



## Best Practices for Energy Efficiency and Health in K-12 Schools Request for Proposals

### **Summary**

**Introduction:** The National Association of State Energy Officials (NASEO) seeks a subcontractor to support NASEO’s activities to engage K-12 schools-focused organizations with strong relationships with school board leaders, school business officials, school facility managers, educational support agencies, and other key K-12 school stakeholders that may be interested in working with NASEO State Energy Office members. The subcontractor will support activities as part of NASEO’s work with the U.S. Department of Energy (DOE) Building Technologies Office Technology to Market project through the Commercial Buildings Integration program.<sup>1</sup> The subcontractor will support NASEO and the State Energy Offices by assisting with outreach, convening, facilitation, and technical assistance, through Lawrence Berkeley National Laboratory (LBNL), to state and local school districts and school stakeholder organizations in order to facilitate retrofits and practices that produce healthy and efficient schools.<sup>2</sup>

**Project Period:** October 15, 2021 – April 30, 2022.

**Proposal Deadline:** Tuesday September 7, 2021, at 5:00 p.m. ET.

**Potential Application Interviews:** NASEO may invite applicants to participate in a 30-minute phone interview to clarify and answer questions about their submission.

**Contract Selection:** Anticipated by September 30, 2021.

**Work To Be Completed:** The subcontractor will assist NASEO in facilitating partnerships between State Energy Offices and state and local school districts by reaching out to and engaging local school districts, school business officials, educational support agencies, and other K-12 school stakeholder organizations, with the end goal of facilitating building improvements and practices that produce healthy and energy-efficient schools.

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<sup>1</sup> NASEO is the only national non-profit association for the governor-designated energy officials from each of the 56 states, territories, and the District of Columbia. 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. For more information, visit [www.naseo.org](http://www.naseo.org).

<sup>2</sup> This request for Proposals does not obligate NASEO to award a contract. NASEO reserves the right to cancel all or part of this solicitation. All costs incurred in response to this Request are the responsibility of the respondent.

**Submission and Point of Contract:** Applications and questions can be directed to Ed Carley, NASEO Buildings Program Director, at: [ecarley@naseo.org](mailto:ecarley@naseo.org). To ensure that all respondents have access to the same information, any questions and NASEO's responses to them will be posted to the [NASEO RFP](#) website by 5:00 p.m. ET on Tuesday, August 31, 2021, by 5:00 p.m. ET. Questions must be received by noon eastern time on August 31, 2021.

### **Contract Information**

The funds for this subcontract have been provided by DOE's Office of Energy Efficiency and Renewable Energy. The underlying terms and conditions of the cooperative agreement between DOE and NASEO will be provided to the subcontractor and incorporated in the subcontract between NASEO and the subcontractor. 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 subcontractor.

The subcontractor shall invoice monthly only for actual work completed. NASEO will reimburse the subcontractor for actual milestones achieved and hours spent in the execution of the work (not to exceed the total approved budget amount shown in the final contract agreement) once NASEO has received payment from DOE.

### **Scope and Deliverables**

The subcontractor shall conduct outreach, technical assistance, and stakeholder coordination to K-12 schools-focused associations, stakeholder groups, and schools to assist states and schools in increasing the deployment of technologies and practices that improve the energy performance and health of K-12 school facilities. At least 40% of the benefits of this funding will focus on disadvantaged communities, likely via support for Title 1 schools, as per the Justice40 Initiative found in [Executive Order 14008](#) and the [Office of Management and Budget's Interim Guidance on the Justice40 Initiative](#). There is urgency to complete this work and to leverage available federal funding appropriated to assist schools in safely reopening after the COVID-19 pandemic.

NASEO is seeking assistance reaching school business officers, school facility managers, and other school facility decision makers through their associations and other opportunities; gathering and disseminating information about and to school facilities; and between state and local education agencies and state energy offices that wish to participate. Through this effort, NASEO and the subcontractor will work collaboratively with DOE's Building Technologies Office to improve the energy efficiency and indoor air quality of K-12 schools. NASEO and the subcontractor may also work to increase the uptake of advanced energy technologies supported by DOE through past funding opportunities and technology development and verification activities.

