



**BOMA BEST**  
**BUILDING CERTIFICATION**  
**PROGRAM**

## **2025 BOMA BEST Building Report Request for Proposal**

Proposal Deadline	Friday, April 25, 2025, at 5pm EDT
Contract Start Date	Monday, May 19, 2025
Date for Completion of Work – Key Findings	Friday, August 8, 2025
Date for Completion of Work – Final Report	Friday, September 26, 2025

Send proposal and questions to Maryluz Velasco at [mvelasco@bomacanada.ca](mailto:mvelasco@bomacanada.ca)

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## 1. About the Organization

Launched in 2005, [BOMA BEST](#) is Canada's largest environmental assessment and certification program for existing buildings. With over 4,000 active certifications worldwide, it is a unique, voluntary program designed by industry for industry; it provides owners and managers with a consistent framework for assessing the environmental performance and management of existing buildings of all sizes.

BOMA BEST Sustainable Buildings certification recognizes excellence in energy and environmental management and performance in commercial real estate. The Program is managed by the Building Owners and Managers Association of Canada ([BOMA Canada](#)).

## 2. Project Overview

Since 2009, BOMA Canada has released a National Green Building Report (NGBR). This report summarizes the performance of buildings that certified with BOMA BEST within a given period, typically 12 months, and provides insights on trends and topics of interest. In the last few years, the report format has changed. It first started as a single long document containing over 50 figures and accompanying observations and then changed to two documents: Key Findings and Technical Report. In the latest iteration, the report has now evolved to a global report and is a hybrid of the Key Findings and Technical Report combining thoughtful statistics and stories for owners and building managers to relate to.

BOMA Canada is looking for a partner to perform the technical analysis of the BOMA BEST data gathered during a specified period, identify the findings and necessary observations, and draft the 2025 BOMA BEST Building Report (BBBR).

Our more recent NGBRs and BBBR can be found on our website here: <https://bomabest.org/publications-and-ngbr/>

## 3. Project Description and Requirements

The 2025 BOMA BEST Building Report will consist of the following components:

1. The Key Findings:
  - Typical audience: Portfolio managers, senior sustainability officers, building managers and operators. Should appeal to a large stakeholder group, going beyond those typically interested in data analysis and should be easily understood by all readers, regardless of level of experience with the program or data analysis literacy skills.
  - Highlights standout observations in a graphic rich format including infographics, case studies and building images.
  - Will be used as a promotional piece for the programs and therefore should clearly highlight the best and most interesting findings from the buildings in the sample set, providing clear observations, using compelling language.

2. The Technical Aspect:

- Typical audience: Consultants seeking to benchmark client buildings, engineers, building operators.
- In conjunction to the Key Findings, it provides a more granular analysis of the sample's performance across all assessment categories (Energy & Carbon, Water, Indoor Air Quality, Accessibility & Wellness, Custodial & Waste, Resilience & Site.)

3. The Cost Analysis Aspect (Optional):

- Typical audience: All the above
- In collaboration with a cost consultant, determine the cost of all third-party assessments in the BOMA BEST programs as well as the total cost to complete verification. This cost should include the third-party assessments, the cost to engage a sustainability consultant, and the certification costs.

Please provide a separate line item in your budget for this optional service, including Information regarding the costing consultant(s) engaged, samples of costing reports related to certification programs, and team member CV(s).

Note that BOMA Canada reserves the right to include or omit the optional tasks from the successful partner's scope of work.

4. Report Design Service (Optional)

In addition to the development of the technical content, proponents are invited to submit an optional proposal for professional design and layout services for the final report. This may include:

- Visual formatting of the report to enhance readability and presentation
- Integration of graphics, charts, and tables
- Development of a consistent visual identity (e.g., typography, colour palette, layout) following the BOMA BEST style guide
- Preparation of an interactive PDF version of the report

Please provide a separate line item in your budget for this optional service, including relevant experience, examples of past work, and a proposed approach to integrating design with the technical content. We would also require sample of past work.

