

REQUEST FOR PROPOSALS

2027 Data Analyst

July 29, 2026

I. Contracting Organizations

The Northwest Power and Conservation Council's (Council) Regional Technical Forum (RTF) is issuing this Request for Proposals.

a. The Council

The Council is an interstate compact agency representing the states of Idaho, Montana, Oregon and Washington authorized in 1980 by Congress in the Pacific Northwest Electric Power Planning and Conservation Act, 16 U.S.C. §839, et seq. The Council is composed of eight Council members, two appointed by the governor of each of the four states. Congress charged the Council with developing two major planning documents:

- A program for the protection, mitigation, and enhancement of fish and wildlife affected by the development and operation of hydroelectric facilities in the Columbia River Basin, and
- A plan for meeting the electric energy needs of the Pacific Northwest for the next 20 years that includes an examination of conservation, renewable, and conventional energy sources that are available to meet those needs.

Congress also charged the Council with informing the Pacific Northwest public of major regional power issues and insuring widespread public involvement in the formulation of its regional power plan and fish and wildlife program.

b. The Regional Technical Forum

The RTF is an advisory committee to the Council. Per a congressional directive, the RTF was chartered in 1999 to:

- Develop standardized protocols for verification and evaluation of energy savings,
- Track regional progress toward the achievement of the region's conservation and renewable resource goals.

- Provide feedback and suggestions for improving the effectiveness of conservation and renewable resource development programs in the region.
- Conduct periodic reviews of the region's progress toward meeting its conservation and renewable resource goals.

II. Services Sought by the RTF

The RTF is seeking to contract with a data analyst to provide ongoing technical support for the 2027 calendar year. The data analyst will be part of a larger group of contract analysts supporting the RTF in accomplishing its annual work plan(s) approved by the Council.

A. Background and Context

In total, the RTF is seeking to contract with 7-9 analysts that will consist of 3-4 general contract analysts and 4-5 specialized contract analysts (including the data analyst). The work of all contract analysts is directed by the RTF Manager. The structure and responsibilities of the various contract analyst roles will be as follows:

- General Contract Analysts (general analysts) are anticipated to be fully dedicated to the RTF and provide broader technical support. The work of a general analyst will include technical analysis, as well as ensuring consistency across all RTF technical work, providing technical review of the work of all contract analysts, connecting individual RTF projects to regional programs and research, and ensuring work products adhere to the RTF guidelines. General analysts will provide guidance to the specialized contract analysts on technical analysis, recommendations to the RTF, and alignment/consistency across RTF work products. General contract analysts will attend all RTF meetings.
- Specialized Contract Analysts (specialized analysts) are anticipated to be partially dedicated to the RTF (approximately 35-50% FTE) and provide specialized technical support to the RTF in completing its annual work plan. There will be four specialized contract analyst roles: data analyst, building energy modeling analyst, research and evaluation analyst, and conservation measure analyst. These specialized analysts will support specific areas of the RTF work and will be assigned projects to either support cross cutting work or specific elements to support larger projects. Specialized analysts will be partnered with a general analyst who will provide guidance and support on both technical work and the broader RTF perspective. Specialized analysts will not be expected to attend RTF meetings unless it aligns with workload.

B. Data Analyst Role and Requirements

The data analyst will provide data analysis, management, and research to support the RTF's annual work plan(s). The ideal data contract analyst will bring:

- Technical skills around data management and analysis, with expertise in Microsoft Excel and one or more programming languages, preferably R or Python
- Tool development and management, for example developing or managing tools for allowing analysis and visualization of large data sets

- Research and analysis skills, including experience with cost analysis and/or market research
- Visualizing and presenting data, particularly with experience in developing dashboard or UI and developing presentation materials
- Expertise or experience in energy efficiency, energy efficiency potential assessments, and/or demand response
- Strong familiarity using regional data sets, including the Residential Building Stock Assessment (RBSA), Commercial Building Stock Assessment (CBSA), and the End Use Load Research (EULR) studies
- Familiarity with RTF work products and tools

The work of the data analyst¹ includes:

- *General analysis and data visualization:* Provide general support with any data analysis needs to support RTF work. This could include:
 - Analysis of building characteristics or technologies in regional data sets including RBSA, CBSA, and EULR to inform inputs or measure analysis being lead by other contract analysts.
 - Cost research and analysis to support energy efficiency measure work.
 - Managing the RTF's savings and load shape library to ensure the relevancy, accuracy, and transparency of data in the RTF's savings and load shapes. Support the development or refinement of savings and load shapes to support RTF or Council Plan work.
- *Maintaining internal data resources and tools:* Review and develop documentation and tools to support RTF use or understanding of new and existing regional data. Develop and maintain tools or resources to support data visualization for other contract analysts, RTF members, and regional use of RTF analysis. Engage with regional entities collecting regional data in support of ongoing and upcoming RTF work, including communicating data needs in RTF analysis.
- *Presentation and meetings:* Develop all, or portions, of presentations on findings from analysis work to the RTF and RTF subcommittees.

The data analyst will attend and prepare materials for weekly check-in meetings with the RTF Manager and general analysts to review work prior to final work products being brought to the RTF or RTF subcommittees. The data analyst will not be expected to attend all RTF meetings, only those relevant to assigned work or when presenting to the RTF, estimating a total of four meetings annually.

