



**“Workforce Development and Training for Renewable Energy and Advanced Technologies”
Program Opportunity Notice (PON) 2673
\$2.5 Million Available**

Proposals Due: May 28, 2013 by 5:00 PM Eastern Time*

Program Summary

The New York State Energy Research and Development Authority (NYSEERDA) seeks proposals for training to support installation and operation of renewable energy (RE) systems and advanced or emerging energy technologies (AT) in the State. Programs designed to train workers to better design, install, inspect, operate, maintain, and monitor systems, technologies, and measures on the customer side of the meter are requested. Funding is available in three categories, as described below for new training programs, new certifications and credentials, and for training solar thermal inspectors.

Category A makes available funding for the development and/or delivery of technical training to develop a qualified workforce to design, install, operate, maintain and inspect customer-sited RE systems and AT¹. The primary goal of work under Category A is delivery of classroom or on-line training and reducing the cost of training to participants. Training will be designed for and delivered to practitioners, architects, engineers, college students, system inspectors and other stakeholders, as appropriate. Initiatives should provide continuing education classes that lead to or support practitioner certifications through basic and advanced classes and integration of RE/AT into certificate programs, as well as two- and four-year college degree programs. Proposals must result in RE/AT training programs that address areas such as the following: customer-sited RE system design, installation and operation/maintenance; RE/AT equipment manufacturing in New York State; AT and strategies that can contribute to net zero energy buildings (advanced building sensors and controls, building modeling, advanced lighting, etc.); smart grid and electric vehicle infrastructure; and data monitoring. The proposed training must be shown to have a market value with a demonstrated industry demand and a direct link to employers and businesses.

Category B makes available funding for the development of new certifications and credentials related to the design, installation and inspection of customer-sited RE systems and advanced technologies. For Category B, proposers will be required to illustrate the market demand for the proposed certifications/credentials to be developed and their qualifications as a certifying body.

Category C makes available funding specifically for delivering training for solar thermal inspectors.

The primary goal of Categories A and C is delivering classroom or on-line training and reducing training costs to participants. Activities eligible for funding include, but are not limited to: curriculum development, training trainers, costs directly related to delivering training, internships to link students to jobs, and program marketing for specific training initiatives. There is no funding available for equipment under this PON.

All classroom trainings funded under this solicitation must be held within SBC service territories, and are intended to support individuals in SBC territories or companies participating in SBC and the Energy Efficiency Portfolio Standard (EEPS) Program. Multiple awards will be made – approximately seven awards for Category A, and one to three awards each for Categories B and C are anticipated. Applicants can apply for one or more categories. Expected starting date for work under this PON is fall 2013. Funding is available for the three project categories as follows:

Category A: (Technical Training RE/AT): A total of \$1,850,000, with a maximum of \$300,000 per contract award with 25% cost share required. It is anticipated that at least 75% to 80% of the budget for Category A will support efforts related to RE system design, installation, operation and maintenance with the majority of the RE funds targeted at photovoltaics (PV).

¹ Advanced Technologies are defined as: emerging renewable energy or energy efficiency technologies that are proven technologies, commercially available, that show potential benefits such as efficiency gains or performance or reliability improvements, and may not yet have met some threshold of market penetration. This can represent a new technology or process, improvements to an existing technology or process, or new applications of existing technologies or processes.

Category B: (Certification Development): Up to \$300,000 total, with 25% cost share required.

Category C: (Solar thermal inspector training): Up to \$350,000; cost share is not required but preferred.

Proposal Submission: Proposers must submit eight (8) double-sided paper copies and one (1) CD of the proposal with a completed and signed Proposal Checklist attached to the front of each copy, one of which must contain an original signature. Proposals must be clearly labeled and submitted to the following address:

**Roseanne Viscusi, PON 2673
NYS Energy Research and Development Authority
17 Columbia Circle
Albany, NY 12203-6399**

If you have technical questions concerning this solicitation, contact Vicki Colello at (518) 862-1090, ext. 3273 or vac@nyserderda.ny.gov. If you have contractual questions concerning this solicitation, contact Elyda Ahmed at (518) 862-1090, ext. 3232 or ela@nyserderda.ny.gov.

