

Request for Proposals
NASEO Resources for State Energy Offices to Advance Grid Resilience
Planning and Implementation

Solicitation Number: NASEO-2024-RFP-003

Released: April 3, 2024
Responses Due: April 26, 2024

National Association of State Energy Officials
1300 17th Street North, Suite 1275
Arlington, Virginia 22209

Note on applicants' eligibility: All applicants must meet the [DOE Mandatory Requirements and Standard Provisions](#). This includes having a current registration in SAM.gov and providing assurance that applicant is not a debarred or suspended entity.

I. Introduction and Background

The overall objective of this solicitation is to identify and select a consultant to work with NASEO to develop key resources to help State Energy Offices and other related state stakeholders involved with grid resilience planning and implementation.

The 56 governor-designated State Energy Directors and their offices from each of the states, territories, and the District of Columbia, play a key role in enhancing energy security and grid resilience across the nation. State Energy Directors conduct comprehensive energy planning at the direction of the governor or state legislature to establish a strategy or framework to meet current and future energy needs in a cost-effective manner, to enhance energy system reliability, to expand economic opportunity, and to address environmental quality. State energy plans enable states to capitalize on existing energy resources, infrastructure, and human capital through targeted goals and directives to encourage economic development and, at the direction of the governor, set forward-thinking energy policies for the state. In addition, they allow states to address stakeholder-identified objectives such as fostering competitive energy markets, promoting diverse energy supplies, and ensuring energy affordability and reliability. Furthermore, State Energy Offices lead the update of the State Energy Security Plans (SESP) under the Investment Infrastructure and Jobs Act (IIJA) (Section 40108), which serve as the foundation of resilience planning by identifying threats, hazards, and vulnerabilities as well as outlining mitigation efforts. This can involve consultations with energy sector stakeholders including Public Utility Commissions (PUC) and utilities (both investor-owned utilities (IOU) as well as consumer-owned utilities, which are generally not regulated by the PUC). A majority of Governors have also designated the State Energy Offices as the lead-agency for the Grid Resilience State and Tribal Formula Grants (40101(d)). With funding support from DOE's Grid Deployment Office (GDO), the National Association of State Energy Officials (NASEO) provides technical assistance to State Energy Offices on the implementation of the Grid Resilience State and Tribal Formula Grants (40101(d)). This technical assistance program enhances the critical role of State Energy Offices in guiding 40101(d) investments and ensures coordination between 40101(d), (c), the Grid Resilience and Innovation Partnerships Program (GRIP), and resilience planning through the SESP on the state-level. The goal of the technical assistance is for State Energy Offices to become better equipped to set metrics and objectives, measure success, and target investments to prioritize the most efficient and equitable mitigation strategies for state-specific threats and risks, making the states and nations' electric grid more resilient for the future.

A backbone of the technical assistance are [DOE Energy Security and Grid Resilience Cohorts](#), which are being implemented by NASEO and DOE separately from this scope of work. Comprised of State Energy Office and Public Utilities Commissions, they focus on grid implementation issues, risk mitigation and risk assessment among other items, and will provide insights into written technical assistance needs by State Energy Offices.

NASEO seeks a *Consultant* to support this project by developing key resources supporting the technical assistance NASEO is providing to the State Energy Offices. The *Consultant* will be expected to have knowledge of the programmatic, policy, and technical aspects of grid resilience and state-level goals and activity. Finally, the *Consultant* should have a deep understanding of State Energy Offices' roles, distinct

from state public utility commission regulatory roles, in grid resilience planning and policy across the country.

II. Objectives

The overall objective of the *Consultant* is to work with NASEO to develop key resources to help its members and other related state stakeholders involved with coordinated grid resilience planning and implementation. This will include at least 3 Issue Briefs or State Spotlights that will address a topic of relevance for coordinated grid resilience planning and implementation strategies or feature a states' coordinated grid resilience planning efforts or related resilience implementation strategy. Through the course of the scope of work, NASEO and the *Consultant* will identify and implement at least 3 additional resources to enhance State Energy Offices' technical expertise on grid resilience topics such as checklists, frequently asked questions, summaries, and guidance documents.

