



Solicitation Number: NASEO-2021-RFP-005
Promoting Advanced Building Construction Market Development
Request for Proposals

Summary

Introduction: The National Association of State Energy Officials (NASEO) is seeking a consultant to support NASEO's activities to engage State Energy Offices and other key stakeholders as part of the U.S. Department of Energy's (DOE) Building Technologies Office Advanced Building Construction Initiative (ABC).¹

Contract Amount: Not to exceed \$38,000.

Project Period: December 15, 2021 – April 30, 2022.

Proposal Deadline: Friday, November 19, 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 Monday, December 6, 2021.

Work To Be Completed: The consultant will assist NASEO in facilitating partnerships between State Energy Offices and State Housing Finance Agencies in support of ABC market development activities.

Submission and Point of Contract: Applications and questions can be directed to Maddie Koewler, Buildings Program Manager, NASEO: mkoewler@naseo.org, (571) 290-0040.

Background

NASEO² seeks a consultant to assist identifying and engaging stakeholders to participate in ABC market development. ABC projects integrate energy efficiency solutions into construction

¹ 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.

² 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.

practices to solve the challenges of construction productivity and lack of mainstream adoption of energy-efficient technologies. ABC principles include off-site panelized construction and electrification retrofits that can be performed in a standardized way and achieve near net-zero energy performance.³ NASEO will be working with State Energy Offices in interested states to develop and open the ABC market. NASEO seeks a consultant to assist in engaging State Housing Finance Agencies in states where there is State Energy Office interest. State Housing Finance Agencies and State Energy Offices can collaborate to identify affordability multifamily buildings and funding that are appropriate for ABC projects.

Contract Information

The funds for this contract have been provided by DOE's Office of Energy Efficiency and Renewable Energy. The underlying agreement between DOE and NASEO will be incorporated in the subcontract between NASEO and the consultant. 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 both parties.

The consultant shall invoice monthly only for actual work completed. NASEO will reimburse the consultant 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.

Expected Project Activities

The consultant will be expected to execute the following activities:

1. Collaborate with NASEO to develop value propositions for State Housing Finance Agencies to participate, in collaboration with State Energy Officials, in the development of a market for ABC projects. This will be completed in the first two months from the contract start date.
2. Identify appropriate points of contact at State Housing Finance Agencies in the states where State Energy Offices are interested in ABC. This task will be completed on a rolling basis as State Energy Offices indicate interest in the initiative.
3. Promote the ABC approach to State Housing Finance Agencies nationally. This will be completed on an ongoing basis via the channels and methods identified by the consultant.
4. Participate in peer exchange meetings as requested by NASEO. This task will vary depending on educational events hosted by NASEO. The consultant will be expected to provide an overview of State Housing Finance Agencies, financing opportunities for affordable housing, and why State Housing Finance Agencies may be interested in ABC projects.

³ For additional information on the Advanced Building Construction Initiative, visit www.energy.gov/eere/buildings/what-advanced-building-construction-initiative.

5. Participate in regular check-ins with NASEO to provide updates on progress and identify technical assistance needs. NASEO and the consultant will meet at least once per month.

Proposal Process

All proposals must be received by **Friday, November 19, 2021, at 5:00 p.m. ET**. Please assemble responses to the above in one PDF document. Send it and the budget justification worksheet⁴ to Maddie Koewler at mkoewler@naseo.org. NASEO anticipates selecting the contract recipient by Monday, December 6, 2021. NASEO may conduct interviews to clarify application materials during the review process.

Proposal Requirements and Criteria

The following is a summary of the required proposal content and scoring values assigned to each section for the selection process. Each proposal can receive up to 100 points. The proposal narrative should not exceed four pages single-spaced, 11-point font, using Arial or Calibri font and 1-inch margins (excluding the cover sheet).

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.

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.

Relevant Topical Experience (20 points): Describe your organization's experience with State Housing Finance 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 biographies may be included in an appendix (not counting towards maximum page count) if relevant to the narrative.

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

Responsiveness (10 points): Degree of detail provided will determine points awarded for this category.

Cost and Budget (10 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. If selected, this spreadsheet will need to be approved by DOE for the consultant to be added to NASEO's project as a subrecipient.