No communication intended to influence this procurement is permitted except by contacting Vicki Colello (Designated Contact) at the number or email address above. Contacting anyone other than this Designated Contact (either directly by the proposer or indirectly through a lobbyist or other person acting on the proposer's behalf) in an attempt to influence the procurement: (1) may result in a proposer being deemed a non-responsible offerer, and (2) may result in the proposer not being awarded a contract.

*Late proposals will be returned. Incomplete proposals may be subject to disqualification. It is the bidder's responsibility to ensure that all pages have been included in the proposal. Faxed or e-mailed proposals will not be accepted. Proposals will not be accepted at any other NYSERDA location other than the address above. If changes are made to this solicitation, notification will be posted on NYSERDA's web site at www.nyserderda.ny.gov.

I. INTRODUCTION

Goals and Objectives

The Workforce Development and Training (WFD) and Career Pathways component of NYSERDA's *Technology and Market Development Program Plan for 2012-2016* is designed to address the need for renewable energy and innovative technology-based training as identified in NYS Department of Labor's (NYSDOL) May 2009 report, "*New York State's Clean Energy Industry: Labor Market and Workforce Intelligence Report.*"

Advances in technology and emerging fields in the clean energy economy require new and updated curriculum and training programs for professions such as system installers and inspectors, attorneys, leasing agents, engineers, architects, and also new third-party certifications. These technological advances also require identification of professional development opportunities, as well as new certificate and degree programs.

NYSERDA is developing programs and working with partners to expand the workforce network of skilled trainers and installers to meet market demands by:

- Providing the workforce with the skills necessary for proper design, installation, operation, and maintenance of energy efficiency (EE) and RE systems in order to realize anticipated energy savings and renewable energy production;
- Developing necessary certifications with third-party professional certifying organizations; and
- Educating future end users about clean energy technologies and preparing future workforce for clean energy careers.

NYSERDA has funded development of a network of clean energy training organizations that consists of community colleges, four-year colleges, unions, and other training entities offering a variety of courses and programs. NYSERDA has supported curricula development, training for educators, basic skills training, worker certifications, apprenticeships, lab equipment purchases, and program accreditation for both credit and non-credit programs. A stakeholder session was held in spring 2012 with the training and clean energy industry communities to gather information on gaps in established clean energy training in New York State. This solicitation was developed in response to past experience and identified gaps, as well as information provided during the stakeholder session and a follow-up survey. The training effort under this solicitation would build on previous efforts (see current training providers at

<http://www.nyscrda.ny.gov/Events/Training-Map.aspx>), expand the training network in targeted technologies and integrate new technology education into existing programs. NYSERDA's goal is to fund programs that will train 2,800 students/practitioners by 2015.

II. PROGRAM FUNDING

The budget for this solicitation is a total of \$2.5 million, divided into three categories as follows:

Category A: (Technical Training RE/AT): A total of \$1,850,000, with a maximum of \$300,000 per contract award with 25% cost share required. It is anticipated that at least 75% to 80% of the budget for Category A will support efforts related to RE system design, installation, operation and maintenance with the majority of the RE funds targeted at photovoltaics (PV).

Category B: (Certification Development): Up to \$300,000 total, with 25% cost share required.

Category C: (Solar thermal inspector training): Up to \$350,000; cost share is not required but preferred.

NYSERDA anticipates making multiple awards under this solicitation. Regional and technological diversity will be selection factors to the extent possible. This program is supported with System Benefits Charge (SBC) funding. SBC service territory consists of areas with electric service provided by Central Hudson Gas and Electric Corp., Consolidated Edison Company of NY, Inc., NYS Electric and Gas Corporation, National Grid, Orange and Rockland Utilities, Inc., and Rochester Gas and Electric. **All trainings funded under this solicitation must be held within SBC service territories.**

III. PROGRAM REQUIREMENTS

Proposals are sought that can be shown to advance the achievement and realization of the State's clean energy goals and objectives, as reflected in the SBC, Energy Efficiency Portfolio Standard (EEPS), Renewable Portfolio Standard (RPS) and the NY-Sun Initiative. For the purposes of this PON, PV and solar thermal technologies are a priority in the RE category. AT (see definition on page 1) focuses on emerging technologies in both the RE and energy efficiency (EE) sectors. Applicants may apply for multiple categories in the same proposal, and NYSERDA can elect to fund part of a proposal in one category.

