

Energy Trust of Oregon
Independent Management Review
and Evaluation
Request for Proposals (RFP)

**RFP Submission Deadline:
April 15, 2024, 12:00PM (PT)**

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REQUEST FOR PROPOSALS (RFP) FOR INDEPENDENT MANAGEMENT REVIEW AND EVALUATION

1. Introduction

Energy Trust of Oregon, Inc. (Energy Trust), an Oregon non-profit, 501(c)(3) corporation, seeks proposals for a management review to be completed not later than September 30, 2024. Energy Trust is seeking proposals for an independent management review and evaluation as required by the grant agreement between Energy Trust and Oregon Public Utility Commission. Responses to this RFP for management review services are due April 12, 2024, 12:00PM (PT).

1.1 Energy Trust Background

Since 2002, Energy Trust has been helping people in Oregon and Southwest Washington live better through energy savings and clean energy solutions. As a nonprofit 501(c)(3) organization funded through customer utility bills, Energy Trust is focused on helping communities improve lives today while creating a sustainable future for generations to come.

Energy Trust works hand in hand with customers, utilities, community-based organizations, and local governments. By combining resources, expertise, and connections with local knowledge and support, Energy Trust helps communities achieve shared goals through clean energy solutions.

The Oregon Public Utility Commission (OPUC) oversees Energy Trust's investment of utility customer funds and sets annual performance measures. Energy Trust investments in local energy projects that save energy and generate clean energy will save utility customers \$10.6 billion on their utility bills over the lifetime of those investments. Participating customers have already saved \$6.3 billion on their energy bills since 2002. Our work reduces overall energy costs for all utility customers, contributes to a stronger economy, builds resilient and sustainable communities, and helps avoid carbon emissions.

Energy Trust is focused on advancing diversity, equity, and inclusion with respect to our programs, seeking to continuously improve how we can better serve low- and moderate-income homeowners and renters, small businesses, communities of color and rural communities who have not benefitted from our programs in the past. We design and promote initiatives to increase information and access, and even change incentive offers, in order to increase participation across [Energy Trust's service area](#). Some of this work is laid out in our annual [Diversity, Equity and Inclusion Goals](#) and is now an integral part of our [annual goals](#).

Since inception, Energy Trust has received funding to acquire cost-effective energy efficiency resources. This block of funding comes from utility tariffs set in accordance with public utility commission standard ratemaking processes. Over the past three years, Energy Trust has expanded its revenue sources by contracting with certain entities to deliver programs that align with our mission and support our core energy savings and generation work. This expansion, while allowing us to better serve historically underserved customers and communities, has also

increased the complexity of internal processes, which is likely to be reflected in the upcoming Management Review cycle.

More information about Energy Trust's background, funding sources, [Five-Year 2020-2024 Strategic Plan](#), annual budget and action plan, policies and programs are available on our website at www.energytrust.org/about.

2. RFP Background

The Oregon Public Utility Commission (OPUC) Grant Agreement with Energy Trust (the Grant Agreement) calls for Energy Trust to contract for an independent management review and evaluation (a Management Review) every five years.

The Grant Agreement requires that Energy Trust conduct a Management Review that addresses at least three areas of Energy Trust's administration and operations: (1) Review of administrative and operational costs and provide recommendations for efficiency and effectiveness improvements; (2) Review and compare similar and related programs operated by other entities and offer suggestions for improvement; and (3) Analyze and make recommendations regarding Energy Trust's cost allocations between administrative, management and program costs.

In this RFP, Energy Trust seeks Management Review proposals for the topic areas described in (1) and (2) above and as further described in **Section 3. Scope of Work** below. The Management Review services sought through this RFP must be completed not later than September 30, 2024.

3. Scope of Work

- A. Conduct a kickoff meeting to clarify a detailed scope of work and project plan not later than two weeks after final contracting is completed. The kickoff meeting will discuss and review the substantive topic areas for the Management Review as described in **B.** and **C.** below.
- B. Review current Energy Trust administrative and operational costs and provide recommendations to improve administrative and operational efficiency. Specifically address the following points:
 - a Identify appropriate metrics for administrative and staffing costs, relative to total expenditures, based on similar organizational peers and nonprofits.
 - b Identify best practices for forecasting costs, including any such best practices demonstrated by similar organizational peers and nonprofits.
- C. Review Energy Trust programs and practices and compare them to similar or related programs operating elsewhere. Make recommendations for improved program delivery based on this review.
- D. Provide a final written Management Review report covering **B.** and **C.** above to Energy Trust no later than September 30, 2024. It is expected that a final Management Review report will be the product of some iteration between the selected respondent and Energy Trust. Therefore, the selected respondent will present a draft written Management Review report to Energy Trust in advance of finalizing the Management Review for Energy Trust review and discussion. The selected respondent will present a summary of Management

Review conclusions at up to three Energy Trust identified audiences, including but not limited to the Finance & Audit Committee of the Energy Trust Board of Directors.

