

The Rhode Island Energy Efficiency and  
Resources Management Council  
("EERMC")

Request for Proposals  
("RFP")

RFP Title:	2021 Public Education Events & Outreach
RFP Number:	EERMC-2021-02
RFP Issuance Date:	Wednesday, February 17, 2021
Due Date to submit Questions:	Wednesday, March 3, 2021 at 5:00 PM ET
RFP Submission Deadline:	Monday, March 22, 2021 at 5:00 PM ET

## SECTION 1: GENERAL INFORMATION

---

**1.1. Summary.** The Rhode Island Energy Efficiency and Resources Management Council (“EERMC”) is issuing this request for proposals (“RFP”) to solicit proposals from qualified offerors to support the Council’s responsibility of providing public education and outreach on energy topics in 2021. Specifically, the EERMC is seeking an entity to plan, coordinate, facilitate, and market a half-day Public Forum and a three-lecture Energy Lecture Series. In addition, the selected offeror will be responsible for conducting separate outreach and marketing of EERMC educational videos as described in more detail in Section 5 of this RFP.

**1.2. EERMC.** EERMC is a council authorized, created and established pursuant to the laws of the State of Rhode Island (“State”). See R.I. Gen. Laws §42-140.1-3. EERMC council members are appointed by the State Governor with the advice and consent of the State Senate, and the Commissioner of the Rhode Island Office of Energy Resources (“OER”) serves as the EERMC executive director. See R.I. Gen. Laws §42-140.1-4. In accordance with R.I. Gen. Laws §42-140.1-6, EERMC is authorized to engage consultants and professional services as necessary and appropriate to fulfil its statutory purposes which are to:

- Evaluate and make recommendations, including, but not limited to, plans and programs, with regard to the optimization of energy efficiency, energy conservation, energy resource development; and the development of a plan for least-cost procurement for the State;
- Provide consistent, comprehensive, informed and publicly accountable stake-holder involvement in energy efficiency, energy conservation, and energy resource management;
- Monitor and evaluate the effectiveness of programs to achieve energy efficiency, energy conservation, and diversification of energy resources; and
- Promote public understanding of energy issues and of ways in which energy efficiency, energy conservation, and energy resource diversification and management can be effectuated.

**1.3. State Purchases Act.** In general, the State Purchases Act, R.I. Gen. Laws §37-2-1 et seq., applies to every expenditure of public funds by any State governmental entity or public agency within the State. EERMC, as a council established by the Rhode Island General Assembly, is issuing this solicitation and selection for award in accordance with the underlying purposes and policies of the State Purchases Act. Any prospective offeror or offeror who wishes to submit a written protest in accordance with R.I. Gen. Laws §37-2-52, must submit the protest to the Commissioner of the Rhode Island Office of Energy Resources via mail or hand delivery to One Capitol Hill, 4<sup>th</sup> floor, Providence, RI 02908 or via email to [energyresources@energy.ri.gov](mailto:energyresources@energy.ri.gov).