Category A initiatives will deliver training or coursework for continuing education, or training that leads to or supports practitioner certifications including basic and advanced classes, as well as two- and four-year college degree programs. Proposals are sought for a mix of credit and non-credit classes across the state. **Proposers must demonstrate market value of the proposed training that will be developed and delivered based on an industry-validated job task analysis, show a linkage with industry and match the training to employer needs.** Proposals must result in high quality RE/AT training programs that address areas such as the following, for example:

- Customer-sited RE system design, installation and operation/maintenance
- RE/AT equipment manufacturing in SBC service territory
- AT and strategies that can support net zero energy buildings
- Smart grid and electric vehicle infrastructure support
- Data monitoring

Eligible projects may upgrade or expand existing training programs, or develop new programs. The primary goal of work under Category A is delivery of classroom or on-line training and reducing the cost of training to participants. It is anticipated that NYSERDA funding will help offset approximately 50% of the training costs to participants based on market rates for similar training.

The expected results for Category A training are courses in RE/AT that have market value, where the up-front costs of training have been reduced through NYSERDA's financial support, with a demonstrated industry demand and a direct link to employers and business sectors, as appropriate.

Category A includes, but is not limited to the following technology areas:

- Photovoltaics
- Solar thermal
- Wind
- Data monitoring equipment and strategies
- Advanced building sensors and control
- Passive solar construction

- Designing energy systems for resiliency
- Building modeling
- Advanced lighting design and controls
- Smart Grid and electric vehicle infrastructure

Category A activities eligible for funding include, but are not limited to the following:

- Curriculum development
- Training trainers
- Developing student pre-screening processes
- Establishing ongoing internship programs to link students to jobs
- Developing marketing materials or strategies for specific training initiatives
- Other investments that will permanently reduce the cost of delivering the training.

Some introductory courses may also be considered for funding if training gaps and job linkages can be demonstrated.

As a basic requirement for consideration of award, proposers for Category A will be required to show a link between training/program development and employers/industry; use labor market intelligence to illustrate the need for the training and the market value of the training program; demonstrate a clear path from training to appropriate certifications and job placement, career advancement or employment; and, clearly outline the number of trainings to be delivered and their goal for the number of students trained.

Proposers are also expected to describe detailed trainee screening methods to properly assess participants' skills prior to technical training and to better identify and ensure the acquisition of appropriate prerequisites for technical training. These can take the form of pre-assessment surveys, pre-enrollment communication with prospective students, or other methods of screening, as appropriate. Regional and technological diversity will be selection factors to the extent possible for Category A awards.

For **Category A**, funding and payments will be tied to the number of appropriately screened students successfully trained, and it is anticipated that NYSERDA funding will help offset approximately 50% of the training costs to participants based on market rates for similar training. Training costs must be reasonable, and proposers must demonstrate how NYSERDA funding will be used to offset the cost of training for individuals.

Category B targets new certifications and credentials related to the design, installation and inspection of customer-sited RE systems and AT based on market demands and gaps. For Category B, proposers will be required to illustrate the market demand for the proposed certifications/credentials to be developed and their qualifications as a certifying body.

Category C provides training for solar thermal inspectors with a goal of low-cost training delivered to approximately 200 inspectors in localities in SBC service territories. All courses delivered must provide for the acquisition of applicable continuing education units (CEUs). It is anticipated that NYSERDA funding will cover most of the costs for solar thermal training and that eligible participants will pay a modest fee to attend.

Successful respondents to this PON who create and develop RE/AT training courses under **Categories A and C** must use or develop curricula that meet the most current educational standards, technical standards, and best practices as illustrated by accredited educational institutions and certification/accreditation organizations. Respondents must be able to demonstrate content mastery and the use of evidence-based practice in curriculum development. High-quality training materials such as instructor manuals, student manuals, lesson plans, presentation materials, and classroom activities are required, and proposers are encouraged to provide samples of materials, preferably in electronic format, similar in quality to what is being proposed. Proposals that can replicate existing models successfully utilized elsewhere or developed for other subject areas are encouraged and preferred.

This PON is not intended to provide funding for direct labor, benefits, or labor-related overhead for delivering training (**Categories A and C**), unless a proposer can justify that such expenses are necessary and are factored into reasonable training costs to participants or can be attributed directly to specific task requirements for this project. It is intended that proposals for the development and delivery of training result in programs that are self-sustaining, i.e., a business model that requires students to pay reasonable costs for training services.

