

REQUEST FOR PROPOSALS

2027 General 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 three to four general analysts (general analyst) to provide ongoing, dedicated technical support for the 2027 calendar year. The general contract 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. 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. General Analyst Role and Requirements

The general analyst will provide a broad range of technical support and analysis to the RTF, including reviewing and developing energy efficiency and demand response analysis in support of the RTF's new and existing work products, engage in the review process to ensure continued standardization and improvement across all contract analyst work products, and connecting RTF work to regional programs and research. The ideal general analyst will bring:

- Technical and research skills, with preferred background in engineering, evaluation, or program implementation.
- Expertise in energy efficiency and/or demand response technologies, evaluation, or program implementation, preferred across a wide range of sectors and end uses
- Strong familiarity with RTF process, Guidelines, existing resources, and analytical tools (e.g. ProCost, climate files).
- Understanding of the regional context and data of the Pacific Northwest
- Ability to clearly explain complex analysis or technical details to a broad audience through both presentations and written documentation.

The work of the general analyst¹ includes:

- *Energy efficiency measures and demand response product update and development:* Conduct secondary research to develop or update assumptions and analysis to calculate estimated savings or demand impact. Prepare materials (workbooks and presentations) to provide recommendations to the RTF for their consideration.
- *Prepare materials for review:* Prepare presentations, workbooks, and other documentation necessary to support internal review of work. These materials will be reviewed by the RTF Manager and other general analysts who will provide guidance to improve materials and analysis prior to being presented to the RTF or RTF subcommittees.
- *Presentation and meetings:* Develop all, or portions, of presentations detailing analysis, results, and proposals to the RTF and RTF subcommittees.
- *Regional support efforts related to RTF work:* Support regional efforts that inform RTF work, including participating in regional technical work groups, research and evaluations efforts, and communicating RTF work and efforts at external conferences or with regional interested parties.

The general analyst will attend and prepare materials for weekly check-in meetings with the RTF Manager and other general analysts, as well as meetings with specialized analysts, to review and provide feedback on materials prior to final work products being brought to the RTF or RTF subcommittees. The general analyst will be expected to attend all RTF meetings in person when applicable, including a day before internal preparation meeting.

III. Timeline and Budget Expectations

The RTF anticipates the award of multiple contracts from this RFP and 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 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.

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.

The RTF work requires a flexible and responsive contract analyst. To best meet the demands of the 2027 work plan, the RTF is targeting three to four general contract analysts who will be equivalent of full time, providing no fewer than 1,400 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. General contract analysts are expected to attend all RTF meetings. 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:

- *Technical 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 analysis and work will help ensure the transparency necessary for the RTF.
- *Experience with energy efficiency or demand response evaluations, including program implementation, planning, or evaluation:* Contract analysts that have a hands-on understanding of energy efficiency evaluations or demand response evaluations and programs can bring a practical perspective to analytical work.
- *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 research and evaluation.
- *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.

- *Strong presentation skills:* Contract analysts present regularly to the RTF and subcommittees.

Proposals shall include the following elements:

- Contact information and pertinent description of the person submitting the proposals
- 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
- An example of a recent piece of work that demonstrates the proposer's technical analysis skills, including an example of presenting a complex concept to an audience with a variety of backgrounds and expertise
- 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)