4. Diversity, Equity, and Inclusion

Energy Trust strives to create a diverse, equitable and inclusive organization with responsive employees and contractors to achieve energy acquisition goals, serve customers, and engage trade allies and other partners. Diversity, equity, and inclusion work at Energy Trust is guided by a Diversity, Equity and Inclusion Operations Plan that includes specific goals and approaches for diversity, equity, and inclusion activities throughout the organization's work.

In responding to this RFP, respondent is asked to disclose whether their company is certified by Oregon's Certification Office for Business Inclusion and Diversity (COBID) and/or one or more of the socioeconomic programs administered by the U.S. Small Business Administration (SBA). In addition, Energy Trust is interested in respondent's experiences developing and executing diversity, equity, and inclusion initiatives and/or policies within its own organization or complying with diversity, equity, and inclusion initiatives of other organizations.

5. Schedule

A summary of key dates is as follows:

RFP Open/Posted	March 15, 2024
Intent to Respond Due	March 22, 2024
Questions Submitted	March 29, 2024 by 12:00PM (PT)
Answers Posted to Energy Trust website	April 5, 2024
Proposals Due	April 12, 2024 by 12:00PM (PT)
Respondent Interviews	April 29-May 3, 2024
Final Award Decision Announced	May 8, 2024
Final Contract Signed	May 27, 2024

6. Proposal Responses

Respondents shall provide electronic proposals (including attachments) in response to this RFP. Such proposal shall be no longer than 15 pages and shall include information relating to at least the following categories:

- Respondent's proposed approach to addressing and completing the topic areas as described in the **Scope of Work** section above;
- Respondent's relevant prior experience and expertise in conducting similar management reviews, with description, in particular, of experience relating to organizations engaged in related work;
- Whether respondent is women-owned or minority-owned, and respondent's relevant experience and past work developing, initiating, and practicing Diversity, Equity, and Inclusion within its own organization and by complying with diversity, equity and inclusion initiatives in other organizations;

- Contact information for not more than five (5) current and previous clients for whom similar and relevant past work has been conducted;
- Experience of individuals who will comprise the respondent's proposed team (including any proposed subcontracted team members), including names, titles, firm name (if applicable), hourly rates, and proposed time allocated for the Energy Trust project for each individual.
- A proposed project plan describing resources and scheduling requirements to complete the review and final report not later than September 30, 2024;
- Respondent's rate schedule for time and materials pricing or proposed pricing structure if other than for time and materials pricing;
- Disclosure of any direct or indirect, actual, or potential conflicts of interest with Energy Trust; and,
- Appendix A signed by an authorized agent of the respondent.

7. Evaluation of Proposals

Proposals will be judged by Energy Trust on the quality of their content. Specifically, Energy Trust will evaluate responses according to how well the proposals demonstrate:

- Responsiveness to the **Proposal Responses** section above
- Experience and expertise in similar management reviews
- Experience developing/working with and/or practicing Diversity, Equity, and Inclusion
- Ability to complete the review and final report not later than September 30, 2024.
- Cost
- Familiarity with programs promoting energy efficiency and renewable energy development

8. Submission Requirements

All Respondents must submit on (1) electronic copy containing the information, and in the format, required below to art.sousa@energytrust.org.

All submitted responses must contain the following in order to be considered for approval:

Format: The electronic copy should be in Microsoft Word format and emailed. Please follow the proposal format and ensure that it is completed in its entirety.

Response Answers: Answer completely all of the questions and requests for information set forth in **Section 6** above. Also, complete, date, sign, and attach to the submitted proposal **Attachment A** to this RFP. All answers and requested responses, as well as an Attachment A, signed by an authorized representative of the Respondent are mandatory. Incomplete proposals may be disqualified. **While you must clearly answer the questions in the RFP, make every attempt to be brief and to the point in your responses.** Any relevant supplemental information should be included as additional attachments.

Respondents should submit responses regarding all of the review areas described in the **Scope of Work** above.