- 1.4. **Equal Opportunity Policy.** In accordance with R.I. Gen. Laws §28-5.1-10, any selected offeror(s) who contract(s) with EERMC must possess the same commitment to equal opportunity as prevails under federal contracts controlled by federal executive orders 11246, 11625 and 11375. The selected offeror(s) may be required to submit an equal employment opportunity plan as proof of commitment. For more information, please contact the Rhode Island Equal Opportunity Office within the Rhode Island Department of Administration's Office of Diversity, Equity & Opportunity at 401.222.6398 or visit <http://odeo.ri.gov/offices/eoo>.
- 1.5. **Minority and Women Business Enterprises.** In accordance with R.I. Gen. Laws §37-14.1-4, small businesses owned and controlled by one or more women who are economically disadvantaged ("WBEs") or small businesses owned and controlled by one or more minorities who are economically disadvantaged ("MBEs") shall have the maximum opportunity to participate in all procurements of goods or services involving funds administered by EERMC.
- 1.6. **Disability Business Enterprises.** In accordance with R.I. Gen. Laws §37-2.2-3.1, small disadvantaged businesses owned and controlled by one or more individuals who have a disability ("Disability Business Enterprise") shall have the maximum opportunity to participate in all procurements of goods or services involving funds administered by EERMC.
- 1.7. **ISBE Utilization.** The term "ISBE" pertains to individuals who own small business enterprises and means all businesses that are certified as a WBE or MBE by the Rhode Island Office of Diversity, Equity & Opportunity ("ODEO") or as a Disability Business Enterprise by the Governor's Commission on Disabilities. In order for an offeror to receive credit for ISBE utilization either as an ISBE itself or through the utilization of a subcontractor that is an ISBE, the business must possess certification at the time the proposal is submitted to EERMC. To determine whether a business is certified by the State as an MBE or WBE or to become certified, please contact ODEO at 401.222.6398 or visit <http://odeo.ri.gov/offices/mbeco/>. To determine whether a business is certified by the State as a Disability Business Enterprise or to become certified, please contact the Rhode Island Governor's Commission on Disabilities at 401.462.0100 or visit <http://www.disabilities.ri.gov/>. Offerors will receive between 0-6 evaluation points based on their proposed ISBE utilization rates. Each offeror must submit its proposed ISBE utilization rate as part of its proposal as instructed herein.
- 1.8. **Utilization of Subcontractors.** Subcontractors are permitted, provided that their use must be clearly indicated in the proposal. To the extent possible, all proposed subcontractors must be identified in the proposal.
- 1.9. **Public Disclosure of Proposals.** All proposals received by EERMC in connection with this RFP are subject to the Rhode Island Access to Public Records Act ("APRA"), R.I. Gen. Laws §38-2-1, et. seq. Once an award is made and upon receiving an APRA request, all proposals will be released by EERMC

unless EERMC finds that the certain portions of information contained within the proposals are exempt from public disclosure pursuant to R.I. Gen. Laws §38-2-2(4). Offerors are advised to clearly mark or label “confidential” any portions of information within their proposals that they believe are “[t]rade secrets and commercial or financial information obtained from a person, firm, or corporation which is of a privileged or confidential nature.” When responding to an APRA request, EERMC will take into consideration any information marked by the offeror as confidential. However, broad disclaimers that label the entire proposal as confidential will not help EERMC in its APRA analysis and may not be considered.

- 1.10. **Costs Associated with Submitting a Proposal.** All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the offeror. EERMC assumes no responsibility for these costs.
- 1.11. **Right to Cancel this RFP.** In accordance with R.I. Gen. Laws §37-2-23, this RFP may be cancelled at any time and/or all proposals may be rejected.
- 1.12. **Misdirected Proposals.** Any proposals misdirected to other state locations, or which are otherwise not present in the office of the Contact Person at the time of the submission deadline for any cause will be determined to be late and may not be considered.
- 1.13. **Proposals Irrevocable.** Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the submission deadline, and may not be withdrawn, except with the express written permission of EERMC.
- 1.14. **EERMC Website.** Offerors are instructed to peruse the EERMC website and any other pertinent websites listed in Section 2.1 of this RFP on a regular basis, as additional information relating to this solicitation may be posted there from time to time. See Section 2.1 of this RFP for pertinent website address(es).
- 1.15. **Right to Transact Business in Rhode Island.** In accordance with R. I. Gen. Laws §7-1.2-1, et seq., no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Department of State. Please contact the Rhode Island Secretary of State’s Business Services Division at 401.222.3040 or visit <http://sos.ri.gov/divisions/business-portal> for more information. This is a requirement only of the selected offeror(s).
- 1.16. **Availability of Funds.** The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.
- 1.17. **Insurance.** Prior to being issued a final award, the selected offeror(s) will be required to possess all necessary insurance, as determined by the EERMC, and continue to possess such insurance throughout the life of the award.

**1.18. Indemnification.** The selected and awarded offeror shall hold harmless and indemnify the EERMC and the State from and against any and all losses, damages, claims, suits, actions, liabilities, and/or expenses, including, without limitation, attorneys’ fees and disbursements of any character that arise from, are in connection with or are attributable to the performance or nonperformance of the offeror or its subcontractors under an award stemming from this RFP.

**SECTION 2: AGENCY CONTACT PERSON AND OFFEROR SUBMISSION AND FORMATTING REQUIREMENTS**

---

**2.1 Contact Person.** Any communication regarding this RFP must be made in writing and directed to the Contact Person whose information is listed in the table below. Revised and/or additional information regarding this solicitation may be posted on the Pertinent Website(s) listed in the table below.

