



## **REQUEST FOR QUALIFICATIONS (RFQ) FOR GRANT WRITERS POOL**

Energy Trust of Oregon, Inc. (Energy Trust), an Oregon nonprofit, 501(c)(3) corporation, seeks qualifications from grant writing professionals to research, write, and/or copy-edit clean energy grant applications and proposal responses on an as-needed basis. The applications will be in support of projects and programs involving energy efficiency, renewable energy, energy resilience, smart grid and other related work, with a focus on equity and environmental justice communities. The selected pool of writing professionals would be engaged, as needed, for the services outlined in more detail below.

### **Energy Trust Overview**

Energy Trust of Oregon is an independent nonprofit organization dedicated to delivering energy efficiency and renewable power benefits to 2 million utility customers. We are primarily funded by and serve Oregon customers of Portland General Electric, Pacific Power, Cascade Natural Gas and Avista, and Oregon and Washington customers of NW Natural. A non-stakeholder board of directors guides our work with input from three advisory councils, and we are overseen by the Oregon Public Utility Commission. Since 2002, our technical services, cash incentives and energy solutions have helped participating customers save \$5.3 billion on their utility bills. The cumulative impact of our leadership and industry expertise has been a contributing factor in keeping our state's energy costs as low as possible, adding renewable power to the grid from small and medium-scale projects, and building a sustainable energy future. More information about Energy Trust's background, funding sources, strategic and action plans, policies and programs are available on our website at [www.energytrust.org/about](http://www.energytrust.org/about).

### **Grant Writers Pool RFQ Background**

Energy Trust's Innovation and Development Services group is focused on identifying and pursuing opportunities and funding to leverage Energy Trust's energy efficiency and renewable energy program delivery expertise. Grant funding and opportunities available from government agencies like the U.S. Department of Energy, philanthropic funders focused on climate change, and clean energy-focused entities is increasing. Energy Trust seeks to showcase and demonstrate its expertise in the many competitive grant and funding opportunities emerging. It also aims to help communities and organizations secure funding for their project by providing direct assistance with grant writing. These efforts will allow Energy Trust to advance clean energy programs and to serve more communities, businesses, and individuals. Energy Trust encourages writers and writing firms who bring lived experience and perspective from diverse, rural and low-income communities to submit their qualifications to our grant writers pool. Energy Trust is focused on supplier diversity, and Oregon Certification Office for Business Inclusion and Diversity (COBID) certified firms are encouraged to submit a response to this RFQ.

Energy Trust has a variety of research, writing, and copy-editing needs associated with grant writing that are expected to occur throughout the year. Total and aggregate budget for all grant

writing services biannually is not expected to exceed \$35,000. Grant writing professionals will be selected for the pool on a rolling basis, per the RFQ schedule, based on their relevant experiences, rates and costs, and quality of samples provided.

Grant writing professionals accepted into the pool through this RFQ may also respond separately to other projects for Energy Trust. Please note that the writing professionals selected through this RFQ would be eligible to receive contracts for the tasks and projects described, but no contracts are guaranteed even once a writing professional is accepted into the pool. Any questions may be directed to [InnDevSvcs@energytrust.org](mailto:InnDevSvcs@energytrust.org).

## **RFQ Schedule**

Statements of qualifications will be accepted on an ongoing basis until a sufficient number of grant writers are admitted to the pool. At that point, Energy Trust will review its pool of grant writers not less frequently than once every other year and may reopen this RFQ opportunity again. Respondent submissions will be reviewed as they are received, and respondents will be notified of acceptance into the pool no later than 21 days following receipt of submission.

## **Diversity, Equity, and Inclusion**

Energy Trust's Supplier Diversity Program focuses on providing opportunities for minority-owned, women-owned, service-disabled veteran-owned, and emerging small business enterprises, including those that are COBID-certified. COBID-certified firms are strongly encouraged to respond to this RFQ.