8.1 Withdrawal or Revision of Bid Proposal

8.1.1 Any proposal may be withdrawn prior to the scheduled due date for proposals. Written notice of withdrawal should be emailed to Energy Trust at art.sousa@energytrust.org

8.1.2 A proposal, however, may not be modified, withdrawn, or cancelled by the RFP respondent for 180 calendar days following the time and date such proposal is submitted, and the respondent agrees to this requirement by submitting their proposal.

8.1.3 Proposals submitted before the proposal due date may be modified only by email notice to Energy Trust received on or before the final due date and time for proposals.

8.2 Instructions for Submitting Proposals

8.2.1 Questions and inquiries will be accepted in email form only. Material questions will be answered in writing and will be posted on its website, provided, however, that all questions must be received by 12:00 PM (PT) on Friday, March 29, 2024 for response. All questions shall be directed to art.sousa@energytrust.org.

8.2.2 All attachments to the RFP requiring execution by the Respondent are to be returned with the proposals. These documents will become part of the final agreement.

8.3 Confidentiality

Except as required under law or for regulatory purposes Energy Trust will maintain confidentiality of all marked proprietary and confidential information.

8.4 No Commitment

This RFP does not constitute an offer by Energy Trust, nor does it commit Energy Trust to enter into an agreement or similar undertaking with the candidate or any organization associated with the Respondent. Energy Trust reserves the right to enter into relationships with more than one respondent. Energy Trust also reserves the right to suspend or modify the RFP process or to issue a new RFP for services that would supersede and replace this one. No binding obligation shall be created unless Energy Trust or its representative and the concerned parties execute a binding agreement.

8.5 Conflict of Interest Disclosure

Disclose any direct or indirect, actual or potential conflicts of interest with Energy Trust. A “direct or 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.

8.6 Ownership of Responses

All materials submitted in response to this RFP shall become the property of Energy Trust and shall not be returned to the respondent.

8.7 Confidentiality

Respondents shall clearly identify those proprietary portions of their responses that they do not want revealed to third parties and label such portions as “Confidential Information.” Except as

required under Energy Trust policy, law or for regulatory purposes Energy Trust will maintain confidentiality of such information.

8.8 Respondent Expenses

Respondents are solely responsible for their own expenses in preparing a response and for any subsequent negotiations. Energy Trust will not be liable to any Respondent for any claims, whether for costs or damages incurred by the respondent in preparing the response, loss of anticipated profit in connection with any final contract or any other matter whatsoever.

8.9 Additional Information

Energy Trust may request additional information prior to final selection.

8.10 Intent to Respond

Firms interested in responding to the RFP should send an email explaining their intention by the deadline shown in **Section 5** of the RFP. The email should also include the name and contact information for the person in the responding organization who will handle all RFP-related communication.

8.11 Submission Deadline

Proposals must be received by Energy Trust no later than 12:00PM (PT), Friday, April 12, 2024, 2024. Proposals received after this scheduled RFP closing time will not be considered. Once submitted, proposals will not be returned to respondents.

8.12 Right to Accept or Reject

This RFP is not an agreement to purchase goods or services. Energy Trust is not bound to enter into a contract with any qualified respondent. Energy Trust reserves the right to modify the terms of this RFP at any time in its sole discretion. This includes the right to cancel this RFP at any time. Further Energy Trust reserves the right to waive any nonconformity in submissions received, to accept or reject any or all of the items in the submission and award any ultimate contract in whole or in part as it is deemed in Energy Trust's best interest.

Attachment A: Representations and Signature Form

I, the undersigned, declare that:

1. I am an authorized agent of the Respondent and have authority to submit and execute this document and to make the following representations on behalf of the respondent.
2. The information provided in this proposal is true and correct to the best of my knowledge.
3. I have read this RFP in its entirety and agree unconditionally to all of its conditions and requirements.
4. I understand and accept that the approval or rejection of this proposal is within the sole discretion of Energy Trust.
5. I understand and accept that there is no legal commitment by Energy Trust for banking services until approval of this proposal by Energy Trust, and until all legal due diligence has been undertaken and an authorized legal contract has been duly and properly executed.
6. I authorize Energy Trust and its agents to investigate the business of the Respondent for the purpose of evaluation of proposals submitted in response to this RFP.
7. I agree that I will report immediately in writing to Energy Trust any changes to the information contained herein at any time while the Respondent's proposal is under consideration for selection.

The information contained in this proposal and any part thereof, including its exhibits, schedules, and other documents and instruments delivered or to be delivered to Energy Trust is true, accurate, and complete. This proposal includes all information necessary to ensure that the statements therein do not in whole or in part mislead Energy Trust as to any material fact.

Date:

Respondent Name:

Authorized Signature:

Name and Title (please print):