Note that BOMA Canada reserves the right to include or omit the optional tasks from the successful partner's scope of work.

The analysis will be based on the data from buildings who submitted for verification in BOMA BEST Sustainable 4.0 and BOMA BEST Smart between January 1<sup>st</sup>, 2024, and April 30<sup>th</sup>, 2025. All buildings will have completed their certification in the BOMA BEST questionnaires and will represent buildings in Canada, the US, Mexico and China. The successful applicant will perform the analysis, identify the compelling findings and potential stories, compile case studies, draft all required observations, and finally, draft the 2025 BOMA BEST Building Report. BOMA Canada will design the final layout.

The property types that should be included in the analysis are Office, Light Industrial, Open-Air Retail, Universal, Enclosed Shopping Center, Multi Unit Residential Building, and Health Care (dependent on sample size).

The BBBR will be launched at the end of the year.

### **Project Deliverables and Scope**

BOMA Canada proposes to divide the project into three (3) phases of work:

1. Kick off Meeting, Data Analysis, and Identification of Potential Case Studies (at least one dedicated to BOMA BEST Smart)
2. Draft of case studies, key findings, and stories based on the interesting values pulled from the data analysis
3. Finalizing the BBBR

#### Phase 1: Kick off Meeting, Data Analysis, and Identification of Potential Case Studies

BOMA Canada and the successful partner will have a kick-off meeting (90 Minutes) to discuss the deliverables, scopes, suggestions, budget, timelines, etc. This meeting will ensure that all parties have aligned objectives and expectations.

Following this meeting, BOMA Canada will provide the successful partner with the BOMA BEST Data sets. This data set will take the following form:

- 1x Excel spreadsheet with the following:
  - Summary of all the buildings (Portfolio and Single Stream) that certified in the specified period
  - Asset Class
  - Certification level
  - Certification score
  - Questions answered in the questionnaire
- 1x Excel spreadsheet with the following:
  - Gross Floor Area
  - Energy Use Intensity
  - Water Use Intensity
  - GHG emissions (not weather normalized)
  - Waste diversion rate
- 1x Excel spreadsheet providing detailed meter information for every single property in the sample set that has provided an EUI or ENERGY STAR Score – for the purposes of calculating GHG intensity

- Any other documents that the successful partner deems necessary to complete the analysis

In addition to the above, BOMA Canada will provide the partner with formatting specifications (e.g. always ordering the property types in the same way across all figures, etc.) to enhance reading clarity.

The successful partner will take the steps required to ensure the data is clean and reliable. Any erroneous results should be discussed with BOMA Canada. A high quality of data and accuracy of data must be maintained throughout to preserve the reader's trust in the process.

The successful partner will analyse the data for areas of interest and will create the expected Figures and Tables. Consult **Appendix A** for the List of Figures and Tables. These Figures and Tables are to be created regardless of whether the data is used within the report.

BOMA Canada welcomes change and is eager for new ideas. If the successful partner wishes to deviate from this typical list, this must be discussed with BOMA Canada.

Units presented must be commonly used and understood across Canada and the US and applied consistently throughout. Though certain units have been used previously (e.g. kWh/ft<sup>2</sup>/yr) BOMA Canada welcomes the partner's opinion on the most appropriate unit that should be used (for example, deviating kWh/ft<sup>2</sup>/yr since the Online Portal reports EUI in GJ/m<sup>2</sup>/yr).

#### **Phase 1 Deliverables:**

- Draft "Technical Analysis Report" in MS Word. This document should include all figures and tables listed in Appendix A of this RFP in addition to any newly discussed figures. No observations are required for this document (e.g. "there is a decrease in performance since last year"). The purpose of this Technical Analysis Report is to ensure that all aspects of the analysis have been completed ensuring that the successful partner can identify the figures and trends that are the most compelling and therefore should be featured in the Key Findings.
- Clearly identify what external data sources will be used to make performance comparisons with BOMA BEST buildings. Sources can be from outside of Canada provided the comparison and context are appropriate for the analysis. (e.g. if comparing BOMA BEST Office EUI against the NRCan national average –which value and year should be used and why?)
- MS Word document identifying the most compelling figures, findings, and case studies – to be reviewed with BOMA Canada in Phase 2.
- (Optional – Cost Analysis) A draft cost analysis itemized for each assessment, consulting fees, and certification fees

## Phase 2: Review Meeting and Final Key Findings

BOMA Canada and the successful partner will meet again to review the successful partners' suggestions for the Key Findings and Case Studies.

