# Appendix P: Diversity, Equity & Inclusion Subcontracting Plan Template

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| --- |
| Respondent to submit plan on its company letterhead |

[RESPONDENT NAME]

DEI SUBCONTRACTING PLAN

**1.0 Subcontracting Plan**

The following Diversity, Equity & Inclusion (DEI) Subcontracting Plan is in support of Energy Trust’s Existing Buildings RFP issued March 9, 2020 (RFP). This plan incorporates a proposed approach for integrating and incorporating subcontractor and other supplier activities with MWESB, other COBID-eligible contractors, and non-profit, community-based organizations (DEI subcontractors) in meaningful and strategic program management and delivery services.

 **1.1 Types of Services to be contracted and program strategy**

[Respondent Name] has identified potential opportunities for DEI subcontractors to team with respondent for the following scope of work categories:

1. Category 1 (ex. Energy engineering review)

2. Category 2 (ex. Marketing/outreach services)

3. Category 3 (ex. Administration/operations support services)

[Respondent Name] has identified qualified DEI subcontractors within these categories and will continue to expand the list of qualified DEI subcontractors as appropriate.

Respondent intends to team with the following DEI contractor firms associated with each of the categories identified in 1.1 above:

 [insert]

**1.2** **Strategic subcontracting approach to deliver program goals**

[Use this section to describe identified scopes of works for the subcontracted services to specific and meaningful program strategies and approaches outlined in respondent’s proposal – reference Proposal location where additional detail is provided]

**1.3 Subcontracting Spend Goals**

**A. DEI Contracting Goal**: For the purpose of **Table 1**, respondent should reference the totals included in respondent’s submitted Pricing and Savings Proposal for annual contract amounts associated with PMC (if Option 1 or 3) or PDC (or if Option 2) program management and delivery, marketing/outreach, and ODCs. Do NOT include incentive funds (including any anticipated service incentive funds) in the Projected Total Contract Spend amount listed below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Table 1** | Year 1 (2021) | Year 2 (2022) | Year 3 (2023) |
| Projected Total Contract Spend ($) |  |  |  |
| Projected Total DEI Contractor Spend ($) |  |  |  |
| Projected Total DEI Contractor Spend (%) |  |  |  |

* Listed (by Year 1, 2, 3) below are [Respondent’s] DEI subcontractors team members and the dollar value by DEI subcontractor. Note: Year 1 subcontractors and amounts should be known and identified in this plan; however, Years 2 and 3 may be “to-be-determined”:

|  |  |  |
| --- | --- | --- |
| Year 1 |  | Projected Year 1 Total DEI Subcontractor Spend from Table 1:  |
| Subcontractor name  | COBID Certification Number[[1]](#footnote-2) | MBE, WBE, or ESB (list all that apply) | Oregon resident subcontractor (yes or no) | Dollar value |
| subcontractor 1 |  |  |  |  |
| subcontractor 2 |  |  |  |  |

 **B. Service Incentive DEI Subcontracting Goal:** In addition to the DEI Subcontracting Spend Goals above, Energy Trust is interested in respondent’s plan for increasing the percentage of DEI subcontractors performing incentive funded site evaluation/technical analysis studies (currently performed by PMC ATACs), and strategic energy management coaching and modeling services (currently performed by PMC SEM Coaches).

|  |  |
| --- | --- |
| Year 1 | Projected Service Incentive Spend: $ |
| Total Number of Projected Subcontractors | Type of Services (Payable with Service Incentives) | Number of Projected DEI Subcontractors (by Year) |
|  |  |  |

**1.3 Method and Activities Used to Identify Prospective DEI Subcontractors**

If DEI subcontractors have not yet been identified for Years 2 and 3, please explain in detail the approach your company will utilize to identify and qualify potential DEI subcontractors and the timeline of major milestone for such approach. Identify support that Energy Trust may be able to provide to assist with the approach.

Describe respondent’s specific objectives and activities for increasing DEI subcontracting capacity in the services to be performed in order to achieve the annual year percentages identified in this plan (i.e. respondent’s 3-year plan for providing mentoring, training, technical assistance and support etc. to increase the community of DEI subcontractors to achieve the plan goals).

**1.4 Responsibilities**

The following individual will be responsible for administering the DEI Subcontracting Plan:

|  |  |
| --- | --- |
| Name: |  |
| Title: |  |
| Address/Location: |  |
| Phone (direct): |  |
| Email: |  |

The DEI Subcontracting Plan’s administrator’s duties for plan implementation are as follows:

1. Duty 1

2. Duty 2

3. Duty 3

**1.5 Reporting & Record Keeping**

[Respondent] agrees to provide monthly reporting of DEI subcontracting spend against the goals. Please provide details explaining your company’s reporting process and established controls to ensure reporting accuracy. Detail your payment processes for ensuring prompt payment to DEI subcontractor firms.

The following individual will be responsible for all reporting required by Energy Trust:

|  |  |
| --- | --- |
| Name: |  |
| Title: |  |
| Address/Location: |  |
| Phone (direct): |  |
| Email: |  |

[Respondent Name]

[Signature]

1. If proposed subcontractor is not yet COBID certified, attach a copy of the entity’s application for COBID certification. [↑](#footnote-ref-2)