



REQUEST FOR PROPOSALS

RTF Workbook Conversion and Update 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 contractor to provide support converting RTF unit energy savings (UES) measure workbooks from the current format (Seventh Power Plan) to a new format to support the outcomes of the 2021 Power Plan.

The RTF develops and uses workbooks to do measure analysis for its UES measures. These workbooks currently align with the format required for the Seventh Plan version of ProCost (the Council’s cost-effectiveness tool). With the planned release of the final 2021 Power Plan in early 2022, the RTF will need to update the cost-effectiveness assumptions for alignment with the new plan. This will require re-running analysis on all of its UES measures to determine updated cost-effectiveness relative to the 2021 Power Plan findings.

A. Convert Workbooks to Updated Format

The contractor will work with the RTF Manager to identify all workbooks requiring an update to the 2021 Power Plan format. Once workbooks are assembled, the contractor will work with the RTF to develop a list of tasks required for conversion. At a minimum, this is anticipated to include:

- Conversion of all costs to 2016 dollars
- Update and standardization of Measure Input_Output sheet for consistency and clarity
- Update summary sheet for consistency with template
- Update measure table and lookup table for consistency with template where needed

The contractor will conduct quality control on the conversion of workbooks to ensure no errors were introduced during conversion.

Deliverable: Full suite of updated workbooks ready for Task B by end of February 2022.

B. Re-Run Measures Relative to 2021 Power Plan Assumptions

To fully align with the final 2021 Power Plan assumptions, all workbooks will need to be rerun through the updated version of ProCost. The contractor will run all converted workbooks through ProCost. Working with the RTF Manager and contract analyst team, the contractor will develop a workbook to present the findings of changes to cost-effectiveness.

Deliverable: Full suite of workbooks run through ProCost and workbook capturing information on changes to cost-effectiveness by March 15, 2022 (*task deliverable may need to shift depending on the Council’s timing of releasing the final Power Plan*).

C. Develop Workbook Master File and Maintenance Plan

The RTF is interested in developing a master workbook file that provides high level information on savings and costs for the UES measures. This should be a simple Excel file (or other format as agreed to) that is easily maintained and used by RTF partners. The contractor will work with the

RTF Manager to identify the key information to be included in the file, as well as formatting options. Throughout tasks A and B, the contractor should develop this master file. The contractor should also outline a maintenance plan to allow for streamlined maintenance going forward.

Deliverable: Master file and maintenance plan by March 31, 2022 *(task deliverable may need to shift depending on the Council's timing of releasing the final Power Plan).*

III. Timeline and Budget Expectations

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

For planning purposes, the RTF is currently estimating a budget of \$70,000 to complete this work. Proposals should include anticipated time and materials required for completion of the work outlined above, irrespective of the RTF's estimated budget.

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, and a not-to-exceed cost
- Reporting schedule and project timeline
- 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 and RTF contract analyst 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.

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](#).