



Request for Proposals (RFP)

Preferred Service Provider Greening & ESG Program

Issued by:

Atlantic Canada Aerospace & Defence Association (ACADA)

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Response Deadline:

November 10, 2025

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Overview

The [Atlantic Canada Aerospace & Defence Association \(ACADA\)](#) invites qualified firms to respond to this Request for Proposals (RFP) to be considered for pre-qualification as one of five (5) Service Providers supporting our [Greening & ESG Program](#) (“the Program”) for Small and Medium Enterprises (SMEs) across Atlantic Canada.

This initiative aims to assist SMEs in the aerospace, defence, and security (A&D) sector in Atlantic Canada in developing eco-responsible products, processes, and market entry strategies.

Pre-qualified Service Providers will be recommended to ACADA member SMEs (SMEs) seeking professional greening and ESG support and will be directly engaged by these companies for ACADA-supported projects. Only five (5) Service Providers will be selected through this process.

Typical projects under the Greening & ESG Program may include environmental product design, sustainable process development, green data management, and the creation of customized emissions reduction plans. There are approximately ten (10) SME projects anticipated under the duration of the Program.

Service Providers must be able to deliver projects between **November 2025 and March 2027**, with final deliverables completed no later than **March 31, 2027**. Note: some projects will require a March 31, 2026, completion date.

Background

The Program is designed to help ACADA SME members developing eco-responsible products, processes, and market entry strategies. Supported by the Atlantic Canada Opportunities Agency (ACOA), this cost-shared program enables eligible companies to access expert services to address greening and ESG needs.

Through this initiative, ACADA will cost-share a portion of eligible consulting fees, with participating companies contributing the remaining balance.

Projects will focus on key sustainability challenges, including development of environmentally responsible products and processes, implementation of projects and tolls related to greening, and enhancement of market entry strategies.

Scope of Services

Service Providers will provide consulting support to assist SMEs with developing eco-responsible products, processes, and market entry strategies. Projects may include:

- Environmental product design
- Sustainable process development
- Tracking and reporting on sustainability metrics
- Employee Engagement in greening practices
- Market Entry with ESG Focus
- Emissions Reduction Plans
- Other projects may be considered, as noted under the Program Guidelines

Each project will include a Statement of Work (SOW) developed with the SME and approved by ACADA.

Onboarding and Project Execution Process

1. Agreement & Onboarding
 - Upon selection, Service Providers will enter into a written agreement with ACADA, which outlines expectations of roles and responsibilities, as well as program guidelines, timelines, deliverables, confidentiality, and compliance requirements.
 - Service Providers will be promoted as pre-qualified firms for the Program from which SMEs may select for their project.
2. Engagement with SMEs
 - Upon application to the Program, SMEs will be provided with a list of pre-qualified Service Providers.
 - Once contacted by the SME, the Service Provider will engage directly with the SME to understand their project goals.
3. Development of SOW
 - The Service Provider will complete an SOW for the project that includes the project scope, timelines, and budget.
 - SOWs will be reviewed and approved by ACADA prior to the commencement of a project.
4. Execution & Reporting
 - Service Providers will deliver services in line with the approved SOW.
 - Any changes to the scope or timelines must be approved by both the SME and ACADA in writing.
 - Upon project completion, the Service Provider will provide ACADA with a final report outlining work completed aligned with the approved SOW.
5. Payment for Services
 - Payment is due only upon project completion and receipt of required reporting from both the SME and the Service Provider.

- The Service Provider will submit an invoice to ACADA for payment, and ACADA will subsequently invoice the SME for their contribution.

Timeline

Deliverable	Date
RFP Issued	October 28, 2025
Deadline for Questions	November 5, 2025 (4:00 PM AST)
Deadline for Proposal Submissions	November 10, 2025 (4:00 PM AST)
Evaluation and Selection of Service Providers	November 12 - 14, 2025
Notification of Selected Service Providers	November 14, 2025
Program Begins	November 17, 2025
Project Completion Deadlines	March 31, 2026 (first round) March 31, 2027 (second round)

Proposal Submission Requirements

Proposals must be submitted to darren.machado@ac-ada.ca with the subject line *Greening and ESG RFP* no later than **November 10 at 4:00pm AST**.