All new training materials developed under contracts resulting from this solicitation shall be the property of NYSERDA (see sample contract attached to this solicitation for terms).

A. Eligibility

Two- and four-year colleges, BOCES, unions, trade groups, manufacturers, certification entities, and other entities that can deliver training in SBC service territories and can demonstrate suitable experience, staff, and infrastructure are eligible to apply. Proposers must also meet the following requirements:

- Credentialed and experienced instructional staff (Categories A and C).
- Experience with integrating new material into existing curricula and/or developing new stand-alone curricula approved by the New York State Department of Education for use at post-secondary education levels (Category A).
- Accreditation by the New York State Education Department (Category A).
- Staff with documented experience in curricula development and maintenance and evidence-based learning techniques (Category A and C).
- Experience or well-established strategy for engaging business and industry partners and professional organizations in the training initiative (Category A and C).
- Knowledge and expertise both in the technology area(s) being targeted and training capabilities, and, if proposer is located outside NYS, a strategy for minimizing travel and overhead costs associated with delivering training in SBC service territories (Categories A and C).
- Experience in developing, implementing, and maintaining industry-recognized certification programs (Category B). Proposers to Category B must be established credentialing organizations that have been accredited through an organization such as the American National Standards Institute (ANSI).

IV. PROPOSAL REQUIREMENTS

General Requirements

Proposers must submit ten (10) double-sided paper copies and one (1) CD of the proposal with a completed and signed Proposal Checklist attached to the front of each copy, one of which must contain an original signature. Proposals must be clearly labeled and submitted to the following address:

**Roseanne Viscusi, PON 2673
NYS Energy Research and Development Authority
17 Columbia Circle
Albany, NY 12203-6399**

All training curricula and materials developed under this PON are subject to NYSERDA review and approval and will be the property of NYSERDA.

All proposals submitted in response to this solicitation become the property of NYSERDA. Proposers will not be reimbursed by NYSERDA for any costs associated with preparation of their proposals.

Proposal Format

Proposals should not be excessively long or submitted in an elaborate format that includes expensive binders or graphics and should be double-sided. Unnecessary attachments beyond those sufficient to present a complete, comprehensive, and effective response will not influence the evaluation of the proposal. Each page of the proposal should state the name of the proposer, the PON number, and the page number. The proposal must be in the following format:

1.0 Cover Letter and Abstract

Proposers should submit a cover letter on company letterhead that references this PON, indicates the categories for which they are proposing, and provides a brief summary of qualifications and brief description of the proposed approach to fulfilling the work requested under this PON.

Proposers should describe teaming and partnering arrangements and their ability to deliver services that meet the overall goals and objectives of this PON. The cover letter must also include firm name, address, telephone/fax, email address, contact person, year that

firm/organization was established, and type of firm (partnership, corporation, not for profit, etc.). **The cover letter must be signed by a person with the authority to enter into a contract with NYSERDA.**

2.0 Narrative Description of Proposed Work

Proposers should describe in detail (for each Category if applying for more than one) the activities proposed for each Category. Proposers should also provide details of any current activities upon which this proposal builds. Proposers should indicate what the proposal will accomplish, why it is needed, and how those activities will be developed and delivered.

More specifically, Proposers for Categories A and C should describe instructor selection criteria, curriculum development, training delivery approach, number of students to be trained, training locations, partnerships, marketing and outreach, and other sources of funding.

3.0 Statement of Work

Statement of Work - The Statement of Work (SOW) details how the proposer will complete the proposed work. The SOW is the primary contractual document that identifies the deliverables and provides a basis for payment. It is an action document that specifically delineates each step or procedure required to accomplish the tasks outlined. The SOW must be prepared as an ordered set of tasks, including subtasks as necessary. The proposers should describe their approach/methodology and define their rationale for the proposed approach. They should describe the actions they will take to complete each task and the anticipated outcome of each task. Each action should, therefore, be identified, indicating who will perform it, how it will be performed, when it will be performed, and its anticipated measurable deliverables, such as curricula developed, number of students trained, etc.

