DEPARTMENT OF NATURAL AND ENVIRONMENTAL RESOURCES

DNER

GOVERNMENT OF PUERTO RICO

PUBLIC NOTICE

REQUEST FOR PROPOSALS TO ESTABLISH 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, 2023 and 2024 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 EPA GHG emissions calculator tools shall be used to produce the total emission inventory profile for Puerto Rico, according to Section 1.6 of the PR DNER-CPRG QAPP[1], access link, https://www.drna.pr.gov/wp-content/uploads/2025/12/PR-DNER-QAPP-rev.3.2024.pdf

The inventory must include the number of emissions for seven (7) greenhouse gases: carbon dioxide (CO2), methane (CH4), nitrous oxide (N2O), perfluorocarbon compounds (PFCs), nitrogen trifluoride (NF3), sulfur hexafluoride (SF6) and hydrofluorocarbons (HFCs), measured in tons per year of carbon dioxide equivalent (CO2e) emissions. The CO2e emissions will represent the amount of GHGs emitted and will be calculated as defined in federal regulations.

The methodology must ensure the emissions inventory:

[1] Quality Assurance Project Plan for Puerto Rico Pollution Reduction Plan. Revision No. 1, March 20, 2024.

- **It is aligned with IPCC principles** (Transparency, Accuracy, Coherence, Completeness, Comparability).
- **Incorporates sensitivity modeling** for three scenarios: business-as-usual, decarbonization, and the impact of severe hurricanes (three hurricanes per decade).
- **Projects emissions** under different economic growth rates (slower and more rapid economic growth).
- Includes an explicit methodology for the **annual update** of the GHG emissions data.

Its methodology must allow us 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 as:

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. Create digital forms for data submission by each GHG source and provide relevant instructions for submission.

D. Criteria for the Evaluation of Proposals:

The proposal must contain the following requirements and criteria (See Table No. 1); 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

Criteria	Elements to consider	Score
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	

Criteria	Elements to consider	Score
	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, delivery of the final report and the dates on which each product will be delivered.	10%
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 *curriculum vitae* 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 GHG, costs and externalities, and the ability to lead the workgroups in the resolution of different situations. (1 page maximum).	15%

E. Special Conditions

1. Contractors **must comply with all contracting requirements** established by the Government of Puerto Rico, in accordance with current and applicable laws.

2. Contractors **must be registered** in the Single Supplier Registry (Registro Único de Proveedores - RUP) of the General Services Administration (ASG) from the Government of Puerto Rico.

3.

4. The **DNER reserves the right** to request additional information or clarification from any or all applicants.

5. The selected contractor will be required to sign a **Professional Services Contract**.

F. Deliverables

The period for carrying out the work shall be from the date of contract award and shall have a maximum duration 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, 2023 and 2024 GHG inventories and 2022-2040 projections; having as a base year reference, the latest Puerto Rico Greenhouse Gas report, published in July 2023.

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[2] 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 forms 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 show 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.

[2] 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)

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.

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

- **Submission Deadline:**
  Proposals must be submitted no later than **4:00 p.m. on January 20, 2026**. Late submissions will not be considered.

- **Proposal Format:**
  Proposals should be submitted via email to inventariogei@drna.pr.gov in a PDF format. The proposal must be written on a computer with Arial font size 11, with a **maximum** of 20 pages. Pages more than 20 will not be reviewed.

- **Required Documentation:**

  - **Letter of Interest:** A formal letter expressing interest in submitting a proposal.
  - **Proposal Document:**
    - **Methodology**
    - **Detailed Work Plan**
    - **Budget Breakdown**: The maximum amount for this proposal is $400,000; the proposal must not exceed this amount. Only one proposal will be selected.
    - **Curriculum Vitae (CVs):** One for each key team member, up to 2 pages per person.
    - **Single Supplier Registry** (Registro Único de Proveedores - RUP) of the General Services Administration (ASG) from the Government of Puerto Rico.

- **Additional Notes:**

  - Proposals that do not comply with the conditions and specifications outlined in this RFP will be **disqualified**.
  - The selected contractor will be required to sign a **Professional Services Contract** with DNER.

- All proposals submitted in response to this request shall be the property of the DNER and shall be part of the public registry, and, as such, may be subject to public review following the selection process.