

Request for Proposals
Energy Code Official – Training and Education
Collaborative (ECO-TEC)
Diversity, Equity, Inclusion, and Accessibility (DEIA)
Consultant

Solicitation Number: NASEO-2024-RFP-004

Released: December 11, 2024

Responses Due: January 17, 2025

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](#). This includes having a current registration in SAM.gov and providing assurance that the applicant is not a debarred or suspended entity.

I. Introduction and Background

The overall objective of this solicitation is to identify and select a *Consultant* specialized in Diversity, Equity, Inclusion, and Accessibility (DEIA) to aid in the creation of an Equity Advisory Group (EAG) and lead the development of an Equity Outreach and Engagement Strategy for the Energy Code Official – Training & Education Collaborative (ECO-TEC) project. The DEIA consultant will provide guidance on and support project activities to increase the demographic and experiential diversity of the building energy code official workforce by planning and supporting outreach to institutions and stakeholder groups that provide workforce training services. The DEIA consultant will be expected to advise on connections with Minority Serving Institutions (MSIs) and other relevant stakeholders in the building energy code industry.

The ECO-TEC project involves convening an advisory group and developing a strategy focused on equitable and inclusive engagement; convening an advisory group focused on workforce expansion and executing engagement actions; developing and delivering webinars on ASHRAE Standard 90.1-2019 (Standard 90.1); developing and delivering webinars on the 2021 International Energy Conservation Code (IECC) and ASHRAE Standard 90.1-2022; developing and delivering a course on Building Energy Code Careers that serves as an introduction to career opportunities and pathways to accessing those opportunities, with specific consideration for Disadvantaged Communities (DACs); and developing and delivering Train the Trainer courses on Standard 90.1 and the IECC to enable participants to provide training in their states.

The role of the *Consultant* will be to support the formation of the EAG. Once convened, the EAG will assist with outreach to MSIs, DACs, and other stakeholder groups to increase awareness of training opportunities within the ECO-TEC project and encourage participation in the training and career development opportunities.

The Energy Code Official - Training and Education Collaborative (ECO-TEC) is a project funded by the U.S. Department of Energy (DOE) under the Resilient and Efficient Codes Implementation (RECI) Initiative and managed by ASHRAE.

II. Objectives

The overall objective of this solicitation is to identify and select a *Consultant* specialized in DEIA to aid in the creation of an EAG and lead the development of an Equity Outreach and Engagement Strategy for the ECO-TEC project. For the purposes of this project, DEIA

means creating pathways for historically and currently excluded and marginalized groups to access good jobs in building code enforcement, and the *Consultant* will be expected to assist the project team in refining DEIA goals and approaches, or adjusting as needed based on their expertise.

The Consultant will have three major tasks, all within the ECO-TEC project:

- 1) Support the creation of the EAG, including advising NASEO on the group's membership, goals, and discussions.
- 2) Coordinate the EAG to review training materials and other project documents as needed.
- 3) Support the formation of the Workforce Expansion Team (WExT), a subcommittee of the EAG.
- 4) Lead the development of an Equity Outreach and Engagement Strategy. Support the implementation of the Equity Outreach and Engagement Strategy.

III. Approach

a. Creation of the Equity Advisory Group

The Consultant will advise NASEO on the membership and development of the EAG. The EAG's goal is to provide input on the project, develop a strategy to maximize DAC benefit with a focus on DACs in the three partner states (Michigan, Oregon, and New Jersey).

The EAG will meet quarterly after establishment and will include members from each of the five project partners as well as representatives of DACs, community benefit organizations (CBOs), and equity focused groups. EAG members will be expected to have a focus on increasing the diversity of the buildings industry work force, experience increasing the training available to the building inspection work force, diverse leadership and member bases, experience with building inspections focused on energy efficiency in new and existing buildings and experience increasing access to workforce training for DACs. The EAG must meet at least six times over the duration of the project.

The EAG will meet for three primary purposes:

- Inform development of the training materials and delivery strategies so that they provide benefit to DACs;
- Develop and oversee implementation of an Equity and Outreach Engagement Strategy that will identify target audiences and dissemination methods to maximize DAC benefit; and
- Provide input on Building Energy Code Career opportunities and pathways to accessing those opportunities.

b. Developing the Equity Outreach and Engagement Strategy

The *Consultant* will also support the development of the Equity Outreach and Engagement Strategy for identifying and collaborating with partners that serve DACs, underserved communities, and MSIs for each partner state.