In order to effectively evaluate a proposer's SOW, there must be concrete and specific ideas presented in the proposal for each element of all tasks. Proposers are expected to demonstrate their understanding of each task and what it entails by elaborating on how they would carry it out. However, no proposer is expected to provide a fully-detailed and comprehensive implementation plan at this point.

Please use the following format to describe each task or subtask:

Task 1: Task Title
The Contractor shall....
The Task 1 deliverable is....

The SOW must address all of the areas identified and described by the proposer in Section 2 of the proposal.

Contractors selected under this opportunity will be required to report project progress on a quarterly basis, and the reporting function will be a task in the SOW. Metrics to be reported will include, but not be limited to, the following:

- Complete list of trainings held during the reporting period
- Locations where training sessions were held
- Course titles
- Instructor names and contact information
- Start and end dates
- Number of attendees enrolled and completed; program attrition data
- Cumulative total of student attending training sessions
- Student data in a form provided by NYSERDA (name, address, utility service provider, email, date of birth, gender, employer, last grade completed, disability or veteran status, etc.)
- Registration fees paid by participants and summary of third-party funds used for training
- All costs incurred to conduct training sessions
- Pre- and post-training surveys to be provided by NYSERDA

Section 4.0 Management Structure

The proposal shall identify all project participants, including the program director, who will be responsible for ensuring that the tasks within the Statement of Work are carried out properly and in a timely manner. The proposer should provide a clear description of the roles and responsibilities of each key person in completing the work plan. An organization chart should be included in the proposal.

Proposals that include teaming arrangements must specify one party as the Prime Contractor. The Prime Contractor will have overall responsibility for the administration of the Agreement and completion of the Statement of Work including reporting and invoicing. The proposer should also describe how coordination with NYSERDA and any other partners will be accomplished.

Section 5.0 Qualifications

The proposers shall demonstrate their qualifications to carry out the tasks in the Statement of Work. The proposal should clearly demonstrate how the proposer possesses the experience, skills, and abilities necessary to effectively develop and implement the proposed program, as described in Section III A - Eligibility above. Proposers should describe ideas or strategies to augment their capabilities with external resources, if needed. Proposals should include examples of relevant training (e.g., website links, hard copies), as well as projects and programs that have been completed by the proposers that would demonstrate their qualifications to develop and implement initiatives proposed under this program. This should include any previous and related contracts or work completed for NYSERDA. Proposals including teaming arrangements must clearly indicate the qualifications of other team members and explain their value to the overall proposal objectives. In addition, each proposer should attach at least three (3) letters of reference from previous funders/employers for whom proposers implemented work similar to that to be performed under this PON. Resumes of all key team members should be provided in an appendix.

Section 6.0 Schedule and Staff Plan

The proposers shall include a time line for completing each task and major subtask identified in their Statement of Work. This time line should be in bar chart form showing anticipated starting and completion times for each task, in terms of weeks or months after execution of the Agreement, and due dates for deliverables.

The proposal should also include a staffing plan that identifies the key personnel, including any subcontractors or other resources responsible for completing each task and major subtask. The proposal should include a table showing the number of hours each key person or subcontractor will spend on each task and the total hours per task.

Section 7.0 Cost Proposal and Budget

The Contract Pricing Proposal Form (CPPF) is included as an attachment to this PON. The proposal must include a completed CPPF that includes the following information

- The total request for the funding proposal
- Each of the tasks identified, with appropriate implementation costs

Attach detailed budget breakdowns (using the CPPF Supporting Schedule) for subcontractors, venues, material, and travel.

A completed Attachment F (calculation of student cost) will be part of the cost proposal for Categories A and C.

Cost Sharing - Proposals for Categories A and B should show non-NYSERDA funding of at least 25% of the total cost of the project, which can include students' share of tuition. For Category C, cost sharing is not required but is preferred. Cost-sharing can be from the proposer, other team members, and other government or private sources. Contributions of direct labor (for which the laborer is paid as an employee) and purchased materials may be considered "cash" contributions. Unpaid labor, indirect labor, or other general overhead may be considered "in-kind" contributions. NYSERDA will not pay for efforts which have already been undertaken. The proposer or proposing team cannot claim as cost-share any expenses that have already been incurred. Show the cost-sharing plan in the following format (expand table as needed):

