

REQUEST FOR PROPOSALS

Heat Pump Conservation Measure Analysis Support

August 17, 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 progress toward meeting its conservation and renewable resource goals.

II. Services Sought by the RTF

The RTF is in the process of developing three new residential heat pump measures and will be updating three of its existing heat pump measures this year. In support of this work, the RTF is seeking analytical support to work with the RTF manager and RTF Contract Analyst to complete the technical analysis and workbook development for these measures. The contractor will support the following measures:

- Existing Measures:
 - [Centrally Ducted Air Source Heat Pump Upgrades and Conversations](#)
 - [Ductless Heat Pump for Forced Air Furnace SF and MH](#)
 - [Ductless Heat Pumps for Zonal Heat MH and SF](#)
- New Measures:
 - Centrally Ducted Heat Pumps with Limited or No Electric Resistance Back Up Heating
 - Ductless Heat Pump Whole Home (Multiple Indoor Units)
 - Retro-commissioning Centrally Ducted Heat Pump Systems

The order in which these measures will be completed will be determined by the RTF Manager in collaboration with the RTF Contract Analyst and contractor.

The RTF anticipates this work will be completed in the following tasks:

- **Task 1: Kick Off**
 - Contractor will schedule a meeting with the RTF Manager and RTF Contract Analyst to discuss the current status and work to date for each measure, measure scope, and identify a timeline for work and next steps.
 - *Deliverable:* Written documentation of the timeline for measure work, including timing for RTF presentations, and next steps as agreed to during the kickoff call.
 - *Timeline:* Call will be scheduled no later than two weeks following the start of the contract.
- **Task 2: Review and Research**
 - Contractor will review the existing measures materials and any materials for new measures¹ to research and identify any new resources to inform inputs or improvements to the analysis. Contractor will review recommendations on new resources and improvements with the RTF Manager and RTF Contract Analyst to

¹ RTF staff and contract analysts will provide access to materials for new measures, which may include past presentation to the RTF, meeting minutes, new measure submissions, current analysis or materials as applicable, or relevant evaluations, regional research, etc.

determine what resources to research further and areas for update or development of the measures.

- *Deliverable:* Written documentation of recommendations regarding potential resources and analysis.
- *Timeline:* Within 2 weeks of starting measure.
- **Task 3: Workbook Development**
 - Once general scope of analysis and resources have been identified, contractor will develop or update the measure workbook if needed using the current workbook template. Contractor will ensure all aspects of workbook are completed, all references are cited, and analysis is clear and thorough. Contractor will work closely with the RTF Manager and RTF Contract Analyst throughout this project, but in particular, during this Task, Contractor should provide clear check points to review and discuss work.
 - *Deliverable:* Draft workbook and any additional analysis resources.
 - *Timeline:* Three weeks prior to the presentation to the RTF.
- **Task 4: Presentation Drafting and Support**
 - Contractor will support the RTF Contract Analyst with preparing materials for the RTF meeting, including slides specific to the analysis completed in the measure workbook. Contractor will be expected to attend the relevant RTF meeting and potentially present slides on the analysis or at a minimum support responding to RTF questions about the analysis during the meeting.
 - *Deliverable:* Draft slides for specific sections of the presentation for the RTF.
 - *Timeline:* Two weeks prior to presentation to the RTF.
- **Task 5: QA/QC Process and Workbook Finalization**
 - Following the RTF Meeting, Contractor will make any updates to the workbook and supporting materials as needed based on the RTF discussion and decision. Contractor will prepare a final draft version of the workbook and provide this to RTF staff to send to the QA/QC contractor. Contractor will work with the RTF Contract Analyst and QA/QC contractor throughout the QC process to ultimately deliver a final version of the workbook that incorporates any necessary changes from the QC process.
 - *Deliverable:* Final measure workbook.
 - *Timeline:* One week following the completion of QA/QC contractor's review of the workbook.

III. Timeline and Budget Expectations

As noted in the project scope, the timeline of these measures will be discussed and determined during the kickoff meeting. At this time, the three existing measures are set for review by the RTF at the December meeting. The RTF would like the majority of the work for this project to be completed in 2026 but anticipates the timeline for the contract going through March 31, 2027 to allow time for completion of the QA/QC process if measures are not presented until the February 2027 RTF Meeting.

The RTF estimates that the budget for this project will be between \$40,000-75,000. The RTF reserves the right to revise this budget. Proposals shall include the proposer's estimated costs,

irrespective of the RTF's estimated budget. Proposals should be based on time and materials, with a not-to-exceed limit, and include a detailed cost estimate. Contractor should note that some RTF Meetings will be held in person and others via webinar only and contractor will not be required to attend in person, though it is requested if possible. Given this, proposals should include any cost estimates for any travel costs needed to attend and present in person at the RTF meeting.

IV. How to Submit a Proposal and Required Elements

Proposals shall be submitted to the RTF in electronic format by **September 11, 2026**.

Proposals shall be emailed to:

Northwest Power and Conservation Council

Laura Thomas

RTF Manager

rtfadmin@nwcouncil.org

(503) 820-2303

Proposals shall include the following elements:

- Contract information and pertinent description of the person submitting the proposals
- Description of expertise and experience of technical analysis work, particularly with regards to heat pumps
- Examples of similar technical analysis work
- Description of technical and management approach to completing the work and delivering services, with particular note to how contractor proposed to work with and engage RTF manager and RTF contract analyst
- A current resume(s)
- 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 DETAILS HERE. 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 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:	September 11, 2026
Selection for Winning Proposal(s):	Week of September 21, 2026
Project Start Date:	Week of September 28, 2026 (or as agreed to)