
REQUEST FOR PROPOSALS

Meeting Minutes Services October 18, 2021

I. Contracting Organizations

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

A. The Council

The Council is an interstate compact agency formed by the states of Idaho, Montana, Oregon, and Washington as authorized 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 Council and RTF

The Council is seeking a single contractor to take meeting minutes for all of its RTF monthly meetings, as well as other Council power related advisory committee meetings.

A. RTF Meeting Minutes

The RTF meets once each month. In 2022, this will be a mix of virtual and in person meetings. The length of each monthly meeting will range from 4 to 7 hours. RTF meetings may take place over two days.

The minute taker is expected to attend all meetings. The meeting subjects are often highly technical. The meeting minutes must synthesize the topics discussed, slides presented, and technical issues covered in a comprehensive and understandable way. For the RTF meetings in particular, it is important to capture the various comments raised by committee members and meeting attendees, as well as votes taken. The minutes do not need to be a transcript of the meeting, but they need sufficient detail to understand the nuance of the discussion.

Given the technical nature of the content, the minute taker should work to become familiar with the RTF to better inform the minutes. The minute taker should discuss staff needs ahead of meetings and be prepared to work closely with staff to resolve any issues or questions while writing minutes.

Deliverable: Completed minutes in Word format, with attachment of meeting attendees and the voting record, is required within 7 business days of each meeting.

B. Other Council Advisory Committee Meeting Minutes

The Council has several other advisory committees that support the work of the Power Division. For 2022, these meetings will be ad hoc. The minute taker is expected to attend all meetings.

These meeting subjects may be highly technical. The meeting minutes must synthesize the topics discussed, slides presented, and issues covered in a comprehensive and understandable way. The minutes do not need to be a transcript of these meetings, but they should capture the discussion, questions, and perspectives raised.

Deliverable: Completed minutes in Word format, with attachment of meeting attendees, is required within 7 business days of each meeting.

III. Timeline and Budget Expectations

All work anticipated under this Request for Proposals for the RTF would begin in January 2022 and be completed by December 31, 2022.

For budget estimation purposes, the RTF anticipates up to 80 hours of meeting time.

The Council has not yet scheduled power division advisory committees for 2022, but for budget estimation purposes, the Council anticipates up to 15 hours of meeting time between January 2022 and September 2022.

Additionally, the Council and RTF anticipate that minute completion will take approximately 2 hours for every hour of the meeting, resulting in an estimated 240 hours for 2022 for RTF meetings and 45 hours for all other advisory committee meetings.

The Council and the RTF reserve the right to revise the budget and timeline.

IV. How to Submit a Proposal and Required Elements

Proposals shall be submitted in electronic format by **November 30, 2021**.

Proposals shall be emailed to:
Northwest Power and Conservation Council
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
- Proposer's qualifications and experience in taking minutes at technical meetings or other writing experience, especially in the energy industry
- Proposed hourly rate
- Brief summary and examples of relevant past and current work
- References from existing or recent clients

Any questions regarding this RFP shall be directed to Jennifer Light. 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 all persons or entities who have received the RFP to ensure all proposers have access to the same information.

V. Proposal Selection

An evaluation team will review the proposals. The team will be comprised of staff from the Council's Power Division and Legal Team. 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 Council and the RTF are seeking a single contractor to perform these services; however, two contracts are anticipated to be awarded--one for the RTF meeting minutes, aligning with the RTF

fiscal year, and one for all other Council advisory committee meeting minutes, aligning with the Council fiscal year.

VI. Right to Reject and Proposal Costs

The RTF and Council reserve the right to reject any and all proposals and may cancel, modify or revise this RFP at any time. The RTF and Council 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.

VII. Project Schedule

Proposals Due:	November 30, 2021
Selection of Winning Proposal(s):	Week of December 13, 2021
RTF Project Start Date:	Week of January 1, 2022 (or as agreed to)

VIII. Equal Opportunity

The Council and the RTF promote equal opportunity for all individuals without regard to race, color, national origin, religion, sex, gender, gender identity (including gender expression), sexual orientation, marital status, age, disability, genetic information, military or veteran status, or any other protected status in accordance with applicable federal, state, and local laws.

IX. Diversity, Equity, and Inclusion

Responders are encouraged to review the Council’s [inclusion statement](#). The Council is interested in learning from and encourages, in all opportunities, the participation of those who are also taking steps to ensure diversity, equity, and inclusion in their work. To this end, please consider providing a response to the following questions. Providing a response is voluntary. Responses will not be considered in proposal evaluation and selection.

- Please indicate if you are a small, minority, woman, or veteran-owned business.
- Please outline any efforts taken at your organization to promote diversity, equity and inclusion in your organization’s practices or policies, including, for example, staffing and contracting

X. Disclosure Notice

The Council does its work in public as required by the Northwest Power Act. The Council, although not a federal agency, complies with the Freedom of Information Act. The Council’s policy is available for review on our [website](#).