

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

Request for Proposals  
("RFP")

RFP Title:	Needs Assessment for Energy Education
RFP Number:	EERMC-2017-03
RFP Issuance Date:	December 19, 2017
Due Date to submit Questions:	January 12, 2018 at 5pm ET
RFP Submission Deadline:	January 26, 2018 at 5pm ET

## SECTION 1: GENERAL INFORMATION

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- 1.1. **Summary.** The Rhode Island Energy Efficiency and Resource Management Council (“EERMC”) is issuing this request for proposals (“RFP”) to solicit proposals from qualified offerors to conduct a needs assessment for public energy education in Rhode Island as described in Section 5 of this RFP.
- 1.2. **EERMC.** EERMC is 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 Governor of Rhode Island 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 Rhode Island;
  - 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 [energy.resources@energy.ri.gov](mailto:energy.resources@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” refers to 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”). 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**

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**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/request-for-proposals/">http://www.rieermc.ri.gov/request-for-proposals/</a>

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

RFP Issuance Date	December 19, 2017
Pre Proposal Conference Date	Not Applicable
Written Questions Due Date	Friday, January 12, 2018 at 5 p.m. (Eastern Time).
Submission Deadline	Friday, January 26, 2018 at 5:00 p.m. (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 11, 11.5 or 12 point. Technical components should be a maximum of ten (10) 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**

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**3.1 Technical Review Team.** Proposals will be evaluated and scored by a technical review team in accordance with the criteria contained herein. The executive director, or the technical review team through delegated authority from the executive director, 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.

**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 60 (85.7%) out of the maximum 70 technical points. Any proposal with a technical component score

of less than 60 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 60 technical points or higher will be evaluated for cost and assigned up to a maximum of 30 points in the cost category. In addition, proposals scoring 60 technical points or higher will be evaluated for ISBE participation and assigned up to a maximum of 6 points in the ISBE participation category bringing the potential maximum score to 106 points.

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

Criteria	Points Available
Overview and Work Plan	35
Qualifications and Experience	25
Project Management and Organization	10
Total Technical Points	70
Cost	30
Total Possible Evaluation Points	100
ISBE Bonus Points	6
Total Possible Points	106

**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  $\$12,000 / \$100,000 = 12\%$ .

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

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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, a work plan must include responses to all questions listed in the scope of work and address how the proposed project will or will not achieve each of the EERMC's energy education needs assessment objectives. Indicate the offeror's ability to complete the proposed project within the established timeframe and provide a proposed schedule of deliverables and project milestones.



- 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.
- 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 total budget available from the EERMC for the scope of work outlined in this solicitation is \$15,000.
- 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**

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- 5.1 **Summary:** EERMC’s mission is to “provide an integrated, comprehensive, public, stakeholder-driven organizational structure to secure for Rhode Island and its people the full supply, economic and environmental benefits of energy efficiency, conservation and resource management.” The purpose of this

solicitation is to assist the EERMC to “[p]romote public understanding of energy issues and of ways in which energy efficiency, energy conservation, and energy resource diversification and management can be effectuated.” The EERMC is seeking qualified offerors with significant expertise in education needs assessments. A total of \$15,000 is available for this purpose. Funding for this activity is provided by System Benefit Charge (“SBC”) funds in accordance with R.I. Gen. Laws §§ 39-2-1.2 and 42-140.1-1 et seq.

**5.2 Background and Motivation.** Least-Cost Procurement & National Grid Energy Efficiency Programs: Rhode Island’s 2006 Comprehensive Energy Conservation, Efficiency, and Affordability Act established the State’s landmark “Least-Cost Procurement” policy, which requires electric and natural gas distribution companies to invest in “all cost-effective” energy efficiency before the acquisition of additional supply. This law has supported the creation and on-going delivery of National Grid’s (the State’s primary utility) energy efficiency programs. These programs have been highly successful in achieving energy savings in residential, small business, commercial, industrial, multifamily, and income-eligible buildings.

As building owners and renters participate in National Grid’s energy efficiency programs, they are educated about the financial and environmental benefits of energy efficiency. Although these programs and their associated marketing have reached thousands of Rhode Islanders, the EERMC recognizes the need for further public education related to broader energy topics. For this reason, the EERMC is soliciting proposals to assess the need for energy education in different segments of the Rhode Island public.

**5.3 Scope of Work:** The EERMC is seeking proposals to conduct an analysis of knowledge levels and message penetration regarding energy efficiency, conservation, resource diversity, and other relevant energy issues in different segments of the Rhode Island public. The results of this analysis should inform a needs assessment report that summarizes for the EERMC the primary opportunities for further energy education. Offerors must present their analytical methods and strategies in their proposal. Offerors must also include recommendations for future energy education initiatives that would likely address the energy education needs identified through this assessment. Specifically, offerors must address the following questions in their proposals:

How will the data collection and analysis methodologies:

- Identify knowledge levels in different segments of the Rhode Island public?
- Isolate knowledge levels of different energy-related topics?
- Result in findings of statistical value?

Identify and justify the energy topic(s) to be researched

- What energy topic(s) will you study?

