



REQUEST FOR PROPOSALS

Exploration of Sub-Regional Baselines for Energy Efficiency Measures 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 first 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 uses a current practice baseline for any measure where the installation is done at the end of the measure life, for example the purchase of a new clothes washer to replace a dying or failed washer.¹ For each measure application, this current practice represents the regional average efficiency based on best available data. Wherever possible, the RTF uses sales data, but in many cases the RTF resorts to use of product lists to identify currently available products. Regardless of the data source, the current practice baseline aims to capture the average efficiency of products being purchased today. Given the granularity of data, this average is often best done at the regional level.

As is the case with an average, not all populations within the region have the same current practice as the regional average. The RTF is interested in exploring data needs, measure definition and delivery factors, and policy considerations around developing measure identifiers that reflect portions of the region (for example: urban vs rural, income, etc.).

A. Identification of Potential Identifiers and Data Sets

When developing measures, the RTF clearly outlines the measures specification and measure identifiers required to verify reliable savings for a specific application. This could include climate zone, housing type, installation location, etc. To develop savings based on other population characteristics (such as income) the RTF would need to develop clear measure identifiers that program implementers and evaluators could use to reliably estimate savings.

To this end, the first task would be to develop a comprehensive list of potential measure identifiers that could be used to differentiate savings for different populations. For each potential measure identifier, the contractor should outline potential data sources that might support the RTF, program implementers, and evaluators in mapping savings correctly to those identifiers. These data sources could include data obtainable through program delivery, program evaluation, or reliable third-party sources. The contractor should also develop an initial rating of the reliability and usability of the data source (e.g. high, medium, low). The goal of this task is to develop a broad survey of potential ideas for discussion and refinement before moving to the next task.

Deliverable: Comprehensive list of potential measure identifiers and potentially available data sources.

B. Exploration of Identifier and Data Viability

At least two conditions need to be met to successfully develop and implement measures with more sub-regional baselines. (1) The RTF needs sufficient data to develop different current practice estimates for the different populations identified by the measure identifier. (2) Programs

¹ The RTF Guidelines provide description of when and how to apply different baseline methodologies for RTF measure analysis. Available: <https://nwcouncil.box.com/v/2020RTFGuidelines>.

need to be able to collect the necessary data to assign the project to the right identifier (for at least a sample of projects) in order to reliably estimate savings. This task will explore the viability of implementation for each of these factors.

The contractor will select at least four potential identifiers to explore more thoroughly in this task. This will include a deeper dive into the data options for assigning the appropriate measure identifier (and related savings) to specific projects. This includes understanding the availability, reliability, and other factors around both program collected and third-party data. If multiple data options are available for a specific identifier, the contractor should outline the risks and benefits of the various approaches.

Additionally, the contractor should explore the feasibility of developing distinct baselines (and related savings estimates) for each identifier. For this, the contractor will select three measures that currently rely on different types of data sources (e.g. sales data, product databases, professional judgement). For each measure, the contractor will outline the viability, challenges, and considerations around developing distinct baselines with the given data sets.

Deliverable: Memo summarizing the findings of this analysis.

C. Recommendation Memo

The overall goal of this work is to inform considerations around whether and how the RTF might update future measure analysis to account for differences in the current practice baseline across the region. Based on the findings from Tasks A and B, the contractor should develop a recommendation for whether or how the RTF might proceed. This memo should, at a minimum, include considerations:

- Existing data gaps that would need to be addressed to reliably include in future analysis
- Implications for the RTF, including potential resource implications
- Implications to any users of RTF work, including program planners and implementers, evaluators, and regional or utility power planners

Deliverable: Recommendation memo summarizing conclusions and potential path forward.

III. Budget Expectations

The RTF estimates a budget of \$20,000 to complete this work. The RTF reserves the right to revise this budget. Proposals shall include the proposer's 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 include a detailed cost estimate for each task.

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) 820-2315

Proposals shall include the following elements:

- Proposer name, pertinent overview and background, contact information and primary point of contact
- Description of the technical and management approach to be used to complete the work outlined in Section II (above)
- Qualifications of all personnel who will be working on this project
- A budget proposal that details the total proposed labor costs (including total hours and rates of all personnel) and any material costs required to complete the work outlined in Section II
- Project timeline, including deliverable schedule
- Any other supporting material deemed pertinent by the proposer

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 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.

A final proposal will be selected based on the evaluation team's review of each proposal in consideration of the above criteria. If successful, following selection of the final proposal, contract negotiations will be initiated.

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 January 3, 2021
Project Start Date:	Week of January 10, 2021 (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](#).