

REQUEST FOR QUALIFICATIONS
For Low-Income Energy Policy Consulting and Legal Services

Notice is hereby given that consultant qualifications will be received by the Opportunity Council, for:

Opportunity Council's program: The Energy Project

Due Date: **December 22, 2017**
Time: **12:00 Noon**

Qualifications submitted after the due date and time may not be considered. Applicants accept all risks of late delivery of mailed submittals regardless of fault.

Opportunity Council (OC) reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This Request for Qualifications (RFQ) does not obligate Opportunity Council to pay any costs incurred by respondents in the preparation and submission of their statement of qualifications. Furthermore, the RFQ does not obligate Opportunity Council to accept or contract for any expressed or implied services.

Opportunity Council is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality, disability, or sexual orientation. The successful contractor must comply with these equal opportunity requirements.

Dated this 6th day of December 2017.

Shawn Collins
Director, The Energy Project

Opportunity Council
The Energy Project
Request for Qualifications

<u>Request for Qualification Information:</u>	<u>Submittals Delivered to:</u>
RFQ Name: The Energy Project RFQ	Physical Address: Opportunity Council 3406 Redwood Ave Bellingham, WA 98225
Date Issued: December 6, 2017	
Contact Person: Shawn Collins	
Phone #: 360-734-5121 ex. 334	
Email Address: shawn_collins@oppco.org	Email Address: shawn_collins@oppco.org
Submittals 12:00 noon	
Accepted Until December 22, 2017	

General Information

NOTICE: Notice is hereby given that letters of interest and statement of qualifications will be received by Opportunity Council for The Energy Project (TEP) by filing with the Opportunity Council at the above location.

PURPOSE/BACKGROUND: Opportunity Council (OC) is soliciting letters of interest and statements of qualifications for the purpose of preparing a pre-approved list of consulting and/or legal firms to conduct work for TEP through December 31, 2018.

The Energy Project is a collaborative initiative between the Washington Community Action Partnership and the State of Washington Department of Commerce, and has been striving to improve affordable access to home energy services for low-income households across Washington since 1993. Opportunity Council serves as lead administrative agency.

BRIEF SCOPE OF SERVICES

Low-Income Energy Policy Consulting Services:

- The contractor will consult with TEP on utility energy rate cases, mergers, tariff proceedings, or other leveraging activities to benefit the project and its goals and objectives.
- The contractor will perform research as necessary, networking with other stakeholders locally, statewide, regionally and nationally as necessary to further the goals of the project.
- The contractor will help educate decision-makers and other stakeholders regarding the project, its strategic goals and work plan.
- The contractor will work with the Energy Project to provide energy related capacity building and training to the members of the Washington State Community Action Partnership
- The contractor will help coordinate and participate in strategic planning and implement related

actions to further the goals and objectives of TEP

- The contractor will attend the Energy Project Steering Committee meetings, assist with the agenda and facilitation, and serve as a resource for the group and work with the Energy Project Director to provide reports including project achievements, funding secured and budget updates

Legal Services

- The contractor shall work with the TEP to file necessary petitions, testimony, exhibits, etc., related to utility general rate cases, and/or other agreed upon proceedings before the Washington Utilities and Transportation Commission, in particular rate cases, mergers, tariff filings, policies, rulings, investigations or other proceedings potentially affecting home energy services and related consumer protections for low-income households, or the provision of utility bill assistance or energy efficiency services by Washington’s LIHEAP and/or WAP sub grantees.
- The contractor shall collaborate with TEP to develop strategies and implement related actions to further the goals and objectives of The Energy Project.
- The contractor shall undertake research as necessary to develop legal strategy or investigate positions useful to TEP’s goals, including discussions with other parties.
- At The TEP’s request, the contractor shall attend strategy meetings pertaining to TEP business.
- To the extent possible and mutually agreeable the contractor shall provide legal assistance on other low-income energy service related matters, as needed.

QUALIFICATIONS: This project will require the responder to have some or all of the following:

- Five (5) or more years of related experience.
- Experience with issues pertaining low-income utility customers
- Experience working with utilities and regulatory entities.

RFQ SCHEDULE:

Event	Date
RFQ Release	December 6, 2017
Responses Due	December 22, 2017 12:00 noon

SUBMITTAL REQUIREMENTS:

Responses to this RFQ must include the following information:

- A cover letter/statement of interest indicating the firm’s interest in the project and highlighting its qualifications. A summary of firm’s experience in requested areas.
- Completed Attachment A “Applicant Information.”

EVALUATION CRITERIA: Evaluations will be based on the criteria listed below.

- Experience of responder with similar projects
- Experience of proposed project team and key team members
- Rating of qualifications

QUESTIONS:

Questions regarding this project may be directed to Shawn Collins at shawn_collins@oppco.org. Any oral communications will be considered unofficial and non-binding. Questions should be submitted in writing via email.

CONTRACT NEGOTIATION: The OC reserves the right to negotiate all elements of the submittals, proposals, terms and conditions, and/or scope of work as part of the contract negotiation process prior to any formal authorization of the Contract by OC.

AMERICANS WITH DISABILITIES ACT (ADA) OF 1990, PUBLIC LAW 101-336 (also referred to as the “ADA” 28 CFR Part 35): The successful contractor or contractors must comply with the ADA, which provides comprehensive civil rights protection to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunications.

EQUAL OPPORTUNITY EMPLOYMENT: The successful contractor or contractors must comply with the OC equal opportunity requirements. The OC is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality, disability, or sexual orientation.

TITLE VI: It is Opportunity Council’s policy to assure that no person shall, on the grounds of race, color, national origin or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities.

COMPLIANCE WITH LAWS AND REGULATIONS: In addition to nondiscrimination and affirmative action compliance requirements previously listed, the contractor or contractors ultimately awarded a contract shall comply with federal, state and local laws, statutes and ordinances relative to the execution of the work.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION: The applicant certifies, by signing this document that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

**ATTACHMENT A
APPLICANT INFORMATION**

Date of application: ___ / ___ / ___

My business is applying to the TEP to provide: Low-Income Policy Consulting Services
 Legal Services

(Check all that apply)

Name of business: _____

Street address: _____ (City) _____ (Zip) _____

Mailing address: _____ (City) _____ (Zip) _____

Business phone number: (____) _____ Cell: _____ Fax: _____

Contact person: _____

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