Once NASEO and the *Consultant* develop a draft Equity Outreach and Engagement Strategy, the EAG will review it and provide feedback, after which NASEO and the *Consultant* will incorporate the edits. The Equity Outreach and Engagement Strategy will identify target audiences and dissemination methods of the webinars and training materials developed throughout the ECO-TEC project in order to maximize DAC benefit.

c. Implementation of the Equity Outreach and Engagement Strategy

The *Consultant* will support the initial implementation of the Equity Outreach and Engagement Strategy by identifying partners that serve DACs, underserved communities and under-resourced groups, and identify MSIs for each partner state.

The Consultant will use federal mapping tools and state DACs criteria to identify DACs and groups from which training attendees will be offered travel stipends for course enrollment and completion.

- Compile a list of 12 DACs and 10 groups recruited for 90.1 and IECC training.
- Identify a minimum of six local educational or training organizations nationally that serve DACs to provide information on available ECO-TEC resources.

IV. Timeline, and Expected Deliverables

Timeline

The *Consultant* shall support the establishment of the EAG by March 2025.

The *Consultant* shall participate in at least four quarterly meetings of the EAG between February 2025 and July 2026.

The *Consultant* shall advise NASEO in the development of the Equity Outreach and Engagement Strategy between February and July 2025.

Expected deliverables

- 1) Identify five organizations that accept invitations to join as members of the EAG.
- 2) Assist NASEO in preparing for and actively participating in quarterly meetings of the EAG, including providing recommendations to NASEO about the meeting agendas.
- 3) Participate in monthly meetings with NASEO for the Equity Outreach and Engagement Strategy between February and July 2025.

- 4) Provide written feedback on drafts of the Equity Outreach and Engagement Strategy.

V. Period of Performance

The *Consultant's* period of performance is February 1, 2025 through February 28, 2026 with the possibility of an extension to June 30, 2027, pending approval from DOE and ASHRAE and mutual agreement of the parties.

VI. Project Budget

The total *Consultant* budget is \$36,000 for the initial period of performance (February 1, 2025-February 28, 2026). Travel is not planned nor included in this work. The work will be fully remote.

Rejection of Proposals and Incurred Costs

This RFP does not obligate NASEO to award an agreement. All costs incurred in response to this RFP are the responsibility of the respondent.

NASEO reserves the right to reject any or all submitted proposals not in conformance with this RFP, or other causes. NASEO reserves the right to request new proposals or to cancel all or part of this solicitation. NASEO reserves the right to award one or more awards under this solicitation for all or partial work.

VII. Contract Requirements

The funds for this work have been provided through an agreement between DOE and ASHRAE, with NASEO as a subrecipient. The underlying terms and conditions will be provided to the *Consultant* 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 *Consultant*.

VIII. Responding to the RFP

Please submit responses to the RFP to Liepa Braciulyte by email at lbraciulyte@naseo.org. **RFP responses are due no later than 5:00 pm ET on Friday, January 17, 2025.** Any questions on the RFP should be directed to Liepa Braciulyte at lbraciulyte@naseo.org no later than Wednesday, January 8, 2025.

Responses shall include and fully address the following:

- Cover letter (should include the following):
 - Unique Entity Identification Number

- SAM.gov registration expiration date
- Assurance that applicant is not a debarred or suspended entity
- Identification of any foreign nationals included in the proposal
- Narrative
 - Proposed approach and treatments of the tasks with a view toward expected deliverables
 - Description of relevant experience including prior work on prioritizing equity in building energy code training or energy code implementation, supporting DACs, and collaborating with CBOs
 - Description of experience working with state agencies, particularly State Energy Offices, on workforce, building energy codes, equity, or other related issues
- Resume(s) of key personnel (please limit to two pages per resume)
- Please limit the cover letter, description of relevant experience, and the narrative that addresses the proposed approach and development of the project tasks to **4 pages in 11-point font**. Resumes do not count toward the page limit.

Note: Late proposals will not be accepted.

IX. Consultant Selection and Required Qualifications

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

- Experience working and collaborating with CBOs and DACs, especially on energy codes and related topics
- Experience prioritizing equity and leading community engagement efforts and creating engagement strategies, especially as they relate to building energy codes and energy efficiency programs
- A foundational understanding of building energy codes

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

Administrative (applicant must meet these requirements for NASEO to review the proposal)

- Unique Entity Identification Number.
- Current SAM.gov registration.
- Assurance in writing that applicant is not a debarred or suspended entity.

Technical Experience and Applicant Qualifications (50% of total score)

- Relevant experience in proposed topics in the energy sector, particularly working with State Energy Offices, DACs, MSIs and/or CBOs on equity and building energy codes.
- Adequate level of technical knowledge to meet the demands of this project.
- Quality of academic and professional experience in relevant field.

Proposed Approach for Implementation (50% of total score)

- Proposal responds to outlined topics in the RFP.
- Existing resources / consultant availability to meet needs of deployment.
- Overall quality and professionalism of proposal (well written, structured, and organized) and delivery of materials in the requested format.