	Cash	In-Kind Contribution	Total
NYSERDA	\$	\$	\$
Proposer	\$	\$	\$

Others (list individually)	\$	\$	\$
Total	\$	\$	\$

Attach supporting documentation to support indirect cost (overhead) rate(s) included in your proposal as follows:

1. Describe the basis for the rates proposed (i.e., based on prior period actual results; based on projections; based on federal government or other independently-approved rates).
2. If rate(s) is approved by an independent organization, such as the federal government, provide a copy of such approval.
3. If rate(s) is based on estimated costs or prior period actual results, include calculations to support proposed rate(s). Calculation should provide enough information for NYSERDA to evaluate and confirm that the rate(s) are consistent with generally accepted accounting principles for indirect costs.

NYSERDA reserves the right to audit any indirect rate presented in the proposal and to make adjustment for such difference. Requests for financial statements or other needed financial information may be made if deemed necessary.

Section 8.0 Appendices

Materials to be submitted in appendices include:

- o Resumes of key personnel who will complete tasks described in the Statement of Work
- o If applicable, include letters of commitment, signed by a person authorized to bind the organization, for all proposal partners
- o Letters of support from other entities, such as NYSDOL, colleges, or business partners, are encouraged
- o If applicable, a list of all NYSERDA contracts your organization and/or team members have received

V. PROPOSAL EVALUATION

NYSERDA reserves the right to eliminate from further consideration any proposal deemed to be substantially or materially non-responsive to the requests for information contained herein and further reserves the right to eliminate from further consideration any proposal that does not meet the following evaluation criteria as outlined below. **It is strongly recommended that proposers review the evaluation criteria, since it is the basis upon which proposals will be reviewed and scored.**

Proposals for Category A, B, and C that meet basic requirements of this solicitation will be reviewed and ranked, based on the criteria below, by a Technical Evaluation Panel (TEP) consisting of NYSERDA staff and selected outside reviewers. Proposals will be ranked within each category. All references to the “proposer” below apply to the proposer and any additional team members.

After the proposals are reviewed by the TEP, NYSERDA will notify each proposer whether or not the proposal was favorably evaluated (within approximately 8-10 weeks). NYSERDA reserves the right to require an interview before final contract award decision.

The evaluation criteria outlined below will be used by the TEP.

Responsiveness to the Scope of Work of the PON (All Categories)

- Is the proposal responsive to the PON?
- Is the SOW thorough, specific, logical, and consistent with the PON’s objectives?
- Does the SOW reflect an understanding of all the issues involved and their interrelationships?
- Has the proposer demonstrated an understanding of current training, certification, and accreditation activities supported by NYSERDA and does the proposal address the relationship, if any, between proposed and current training initiatives?
- Is the SOW appropriate in its approach to develop, market, and deliver quality training?
- Are there any suggestions that broaden or deepen the scope of this PON that might not have been requested?

Does the plan include a business model that is self-sustaining?

Cost (All Categories)

Is the Contract Pricing Proposal Form (CPPF) clear and responsive to the PON?

Are billing rates current, reasonable, appropriate, and clearly identified or itemized?

Is the proposer's total cost appropriate when compared to the cost of other comparable proposals and their projected results?

Are the costs to deliver the training developed and marketed as a result of this PON affordable and cost-effective for participants to attend?

Are the proposer's total training delivery costs appropriate when compared to the costs of other comparable proposals and the projected results?

Is the proposer using NYSERDA funding to offset the up-front cost of training to participants?

Does the proposal meet cost sharing requirements? Is the proposal consistent with PON budget limits?

What are the proposer's other sources of funding? Is there a complete description of each funding source?

For Categories A and C: Has the proposer completed and included Attachment F?

Category A

Did the proposer show a link between training/program development and employers/industry?

Has the proposer used labor market intelligence to illustrate the need for the training and the market value of the training program?

Did the proposer demonstrate a clear path from training to certification, career advancement, or employment?

Did the proposer clearly outline the number of trainings to be delivered and their goal for the number of students trained?

Will the training be focused on customer-sited RE systems and/or AT?

Is the proposed training based on an industry-validated job task analysis?

Categories A and C

Does the proposer have documented experience in developing and implementing technical training?

Are key personnel's education and experience relevant to the training needs? Is the overall capability of the training staff adequate and appropriate?