Contact Person	Becca Trietch
Mailing Address	Rhode Island Office of Energy Resources One Capitol Hill, 4 <sup>th</sup> floor Providence, RI 02908
Email Address	eermc.rfp@gmail.com
Pertinent Website(s)	<a href="http://www.rieermc.ri.gov/">http://www.rieermc.ri.gov/</a>

**2.2 Important Dates.** Important dates regarding this RFP are listed in the table below.

RFP Issuance Date	Wednesday, February 17, 2021
Pre Proposal Conference Date	Not Applicable
Written Questions Due Date	Wednesday, March 3, 2021 at 5:00PM (Eastern Time).
Submission Deadline	Monday, March 22, 2021 at 5:00PM. (Eastern Time).

**2.3 Pre Proposal Conference.** There will be no pre-proposal conference for this RFP.

**2.4 Written Questions.** Prospective offerors may submit written questions pertaining to this RFP. Questions must be emailed as a Microsoft WORD or searchable PDF attachment to the Contact Person. The deadline to submit questions is listed within the table in Section 2.2 of this RFP. Questions and EERMC’s responses will be posted on the Pertinent Website(s).

**2.5 Amendments to this RFP.** If this RFP is amended or addendums are issued, written notice of the amendments and/or addendums will be posted on the Pertinent Website(s).

**2.6 Submission Deadline.** Each Proposal will include three (3) components: technical, cost, and ISBE. All three components must be received by the Contact Person by the Submission Deadline as listed within in the table in Section 2.2 of this RFP.

**2.7 Submission Requirements.** Each Proposal must be mailed or hand delivered to the Contact Person and must include the following:

- One (1) original technical component plus three (3) printed paper copies.
- One (1) original cost component plus three (3) printed paper copies. The original cost component and copies must be separated from the technical component and placed in a sealed envelope. Please label the sealed envelope as “Cost Proposal”.
- One (1) original ISBE component plus three (3) printed paper copies. This original ISBE component and copies must be separated from the technical component and placed in a sealed envelope. Please label the sealed envelope as “ISBE Proposal”.
- A thumb drive or CD-R that contains the electronic versions of the technical component, cost component (must be saved as a separate file from the technical component), and ISBE component (must be saved as a separate file from the technical component). The electronic versions must be in a searchable PDF or Microsoft WORD format unless otherwise permitted by the Contact Person. Please label each file on the thumb drive or CD-R as “Technical Proposal” or “Cost Proposal” or “ISBE Proposal”.

**2.8 Formatting of Written Documents.** For clarity, the technical component should be typed and sections should be clearly labeled to correspond with the pertinent RFP sections. These documents should use 1” margins on 8.5”x 11” paper using a font of 12 point. Technical components should be a maximum of fifteen (15) pages not counting any attachments. Each attachment should be referenced appropriately within the proposal section and the attachment title should reference the proposal section it is applicable to. The Cover Sheet, Cost component and ISBE component should be typed using the attached templates.

## **SECTION 3: EVALUATION AND SELECTION PROCESS**

---

**3.1 Technical Review Team.** Proposals will be evaluated and scored by a technical review team in accordance with the criteria contained herein. The chief purchasing officer, or the technical review team through delegated authority from the chief purchasing officer, will make a recommendation to the EERMC. An award shall be made to the responsible offeror(s) whose proposal is determined to be the most advantageous to the EERMC, taking into consideration price and the evaluation factors set forth in this solicitation. The

EERMC is responsible for the final selection of an offeror. The EERMC reserves the right to award one, multiple, or no awards based on the proposals received. The EERMC also reserves the right to reissue the RFP at its sole discretion.

**3.2 Technical Component Evaluation Stage.** To advance to the second stage of the evaluation process, which factors in the cost and ISBE components, the offeror must earn a technical component score of at least 55 (84.6%) out of the maximum 65 technical points. Any proposal with a technical component score of less than 55 points will not have the cost or ISBE components opened nor evaluated and the proposal will be dropped from further consideration.

**3.3 Cost & ISBE Components.** Proposals scoring 55 technical points or higher will be evaluated for cost and assigned up to a maximum of 25 points in the cost category. In addition, proposals scoring 55 technical points or higher will be evaluated for ISBE participation and assigned up to a maximum of 6 points in the ISBE participation category. If interviews are conducted, the potential maximum score equals 106 points.

