

Request for Proposals
NASEO Senior Advisor for State/Local Engagement and ESPC

Solicitation Number: NASEO-2026-RFP-013

Released: September 29, 2026
Responses Due: October 13, 2026

National Association of State Energy Officials
1812 North Moore Street, Suite 1810
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 the applicant is not a debarred or suspended entity.

General Information

Overview

The National Association of State Energy Officials (NASEO) is the only national nonprofit organization representing the governor-designated energy directors and their offices – the State Energy Offices – from the 56 States and Territories across the nation. Formed by the states in 1986, NASEO facilitates sharing of best practices among states, serves as a technical and policy resource for states, and advocates the interests of State and Territory Energy Offices (State Energy Offices) to Congress and federal agencies.

State Energy Offices inform energy policy development, implement energy programs, and develop energy plans – all of which requires engagement with local governments, major employers such as schools, universities, and hospitals, and other key stakeholders. States are making considerable local investments with U.S. State Energy Program (SEP) funds provided under the Infrastructure Investment and Jobs Act (IIJA) and are seeking sample implementation models and information from peers on how best to structure local-facing programs. State Energy Offices also leverage public and private sector financing to enable energy improvements, with many administering revolving loan funds and Energy Savings Performance Contracts to support efficiency upgrades in state and local government buildings, as well as universities and colleges, schools and hospitals.

Purpose of this Request for Proposals

The objective of the *Senior Advisor* is to work with NASEO and support the development of key deliverables, as well as to provide guidance and offer direction for future development of NASEO's activities. NASEO seeks a *Senior Advisor* to provide the following support:

- Provide expert technical assistance in the operation of public-private partnership programs, such as Energy Savings Performance Contracting for state and local building energy upgrades, as well as state-led programs such as revolving loan funds; and
- Develop information for State Energy Offices use in local-facing energy programs supported by SEP IIJA funds.

The *Senior Advisor* will be expected to have knowledge of State Energy Office functions, roles, processes, and scope; experience with developing and administering optional SEP-supported financing programs (e.g., ESPC) and revolving loan funds; and deep familiarity with the U.S. State Energy Program, including experience with managing SEP awards and projects, and knowledge of IIJA SEP provisions. The *Senior Advisor* should also be prepared to provide substantive feedback and guidance on NASEO work products throughout the development process. Finally, the *Senior Advisor* should have a deep understanding of State Energy Offices' roles in public building energy retrofits, energy efficiency financing, and energy programs across the country, as well as both NASEO and DOE roles in supporting State Energy Offices.

Timing and Resources

Proposals should discuss the proposing organization's expertise, subject matter familiarity, relevant experience, and ability to carry out the activities described in this request for proposals (RFP). For the

purposes of proposal evaluation and approval, as well as execution of the services, all prices, costs, and conditions shall remain firm and valid for a ninety (90) day period, commencing on the day of the proposal due date. Upon award of the contract, all prices shall be firm and valid for the duration of the contract. The estimated RFP timetable is:

ACTION	DATE
RFP Issued	September 29, 2026
Written Proposals Due	October 13, 2026
Proposal Evaluation Complete (estimated)	October 20, 2026
Proposal Award Notification (estimated)	November 20, 2026
Contract Awarded/Subcontractor Start Date (estimated):	November 30, 2026

Proposal Submission

Proposals must be submitted to:

Cassie Powers

Chief of Staff

National Association of State Energy Officials

Email: cpowers@naseo.org

The funds utilized by NASEO to support this work have been provided to NASEO by the U.S. Department of Energy's (DOE) Office of Critical Minerals and Energy Innovation, Office of State and Community Energy Programs. The funding agreement between DOE and NASEO will be incorporated in the final contract between NASEO and the subcontractor. All requirements of the DOE funding agreement with NASEO (found here [DOE Mandatory Requirements and Standard Provisions](#)) shall be controlling, including, but not limited to, federal reporting and the propriety and form of expenses and costs.

Scope of Work

The *Senior Advisor* will complete the following tasks.

Task 1. Project Kickoff and Work Plan

Participate in a kickoff meeting with NASEO to confirm project objectives, schedule, roles, and deliverables.