Prior to this meeting BOMA Canada will have held internal discussions on the types of stories that we think might be interesting to include in the Key Findings. These will also have been communicated to the successful partner prior to the Review Meeting. Nevertheless, BOMA Canada depends on the successful partner to provide their opinion, based on the analysis and the global context, of the areas of interest and propose language for expressing these findings. For example, perhaps Scope 1 and 2 emissions should take a more prominent role due to increasing efforts towards Canada's 2050 net-zero emission goal or other global goals. The partner's professional technical insights are extremely valuable and appreciated.

The outcome of this meeting will be a short list (perhaps about 10) of interesting findings which will form the Key Findings of the report. The partner will draft the Key Findings, consisting of the top findings and associated observations.

BOMA Canada welcomes and expects the successful partner to provide some insight and suggestions on any improvements or innovations that can be made to the Key Findings and/or technical aspect of the Report to make it even more compelling to readers.

### **Phase 2 Deliverables:**

- Final Key Findings and Case Studies in MS Word. The document will be laid out in a way that provides BOMA Canada with all needed information: organization of all sections, titles of sections, figures, and observations written using compelling and easy to understand language.
- MS Excel file that includes all the values and layout information necessary for our designer to recreate all the figures. The figures and their values must be presented in a way that uses consistent language and formatting (to be specified by BOMA Canada in kick-off meeting).

## Phase 3: Finalizing Technical Deliverables

BOMA Canada will return to the draft technical report and provide comments or questions to the partner. The document will be updated as needed by the partner. BOMA Canada will finalize it and release it.

### **Phase 3 Deliverables:**

- Final BBR in MS Word. The following sections must be included in the report:
  - Analysis of data (Figures and Tables) laid out in a manner proposed by Partner
  - Methodology
  - List of acronyms
  - List of Figures
  - List of Tables
- MS Excel file that includes all the values and layout information necessary for our designer to recreate all the figures. The figures and their values must be presented in a way that uses consistent language and formatting (to be specified by BOMA Canada in kick-off meeting).

- MS Excel file that has been cleaned up to include the answers and scores of ONLY the buildings that were included in the final analysis. This is needed in case BOMA Canada must dive into the data set to analyze a question (or a sub-sample) that wasn't included in the original report. We wish to have a record of the final data set that was kept after the successful partner analyzed it to exclude outliers, etc.
- Corrections as needed (once BBBR have been issued): if an instance is found where values stated were incorrect, BOMA Canada will notify the partner who will re-review values stated throughout the reports (including to any dependent values) and make the corrections in the MS Word **and** MS Excel files. Ideally, no corrections will be necessary since the BBBR will already be printed and we do not want to erode the reader's trust in the analysis.
- (Optional – Cost Analysis) – Finalized cost analysis report

#### Phase 4: Report Design Deliverable (Optional)

When the data collection and reporting, and case studies have been created the report design process will begin. The consultant will use BOMA Canada branding to maintain a consistent visual identity.

#### **Phase 4 Deliverables:**

- First Draft, the report should include:
  - Visual formatting of the report to enhance readability and presentation
  - Integration of graphics, charts, and tables
- Final Report, the report should be produced in English, French, and Spanish.

