



**Regional
Technical Forum**

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REQUEST FOR PROPOSALS

Contract Analyst

December 18, 2023

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 RTF

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, and
- 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 up to the equivalent of three additional contract analysts to provide ongoing technical support for the 2024 calendar year. Contract analysts provide dedicated analytical support for the RTF to assist the RTF in accomplishing its annual work plan(s) approved by the Council. The work of a contract analyst includes reviewing and developing unit energy savings measures and standard protocols, defining research needs and developing related research strategies, and connecting individual RTF projects to regional programs and research.

The RTF is seeking analysts with strong analytical and research capability. The ideal analyst will bring skills or expertise in some or all of the following areas: engineering, statistics, and research skills; expertise on electric and natural gas energy efficiency across sectors and end uses; expertise in demand response technologies; and familiarity with RTF Guidelines, measure development, and analytical tools (e.g., ProCost, EnergyPlus, Python, and REEDR).

Depending on skills and expertise, analysts may be required to support some or all aspects of the core RTF work, including energy efficiency measure development, demand response technology assessment, prepare materials for peer review, and tool development. Therefore, regardless of any particular expertise, proposals should outline a technical approach for completing the work identified in the following areas:

- *Energy Efficiency Measure Development:* Conduct secondary research to develop or update input assumptions and calculation procedures to estimate lifetime measure savings and costs and benefits. Prepare materials (workbooks and presentations) to provide recommendations to the RTF for their consideration. This may include the development of research strategies to address significant areas of uncertainty. Proposals should identify primary areas of expertise (sector, technology, fuel, etc.).
- *Demand Response Technology Assessment:* Conduct secondary research to develop per unit demand response savings assessments and technology costs and benefit assumptions. Prepare materials to provide recommendations to the RTF for their consideration.
- *Prepare Materials for Peer Review:* Prepare presentations, workbooks, and other documentation necessary to support peer review. This includes review by the RTF Manager, contract analyst team, and subcommittees. Presentations are done via webinar and in person. Materials should focus reviewers on key areas requiring judgment and expertise.
- *Tool Development:* Use existing RTF tools (REEDR, EnergyPlus, ProCost) to support measure analysis. Proposals should provide examples of existing experience, if any, with these tools.

Proposals should provide examples of any related work experience.

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

- *Ability to work both independently and as part of a team:* Contract analysts undertake independent analytical work, while also working closely with the RTF Manager, the contract analyst team, and RTF subcommittees to vet analysis and develop clear recommendations to the RTF
- *Strong presentation skills:* Contract analysts present regularly to the RTF and subcommittees
- *Experience with energy efficiency and demand response programs, including program implementation, planning, or evaluation:* Contract analysts that have a hands-on understanding of programs can bring a practical perspective to the analytical work
- *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
- *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
- *Modeling expertise:* Specific projects require some modeling expertise

III. Timeline and Budget Expectations

The RTF anticipates the award of multiple contracts from this RFP and anticipates having executed contracts in place by February 23, 2024, with work commencing in February 26, 2024 or as agreed to, and extending through December 31, 2024. The initial term of any contract from this RFP is anticipated to be for 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 contract analyst team. To best meet the demands of the 2024 work plan, the RTF expects this work to represent the equivalent of 7.0 FTE.

The RTF is exploring a more flexible team that might consist of more individuals representing and for this RFP is considering the equivalent of an additional 3.0 FTE. Therefore, the RTF will consider proposals for full-time individuals, combined staffing to form a single FTE, or less than full-time individuals. Proposals devoting less than full time or combined staff should address (1) how proposed individual(s) would integrate with the rest of the contract analyst team, and (2) how the proposer would ensure resource availability in response to RTF needs and provide a sufficient level of support to meet the RTF work plan needs as described.

Proposals should include a cost estimate, including the proposed number of hours, hourly rate, and estimated travel expenses. The 2024 work plan assumes a mix of in person and remote meetings, with up to 6 in person meetings in Portland, OR. The contract analyst team meets, in person or remotely, the day ahead of these meetings for final preparation. Analysts are expected to attend all RTF meetings. Travel expenses should be estimated at an average cost per trip and 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 **Wednesday, January 31, 2024.**

Proposals shall be emailed to:

Northwest Power and Conservation Council

Laura Thomas

RTF Manager

lthomas@nwcouncil.org

(503) 820-2303

Proposals shall include the following elements:

- Contact information and pertinent description of the person submitting the proposal
- A technical approach, describing in outline form, the proposed approach for achieving services sought and completing the anticipated work, as outlined in section II (above), and examples of previous or similar work experience
- A budget proposal that details the total proposed labor costs (total hours and rates) and estimated travel expenses
- 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 webpage, to ensure all proposers have access to the same information.

V. How the RTF Will Select a Final Proposal

An evaluation team will review the proposals. The team will be comprised of staff from the Council’s conservation group and members of the RTF’s Operations Subcommittee. 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.

The evaluation committee will also 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 proposal. 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 identity (including gender expression), sexual orientation, marital status, age, disability, genetic information, or military or veteran status.

VI. Project Schedule

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| Proposals Due: | January 31, 2024 |
| Selection of Winning Proposal(s): | Week of February 12, 2024 |
| Project Start Date: | Week of February 26, 2024 (or as agreed to) |