



**Regional
Technical Forum**

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REQUEST FOR PROPOSALS

Quality Assurance/Quality Control Contractor October 18, 2021

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 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 RTF

The RTF is seeking a Quality Assurance/Quality Control (QA/QC) contractor to provide independent, third party review of RTF work products on an as-needed basis. The RTF expects to develop work products throughout the year to submit to the QA/QC contractor for review.

A. Perform Technical Review of RTF Work Products

The contractor is expected to review work products submitted by staff on an as-needed basis throughout the contract term. The core role for the contractor is to ensure that the RTF work products accurately implement RTF decisions and document the source materials. Example work products to be reviewed by contractor include RTF measure workbooks and standard protocol calculators.

For Excel based work products, the contractor is expected to have a working understanding of how RTF measure workbooks are comprised (summary tab, analysis tabs, ProCost tabs), and is expected to inspect in detail the measure workbooks and any linked workbooks to ensure that there are no errors in input assumptions, calculations, source materials, etc. Additionally, the contractor is to ensure that the workbook faithfully applies the methodology as approved by the RTF. The contractor is expected to coordinate with the RTF to understand how the analysis was carried out, which should inform contractor's QC review. Contractor shall document any errors or changes made and any errors or changes not made but required based on contractor's review in a Review Memo for each product.

For planning purposes, the RTF is currently estimating 25 work products undergoing QC for 2022. The scope of the work products will vary in depth and the actual number of work products may vary based on the workflow of the RTF from month to month.

B. Attend RTF Meetings

At the request of staff, the contractor (or contractor's sole designee) shall attend RTF meetings to observe discussions around measure analysis. Contractor may be asked to participate in discussions surrounding measure analysis and provide an opinion. Contractor shall attend the requested RTF meetings in person whenever possible, or as directed by staff.

III. Timeline and Budget Expectations

All work anticipated under this Request for Proposals would begin in January 2022 and be completed by February 28, 2023.

For planning purposes, the RTF is currently estimating a budget of \$115,000 to complete this work (based on an estimate of 25 work products undergoing QC review).

The RTF reserves the right to revise the budget and timeline.

IV. How to Submit a Proposal and Required Elements

Proposals shall be submitted to the RTF 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
- Description of the technical and management approach to complete the work and deliver the services
- Qualifications of all personnel who will be working on the project
- Budget proposal that includes the hours and rates of all personnel on a per work product basis, and any costs for materials assumed. The budget proposal shall also detail any costs associated with meeting attendance and shall include a total not-to-exceed amount.
- Reporting schedule and project timeline for a per work product basis
- Web site addresses or listing of similar work that can be reviewed by the 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 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. 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. 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.

VI. Right to Reject and Proposal Costs

The RTF reserves the right to reject any and all proposals and may cancel, modify, or revise 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.

VII. Project Schedule

Proposals Due:	November 30, 2021
Selection of Winning Proposal(s):	Week of December 13, 2021
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](#).