



**National Association of State Energy Officials**

**Request for Proposals for  
Energy Equity/Environmental Justice Advisor to the Inclusive Shared Solar Initiative**

**Date Issued: May 28, 2020**

**Proposals must be submitted via email to [mkoewler@naseo.org](mailto:mkoewler@naseo.org) with the subject line "ISSI RFP – [Submitter Name]" no later than June 12, 2020 at 5:00 pm ET.**

**Late proposals will not be accepted.**

## ***Background***

The National Association of State Energy Officials (NASEO) is the only national non-profit association for the governor-designated energy officials from each of the 56 states and territories. 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.

In partnership with the National Energy Assistance Directors Association (NEADA) and with support from the U.S. Department of Energy, NASEO has launched the Inclusive Shared Solar Initiative (ISSI), which seeks to advance strategies that increase the scalability of Low-to-Moderate Income (LMI) community solar programs through targeted state agency engagement, involvement, and coordination, and through the leveraging of LMI energy programs and resources. The basis for ISSI lies in the New York State Solar for All program, a pilot sponsored by the New York State Energy Research and Development Authority (NYSERDA), which improves access to community solar facilities for LMI households. NYSERDA's model aggregates LMI subscribers as a project's "anchor" tenants, who benefit both from discounted or waived sign-up fees and from reduced monthly electricity bills through the application of community solar credits. Community solar developers benefit from guaranteed customers, and the state is able to take advantage of bulk purchasing to provide the benefits of renewable energy to LMI constituents.

ISSI proposes to expand, replicate, and refine the Solar for All model to other states. ISSI will facilitate information and knowledge transfer from the New York Solar for All program to other states, and thus deliver the benefits of more affordable and accessible community solar to more underserved populations. By the end of the ISSI project, NASEO expects to have developed up to six new community solar frameworks in three new states, and to have created greater momentum among state governments, community solar developers, and the finance community in scaling and investing in LMI community solar projects.

## ***Objective and Scope of the RFP***

To guide the direction and implementation of ISSI, NASEO is assembling an Advisory Group of thought leaders in community solar technologies, innovative financing, state policy, and energy equity and environmental justice. ISSI Advisory Group members will be responsible for participating in quarterly meetings to discuss project directions; providing input on and reviewing key written content; and providing guidance to ISSI staff as requested.

The objective of this RFP is to invite organizations and individuals working on energy and climate equity, environmental justice, and other relevant topics to apply to serve as an ISSI Advisory Group member. The selected organization or individual will help the ISSI team ensure that project materials, approaches, and strategies are respectful of and responsive to the needs of environmental justice communities that could benefit from greater access to community solar generation and technologies.

NASEO anticipates making one award under this RFP for a total of \$10,000, of which up to \$1,500 may be used for Advisory Group-related travel. The initial period of the award will be for 10 months, with the opportunity to extend the timing and funding pending availability of funds and a mutual determination to continue this partnership.

Upon award, the selected entity will need to follow the terms and conditions under NASEO's federal funding agreement with the U.S. Department of Energy.

### ***Anticipated Scope of Work***

NASEO invites proposals from qualified individuals or organizations to provide energy and climate equity- and environmental justice-related expertise, document review, and strategic guidance and direction to the ISSI project. Tasks include:

- Participating in quarterly Advisory Group meetings to discuss project direction and next steps (out of caution amidst the COVID-19 outbreak, NASEO will refrain from hosting in-person meetings, and will hold meetings virtually at least through September 2020);
- Providing input on and reviewing key written materials, including:
  - The development of documents and web content designed to educate state agencies on the New York Solar for All Model and other related topics;
  - Documents to engage states in the creation of LMI community solar pilots;
  - Three state-level plans to implement LMI community solar pilots; and
- Participating in meetings with ISSI staff to provide guidance, updates, and developments on equity and environmental justice issues and principles, and how they can be applied to ISSI.
- Submitting monthly invoices to NASEO documenting expenses incurred.

### ***Proposal Requirements***

The evaluation and selection of an organization and the contract will be based on the information submitted in the proposal. Proposers should respond clearly and completely to all requirements. Failure to respond completely may be the basis for rejecting a proposal. NASEO may choose to interview organizations prior to awarding a contract.

NASEO is not responsible for any cost incurred by proposers in responding to this RFP.

Proposals should be no longer than six (6) pages in length and in the following format:

1. Cover (1 page):
  - a. Name of the organization or individual
  - b. Legal status (sole proprietor, etc.)
  - c. Federal Tax ID Number or Tax-Exempt Number
  - d. Name, address, telephone number, and email address of contact person authorized to answer questions and negotiate a contract for proposed services
2. Proposal (4 pages):
  - a. Mission and general description of the proposing organization or individual

- b. Experience and expertise in energy and climate equity and environmental justice issues
  - c. Ability to carry out the tasks described in the previous sections, including relevant experience and access to equipment and facilities (for instance, word processing and email capabilities, funds and project management, and participation in virtual and/or in-person meetings)
  - d. Biographies and relevant experience of personnel to be assigned to this project
3. References (1 page)
- a. Three (3) names, addresses, phone numbers, and email addresses and a brief description of the relationship to each reference

***Evaluation Criteria:***

All proposals submitted in response to this RFP will be scored by NASEO utilizing the following criteria:

<b>Category</b>	<b>Score Weight</b>
Overall quality and completeness of response	20 points
Relevant experience	30 points
Expertise of organization and personnel	50 points
<b>Maximum Score</b>	<b>100 points</b>