**3.4 Scoring.** Proposals will be reviewed and scored based upon the following criteria:

<b>CRITERIA</b>	<b>POINTS AVAILABLE</b>
Overview and Work Plan	35
Qualifications and Experience	25
Project Management and Organization	5
<b>Total Technical Points</b>	<b>65</b>
Cost	25
<b>Total Possible Evaluation Points</b>	<b>90</b>
ISBE Bonus Points	6
Interview Presentation Quality	10
<b>Total Possible Points</b>	<b>106</b>

**3.5 Calculation of Cost Points.** The offeror with the lowest cost proposal shall receive one hundred percent (100%) of the available points for cost. All other offerors shall be awarded cost points based upon the following formula:

$$(\text{lowest cost proposal} / \text{offeror's cost proposal}) \times \text{available points}$$

For example, if Offeror A is the offeror with the lowest cost proposal of \$65,000 and Offeror B proposes a cost of \$100,000 and the total points available are 30, Offeror A would get the full 30 points and Offeror B's cost points are calculated as follows:  $\$65,000 / \$100,000 \times 30 = 19.5$  points.

**3.6 Calculation of ISBE Points.** See Sections 1.5, 1.6 and 1.7 of this RFP for more information. EERMC adheres to 150-RICR-90-10-1 entitled *Regulations Governing Participation by Small Business Enterprises in State Purchases of Goods and*

*Services and Public Works Projects.* The offer with the highest ISBE participation rate shall receive one hundred percent (100%) of the available points for ISBE. All other offerors shall be awarded ISBE points based upon the following formula:

$$(\text{offeror's proposed ISBE participation rate} / \text{offeror with highest ISBE participation rate}) \times \text{available points}$$

For example, if Offeror A has the highest ISBE participation rate of 20% and Offeror B proposes an ISBE participation rate of 12% and the total points available are 6, Offeror A would get the full 6 points and Offeror B's cost points are calculated as follows:  $12\% / 20\% \times 6 = 3.6$  points. See Sections 3.7 and 3.8 of this RFP for information on how ISBE participation rates are calculated.

**3.7 ISBE Participation Rate if the Offeror is an ISBE.** The ISBE participation rate for an offeror who is an ISBE shall be expressed as a percentage and shall be calculated by taking the sum of the amount of the offeror's total contract price that will be subcontracted to ISBEs and the amount that will be self-performed by the offeror and dividing that number by the ISBE offeror's total contract price. For example if the offeror's total contract price is \$100,000.00 and it subcontracts a total of \$12,000.00 to ISBEs and will perform a total of \$8,000.00 of the work itself, the offeror's ISBE participation rate would  $(\$12,000 + \$8,000) / \$100,000 = 20\%$ .

**3.8 ISBE Participation Rate if the Offeror is not an ISBE.** The ISBE participation rate for an offeror who is not an ISBE shall be expressed as a percentage and shall be calculated by taking the amount of the offeror's total contract price that will be subcontracted to ISBEs and dividing that number by the ISBE offeror's total contract price. For example if the offeror's total contract price is \$100,000.00 and it subcontracts a total of \$12,000.00 to ISBEs, the offeror's ISBE participation rate would  $\$12,000 / \$100,000 = 12\%$ .

**3.9 Interview Presentation.** The chief purchasing officer, or the technical review team may select up to three of the highest scoring, qualified offerors based upon total scores received. These offerors will be interviewed by the chief purchasing officer, or the technical review team, to present their proposals and qualifications in person, and answer any questions the chief purchasing officer, or the technical review team may have.

## **SECTION 4: OFFEROR'S SUBMISSIONS**

---

Each offeror must submit a proposal containing the following information. When responding to each section below, please label responses with the corresponding RFP section.

