

RFQ Questions and Responses: Multifamily Renter Energy Conservation Workshop Delivery



November 2023

- 1. Question:** What is the compensation per workshop?
Response: See Section D.3. Energy Trust is seeking rates and proposed pricing structures for the services described in the RFQ from bidders.
- 2. Question:** How are the buildings or communities receiving the workshop identified?
Response: Multifamily properties interested in hosting workshops may be identified through various channels, such as participating in Energy Trust's SEM or other program offerings, filling out an interest form online on Energy Trust's website, through the delivery organization's own contacts and community outreach efforts, etc. Energy Trust would expect to work collaboratively with selected organizations to determine the level of outreach that a selected delivery organization is interested in and has capacity to perform.
- 3. Question:** How many tenants are expected to attend a workshop?
Response: Energy Trust would typically expect a minimum of 10% of the residents in attendance. The maximum that the given space allows will need to be considered in coordination with the property management hosting the workshop. Energy Trust will work with the selected delivery organization(s) to help refine expectations regarding workshop attendance.
- 4. Question:** Is the organization delivering the workshop also recruiting the participants?
Response: It will not be required; however, one of Energy Trust's goals with this RFQ is to find organizations that have community connections to help us reach potential participants. See number 2 above.

5. **Question:** What kind of insurance may be required?

Response: Energy Trust would expect delivery organizations to carry workers compensation insurance as required by law; commercial general liability insurance (including contractual liability and completed operations coverage) for property damage and bodily injury, with a per-occurrence and annual aggregate limit of at least \$1,000,000; and, if the delivery organization would be using any owned/non-owned/hired motor vehicles to deliver the workshop services, automobile liability insurance for bodily injury and property damage, in amounts acceptable to Energy Trust.

6. **Question:** Is there a minimum number of workshops a participating agency/delivery organization would be expected to conduct in a given a time period?

Response: Energy Trust would expect to work collaboratively with selected delivery organizations to review factors such as the number of potential buildings and an organization's interest and capacity to determine expectations for delivery.