15	For Task 3, are you expecting that the consultant would develop the external dashboard using the Open Data Platform? Or would the consultant be responsible for just the design outputs from the monitoring tool which would need to be compatible with and can be uploaded to the Open Data Platform?	It is not expected that the consultant would develop the external dashboard using the open data platform, though the City is interested in ideas around this. The primary focus of this RFP is to create an internal tool to track progress in climate action goals and GHG emissions reductions. It is desired that design outputs from this monitoring tool be compatible with the open data platform when possible.
16	What is the relationship and interaction between the monitoring tool and the City's open data platform?	The City aspires to be a high-functioning Smart City, where data is readily available on multiple platforms across the city. As the City advances in its climate action goals, it will be important for all stakeholders to view the City's progress over time. It is desired that the data collected and interpreted in the CAP tool eventually feeds into public dashboard to visually show progress achieved. The city is interested in exploring the possibility for its open data platform serve as the potential dashboard.

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17	Our reading of the RFP is that the monitoring tool is completely internal and the external site is the the open data access platform. Is this correct or is there also a public facing component to this project?	It is correct that CAP monitoring tool will be completely internal. The primary focus is to create an internal tool to track progress in climate action goals and GHG emissions reductions. However, as the internal tool is developed, the City wants to explore ways to tool can eventually support a dashboard or external site to show and share progress publicly.
18	Can the Socrata platform be leveraged for data collection?	Possibly. The City is open to having discussions about leveraging its Socrata platform for data collection.
19	What form does the data used for this project come in, how large is the data set?	The data currently exists in Excel format.
20	Is there an existing tool that you would like to model this evaluation tool after?	The City is open to any format or tool determined with the hired consultant to best suit its needs. The City currently participates in GHG emission reduction reporting exercises for CDP Cities and the Compact of Mayors, which allows for data imports from the ClearPath software. Therefore, a CAP tool with GHG tracking components similar to ClearPath for ease of transfer to those platforms is preferred.
21	How would the tool ideally support communication between city staff and city council?	Using the CAP tool to keep track of the City's most recent progress in GHG emissions reduction and activities that contribute to reductions will allow city staff to more readily provide updates to City Council, as requested. It will also allow staff to show quantitatively how certain strategies are more effective in achieving desired climate action goals.