



REQUEST FOR PROPOSALS
Scoping Study for Council Cost-Effectiveness Tool (ProCost)
August 6, 2020

I. Contracting Organizations

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

A. The Council and its Activities

The Council is an interstate compact agency formed in 1981 by the states of Idaho, Montana, Oregon, and Washington as 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 to protect, mitigate and enhance fish and wildlife affected by the development, operation, and management of the hydroelectric facilities located on the Columbia River or its tributaries, and
- A regional power and conservation plan to assure the Pacific Northwest an adequate, efficient, economical and reliable power supply.

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. It was formed at the request of Congress 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 proposals for a scoping study for ProCost. This is the Council's tool for characterizing the costs and benefits of conservation measures and determining the cost-effectiveness of a resource relative to Council plan findings. ProCost is an Excel and Visual Basic for Applications (VBA) based tool maintained by the RTF contract analyst team. The tool and related materials are available on the RTF website: <https://rtf.nwcouncil.org/work-products/supporting-documents/procost>.

Upon completion of the Council's 2021 Power Plan, the RTF will update ProCost consistent with power plan findings. Council and RTF staff see this as an opportunity to potentially rebuild ProCost and expand the value. Thus, the RTF is seeking a contractor to conduct a review of ProCost, explore potential alternatives and enhancements, and make a recommendation on a path forward based on the advantages and disadvantages of the various approaches. To be clear, completing this scoping study does not guarantee that the Council will undertake a project to rebuild ProCost.

To complete this scoping study, the RTF anticipates the following tasks. These tasks are provided to inform those who are interested in submitting proposals, and should not be understood as a final statement of work:

Task 0. Kickoff Meeting and Management

The contractor will schedule a kickoff meeting with Council staff and RTF contract analysts to discuss the project goals and history of the ProCost tool.

Anticipated Deliverables: 1-hour call with Council/RTF staff and scheduled biweekly progress check-ins.

Anticipated Task Completion Date: Due within 1 week of the contract start date

For Proposal: Proposals should include budget to support the kick-off meeting and regular progress check-ins.

Task 1. Stakeholder Interviews

The contractor will conduct stakeholder interviews to understand the current use cases, as well as pros and cons of the current tool. This feedback will be critical to informing a recommendation for a path forward.

Anticipated Deliverables: Memo summarizing the findings of stakeholder discussions

Anticipated Task Completion Date: Due within 6 weeks of contract start date

For Proposal: Proposals should include a stakeholder interview strategy, accounting for up to 10 interviews. At a minimum, proposal should include the following stakeholders in the interview strategy:

- Council Staff
- RTF Contract Analysts
- Utility/BPA/NEEA planning staff
- Conservation potential assessment consultants

Task 2: Review of Alternative Analytical Platforms and Recommendations

The contractor will conduct a review of alternative platforms that will meet the needs defined during the stakeholder interview process. Contractor should focus on user-friendly front ends (such as excel) and compatible programming languages. Preference will be given to tools that have high transparency and/or are open source; although the contractor may consider alternative paths during scoping.

Key factors to be assessed in this review include, but are not limited to:

- Functionality
- Usability
- Maintenance requirements
- Transparency for stakeholder understanding and review
- Other factors identified through stakeholder interviews

Upon completing the review, the contractor will develop a findings and recommendations memo. This should include the advantages and disadvantages of the various tools, programming languages, etc. This should also include upfront resource costs and anticipated maintenance requirements and costs. Based on the complete analysis, the contractor should develop a recommendation for RTF consideration.

Anticipated Deliverable: Memo summarizing the advantages and disadvantages of various tools explored and final recommendations for the analytical tools to support future energy efficiency analysis

Anticipated Task Completion Date: Due within 12 weeks of the contract start date

For Proposal: Proposals should identify tools to be assessed as part of this review and the approach for reviewing and comparing options. If the proposal includes testing of tools, the benefits of this additional testing should be clearly outlined, and the costs associated with testing should be separated out from the remainder of the task.

III. Budget Expectations

The RTF estimates a budget of \$25,000 to complete this work. Proposals shall include the proposer's actual estimated costs to perform the work irrespective of the RTF's estimated budget. Proposals should be based on time and materials, with a not-to-exceed limit, and should provide a detailed cost estimate for each task.

IV. How to Submit a Proposal

Proposals should be submitted to the RTF in electronic form by September 11, 2020.

Proposals should be emailed to:

Jennifer Light
RTF Manager/Chair
Jlight@nwcouncil.org
(503) 222-5161

Proposals shall include the following elements:

- Contact information and brief description of the firm submitting the proposal
- Description of the technical and management approach to be used to complete the work, including responses to the proposal considerations identified under each specific task in Section II, above
- Qualifications of all personnel who will be working on the project
- Budget proposal that details the level of effort, labor costs (hours and rates of all personnel), and any material costs for each of the major tasks as outlined in Section II
- Reporting schedule and project timeline consistent with the anticipated task completion deadlines provided in Section II
- Web site addresses or listing of similar work that can be reviewed by the RTF proposal evaluation team
- Any other material the proposer deems pertinent

Any questions regarding this RFP shall be directed to Jennifer Light. Please note that responses are limited to correcting errors in the RFP or clarifying the RFP's provisions. If, however, questions are posed that identify significant information that would assist all proposers in submitting a competitive proposal, such information shall 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. Evaluation Criteria and Selection of a Final Proposal

An evaluation team will review the proposals received. The evaluation team will include the RTF Manager, staff from the Council's conservation group, and RTF contract analysts. Proposals will be evaluated using the following criteria:

- **Technical Approach:** The proposer's technical approach to meeting each of the tasks in Section II, above.
- **Management Approach:** The proposer's approach to managing the project, including working with the Council, the RTF, and stakeholders.
- **Team Qualifications/Experience:** Demonstrated experience with RTF work products or similar work as well as knowledge of the electric utility and energy efficiency environments.
- **Price:** This contract will be awarded on a not-to-exceed basis.

Following selection of the final proposal, if any, contract negotiations will be initiated with the entity/individual responsible. The RTF reserves the right to reject any and all proposals. Additionally, this RFP does not obligate the RTF to select any proposal.

All qualified proposers will be evaluated and considered for selection 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. RFP Schedule

Proposals Due:	September 11, 2020
Selection of Winning Proposal(s):	Week of September 14, 2020
Project Start Date:	Week of September 21, 2020

VII. Costs and Obligations

Prospective or actual proposers shall bear any and all costs and risks of participation in this RFP process. The RTF shall not be obligated to procure any services resulting from this RFP.