## **4. Considerations**

- Recent Building Reports can be downloaded here: <https://bomabest.org/publications-and-ngbr/>
- BOMA Canada wishes to hold the kick-off meeting on Wednesday, May 21, 2025 @ 10am – 11am EDT with the successful partner. This date can be negotiated based on the partner's availability though it should ideally be soon before or after this date.
- The partner must provide the same types of figures and tables as indicated in Appendix A. If the partner recommends that new figures should be included, these will absolutely be considered by BOMA Canada. The partner is also welcome to propose new layouts, formats or ways of representing the data to be more compelling.
- BOMA Canada wishes to significantly increase its analysis of buildings' carbon intensity in this report. More figures must be included on this topic.
- BOMA Canada wishes to also expand its analysis to include its certified buildings in the US, Mexico, and China, and additionally encourages the successful partner to investigate findings from a regional perspective including the regions of our eleven local associations
- The analysis should include all property types where applicable and if the sample size permits.



- The partner must explore the global context to identify a comparison metrics against which BOMA BEST data should be analysed – for example, which figure should be used as the external national average for water or energy.
- As much as possible, the partner should use the same methodology when identifying data outliers as provided in previous years. Consult **Appendix B** for the Methodology. If a new methodology is proposed and agreed upon, this should be explicitly described to our readers.
- The partner must provide a story related to the financial aspect of the BOMA BEST programs using the data sets (e.g. money saved from energy reduction measures, increased valuation of property, etc.)
- At a minimum there should be one page of analysis, and one case study focused on the BOMA BEST Smart program.
- The submission of quotes for the optional services does not obligate BOMA Canada to proceed with the engagement of said services. BOMA Canada reserves the right, at our sole discretion, to decide whether to retain the consultant for these optional services or additional tasks identified by the consultant.

## 5. Timelines

BOMA Canada proposes the following timeline:

RFP issued by BOMA Canada	Friday, April 4, 2025
Deadline to submit inquiries	Friday, April 18, 2025
Proposal deadline	Friday, April 25, 2025, at 5pm EDT
BOMA Canada requests for clarity and telephone interviews with candidates (as necessary)	May 12-14, 2025
BOMA Canada selection deadline and communication with successful partner	Friday, May 16, 2025
Kick-off meeting between BOMA Canada and successful partner; negotiations of final contract	Wednesday, May 21, 2025 @ 10am - 2pm EDT (subject to candidate availability)
BOMA Canada to provide all data to successful partner	Friday, May 23, 2025
BOMA Canada notifies all unsuccessful candidates	Monday, May 26, 2025
Present Key Findings and Case Studies	August 6-8, 2025
First Draft of BBR due	Friday, August 29, 2025
Feedback from BOMA Canada to Consultant	Friday, September 5, 2025
Final Draft of BBR due	Friday, September 26, 2025
(Optional) First Draft of Report Design due	Friday, October 3, 2025
(Optional) Feedback from BOMA Canada to Consultant regarding Report Design	Friday, October 10, 2025
(Optional) Final Version of Report Design due	Monday, October 20, 2025

## 6. RFP Submission Requirements

Provide a detailed response that demonstrates the potential partner's understanding of the requirements and challenges contained in this Request for Proposal. At a minimum, BOMA Canada will be reviewing proposals for the following:

1. Experience and qualifications of the proposed team members.
2. The method and approach to be used to meet the requirements. We'd love to hear about the potential partner's vision for the work as well as identifying any challenges it might contain.
3. The technical expertise to produce the services identified in the *Deliverables and Scope*.
4. Suggestions for innovative approaches and ideas (on data interpretation, delivery ideas, format, etc.).
5. Confirmation that the potential partner can meet the project timelines.
6. A budget based on the deliverables outlined in the *Deliverables and Scope*. If optional items are proposed (for example, based on the innovative suggestions), these should be itemized with a proposed budget. The costs shown will be considered as the upper limit for the individual items and will not be exceeded unless written approval is given by BOMA Canada.

The candidate recognizes that all deliverables will be the sole property of BOMA Canada and may not be used by the successful partner for any other purposes without the explicit permission of BOMA Canada.

