

**Request for Proposals**  
**NASEO Senior Advisor for Energy/State Energy Program**

**Solicitation Number: NASEO-2025-RFP-002**

Released: June 26, 2025  
Responses Due: July 10, 2025

National Association of State Energy Officials  
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## I. Introduction and Background

The regular turnover of State Energy Office directors and senior staff creates considerable knowledge and information sharing needs for the state on how best to leverage other states' expertise, NASEO and U.S. Department of Energy (DOE) information, private sector resources, and respond to governors' and legislatures program and planning requests. To address this need, NASEO hosts a New Director Orientation for newer State Energy Office directors and senior staff to review foundational energy issues such as the roles of federal energy-related agencies, purpose of the U.S. State Energy Program (SEP), collaborative opportunities between State Energy Offices and DOE, engagement with other federal agencies, and the federal legislative and budgeting process. This Orientation also builds relationships between State Energy Office leadership and key federal and private sector partners, and strengthens information flow among State Energy Office peers to address state and federal energy priorities. In addition, NASEO is developing a suite of materials for State Energy Office leadership, which can be accessed online, and is designed to get new directors and staff up to speed on both key State Energy Office issues, SEP-specific needs and best practices, as well as energy issues generally.

NASEO seeks a *Senior Advisor* to provide expertise in developing materials to help new State Energy Office directors and staff. The *Senior Advisor* will be expected to have knowledge of State Energy Office functions, roles, processes, and scope; how State Energy Office leadership engages with their Governor, state legislature, public utilities commission, other state agencies, and key private sector partners and stakeholders; the U.S. State Energy Program, including experience with managing SEP awards and projects, and knowledge of *Infrastructure Investment and Jobs Act (IIJA)* SEP provisions; energy security and resilience considerations; energy programs for low-income Americans; and how State Energy Offices can, and should engage, with the U.S. Department of Energy. The *Senior Advisor* should also be prepared to provide substantive feedback and guidance on NASEO work products throughout the development process. Finally, the *Senior Advisor* should have a deep understanding of State Energy Offices' roles, distinct from state regulatory roles, in energy program and policy development across the country as well as both NASEO and DOE roles in supporting State Energy Offices.

## II. Objectives

The overall objective of the *Senior Advisor* is to work with NASEO and support the development of key deliverables, as well as to provide guidance and offer direction for future development of NASEO's activities.

## III. Statement of Work, Timeline, and Expected Deliverables

It is envisioned that this contract will be initiated in August, 2025. NASEO will host a kick-off meeting with the *Senior Advisor* to discuss the scope of work in further detail once a selection has been made. The *Senior Advisor* will be responsible for the following deliverables and support:

### **Onboarding Materials for New State Energy Office Directors and Staff**

The *Senior Advisor* will help NASEO develop tools and resources for new State Energy Office directors and staff. The *Senior Advisor* will help scope and develop resources for State Energy Offices on an as-needed basis. Resources may include: written and/or recorded modules for NASEO's State Energy Office Directors and Staff Welcome Packet, with potential modules on State Energy Office foundational activities (e.g. energy security, energy efficiency, grid), SEP, as well as SEP IIJA need-to-knows; a mentorship program for new State Energy Office directors and staff; modules as part of NASEO's "Energy 101" series to introduce directors and staff without an energy background to foundational energy issues; and responses to state inquiries on specific topics, as requested by NASEO.

### **New State Energy Office Director Orientation**

The *Senior Advisor* will provide guidance and support for NASEO's New Director Orientation. The orientation will include delivery of materials developed by NASEO that cover foundational issues such as the purpose of the U.S. State Energy Program, roles of State Energy Offices and DOE, engagement with other federal agencies, and the federal legislative and funding process. The *Senior Advisor* will provide guidance on the New Director Orientation agenda and materials for inclusion at the New Director Orientation; assist with developing materials as needed; and will attend the New Director Orientation in late 2025. The *Senior Advisor* will also summarize key takeaways from the New Director Orientation and provide a recommendation of next steps.

### **IV. Period of Performance**

This project is estimated to begin in August, 2025.

### **Compensation**

The *Senior Advisor* shall invoice NASEO monthly for actual work completed. NASEO shall reimburse the *Senior Advisor* for 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 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 responsibility of the respondent.

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.

### **VI. Contract Requirements**

The funds for this work have been provided through cooperative agreements between NASEO and DOE's Office of State and Community Energy Programs. The underlying terms and conditions of the cooperative agreements 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*.

### **VII. Responding to the RFP**

Please submit responses to the RFP to Cassie Powers by e-mail at [cpowers@naseo.org](mailto:cpowers@naseo.org). **RFP responses are due no later than 5:00 p.m. ET on Thursday, July 10, 2025.** Any questions on the RFP should be directed to Cassie Powers by e-mail at [cpowers@naseo.org](mailto:cpowers@naseo.org) no later than Monday, July 7, 2025. All questions received and answers will be posted to the NASEO RFP website.

Responses shall include and fully address the following:

- Cover letter
  - Assurance that applicant is not a debarred or suspended entity
  - Hourly billing rate and assurance all customers are quoted the same billing rate
- Description of relevant experience including prior work with State Energy Offices and other state agencies.
- Resume (please identify any foreign nationals included in the proposal)

Please limit the cover letter and the description of relevant experience to **2 pages in 11-point font**. Resumes do not count toward the page limit.

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

### VIII. Consultant Selection and Required Qualifications

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

- Experience working for a State and/or Territory Energy Office(s); experience as a State Energy Office Director preferred
- Experience managing U.S. State Energy Program (SEP) awards
- Experience engaging state leadership, legislatures, private sector partners, and other key stakeholders on behalf of a State Energy Office
- Relevant experience working with the U.S. Department of Energy's State and Community Energy Programs Office and other DOE offices, or federal agencies
- Quality of academic and professional experience in relevant field; and
- Flexibility of availability.

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

#### **Technical Experience and Applicant Qualifications (90 percent of total score)**

- Direct experience in working for a State Energy Office(s), ideally at the leadership level.
- Relevant experience in proposed topics in the energy sector.
- Adequate level of technical knowledge to meet the demands of the project.
- Quality of academic and professional experience in relevant field.

#### **Program and Policy Factors (10 percent of total score)**

- Direct experience in working with federal agencies including the U.S. Department of Energy