



PTAC

PTAC Canadian Fuels Compliance Fund

Request for Proposals - Setup and
Implementation Lead

FAQ

June 22, 2026

1. *Should proponents assume that specialized legal, accounting, tax, audit, and corporate establishment services are included within the scope of this engagement, or will PTAC separately engage such advisors as required?*

Answer:

PTAC will not separately engage specialized legal, accounting, tax, audit, or corporate establishment services. Proponents are expected to assess the need for such services and reflect them in their proposal, including appropriate assumptions and estimated costs within their Phase 2 execution pricing. Final scope and requirements may be refined in Phase 1 as part of design and decision-making, but proponents should include reasonable estimates in their initial submission and clearly identify any associated assumptions.

2. *Will PTAC make available to proponents the internal governance frameworks, policy appendices, program criteria, and other referenced materials that are expected to inform the design of the CFCF operating model and documentation package?*

Answer:

Yes, this information will be made available to the successful proponent.

3. *What materials, studies, analyses, planning work, or draft program documentation have already been completed for the CFCF, and will those materials be made available to the successful proponent?*

Answer:

A full program application has been completed and approved by Environment and Climate Change Canada (ECCC). This includes overarching governance materials such as organizational structure, board composition, and internal governance frameworks, including financial and management controls, management practices, and information systems.

The approved application also includes program-specific elements, including the program description, eligible project types, project timelines, funding policies and criteria, conflict of interest policies, and financial track record considerations based on organizational history.

Collectively, the materials to be provided to the successful proponent encompass both organizational capacity and program design.

4. *The RFP indicates that Phase 1 covers design and drafting activities, while Phase 2 covers finalization, implementation, and launch readiness. For the purposes of pricing and resource planning, can PTAC clarify which deliverables are expected to be implemented during Phase 2 versus designed and documented in Phase 1, particularly with respect to legal/entity setup, financial architecture, technology systems, and operational processes?*

Answer:

Phase 1 focuses on design, analysis, and documentation required to support launch decisions. This includes developing and documenting recommended approaches, options analysis where applicable, and producing build specifications for all core deliverables, including:



- 4.1 Governance, Oversight, and Operating Model
- 4.2 Legal Entity and “Company Setup” (including options analysis and recommended structure)
- 4.3 Financial Architecture, Fund Flow, and Ring-Fencing
- 4.4 Program Policies, Criteria, Documents and Tools
- 4.5 Risk Register and Compliance Readiness
- 4.6 Budgeting and Costing Outputs
- 4.7 Transition and Handoff to Program Director

Phase 2 focuses on executing the approved Phase 1 design, including establishment of systems, implementation of processes, and operational readiness for first intake. This may include, where directed by PTAC, execution of legal/entity setup, implementation of financial and operational systems, and finalization of launch-ready materials, along with a structured handoff to the Program Director.

5. *Will PTAC provide the ECCC approval documentation, conditions of registration, and any associated requirements that must be incorporated into the program design and governance model?*

Answer:

Relevant requirements are publicly available and may be reviewed by referring to Sections 113–119 of the [Clean Fuel Regulations](#).

6. *Does PTAC expect the successful proponent to procure, configure, and implement technology platforms for application intake, workflow management, reporting, records management, and program administration, or should proponents assume that existing PTAC systems and platforms will be utilized?*

Answer:

The successful proponent is not expected to procure and implement new software platforms (e.g., website, database, or internal communications systems) to support application intake, workflow management, reporting, records management, and program administration. Proponents should assume that existing PTAC systems and platforms will be utilized and adapted as needed. The proponent will be responsible for defining requirements, configuring processes, and enabling workflows within those systems to support program operations.

7. *Do you prefer an individual or firm?*

Answer:

Either an individual or a firm is acceptable.

8. *Ok if there are subcontractors?*

Answer:

Yes, subcontractors are acceptable.

9. *Do you have an estimated budget in mind?*



Answer:

No specific budget has been set. Proposals will be evaluated based on overall value.

10. *If awarded this RFP, would it take away any future roles (disqualify for applying) that the CFCF may have?*

Answer:

Participation in this RFP will not inherently disqualify proponents from future roles associated with the CFCF. Any future involvement would be subject to standard governance, conflict of interest requirements, and applicable procurement processes at that time.

With respect to applying for CFCF funding, the program is intended for Primary Suppliers.

11. *Preference for being fund within PTAC or a separate identity?*

Answer:

There is no predetermined preference. One of the objectives of this engagement is to assess and recommend the most appropriate structure, which may include a PTAC-administered program, a separate legal entity, or a hybrid model with defined transition triggers.

12. *Financial model and cash flow required in the proposal or just commitment to make sure it is included in the final deliverable.*

Answer:

A financial model and cash flow framework are expected to be developed as part of the Phase 1 planning deliverables. Given that certain program design elements (such as legal structure, fee model, and contribution assumptions) will be finalized during Phase 1, proponents are not expected to produce a completed model at the proposal stage.

Proponents should demonstrate their approach and methodology for developing the financial model and include reasonable assumptions to support their Phase 1 scope and pricing.