## 7. Scoring Criteria

The scoring table below provides an outline of the scoring criteria as well as the weight applied to each criterion. Each item will be scored on a scale of 1 - 10 where 1 means “poor” and 10 means “excellent”.

In addition to ensuring the right organizational fit, BOMA Canada will be using the following criteria and weighting to identify the successful partner.

Qualitative Attributes			
Project Team & Experience	Familiarity with the BOMA BEST assessment and how it differentiates across each property type	5%	50%
	Individual team member experience and ability to contribute to the project	5%	
	Practical and technical experience performing statistical analysis and trend analysis from a broad set of data (for example, across each of the 6 BOMA BEST assessment categories: Energy & Carbon, Water, Indoor Air Quality & Hazards, Accessibility & Wellness, Custodial & Waste, Resilience & Site)	25%	
	Practical and technical experience using data sets to extrapolate compelling financial based stories	10%	
	Practical and technical experience writing reports outlining statistical data and trends in easy-to-understand language	15%	
Response to the RFP	The method and approach used to meet the requirements of the <i>Deliverables and Scope</i>	25%	50%
	Innovative approaches and ideas (on data interpretation, delivery ideas, format, etc.).	15%	
	High level project schedule demonstrating that the work can be completed in time with the requirements	10%	
Sub-Total			100%
Qualitative Attributes			70%
Proposed Budget			30%
<b>TOTAL WEIGHTED SCORE</b>			<b>100%</b>

Final scores will not be shared with candidates.

## 8. Contact Information

Please contact Maryluz Velasco with any questions prior to the Proposal Deadline date of the RFP.

- [mvelasco@bomacanada.ca](mailto:mvelasco@bomacanada.ca)

Submissions must be in an electronic format and emailed to [mvelasco@bomacanada.ca](mailto:mvelasco@bomacanada.ca)

## 10. APPENDIX A: List of Figures and Tables

Each table and figure are to be completed for all asset classes in both the Sustainable and Smart programs that have enough data for an effective analysis. Tables and Figures related to Energy, Water, Waste and Greenhouse Gas are pertinent only to the Sustainable program.

- Table 1: Energy Savings by Certification Level (Compared to an appropriate National Average EUI)
- Table 2: Water Savings for by Certification Level (Compared to an appropriate National Average WUI)
- Table 3: Number of 2024 Certifications by Stream - All Levels
- Table 4: Number of 2024 Certifications by Property Type and Level
- Table 5: Number of Buildings Included in the Performance Analysis, by Region and Property Type
- Table 6: Number of Buildings Included in the Performance Analysis, by Level and Property Type
- Figure 2: Number of 2024 Certifications by Region - All Levels
- Figure 4: Annual Energy Use Intensity
- Figure 5: Annual Energy Use Intensity (ekWh/ft<sup>2</sup>/yr) by Region
- Figure 6: Energy Use Intensity by Certification Level
- Figure 7: Average Greenhouse Gas Intensity by Certification Level for All Regions
- Figure 8: Greenhouse Gas Intensity by Region (kgCO<sub>2</sub>e/ft<sup>2</sup>)
- Figure 9: Annual Water Use Intensity
- Figure 10: Water Use Intensity by Certification Level
- Figure 11: Waste Diversion Rates by Number of Buildings per Region
- Figure 12: Waste Capture Rates by Number of Buildings per Certification Level
- Tables that specifically outline the energy savings difference (ekWh/ft<sup>2</sup>/year), cost savings difference (\$/yr) and cost savings per ft<sup>2</sup> (\$/ft<sup>2</sup>) for Silver, Gold and Platinum certified buildings compared to the selected external national average. The assumptions required to calculate them must also be included (e.g. estimated average cost per kWh based on estimated average fuel mix). An equivalent table is also necessary for Water. If Waste can be quantified in a way that makes financial savings possible, this is also desirable. Though these tables will not be included in the Key Findings, this information will allow BOMA Canada to create infographics highlighting the buildings' performance, these will be included in the Key Findings. An example of the 2021 tables for energy and water (and associated assumptions) are provided below.

