



Request for Proposals for Technical Advisor – Outreach to State and Local Air Agencies

Date Issued: December 23, 2015

**Issued by the
National Association of State Energy Officials**

**Proposals must be submitted via email by no later than:
5:00 p.m. ET on Friday, January 8, 2016**

Late proposals will not be accepted

Section I – General Information

The National Association of State Energy Officials (NASEO) is the only national non-profit association for the governor-designated energy officials from each state and territory. Formed by the states in 1986, NASEO facilitates peer learning among state energy officials, serves as a resource for and about state energy offices, and advocates the interests of the state energy offices to Congress and federal agencies.

NASEO is seeking a subcontractor to provide technical assistance in outreach efforts to state and local Air Agencies.

NASEO seeks to subcontract with a national non-profit organization (with 501c3 status) with experience working with state and local Air Agencies. The preferred subcontractor must have significant experience providing technical assistance resources and research to state and local Air Agencies, must be familiar with energy efficiency applications to reduce greenhouse gas emissions and must have collaborated with State Energy Offices in the past.

The subcontractor will work with NASEO staff to facilitate collaborative efforts between Air Agencies and State Energy Offices relating to energy efficiency applications in reducing greenhouse gas emissions including industrial efficiency, ESCO programs and projects, and PACE.

Timing and Resources

Proposals should be concise, 4 pages maximum in length, and discuss the organization's resources, subject matter familiarity and expertise, previous experience, and ability to carry out the facilitation services as directed above. For the purpose of proposal evaluation and approval, as well as execution of the services, all prices, costs, and conditions shall remain firm and valid for a sixty (60) day period, commencing on the day of the proposal due date. Upon award of the contract, all prices shall be firm and valid for the duration of the contract. The timetable for the RFP process is:

Action	Date
RFP Issued	Tuesday, December 23, 2016
Written Proposals Due	Friday, January 8, 2016
Evaluation Complete (estimated)	Monday, January 18, 2016

Proposal Notification (estimated)	Monday, January 25, 2016
Contract Awarded (estimated)	Monday, February 1, 2016

Proposals must be emailed to:

Melissa Savage
National Association of State Energy Officials
2107 Wilson Boulevard, Suite 850
Arlington, VA 22201
Telephone: 703.299.8800 x111
Email: msavage@naseo.org

Faxed proposals will not be accepted.

Contract Term and Funding

The contract shall be effective when signed and dated by both parties, through June 1, 2016.

The source of funding for this subcontract is from a U.S. Department of Energy agreement and all terms and conditions associated with the agreement will flow down to the subcontractor.

Section II – Scope of Work

Scope of Services

NASEO invites proposals from qualified organizations to support engagement of state air quality regulatory agencies to understand state needs and facilitate technical assistance to and with states on options and opportunities for including energy efficiency as part of compliance strategies under the EPA Clean Power Plan rule as well as supporting broader application of energy efficiency to help states address air quality and other objectives. The preferred candidate will have excellent experience in engaging state air quality agencies on Clean Air Act issues and will have experience in dialogues on potential roles for inclusion of energy efficiency for Clean Air Act and other air regulatory compliance.

Task 1 Assist NASEO to obtain state air quality agency input on analytical and technical assistance needs

The contractor shall support NASEO to reach to out and engage state air quality agencies to determine state analytical and technical assistance needs with respect to potential options and

opportunities for including energy efficiency as elements and strategies for Clean Power Plan compliance.

Deliverable 1 – The contractor will provide NASEO with documentation of state air quality agencies contacted under this task.

Estimated hours: 90

Task 2: Participate in Periodic Telephone Calls and/or Meeting with NASEO

The contractor shall participate with NASEO in periodic (approximately monthly) telephone calls or meetings with NASEO and, as warranted, other participants in support of this project. These calls/meeting will include discussion of state air quality agency outreach and engagement, analytical and technical needs indicated by states, and other relevant topics.

Deliverable 2 – Participation in calls and/or meetings with NASEO.

Estimated hours: 20

Task 3: Assist NASEO in outreach and dissemination to state air quality agencies

The contractor shall assist NASEO in outreach and dissemination of documents, technical assistance materials and resources, referrals, and related items to state air quality agencies pertinent to inclusion of energy efficiency as elements and strategies for Clean Power Plan compliance. This task will also support dissemination of information on the availability of NASEO’s web resources (e.g., Answers to State Questions and CPP hub site).

Deliverable 3 -- The contractor will provide NASEO with documentation of state air quality agencies contacted and information or items disseminated under this task.

Estimated hours: 90

Subject to additional funding availability, the contractor and NASEO may negotiate expansion of these tasks or development of additional tasks in support of this project.

Section III – Preparing and Submitting a Proposal

General Instructions

The evaluation and selection of an organization and the contract will be based on the information submitted in the proposal. Proposers should respond clearly and completely to all requirements. Failure to respond completely may be the basis for rejecting a proposal.

Incurring Costs

NASEO is not responsible for any cost incurred by Proposers in responding to this RFP.

Proposal Format

Proposal should be no longer than four (4) pages in length and in the following format:

1. Cover letter – must include the name of the organization, its legal status (sole proprietor, etc.), Federal Tax ID Number or Tax Exempt Number, as well as, name, address, telephone number, and email address of contact person authorized to answer questions and negotiate a contract for proposed services.
2. Description, schedule and estimate of hours and cost of proposed effort (including the name and resume of person expected to perform facilitation services). This element of the proposal should not exceed three pages.

Experience, Credentials, and References

Proposers shall give a brief history of the organization indicating how long the organization has been providing facilitation services. Include as part of the proposal a brief statement concerning the subject matter experience of the person from your organization who will be providing the facilitation services.

Propriety Information

Proposers shall state any restrictions on the use of data contained in their responses. Proprietary information will be handled in accordance with the applicable law, regulations and policies of this jurisdiction. NASEO shall have the royalty free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use, data and products collected or produced through this contract.

Subcontractors

Use of subcontractors is prohibited.

Section IV – Proposal Selection and Award Process

Proposal Scoring and Selection

NASEO will evaluate and score each proposal. Based on the response to this RFP, NASEO may choose to interview organizations prior to awarding a contract.

Evaluation Criteria

All proposals submitted in response to this RFP will be scored by NASEO utilizing the following criteria:

General Quality and Adequacy of Response	30 points
Previous relevant experience	30 points
Organization, Personnel, and Subject Matter Expertise	20 points
Total Cost	20 points
Maximum Score	100 points