Under the scope of this agreement, the subcontractor will perform the following activities and deliverables:

1. Provide technical assistance, conduct data collection, and disseminate resources to state energy and other state-based entities or offices working with school facilities.  
Subcontractor will:
  - a. Collaborate with NASEO, DOE, LBNL, and other DOE National Laboratories as directed to provide information, tools, methods, and other resources to support energy evaluations in schools, or across portfolios.
  - b. Collect school facility data and other relevant information to help document school facility baseline operations and energy consumption.
  - c. Disseminate replicable best practices identified through direct technical assistance on how to select upgrades that produce both health and energy benefits in coordination with NASEO, DOE, LBNL, and other DOE National Laboratories.
  - d. Create, support and disseminate resources, case studies and outcomes of school engagement.
2. Assist NASEO in convening stakeholder organizations. As directed by NASEO, subcontractor will:
  - a. Assist in regularly engaging with networks of relevant school stakeholders to share best practices and lessons learned and to identify and document barriers. NASEO and subcontractor will collaborate to determine who will be engaged, how, and when such engagement will take place. NASEO must provide authorization prior to the scheduling of any convenings.
  - b. Assist NASEO in providing training and resources to support the use of available tools for increasing energy efficiency and health benefits in schools.
3. Assist NASEO in conducting outreach including meetings, workshops and webinars. In order to provide opportunities for resource sharing and collaboration, subcontractor will:
  - a. Host a variety of peer networking and other outreach opportunities using a wide range of outreach methods selected by and with NASEO.
  - b. Support the development of content and improvements to DOE's healthy-efficient schools website to make opportunities, tools, resources and best practice information accessible to all stakeholders.
4. Provide NASEO with general programmatic support, analysis and evaluation.  
Subcontractor will:
  - a. Provide at least quarterly written updates to NASEO on stakeholder-identified needs, barriers, opportunities, and other aspects demonstrating progress on this project.
  - b. Conduct a review of accomplishments and recommend programmatic improvements to scale nationwide access and State Energy Office engagement with schools.
  - c. Identify methods and means to provide capacity for implementation of healthy and energy-efficient school upgrades for Title 1 and schools in disadvantaged

communities.

5. Participate in regular check-ins at least monthly with NASEO to provide updates on progress and identify technical assistance needs.

### **Proposal Process**

All proposals must be received by **Tuesday September 7, 2021, at 5:00 p.m. ET**. Please assemble responses to the above in one PDF document. Send it and the budget justification worksheet to Ed Carley, NASEO Buildings Program Director, at: [ecarley@naseo.org](mailto:ecarley@naseo.org). NASEO anticipates selecting the contract recipient by Monday, September 30, 2021. NASEO may conduct interviews to clarify application materials during the review process.

NASEO may request changes to the proposal if the proposed scope of work exceeds the available budget.

### **Proposal Requirements**

The following is a summary of the required proposal content.

**Cover Sheet:** The cover sheet 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, mailing address, telephone number, and email address of contact person authorized to answer questions and negotiate the contract for proposed services.

**References:** Provide three references that can attest to your organization's expertise on this topic. Include contact information for each reference and a short description of your relationship with them, including any past projects.

**Proposal Narrative:** The proposal narrative should not exceed six pages single-spaced, 11-point font, using Arial or Calibri font and 1-inch margins (excluding the cover sheet). The narrative should directly address the items described in the "Scoring Methodology" section below. Note: Pages in excess of the limit will not be reviewed.

### **Scoring Methodology**

The following is a summary of scoring values assigned to each section for the selection process. Each proposal can receive up to 100 points.

**Execution of Proposal (30 points):** Describe how your organization will execute the activities identified in the "Expected Project Activities" section and your ability to meet the deadlines described in that section. Respondents may also propose additional tasks or activities to improve program results, particularly for schools in disadvantaged communities.

**Relevant Topical Experience (20 points):** Describe your organization's experience with state and local education agencies and/or knowledge of those agencies. Demonstrate knowledge of

this field and key barriers to executing project activities along with plans to mitigate barriers, as necessary.

**Ability to Execute Proposal (20 points):** Identify key staff and your organization's unique ability to execute this work. Provide the name, title, and anticipated role of each team member. One-page resumes or biographies may be included in an appendix (not counting towards maximum page count) if relevant to the narrative.

**Responsiveness (15 points):** Degree of detail provided will determine points awarded for this category.

**Cost and Budget (15 points):** A budget should be completed using the DOE EERE-335 budget justification spreadsheet which is a separate file available for download from DOE's website.<sup>3</sup> If selected, this spreadsheet will need to be approved by DOE for the subcontractor to be added to NASEO's project as a subrecipient. The expected budget is between \$150,000 and \$175,000 over one year. NASEO may request changes to the proposal if the proposed scope of work exceeds the available budget.

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<sup>3</sup> The budget justification worksheet is available at <https://eere-exchange.energy.gov/FileContent.aspx?FileID=9a7d131d-ca81-4b78-8fa5-c2488031ec83>