III. Approach

The *Consultant* will work with NASEO staff to develop at least 3 Issue Briefs or State Spotlights that will address a topic of relevance for coordinated grid resilience planning and implementation strategies or feature a states' coordinated grid resilience planning efforts or related resilience implementation strategy. These Issue Briefs should be written for non-technical audiences within State Energy Offices (primary audience). Other state entities, such as Public Utility Commissions, governors' offices, and legislators, will serve as secondary audiences. Content should clearly outline specific actions and best practices for State Energy Offices and include any relevant graphics, tables, or maps. Through the course of the scope of work, NASEO and the *Consultant* will identify and implement at least 3 additional resources to enhance State Energy Offices' technical expertise on grid resilience topics such as checklists, frequently asked questions, summaries, and guidance documents.

IV. Statement of Work, Timeline, and Expected Deliverables

It is envisioned that this project will be initiated in May 2024 and concluded in December 2024. NASEO will host a kick-off meeting with the *Consultant* to discuss the approach to this work. The *Consultant* will be responsible for the following deliverable:

Task 1: Kickoff Meeting with NASEO Staff

Within ten days of the signing of the contract, NASEO staff and the *Consultant* will meet for a kick-off meeting to start the project, discuss a detailed plan of work, reporting requirements, and schedule.

Task 2: Bi-Weekly Check-In Calls with NASEO Staff

Throughout the project the *Consultant* and NASEO staff will meet on a bi-weekly basis for check-in calls to discuss progress as well as any challenges the *Consultant* is facing.

Task 3: Development of at least 3 Issues Briefs/State Spotlights

The *Consultant* will work with NASEO staff to develop at least 3 Issue Briefs or State Spotlights that will address a topic of relevance for coordinated grid resilience planning and implementation strategies or feature a states' coordinated grid resilience planning efforts or related resilience implementation strategy. These Issue Briefs should be written for non-technical audiences within State Energy Offices (primary audience). Other state entities, such as Public Utility Commissions, governors' offices, and legislators, will serve as secondary audiences. Content should clearly outline specific actions and best practices for State Energy Offices and include any relevant graphics, tables, or maps.

Task 4: Development of at least 3 Additional Resources

Together with NASEO staff, the *Consultant* will identify and develop at least three additional resources to enhance State Energy Offices' technical expertise on grid resilience topics such as checklists, frequently asked questions, summaries, and guidance documents.

While NASEO has no page number parameters for written products, as a general guidance the products should be brief to be accessible for practitioners while still providing state examples, actionable guidance, and significant substance.

Project Schedule (Estimated)

Task	Estimated Deliverable Date*
Task 1: Kickoff Meeting with NASEO Staff	Within 10 days after signed contract
Task 2: Bi-Weekly Check-In Calls with NASEO Staff	Starting 14 days after signed contract until end of the contract.
Task 3: Development of at least 3 Issues Briefs/State Spotlights	First Issue Brief: 2 months after signed contract Second Issue Brief: 4 months after signed contract Third Issue Brief: 6 months after signed contract
Task 4: Development of at least 3 Additional Resources	First Additional Resource: 3 months after signed contract Second Additional Resource: 5 months after signed contract Third Additional Resource: 6 months after signed contract

* The deliverable timeline may change depending on timeliness of internal and external review. Final document review by DOE may also delay final deliverable date.

The *Consultant* will develop a draft of any written material to be reviewed and commented on by NASEO, DOE, and NASEO members. Based on the comments, the *Consultant* will update the drafts and prepare a final version for NASEO. Upon approval, the *Consultant* will finalize the drafts for subsequent publication and distribution by NASEO. The *Consultant* does not have the right to reproduce, utilize portions of, or publish the material from the guide without NASEO's express written permission. The guide should be delivered to NASEO in Microsoft Word format along with all relevant graphics files.

V. Period of Performance

This project is estimated to last from May 2024 to December 2024.

VI. Project Budget

The proposed project budget should reflect a times and materials consulting agreement. This is a competitively bid project; costs should be feasible and prudent. The *Consultant* must submit cost proposals by task for the entire Statement of Work using the DOE EERE budget justification spreadsheet which is a separate file available for download [from DOE's website](#). NASEO may request changes to the proposal if the proposed scope exceeds the available budget.