Does the plan include pre-screening and/or pre-requisites to assess the existing skills of potential trainees?

Has the proposer/team demonstrated recent experience designing and developing relevant training curricula?

Has the proposer/team demonstrated recent experience in developing, marketing and delivering training to post-secondary education students and contractors?

Does the proposer have a record of developing training curricula that have been approved as a course or approved for integration into existing curricula by the NYS Department of Education?

Does the proposer have an existing network of sites where training can be conducted? If so, are the training facilities self-sustaining? Will hands-on experiential learning be implemented?

Are training sites located in New York State SBC utility service territories?

Has the proposer demonstrated that a significant number of their students will be New York State residents or practitioners?

Does the proposer have a letter(s) of commitment or support from all team members and other relevant organizations?

Are sufficient resources (staff, facilities, etc.) being devoted to the SOW and each individual task?

Has the proposer provided plans for granting CEUs for trainings it will conduct, if applicable?

Is management oversight and control adequate? Does it include coordination and interaction with all of the relevant parties?

Is the coordination of other participants (proposing team subcontractors, local resources, and other programs) well developed and adequate?

Does the proposal address the State's energy goals (SBC, EEPS, RPS, and the NY-Sun Initiative)?

What is the proposer's previous experience with NYSERDA, if any?

Category B Only

Is the proposer accredited by an independent third body (such as the American National Standards Institute) as a certification organization?

Does the proposer provide adequate and thorough evidence of market demand for the certifications and credentials proposed for development?

Does the proposer have documented experience in successfully developing and implementing certification programs, including development of job task analyses? Is there a solid plan for the development of job task analyses in this proposal?

Has the proposal demonstrated an understanding of the importance of training accreditation and certification to the success of NYSERDA's program goals and objectives?

Has the proposer had past experience engaging industry participants for input and feedback?

Has the proposer demonstrated an understanding of and the ability to accurately represent the needs of the industry?

What is the proposer's previous experience with NYSERDA, if any?

VI. GENERAL CONDITIONS

Proprietary Information - Careful consideration should be given before confidential information is submitted to NYSERDA as part of your proposal. Review should include whether it is critical for evaluating a proposal, and whether general, non-confidential information, may be adequate for review purposes. The NYS Freedom of Information Law, Public Officers law, Article 6, provides for public access to information NYSERDA possesses. Public Officers Law, Section 87(2)(d) provides for exceptions to disclosure for records or portions thereof that "are trade secrets or are submitted to an agency by a commercial enterprise or derived from information obtained from a commercial enterprise and which if disclosed would cause substantial injury to the competitive position of the subject enterprise." Information submitted to NYSERDA that the proposer wishes to have treated as proprietary, and confidential trade secret information, should be identified and labeled "Confidential" or "Proprietary" on each page at the time of disclosure. This information should include a written request to exempt it from disclosure, including a written statement of the reasons why the information should be exempted. See Public Officers Law, Section 89(5) and the procedures set forth in 21 NYCRR Part 501

<http://nyserda.ny.gov/~media/Files/About/Contact/NYSERDARegulations.ashx>

However, NYSERDA cannot guarantee the confidentiality of any information submitted.

Procurement Lobbying Requirements - State Finance Law sections 139-j and 139-k

Procurement lobbying requirements contained in State Finance Law sections 139-j and 139-k became effective on January 1, 2006. (The text of the laws is available at: <http://www.ogs.ny.gov/aboutogs/regulations/advisoryCouncil/StatutoryReferences.html>). In compliance with §139-j and §139-k of the State Finance Law, for proposals submitted in response to this solicitation that could result in agreements with an annual estimated value in excess of \$15,000, additional forms must be completed and filed with proposals: (1) a signed copy of the Proposal Checklist including required certifications under the State Finance Law and (2) a completed Disclosure of Prior Findings of Non-Responsibility form. Failure to include a signed copy of the Proposal Checklist referenced in this solicitation will disqualify your proposal.

Omnibus Procurement Act of 1992 - It is the policy of New York State to maximize opportunities for the participation of New York State business enterprises, including minority- and women-owned business enterprises, as bidders, subcontractors, and suppliers on its procurement Agreements.