- Only digital copies will be accepted (PDF format, single file)
- Proposals should not exceed five (5) pages and must be presented with minimal images; no marks will be awarded for design
- Extensions to the submission date will not be considered

Proposals must include and are limited to:

1. Company Overview
 - Brief history, team, locations, and core services
2. Relevant Experience
 - Three relevant projects (preferably in A&D)
 - Two client references with contact information
3. Value to ACADA Members
 - Why the firm is a strong fit for ACADA SMEs
 - Any additional services or value-added offerings
4. Pricing Model

- Hourly or project-based pricing
- Flexibility with ACADA's cost-sharing model

5. Statement of Compliance

- Confirmation of eligibility and availability for projects between November 2025 and March 2027

Evaluation Criteria

ACADA will evaluate the proposals against a scoring matrix. ACADA reserves the right to reject all proposals and to cancel the RFP or reissue if necessary. The evaluation framework outlined below will be used in the selection.

Criteria	Weighting
Relevant industry experience	30%
Quality and approach of past projects	20%
References	20%
Pricing and flexibility	15%
Compliance and additional considerations	15%

Contact

ACADA contact for the RFP submission is:

Darren Machado
Regional Project Manager
darren.machado@ac-ada.ca

All correspondence must be in electronic format to Darren and no other member of the ACADA Board or team. Any questions must be submitted no later than November 3, 2025, at 4:00pm AST. Questions will be responded to within one (1) business day.

General Conditions

Verbal information or representations shall not be binding on ACADA. Only written changes, alterations, modifications or clarifications are binding. In order to be valid, all changes, alterations, modifications or clarifications shall be issued in the form of addenda, and all such addenda shall become a part of this RFP.

The proposal of the successful proponent will form part of any resultant agreement by attachment and incorporation by reference. Claims made in the proposal will constitute contractual commitments. Any provision in the proposal may be included in the resultant agreement as a direct provision thereof. The selected Service Providers will enter into an agreement reflecting the terms outlined in this RFP.

Any resultant agreement from this RFP will be governed by the laws of Nova Scotia (where the ACADA Head Office resides) and shall be issued in the name of the successful Service Provider exactly as the personal or corporate name is stated in the RFP response document. Funds payable for materials delivered pursuant to any resultant agreement shall be paid only to the Service Provider who is so listed as party to any resultant agreement. Only legal registered names of Service Provider are acceptable.

The proposal will contain the signature, name, and title of the person authorized to sign on behalf of the Service Provider on the proposal submitted in response to this RFP.

The responsibility rests with the Service Provider to submit a complete proposal, with proper and adequate detail to substantiate all aspects of its proposal. Incomplete proposals shall be deemed to be non-compliant. A complete proposal should include but not be limited to:

- Legal name and status: The proposal shall state the correct legal name and legal status of the proposing entity and the correct mailing address.
- Service Provider contact: The name, title, telephone numbers, e-mail address and civic address of a representative who may be contacted for clarification or other matters relating to the proposal shall be provided.
- Content: The proposal will be clear, concise, and must include sufficient detail for effective evaluation and for substantiating the validity of stated claims.

This RFP is open to Canadian bidders only, with preference given to Atlantic Canadian businesses. The successful proponent must be licensed to conduct business in its own jurisdiction and may be required to produce a certificate of good standing for that jurisdiction.

Selection of Proponents

The selection of proponents will be made by ACADA, based on the evaluation of submitted proposals in accordance with the criteria outlined in this RFP. While ACADA expects to select five proponents, it reserves the right to increase or decrease this number at its sole discretion.

ACADA will notify the successful proponent in writing via electronic means. Those that are not successful will receive written notification via electronic correspondence as soon as possible once the selection of proponents has been accepted and the agreements have been finalized.

with the successful Service Providers. ACADA reserves the right not to explain in detail why unsuccessful proponents were not selected.

Conditional Engagement and Compensation

Selection as a pre-qualified Service Provider under the Program does not guarantee engagement or compensation. Service Providers will only be compensated if and when they are selected by participating SMEs to perform work. Inclusion on the Service Provider list establishes eligibility for consideration but does not obligate ACADA nor any participating SME to offer assignments or payment.