Task 2: ESPC and Public-Private Partnerships

Provide expert technical assistance in the operation of public-private partnership programs, such as Energy Savings Performance Contracting, for state and local building energy upgrades, as well as revolving loan funds. The *Senior Advisor* will help scope and develop resources for State Energy Offices on an as-needed basis. Resources may include: white papers, templates, or other resource to support ESPC MUSH market entities; supplemental resources for NASEO's ESPC "Program in a Box; case studies or lessons learned; and materials to support informative webinars, conference sessions, or briefings.

Task 3: State and Local Coordination

Develop information for State Energy Offices use in local-facing energy programs supported by SEP IIJA funds. The *Senior Advisor* will scope and develop resources for State Energy Offices on an as-needed basis, and resources may include: case studies showcasing local-facing programs supported by SEP IIJA; best practices for state-local engagement; and guidance on SEP IIJA program implementation.

Anticipated Deliverables and Timeline

This project is estimated to begin in November 2026. Deliverables will be scoped in coordination with NASEO, and deliverables may include: white papers, templates, or other resource to support ESPC MUSH market entities; supplemental resources for NASEO's ESPC "Program in a Box; case studies or lessons learned; materials to support informative webinars, conference sessions, or briefings; case studies showcasing local-facing programs supported by SEP IIJA; best practices for state-local engagement; and guidance on SEP IIJA program implementation.

Project Budget

The subcontractor should provide their hourly rate, and a statement affirming that the provided rate is applied to all clients.

Compensation

The subcontractor shall invoice monthly for actual work completed. NASEO shall reimburse the subcontractor for 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 subcontractor will submit a monthly invoice (along with supporting time records for personnel hours) and progress report by the tenth day of each month of the agreement.

Rejection of Proposals and Incurred Costs

This RFP does not obligate NASEO to award a subcontract. 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. NASEO reserves the right to request new proposals or to cancel all or part of this solicitation.

Contract Requirements

The funds for this work have been provided through a funding agreement from DOE to NASEO. The underlying terms and conditions of the funding agreement between DOE and NASEO will be provided to the subcontractor and incorporated in the awarded subcontract. All requirements of the DOE funding agreement with NASEO shall be controlling, including, but not limited to, federal reporting and the propriety and form of expenses and costs. If selected for award by NASEO, the selection must be approved by DOE prior to NASEO executing the subcontract with the subcontractor.

Responding to the RFP

Please submit responses to the RFP to Cassie Powers by e-mail at cpowers@naseo.org. **RFP responses are due no later than 5:00 p.m. ET on Tuesday, October 13, 2026.** Any questions on the RFP should be directed to Cassie Powers by e-mail at cpowers@naseo.org no later than Tuesday, October 6, 2026. 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

- Description of relevant experience including prior work with State Energy Offices and other state agencies.
- Resume (please identify any foreign nationals included in the proposal)
- Proposed approach and treatment of the tasks
- Hourly rate, with assurance that the provided rate is applied to all clients.

Please limit the cover letter and the description of relevant experience to **2 pages in 11-point font**. Resumes do not count toward the page limit.

Note: Late proposals will not be accepted.

Subcontractor Selection and Required Qualifications

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

- Experience working for a State and/or Territory Energy Office(s); experience as a State Energy Office Director preferred;
- Experience managing U.S. State Energy Program (SEP) awards;
- Experience establishing and managing ESPC programs;
- Relevant experience working with the U.S. Department of Energy's State and Community Energy Programs Office and other DOE offices, or federal agencies;
- Quality of academic and professional experience in relevant field; and
- Flexibility of availability.

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

Administrative (applicant must meet these requirements for NASEO to review the proposal)

- Unique Entity Identification Number.
- Current SAM.gov registration.
- Assurance in writing that applicant is not a debarred or suspended entity.

Technical Experience and Applicant Qualifications (80 percent of total score)

- Direct experience in working for a State Energy Office(s), ideally at the leadership level.
- Relevant experience in proposed topics in the energy sector, including administering SEP and ESPC at the state level
- Adequate level of technical knowledge to meet the demands of the project.
- Quality of academic and professional experience in relevant field.

Program and Policy Factors (20 percent of total score)

- Direct experience in working with federal agencies including the U.S. Department of Energy