III. Timeline and Budget Expectations

The RTF anticipates having executed contracts in place no later than November 30, 2026, with work commencing on January 1, 2027 and extending through December 31, 2027. The initial term

¹ Exact work and projects will be assigned and determined by the RTF Manager based on the needs of the RTF Work Plan and analyst skills and expertise.

of any contract from this RFP is anticipated to be one year, with the RTF retaining the option to renew any contract for an additional two years in one-year renewal increments.

The RTF work requires a flexible and responsive data contract analyst, who will provide between 50-80 hours per month, with no fewer than 600 hours annually.

Proposals should include a cost estimate, including the proposed total number of hours, hourly rate, and estimated travel expenses. The 2027 work plan assumes a mix of in-person and remote meetings, with up to eight in person meetings in Portland, Oregon. The contract analysts meet in person the day ahead of these meetings for final preparation. The data analyst will be expected to attend at least one RTF meeting in person, including a day before contract analyst meeting. Travel expenses should be estimated at an average cost per trip in accordance with the [Council's Travel Policy](#). Proposals should be based on time and materials, with a not-to-exceed limit.

IV. How to Submit a Proposal and Required Elements

Proposals shall be submitted to the RTF in electronic format by **Friday, October 16, 2026**.

Proposals shall be emailed to:

Northwest Power and Conservation Council

Laura Thomas

RTF Manager

rtfadmin@nwcouncil.org

(503) 820-2303

Proposals should speak to the following qualities and provide examples of past work supportive of these qualities:

- *Data analysis and management skills:* Contract analysts with both strong technical data analysis skills and a curiosity to ask questions and dig deep to understand the results help support the rigorous nature and ensure the continued quality of the RTF work. Contract analysts who provide clear documentation of data management and analysis work will help ensure the transparency necessary for the RTF.
- *Experience with energy efficiency or demand response programs or technologies:* Contract analysts that have a hands-on understanding of energy efficiency or demand response programs and technologies can bring a practical perspective to analytical work.
- *Data visualization and presentation skills:* Contract analysts will be regularly asked to provide visualization to support data analysis work as well as periodically develop presentations to the RTF and subcommittees.
- *Research skills:* Contract analysts with strong secondary research skills, particularly with the ability to identify hard to find data.
- *Ability to work both independently and as part of a team:* All contract analysts undertake independent analytical work, while also working closely with the RTF Manager, the other contract analysts, and RTF subcommittees to vet analysis and develop clear recommendations to the RTF.

- *Understanding of the regional context:* Contract analysts with experience in the Northwest will be well positioned to connect RTF work to the broader regional context, particularly around key data sets like the RBSA and CBSA.
- *Ability to multitask:* While much of the work requires deep dive analysis, contract analysts that can jump between projects will support the fast-paced work of the RTF.

Proposals shall include the following elements:

- Contact information and pertinent description of the person submitting the proposals
- Overview of proposer's technical approach to data analysis, visualization, and data management projects
- Explanation of how proposer's skills and past experience align with the services sought in section II (above), with examples of previous or similar work experience
- Section detailing experience and examples of work with CBSA, RBSA, and/or EULR's Home Energy Metering Study (HEMS) or Commercial Energy Metering Study (CEMS)
- An example of a recent piece of work that demonstrates the proposer's technical analysis skills, particularly around data analysis and visualization
- A budget proposal that details the total proposed labor costs (total hours and rates) and estimated travel expenses
- A current resume
- Any other supporting material deemed pertinent by the proposer

Any questions regarding this RFP shall be directed to Laura Thomas. Please note that responses will be limited to correcting errors in the RFP or clarifying the RFP's provisions. If questions received identify significant information that would assist proposers in submitting proposals, such information will be made available by reasonable means, such as posting on the RTF's website, to ensure all proposers have access to the same information.

V. How the RTF Will Select a Final Proposals

An evaluation committee will review all proposals received. The team will be comprised of Council staff. Proposals will be evaluated based on the proposed approach to and qualifications for the services sought in Section II above. The evaluation committee will also consider the proposer's cost of services, as well as take into consideration any potential conflict of interest resulting from past or future work with the RTF.

The RTF reserves the right to reject any and all proposals and may cancel this RFP at any time. The RTF shall not be obligated to procure any services resulting from this RFP. Neither the Council nor the RTF is liable to any proposer for any loss or expense caused by or resulting from a delay, suspension, or cancellation of the RFP, award or rejection of any proposals. Proposer shall bear all costs incurred in developing and submitting its proposal.

The ability of the RTF to procure the services requested by this RFP is dependent upon the Council's approval of the 2027 RTF Work Plan. The RTF's expectation is that the Council will review and approve the 2027 RTF Work Plan at the October 14-15, 2026 Council Meeting in Donnelley, Idaho, prior to the date proposals are due. If that Council approval is delayed, the deadline for RFP proposals will be extended.

The Council and the RTF promote equal opportunity for all individuals without regard to race, color, national origin, religion, gender, gender identify (including gender expression), sexual orientation, marital status, age, disability, genetic information, or military or veteran status.

VI. Project Schedule

Proposals Due:	October 16, 2026
Selection for Winning Proposal(s):	Week of November 2, 2026
Project Start Date:	January 1, 2027 (or as agreed to)