- Why is knowledge on the identified energy topic(s) needed or in-line with the EERMC's objectives?
- How will public knowledge of the identified energy topic(s) benefit segments of the public and help the EERMC, OER and National Grid to uphold Rhode Island's Least Cost Procurement Law (R.I. Gen. Law § 39-1-27.7)? How does a lack of knowledge hurt the public or Least Cost Procurement?

Describe and justify the methodology used:

- Why are the chosen methods for data collection and analysis the best or preferred methods?
- How will you assess baseline knowledge or other outcomes of interest?
- How will you develop education recommendations based on the outcomes of the needs assessment findings?

Identify potential barriers to success

- What are potential barriers to implementing the proposed needs assessment successfully and how will you address these barriers?

Identify any external funds or data sources that will be leveraged

- If any external funds or data sources will be leveraged to support the project, what are the sources, total amounts and uses of these funds or data sources?
- How will any leveraged funds or data sources enhance the scope and/or outcomes of the needs assessment?

If an offeror identifies a need for additional tasks, the offeror may indicate such additions in the project proposal. Ideal proposals will address as many as possible of the following EERMC Energy Education Needs Assessment Objectives in their project proposals:

EERMC Energy Education Needs Assessment Objectives

- To determine which segments of the Rhode Island public lack knowledge about the impacts of energy efficiency, conservation, resource diversification and management, and other relevant and/or foundational energy topics such as how the electric grid works and how utilities are regulated.
- To gather information on which segments of the Rhode Island population would benefit most from EERMC-sponsored energy education.
- To receive recommendations on the types of public education that should be offered to specific segments of the Rhode Island population.

- To determine how to best expand, compliment and, where possible, leverage the educational and marketing work provided through Rhode Island utility-administered energy efficiency programs and the Rhode Island Office of Energy Resources<sup>1</sup>.
- To identify and receive recommendations on how to expand effective communication pathways for the EERMC to better promote public understanding of energy issues now and in the future.
- To complete the awarded education needs assessment report within five (5) months of contract execution. Preference will be given to those proposals that can complete the scope of work in less time.

The selected offeror(s) will also be expected to interface with the EERMC's Communications Subgroup. At the start of 2017, the EERMC formed a Subgroup consisting of Council members, OER staff, and members of the EERMC's consultant team. This Subgroup meets once per month to discuss EERMC communication, education, and outreach topics. The Subgroup communicates major findings and makes recommendations to the full Council regarding outreach initiatives. The selected offeror(s) will be required to provide consistent updates to this Subgroup (exact frequency to be determined) and will present final project outcomes to the full Council.

The Communications Subgroup is also responsible for overseeing the development of the EERMC's Annual Report to the General Assembly and for on-going update and maintenance of the EERMC's website. The selected offeror(s) will be required to provide project status updates and results when requested to inform the EERMC Annual Report and website.

Preference will be given to proposals that present sound methodologies and a reasonable timeframe for determining current energy topic knowledge gaps within Rhode Island's public. Preference will also be given to proposals that consider a wide variety of energy topics and collect sufficient data to provide statistically significant findings regarding knowledge levels in multiple segments of Rhode Island's public.

#### **5.4 Required Deliverables**

- A thorough proposal that addresses all questions listed in the Scope of Work and clearly explains the proposed energy education needs assessment methodology. The proposal must also include a timeline to achieve all or most of the EERMC Energy Education Needs Assessment Objectives listed above and

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<sup>1</sup> Links to Rhode Island energy programs and incentives can be found here: <http://www.energy.ri.gov/policies-programs/programs-incentives/>

explain how the project will or will not achieve each of the objectives.

- All data collected with the support of EERMC funds will be made available for future use by the EERMC.
- Interim reports to the EERMC’s Communications Subgroup. The frequency of these reports will be negotiated with the Awardee(s). However, the Awardee(s) must provide the certain information in writing or verbally to the EERMC each month, one (1) week in advance of EERMC meetings (publicly posted) and as requested. This information may include, but is not limited to:
  - Status of required deliverables
  - Budget status for the project
- A final report and in-person presentation to the full EERMC at the completion of the project. This report will summarize the needs assessment data collection process, analysis methodology, and findings, as well as highlight any lessons learned and provide recommendations for future energy education and outreach initiatives to improve public knowledge of energy-related topics including, but not limited to, the benefits of energy efficiency.

## 5.5 Expected Tasks and Timeline

- Facilitate initial meeting with EERMC Communications Subgroup to clarify scope and review work plan.
- Collect data regarding energy knowledge, existing energy education initiatives and/or other relevant metrics.
- Analyze collected data.
- Develop recommendations on energy education initiatives to address identified knowledge gaps.
- Disseminate findings through Interim Reports (oral and/or written) for the EERMC Communications Subgroup and a Final Report for the full Council.

<b>Milestone</b>	<b>Anticipated Date</b>
Proposal Award	January 2018
Selected Offer to Begin Work	February 2018
Interim Reports	Monthly
Final Report	July 2018

# RFP Cover Sheet

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

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Signature of Authorized Person

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Date

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Printed Name, Title

## Cost Proposal - Task Sheets

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

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<b>Offeror's Name:</b>	
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**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>	\$ _____
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Signature of Authorized Person

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Date

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Printed Name, Title



## ISBE Proposal – List of ISBEs Page

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