Respondents are also strongly encouraged to provide information about state or federal certifications, awards, or recognition for any organizational policies and practices relating to Diversity, Equity, and Inclusion.

## **Description of Services and Experience Sought**

This RFQ seeks to establish a pool of grant writing professionals who are able to provide written response to grant or other similar opportunities within identified timelines. Energy Trust seeks grant writing professionals with interest in and/or knowledge of effective methods for communicating energy efficiency and renewable energy opportunities, benefits and results to customers and stakeholders. Grant writing professionals with experience with public sector, nonprofits or other industries will also be considered. Writers should also have a track record of managing grant and other writing projects that were delivered on-time, on-budget and without errors, and were well received by the end audience.

### **Examples of the possible types of projects to be taken on by selected grant writing professionals:**

- Researching grants available from federal, state, and local sources, including governmental, foundation, and private funders
- Grant proposals for Energy Trust and communities and customers Energy Trust works with for projects and programs involving energy efficiency, renewables energy, energy resilience, smart grid and other related work, with a focus on equity and environmental justice communities

- Case studies and success stories about current and past Energy Trust programs and projects
- Summaries of Energy Trust and its partners' capabilities and services
- Public presentations and PowerPoint presentations to support grant proposals
- Interviews, research, writing and copy editing in support of the above tasks and projects.

Energy Trust will be the sole owner of all materials created.

## Submission Requirements

Responses containing the information, and in the format, required below must be submitted electronically only to [InnDevSvcs@energytrust.org](mailto:InnDevSvcs@energytrust.org).

### 1. Experience, Consultant Certifications, Rates (up to 3 pages)

Please provide a cover letter describing your qualifications and rates (maximum of 3 pages) that addresses each of the following requirements:

- Describe your primary business, length of time in business, location of office(s) and contact information.
- Provide your COBID certification number (if applicable) and indicate which COBID category(ies) of certification or whether you or your firm could be described by one of the following categories:
  - Minority Business Enterprise (MBE)
  - Woman Business Enterprise (WBE)
  - Service-disabled veteran-owned businesses (SDV)
  - Emerging Small Business (ESB)
- Disclose rates associated with the services you provide. Specifically include hourly costs for services described in this RFQ. Energy Trust is interested in time and material pricing for key staff members.
- List relevant experience in grant writing, with focus on relevant energy efficiency, renewable energy, energy resilience, sustainability, environmental justice, nonprofit or public sector grant writing experience.
- Provide contact and firm information (company/individual name, title, phone number, email, and address) for three professional references regarding your relevant project experience.

### 2. Samples of work and information on staffing (up to 25 pages)

Provide as attachments the following:

- Three to five varied examples of grant proposals, or other work product you have produced in your relevant project experience. Please include a cover memo that describes which parts of the grant proposal you produced. Energy efficiency, renewable energy or general sustainability samples are preferred, and examples with a focus on

equity or involving collaboration and partnership with community-based organizations and environmental justice communities are of particular interest. Examples with personally identifiable or confidential information redacted are acceptable.

- Short biographies or resumes, including relevant certifications, licenses and training, for key staff that would be assigned to the types of projects and tasks as described in this RFQ. Please provide information regarding their availability during 2023.

### **3. Conflict of Interest Disclosure**

Disclose any direct or indirect, actual, or potential conflicts of interest with Energy Trust. A “director indirect conflict” is defined as any situation in which an individual or member of their family or close business or personal acquaintance, is employed by Energy Trust or the Oregon Public Utility Commission, or may be reasonably construed to have a direct or indirect personal or financial interest in any business affairs of Energy Trust, whether because of a proposed contract or transaction to which Energy Trust may be a party or may be interested or is under consideration, or whether such conflict is purely conceptual, because of similarity of business interests or affairs. If no such conflict exists, provide an explicit statement to that effect. The determination of whether a conflict of interest exists is left to Energy Trust at its sole discretion.

**If you have questions about this RFQ, please contact [InnDevSvcs@energytrust.org](mailto:InnDevSvcs@energytrust.org).**