**I. Cover Sheet.** The offeror must complete, execute, and submit the RFP Cover Sheet which is attached hereto.

- II. Technical Proposal.** An offeror's technical proposal must include the following information:
- A. Overview.** The overview should lay out the offeror's understanding of the scope of work, describe the offeror's proposed project work plan and approach, and explain how the offeror is well suited to achieve the project objectives.
  - B. Work Plan.** The offeror should describe its proposed project work plan in detail. Specifically, the workplan must present a proposed timeline for planning and executing each event/initiative in 2021 – the annual public forum, the energy lecture series, and promotion of educational videos. The workplan must also provide a description of how the offeror will address all components of the Scope of Work described in Section 5.
  - C. Company Profile.** Provide an overview of history, length of time in business, organizational and staff capacity, core competencies, and any other resources uniquely suited to achieving project objectives.
  - D. Relevant Experience:** Describe offeror's experience with similar projects.
  - E. Examples of Prior Work:** If possible, reference two or three examples of previous projects that best display the offeror's ability and experience with work of a similar nature. Specify the role the offeror played in each project.
  - F. Reference Information:** Provide names, email addresses, telephone numbers, and permission to contact two former or current clients for which the offeror has performed work in the last three years.
  - G. Identification of Staff and Subcontractors.** List all staff and subcontractors proposed as members of the offeror's team.
  - H. Staff Responsibilities.** Specifically describe each of staff and subcontractor duties, responsibilities, and areas of concentration for the project.
  - I. Staff Experience.** Please include resumes, curricula vitae, or statements of prior experience and qualification. An organizational chart showing roles and responsibilities on the project is desirable. The team may include subcontractors; however, the lead offeror will be solely responsible for the management and deliverables of the team.
  - J. Conflicts of Interests.** Describe any known conflicts of interest between offeror or an affiliate of offeror and any distribution company, or any affiliates of the foregoing. In addition, describe any known conflicts of interest between offeror or an affiliate of offeror and any member of the EERMC.

- K. Litigation.** Describe any litigation, disputes, claims or complaints, or events of default or other failure to satisfy contract obligations, or failure to deliver products, involving offeror or an affiliate of offer, and relating to providing services similar to the services being solicited by the EERMC.
- L. Investigation.** Confirm that offeror, and the directors, employees and agents of offeror and any affiliate of offeror are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by state or federal law in any jurisdiction involving conspiracy, collusion or other impropriety with respect to bidding on any contract.

**III. Cost Proposal.** Offerors must separate their cost proposals from their technical proposals and place cost proposals in a sealed envelope. Please complete, execute, and submit a cost proposal using the cost proposal form template attached hereto. Offerors must complete both Task Sheets Page(s) and the All-Inclusive Price Page. Please note that the potential budget range available from the EERMC for the scope of work outlined in this solicitation is approximately \$25,000-\$35,000, although costs outside of this range will be considered.

**IV. ISBE Proposal.** Offerors must separate their ISBE proposals from their technical proposals and place ISBE proposals in a sealed envelope. To be eligible for ISBE points, an offeror must complete, execute, and submit the ISBE form template attached hereto. Offerors must complete both the List of ISBE Page and the ISBE Participation Rate Page. Failure to submit an ISBE proposal will result in the offeror receiving 0 points in the ISBE scoring category. See RFP Sections 1.5, 1.6, 1.7, 3.6, 3.7, and 3.8 for additional information.

**SECTION 5: PROJECT DESCRIPTION AND SCOPE OF WORK**

---

**5.1 Summary:** The EERMC is soliciting proposals from qualified offerors to support the Council’s responsibility of providing public education and outreach on energy topics in 2021. Specifically, the EERMC is seeking an entity to plan, coordinate, facilitate, and market a half-day Public Forum and a public Energy Lecture Series (minimum of three (3) lectures on energy topics from energy experts). In addition, the selected offeror will be responsible for conducting separate outreach and marketing of EERMC educational videos that are being developed throughout the 2021 calendar year.

**5.2 Background and Motivation.** The EERMC is a council authorized, created and established pursuant to the laws of the State of Rhode Island (“State”) to help oversee Rhode Island’s energy efficiency programs. One of the EERMC’s statutory responsibilities is to “promote public understanding of energy issues and of ways in which energy efficiency, energy conservation, and energy resource diversification and management can be effectuated.” To do this, the Council has historically organized annual in-person public forums and lectures on current

energy efficiency topics. Recent topics included the intersection of energy and health, as well as clean energy workforce development opportunities.

Due to the continuing COVID-19 pandemic, the EERMC recognizes that events held in 2021 may need to be virtual. However, if in-person events are deemed safe near the end of the year, preference will be given to proposals that can accommodate both virtual and in-person attendance. Any in-person event would be required to be held in the State of Rhode Island.

Descriptions and links to recordings of 2020 virtual energy lectures funded by the EERMC can be found here: <https://web.uri.edu/coopext/plugged-into-energy-research-lecture-series/>. A video of the 2020 virtual Public Forum can be viewed here: <https://www.youtube.com/watch?v=9y08LNu5vzs&t=1s>.