Information on the availability of New York subcontractors and suppliers is available from:

Empire State Development
Division For Small Business
30 South Pearl Street
Albany, NY 12245

A directory of certified minority- and women-owned business enterprises is available from:

Empire State Development
Minority and Women's Business Development Division
30 South Pearl Street
Albany, NY 12245

State Finance Law sections 139-j and 139-k - NYSERDA is required to comply with State Finance Law sections 139-j and 139-k. These provisions contain procurement lobbying requirements which can be found at <http://www.ogs.ny.gov/aboutogs/regulations/advisoryCouncil/StatutoryReferences.html>

The attached Proposal Checklist calls for a signature certifying that the proposer will comply with State Finance Law sections 139-j and 139-k and the Disclosure of Prior Findings of Non-responsibility form includes a disclosure statement regarding whether the proposer has been found non-responsible under section 139-j of the State Finance Law within the previous four years.

Tax Law Section 5-a - NYSERDA is required to comply with the provisions of Tax Law Section 5-a, which requires a prospective contractor, prior to entering an agreement with NYSERDA having a value in excess of \$100,000, to certify to the Department of Taxation and Finance (the "Department") whether the contractor, its affiliates, its subcontractors and the affiliates of its subcontractors have registered with the Department to collect New York State and local sales and compensating use taxes. The Department has created a form to allow a prospective contractor to readily make such certification. See, ST-220-TD (available at http://www.tax.ny.gov/pdf/current_forms/st/st220td_fill_in.pdf).

Prior to contracting with NYSERDA, the prospective contractor must also certify to NYSERDA whether it has filed such certification with the Department. The Department has created a second form that must be completed by a prospective contractor prior to contacting and filed with NYSERDA. See, ST-220-CA (available at http://www.tax.ny.gov/pdf/current_forms/st/st220ca_fill_in.pdf). The Department has developed guidance for contractors which is available at <http://www.tax.ny.gov/pdf/publications/sales/pub223.pdf>.

Contract Award - NYSERDA anticipates making multiple awards under this solicitation. Regional and technological diversity will be evaluation criteria to the extent possible. NYSERDA may award a contract based on initial applications without discussion, or following limited discussion or negotiations pertaining to the Statement of Work. Each offer should be submitted using the most favorable cost and technical terms. NYSERDA may request additional data or material to support applications. NYSERDA will use the Sample Agreement to contract successful proposals. NYSERDA reserves the right to limit any negotiations to exceptions to standard terms and conditions in the Sample Agreement to those specifically identified in the submitted proposal (see Proposal Checklist). Proposers should keep in mind that acceptance of all standard terms and conditions will generally result in a more expedited contracting process. NYSERDA expects to notify proposers in approximately eight to ten (8-10) weeks from the proposal due date whether your proposal has been selected to receive an award. NYSERDA may decline to contract with awardees that are delinquent with respect to any obligation under any previous or active NYSERDA agreement.

Limitation - This solicitation does not commit NYSERDA to award a contract, pay any costs incurred in preparing a proposal, or to procure or contract for services or supplies. NYSERDA reserves the right to accept or reject any or all proposals received, to negotiate with all qualified sources, or to cancel in part or in its entirety the solicitation when it is in NYSERDA's best interest. NYSERDA reserves the right to reject proposals based on the nature and number of any exceptions taken to the standard terms and conditions of the Sample Agreement.

Disclosure Requirement - The proposer shall disclose any indictment for any alleged felony, or any conviction for a felony within the past five years, under the laws of the United States or any state or territory of the United States, and shall describe circumstances for each. When a proposer is an association, partnership, corporation, or other organization, this disclosure requirement includes the organization and its officers, partners, and directors or members of any similarly governing body. If an indictment or conviction should come to the attention of NYSERDA after the award of a contract, NYSERDA may exercise its stop-work right pending further investigation, or terminate the agreement; the contractor may be subject to penalties for violation of any law which may apply in the particular circumstances. Proposers must also disclose if they have ever been debarred or suspended by any agency of the U.S. Government or the New York State Department of Labor.

VII. Attachments

Attachment A - Proposal Checklist (mandatory)

Attachment B - Disclosure of Prior Findings of Non-responsibility (mandatory)

Attachment C - Intent to Propose (optional, but encouraged)

Attachment D - Contract Pricing Proposal Form (CPPF - mandatory) & Instructions

Attachment E - Sample Agreement

Attachment F – Calculation of Student Cost