Table 1: Energy Savings for Offices by Certification Level (Compared to National Average EUI)

CERTIFICATION LEVEL	ENERGY SAVINGS (EKWH/FT <sup>2</sup> /YR)	COST SAVINGS PER FT <sup>2</sup> (\$/FT <sup>2</sup> /YR)
Gold	2.5	\$ 0.20
Platinum	0.8	\$ 0.06

Table 2: Water Savings for Offices by Certification Level (Compared to National Average WUI)

CERTIFICATION LEVEL	WATER SAVINGS (M <sup>3</sup> /M <sup>2</sup> /YR)	COST SAVINGS PER M <sup>2</sup> (\$/M <sup>2</sup> /YR)
Silver	0.09	\$ 0.21
Gold	0.30	\$ 0.74
Platinum	0.43	\$ 1.04

## 11. APPENDIX B: Methodology

### Analysis period and general notes

The 2025 BOMA BEST Building Report (BBBR) includes certifications awarded between January 1, 2024 and April 30, 2025. For ease of reference, buildings analyzed in this report are simply referred to as the “2024” data set.

All buildings included in this report completed the BOMA BEST 4.0 assessment.

Unless specifically stated, changes to percentage scores discussed in this report are absolute, and not relative. For example, a change in score of 78% to 80% would be calculated as “80% minus 78%” and reported as +2%. This is consistent with reporting in previous years.

The percentages in some charts may not add up to 100% due to rounding.

### Analysis Inclusion Requirements

The detailed performance analysis should include only the buildings that meet all of the following criteria:

1. Certified between January 1, 2024 and April 30, 2025
2. Achieved a score of 20% or higher (*Bronze, Silver, Gold, Platinum, but not Certified*)

At a regional level for a given property type, if fewer than 5 buildings achieved *Bronze* or higher level of certification, performance results are not to be reported and “insufficient data” is indicated when possible.

Table 22 provides an example of the number of buildings at each certification level and property type that were included in the performance analysis from the 2021 National Green Building Report.

*Table 3: Number of Buildings Included in the Performance Analysis, by Level and Property Type*

	PLATINUM	GOLD	SILVER	BRONZE	TOTAL
Office	19	103	125	12	259
Universal	5	20	27	2	54
Enclosed Shopping Centre	7	13	8	1	29
Light Industrial & Open Air Retail	1	5	74	36	116
Grand Total	32	141	234	51	458

## Performance Analysis

**Energy use intensity (EUI) results** should consider buildings that achieved Bronze and higher (Certified level buildings are excluded) for each asset type, filtered to meet the following criteria:

1. Exclude entries with no EUI data, or no entered value
2. Exclude statistical outliers: EUI values greater than 200 ekWh/ft<sup>2</sup>/yr or lower than 10 ekWh/ft<sup>2</sup>/yr

**Water use intensity (WUI) results** should consider buildings that achieved Bronze and higher (Certified level buildings are excluded) for each asset type, filtered to meet the following criteria:

1. Exclude entries with no WUI data, or no entered value
2. Exclude statistical outliers: WUI values greater than 5 m<sup>3</sup>/m<sup>2</sup>/yr or lower than 0.1 m<sup>3</sup>/m<sup>2</sup>/yr
3. Exclude entries with inconsistent WUI value and WUI range

**Greenhouse Gas intensity (GHGI) results** should consider buildings that achieved Bronze and higher (Certified level buildings are excluded) for each asset type, filtered to meet the following criteria:

1. Buildings with reasonable EUI (10 – 200 ekWh/ft<sup>2</sup>/yr)
2. The difference between BOMA EUI and ENERGY STAR EUI is within +/- 15%
3. Weather Normalized Site Natural Gas Intensity (ekWh/ft<sup>2</sup>) and Electricity Intensity (kWh/ft<sup>2</sup>) are available

Greenhouse gas intensity data was calculated using electricity and natural gas use intensity reported on ENERGY STAR, converted with emission factors.