In 2019, public education events were held in-person. Agendas, presentations and pictures from 2019 lectures and forums can be viewed at the following links:

- <https://rieermc.ri.gov/meeting/a-public-forum-building-rhode-islands-workforce-with-energy-efficiency-programs/>
- <https://rieermc.ri.gov/meeting/plugged-into-energy-research-lecture-series-energy-efficiency-in-ri-equity-and-innovation/>
- <https://rieermc.ri.gov/meeting/plugged-into-energy-research-lecture-series-energy-efficiency-in-ri-equity-and-innovation-2/>

**5.3 Scope of Work:** The EERMC is seeking proposals to plan, coordinate, facilitate, and market a half-day Public Forum and a public Energy Lecture Series (minimum of three (3) lectures on energy topics from energy experts). In addition, the selected offeror will be responsible for conducting separate outreach and marketing of at least ten (10) EERMC educational videos that are being developed throughout the 2021 calendar year.

The primary objective of this RFP is to deliver public education on current energy topics to Rhode Island residents and businesses. Energy topics must be directly related to energy efficiency, conservation, and/or demand response, but should be tailored to broad audiences. The selected offeror will be expected to work closely with the EERMC, the EERMC's consultant team and OER to select relevant topics and speakers for events. Monthly virtual EERMC education group meetings can be used to for event/initiative planning and brainstorming with EERMC and OER.

During the second half of 2021, the EERMC and OER are expecting to have several (likely 10) educational videos produced by a separate firm. Video topics are expected to include the following:

1. Solar energy: overview, history of programs and policies, siting opportunities in Rhode Island, and how solar will affect the RI landscape through 2030 (when RI is mandated to procure 100% renewable electricity) and beyond

2. Wind energy: overview, history of programs and policies, offshore and onshore wind, and how wind will affect the RI landscape through 2030 and beyond
3. What is energy efficiency? What is a Negawatt?
4. How our energy use is connected to climate change
5. Energy storage & demand response: overview, history of programs and policies, why storage matters more as we increase renewables
6. What's on your utility bill and how is it calculated?
7. The electric grid from generation source to your home/business
8. Who oversees energy policy in Rhode Island – i.e. who is the PUC, OER, DPUC, EERMC and DG Board –video will give information on how to engage in energy policy
9. The natural gas system – from generation to your home/business
10. Decarbonizing the thermal and transportation sectors: see Rhode Island's Heating Sector Transformation Report and include information about strategic electrification

Most videos will be 2 to 5 minutes in length and will also have 30 second short cut versions. The selected offeror will be responsible for promoting these videos through various marketing and communication channels. Increasing views and general awareness of these educational videos is a primary objective of the EERMC.

To be responsive to this solicitation, offerors should propose timelines with clear milestones and deliverables for planning and conducting one half-day public forum, an energy lecture series (with a minimum of three lectures) and a marketing/outreach campaign for EERMC educational videos. An offeror's workplan must describe who will be responsible for each deliverable/milestone, provide a proposed strawman agenda with possible themes/topics for each event, and describe the potential primary audiences for each event and outreach action. A strawman marketing strategy for EERMC education videos must also be provided. Lastly, reporting metrics to measure success for each event/outreach action must also be described and incorporated into any proposed workplan. A successful workplan will answer the following questions:

- A.** Does the offeror have experience marketing videos and planning/hosting public events (both in-person and virtually)?
- B.** How will the offeror collaborate with the EERMC and OER to create successful events in 2021?
- C.** How will the offeror ensure robust attendance at these public education events?
- D.** How will COVID-19 restrictions impact event planning and execution?
- E.** When would the offeror encourage the EERMC to schedule the public forum and lecture series during 2021?
- F.** How will the offeror determine the primary audiences for events and video?
- G.** How will the offeror increase views of EERMC educational videos produced in 2021?

**H.** How will the offeror track and report success for each event and video?

Preference will be given to offerors with experience in hosting combined virtual and in-person events. Preference will also be given to offerors with established marketing channels such as relevant email listservs, social media platforms, or other existing networks that could benefit from the EERMC’s education events and videos.

A selected offeror will be expected to provide a ~15-20 minute presentation at a public EERMC meeting near the end of 2021 (likely in December) on the outcomes of the public education events and video outreach efforts.

