



## **Request for Proposals**

### **NASEO Energy Equity Advisor**

**Solicitation Number: NASEO-2022-RFP-005**

Released: Wednesday, May 9, 2022  
Responses Due: Friday, May 20, 2022

National Association of State Energy Officials  
1300 17th Street North, Suite 1275  
Arlington, Virginia, 22209

Note on applicants' eligibility: All applicants must meet the [DOE Mandatory Requirements and Standard Provisions](https://www.energy.gov/management/downloads/special-terms-and-conditions-use-most-grants-and-cooperative-agreements) (https://www.energy.gov/management/downloads/special-terms-and-conditions-use-most-grants-and-cooperative-agreements).

## I. Introduction

Recent state and federal (Justice40 Initiative) efforts to enhance energy equity and climate justice have highlighted the need for discrete strategies that State Energy Offices can pursue to ensure equity is adequately considered and incorporated into program areas, including energy codes, grid-interactive buildings, home energy labeling, and decarbonization at scale. As state subject matter experts on energy and leaders on buildings policy, State and Territory Energy Offices—often led by governor-appointed energy directors—are well-poised to incorporate equity into programs and policies.

To support State and Territory Energy Offices in this goal, NASEO seeks a *Senior Advisor (Consultant)* to provide expert insight and perspective on incorporating equity considerations in forthcoming NASEO deliverables, products, and events. The *Senior Advisor* will be expected to have knowledge of Justice40 and other equity-focused programs, approaches, and policies and have experience working collaboratively with state and local stakeholders. The ideal *Senior Advisor* will have extensive experience supporting the advancement of energy equity on the state and federal levels.

## II. Statement of Work and Timeline

It is anticipated that the *Senior Advisor's* services will be initiated in May 2022 and conclude no later than August 2022, with the opportunity for a time extension pending available funds. Prior to the commencement of any formal tasks, NASEO will host a kickoff meeting with the contractor to clarify any approaches, answer any questions, clarify expectations regarding the frequency of engagement, and resolve other specific details for the program.

NASEO estimates the time commitment of the Senior Advisor to be around 20 hours per month.

The *Senior Advisor* will be responsible for the following tasks:

### Task 1.0 Strategy and Planning

The *Senior Advisor* will serve as technical advisor on equity to NASEO's Buildings Committee, which includes but is not limited to providing input into programmatic strategy and programmatic direction as it pertains to equity considerations regarding energy codes, grid-interactive efficient buildings, home energy labeling, and community decarbonization. This will be a broad role that includes contributing to work products and program strategy. Examples of immediate needs include:

- **Task 1. A.** NASEO is developing guidance for State Energy Offices on opportunities to bring equity into the development of building energy codes. The *Senior Advisor* will assist NASEO in developing content for this guidance.
- **Task 1. B.** Identify equity needs/gaps in NASEO's Buildings programming.

The *Senior Advisor* shall not have the right to reproduce, utilize portions of, or publish any physical or digital deliverable or webinar without NASEO's express written permission.

### Task 2.0 Provide Technical Assistance

At the request of NASEO staff, the *Senior Advisor* will support NASEO members with technical questions as needed and participate in relevant NASEO events to share expert perspectives, answer NASEO member questions, and gain perspective from NASEO staff and members.

### III. Period of Performance

This project is estimated to last from May 2022 to August 2022, with the opportunity for a time extension pending available funds.

### IV. Project Budget

The proposal should include the *Senior Advisor's* hourly rate with an assurance that the quoted rate is standard for all of the *Senior Advisor's* clients.

**Compensation:** The *Senior Advisor* shall invoice monthly for actual work completed. NASEO shall reimburse the *Senior Advisor* for actual milestones achieved and hours spent in the execution of the work (not to exceed the total approved task budget shown in the final contract agreement) once NASEO has received payment from DOE. The *Senior Advisor* will submit a monthly invoice and progress report by the tenth of each month of the agreement.

### Rejection of Proposals and Incurred Costs

This Request for Proposals (RFP) does not obligate NASEO to award an agreement. All costs incurred in response to this RFP are the respondent's responsibility.

NASEO reserves the right to reject any or all submitted proposals not in conformance with this RFP or for other causes. NASEO reserves the right to request new proposals or to cancel all or part of this solicitation.

### V. Contract Requirements

The funds for this work have been provided through a cooperative agreement between NASEO and the U.S. Department of Energy. The underlying terms and conditions of the cooperative agreement between DOE and NASEO will be provided to the *Senior Advisor* and incorporated in the awarded subcontract. All requirements of the DOE contract shall be controlling, including, but not limited to, federal reporting and the propriety and form of expenses and costs. The contract shall be issued following approval from DOE and will become effective when signed and dated by NASEO and the *Senior Advisor*.

### VI. Responding to the RFP

Please submit responses to the RFP to Maddie Koewler by e-mail at [mkoewler@naseo.org](mailto:mkoewler@naseo.org). **RFP responses are due no later than 5:00 pm EST on Wednesday, May 20, 2022.** Responses need to include the following items:

- Summarized Experience in Supporting or Advising on Equity and Climate Justice Initiatives (1 Page)
- Resume (1 Page)
- Three (3) references
- Hourly Rate

**Note: Late proposals will not be accepted.**

### VII. Subcontractor Selection and Required Qualifications

NASEO will select a *Senior Advisor* through a competitive selection, which will include consideration of the following:

- Relevant experience working on equity, community engagement, and buildings topics.
- Experience working with disadvantaged communities
- Experience working with State Energy Offices, and other relevant state agencies.
- Competitive rate.
- Quality of academic and professional experience in relevant field.
- Flexibility of availability.

The NASEO Evaluation Team will use the following criteria in assessing all responses to this RFP.

**Technical Experience and Applicant Qualifications (70% of total score)**

1. Relevant experience in proposed topics in the energy sector, particularly working with disadvantaged communities, minority-serving institutions, grassroots organizations, energy industry partners, and State Energy Offices.
2. Quality of academic and professional experience in relevant field.

**Budget and Availability (30% of total score)**

1. Given the experience, is the hourly rate reasonable?
2. Is the *Senior Advisor* available for the timeframe indicated?