Compensation

The *Consultant* shall invoice monthly for actual work completed. *NASEO* shall reimburse the *Consultant* for actual milestones achieved and hours spent in the execution of the work (not to exceed the total approved task budget shown in the final contract agreement) once *NASEO* has received payment from DOE. The *Consultant* will submit a monthly invoice and progress report by the tenth of each month of the agreement.

Rejection of Proposals and Incurred Costs

This Request for Proposals (RFP) does not obligate *NASEO* to award an agreement. All costs incurred in response to this RFP are the responsibility of the respondent.

NASEO reserves the right to reject any or all submitted proposals not in conformance with this RFP, or for other causes. *NASEO* reserves the right to request new proposals or to cancel all or part of this solicitation. *NASEO* reserves the right to award one or more awards under this solicitation for all or partial work.

VII. Contract Requirements

The funds for this work have been provided through a cooperative agreement between *NASEO* and DOE's Grid Deployment Office. The underlying terms and conditions of the cooperative agreement between DOE and *NASEO* will be provided to the *Consultant* and incorporated in the awarded subcontract. All requirements of the DOE contract shall be controlling, including, but not limited to, federal reporting and the propriety and form of expenses and costs. The contract shall be issued following approval from DOE and will become effective when signed and dated by *NASEO* and the *Consultant*.

VIII. Responding to the RFP

Please submit responses to the RFP to Kirsten Verclas by e-mail at kverclas@naseo.org. **RFP responses are due no later than 5 pm ET on April 26, 2024.** Any questions on the RFP should be directed to Kirsten Verclas at kverclas@naseo.org **no later than April 15, 2024.** All questions received and answers will be posted to the *NASEO* RFP website.

Responses shall include and fully address the following:

- Cover letter (should include the following):
 - Unique Entity Identification Number
 - SAM.gov registration expiration date
 - Assurance that applicant is not a debarred or suspended entity
- Resumes (please identify any foreign nationals included in the proposal)
- Description of relevant experience including prior work on energy storage policy and planning as well as working with relevant state agencies (in particular with State Energy Offices)
- Proposed approach and treatment of the tasks with a view toward expected deliverables
- Proposed Budget by Task Deliverables
The budget should be completed using the [DOE EERE budget justification spreadsheet](#). Please note that there is no cost-share requirement, applicants can use either the 3-year or 5-year budget justification and add all costs for their proposal under Budget Period 1.

Please limit the cover letter, the description of relevant experience, and the narrative that addresses the proposed approach and development of the project tasks and proposed budget to **4 pages in 11-point font**. Resumes and the proposed budget do not count toward the page limit.

Note: Late proposals will not be accepted.

IX. Consultant Selection and Required Qualifications

NASEO will select a *Consultant* through a competitive selection, which will include consideration of the following:

- Experience working with State Energy Offices or other relevant state agencies.
- Relevant experience working on grid resilience and IJJA-related funding.
- Competitive budget proposal.
- Quality of academic and professional experience in relevant field.
- Flexibility of availability.

The NASEO Evaluation Team will use the following criteria in assessing all responses to this RFP:

Technical Experience and Applicant Qualifications (30% of total score)

- Relevant experience in proposed topics in the energy sector, particularly working with State Energy Offices and other state agencies.
- Adequate level of technical knowledge to meet the demands of the project.
- Quality of academic and professional experience in relevant field.

Proposed Approach for Implementation (40% of total score)

- Proposal responds to the outlined topics in the RFP.
- Existing resources / consultant availability to meet needs of flexible deployment.
- Overall quality and professionalism of the proposal (well written, structured and organized) and materials are provided in the format requested.

Budget (25% of total score)

- Given the scope, is the estimated cost of the proposal appropriate?
- Does overall cost reflect an efficient value for the level of effort?
- Is the level of effort for each task appropriate?

Administrative (5% of total score)

- Does applicant have a Unique Entity Identification Number and a current SAM.gov registration?
- Is the applicant a debarred or suspended entity?