If an offeror identifies a need for additional tasks, the offeror may indicate such additions in the project proposal.

**5.4 Required Deliverables**

- Successful planning, coordination, facilitation, and marketing of a half-day Public Forum and a public Energy Lecture Series (minimum of three (3) lectures) on energy topics from energy experts
- Speaker coordination and recruitment for the Public Forum and Energy Lecture Series
- Monthly updates either in writing or via monthly check-in meetings with the EERMC’s education group
- Successful execution of an approved marketing/outreach strategy for the EERMC’s education videos
- Year-end public presentation to the EERMC on the outcomes of the public events and outreach efforts
- Summary report on selected performance metrics for the events and outreach efforts
- Monthly invoices, as appropriate

**5.5 Expected Tasks and Timeline**

<b>MILESTONE</b>	<b>ANTICIPATED DATE</b>
Proposal Award	April
Selected Offer to Begin Work	Late April/Early May
Interim Reports	Monthly Updates - via email or verbally during EERMC education group meetings
<b>Task 1:</b> Plan, coordinate, facilitate & Market a half-day Public Forum	May-Nov

<b>Task 2:</b> Plan, coordinate, facilitate & Market an Energy Lecture Series (minimum of 3 lectures)	May-Nov
<b>Task 3:</b> Create & Execute Video Outreach Strategy	August-December
<b>Task 4:</b> Final Report & Presentation	December 2021

# RFP Cover Sheet

<b>Offeror's Name:</b>	
------------------------	--

<b>RFP Information</b>	
Title of RFP:	
RFP Number:	

<b>Offeror Information</b>	
Legal Name of Offeror:	
Type of Entity (i.e. corporation, partnership, sole proprietorship):	
Mailing Address of Primary Place of Business:	
Phone Number:	
Website:	

<b>Contact Person for the Offeror</b>	
Name:	
Title:	
Mailing Address:	
Phone Number:	
Email Address:	

-----  
Signature of Authorized Person

-----  
Date

-----  
Printed Name, Title

## Cost Proposal - Task Sheets

<b>Offeror's Name:</b>	
------------------------	--

**Task Sheets.** Please add or delete rows for team members and add or delete task tables as needed.

<b>Task 1:</b>			
<b>Labor Costs</b>			
<b>Subcontractor or Team Member Name and/or Job Title</b>	<b>Hourly Rate</b>	<b>Estimated Hours</b>	<b>Evaluated Price (Hourly Rate * Estimated Hours)</b>
<b>Additional expenses that are not included in hourly rate</b>			
<b>Description of Expense</b>		<b>Price</b>	
<b>Total Task Price:</b>		\$ _____	

## Cost Proposal - All-Inclusive Price and Signature Page

---

<b>Offeror's Name:</b>	
------------------------	--

**One All-Inclusive Price.** This number represents the sum of all total task prices and any other costs and expenses charged to EERMC.

<b>All-Inclusive Price:</b>	\$ _____
-----------------------------	----------

-----  
Signature of Authorized Person

-----  
Date

-----  
Printed Name, Title

## ISBE Proposal – List of ISBEs Page

<b>Offeror's Name:</b>	
------------------------	--

Please see Sections 1.5, 1.6, 1.7, 3.6, 3.7, and 3.8 of the RFP for additional information.

<b>Is the offeror a State certified ISBE (MBE, WBE or Disability Business Enterprise):</b>	YES <input type="radio"/>	NO <input type="radio"/>
	If YES, provide the total dollar amount representing work that will be done by the offeror: <div style="text-align: right; margin-top: 10px;">\$ _____</div>	

<b>Identification of ISBE Subcontractors (Please add rows as necessary)</b>		
ISBE Subcontractor's Name	ISBE Mailing Address, Email Address, and Phone Number	The total dollar amount representing work that will be done by the ISBE Subcontractor
		\$ _____
		\$ _____
		\$ _____

# ISBE Proposal – Participation Rate and Signature Page

<b>Offeror's Name:</b>	
------------------------	--

<b>A. Total amount of dollars representing work that will be done by the ISBEs:</b>	\$ _____
<b>B. All-Inclusive Price Listed in the Cost Proposal:</b>	\$ _____
<b>ISBE Participation Rate (=A/B):</b>	_____ %

\_\_\_\_\_  
Signature of Authorized Person

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name, Title