



New York Clean Energy Jobs Study  
Request for Proposal (RFP) 3370  
**Approximately \$ 275,000 Available**

Proposals Due: October 6, 2016 by 5:00 PM Eastern Time\*

The New York State Energy Research and Development Authority (NYSERDA) seeks proposals from organizations or individuals to quantify, characterize, and analyze clean energy industry jobs in the State of New York. The project will principally count and map jobs, as well as integrate innovation metrics and clean energy business information, and identify trends in job vacancies/growth areas for clean energy employment in order to produce a comprehensive report on the Clean Energy Economy (CEE) in New York State. The information resulting from this project will be used to inform policy makers, educational institutions and the broader clean energy marketplace about growth trends and opportunities within the CEE, workforce development and recruitment solutions that address any skills gaps identified, and how best to capitalize on the growth of the CEE job market in NYS. After the initial draft, the study may be updated annually for two additional years; the available funding reflects the expectation of completion of an initial study and two subsequent updates.

**Bidders Conference Call Information:**

Date: Wednesday September 14, 2016 10-11 a.m.  
Conference Title: RFP 3370: New York Clean Energy Jobs Study  
Toll-free dial-in number: (866) 394-2346  
Conference code: 5846744188

***Please RSVP to [Allison.Rose@nyserdera.ny.gov](mailto:Allison.Rose@nyserdera.ny.gov) by 5pm on Thursday September 8, 2016.***

**Proposal Submission:** Electronic submission is preferable. Proposals may be submitted electronically by following the link for electronic submissions found on this RFP’s webpage, which is located in the “Current Opportunities” section of NYSEDA’s website (<http://www.nyserdera.ny.gov/Funding-Opportunities/Current-Funding-Opportunities.aspx>). Instructions for submitting electronically are located in that section as Attachment E to this RFP. NYSEDA will also accept proposals by mail or hand-delivery. If submitting electronically, proposers must submit the proposal in either PDF or MS Word format with a completed and signed Proposal Checklist and Disclosure of Prior Findings of Non-Responsibility, in PDF format. Proposal PDFs should be searchable and should be created by direct conversion from MS Word, or other conversion utility. Scanning pages into pdf format will not meet these requirements. For ease of identification, all electronic files must include the proposer’s entity name in the title of the document as well as the document title.

If mailing or hand-delivering, proposers must submit (2) paper copies of their proposal with a completed and signed Proposal Checklist, along with a CD or DVD containing both a PDF and MS Word digital copy of the proposal, following the above guidelines. Mailed or hand-delivered proposals must be clearly labeled and submitted to:



**NYSERDA**

**Venice Forbes, RFP 3370  
NYS Energy Research and Development Authority  
17 Columbia Circle  
Albany, NY 12203-6399**

If you have technical questions concerning this solicitation, contact Allison Rose at (518) 862-1090, ext 3551 or [allison.rose@nyserda.ny.gov](mailto:allison.rose@nyserda.ny.gov). If you have contractual questions concerning this solicitation, contact Elsyda Sheldon at (518) 862-1090, ext. 3232 or [elsyda.sheldon@nyserda.ny.gov](mailto:elsyda.sheldon@nyserda.ny.gov)

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.nyserda.ny.gov](http://www.nyserda.ny.gov).

No communication intended to influence this procurement is permitted except by contacting Allison Rose (Designated Contact) at (518) 862-1090, ext. 3551 or [allison.rose@nyserda.ny.gov](mailto:allison.rose@nyserda.ny.gov). 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.

## **I. Introduction**

Under Governor Andrew M. Cuomo’s leadership, the New York State Public Service Commission Initiated Reforming the Energy Vision (REV) proceeding in response to unprecedented energy and climate challenges facing New York State. These challenges, and the new opportunities presented by groundbreaking regulatory reform and aggressive State climate and clean energy goals, can provide a positive and significant impact on job creation and economic competitiveness. Within this context, there is a significant need for a deeper understanding of the Clean Energy Economy (CEE) in New York in order to inform State programs and policies fostering a vibrant economic ecosystem and job growth in the state.

NYSERDA is interested in monitoring the State’s progress in developing its clean energy economy workforce. NYSERDA also seeks indicators that can be used for policy purposes to gauge enhancers and detractors in the development of the clean energy economy and its associate workforce.

The goals of this contract shall include:

- Identifying jobs in the Clean Energy Economy (CEE);
- Identifying and characterizing businesses acting in the CEE space;
- Analyzing by technology, and job type along value chain (i.e. from materials, manufacture, design, sales, installation, to customer support, etc.) of the CEE jobs by county and economic development region within NY;
- Quantifying the impact of clean energy activity as a percent of overall Statewide economic activity (jobs and GSP, or other indicator);
- Integrating and characterizing selected data on other measures that directly correlate to clean energy jobs that may include characteristics of clean energy investment over time, patents, pre-commercial activities, etc. from existing NYSERDA data sources;
- Analyzing labor market intelligence to characterize the clean energy workforce (by activity, demographic, education attainment, pay range, etc.) and identify workforce trends including skill gaps to inform conclusions about near term workforce needs and job growth opportunities; and
- Producing informed conclusions about the current state and growth trajectory of the CEE job market in NY.

The first step to capturing this economic opportunity through job growth is to understand the state of the NYS clean energy job market. The second step is to contextualize clean energy jobs data by capturing key indicators of CEE activity and changes in those indicators over time. The final step is to identify trends in employment data that inform conclusions about near term workforce needs and sector-based job growth opportunities.

Please note that NYSERDA is currently conducting an inventory of supply-side organizations within selected segments of the CEE, classifying their role within the industry (e.g. research, component manufacturing, or final assembly), and producing data mapping and visualizations of the business ecosystem. It is anticipated that this data will be made available to the selected contractor to inform the scope of this project. However, the data set will not include a comprehensive job count by firm.

**The Clean Energy Economy** refers to any economic activity related to an energy-related technology, strategy or solution that New York State may use to advance at least one of the State’s Clean Energy Goals as defined in the 2015 *New York State Energy Plan*: (1) reduction of energy sector greenhouse gas emissions, (2) an increase in renewable energy generation capacity, or (3) an increase in energy efficiency.

The CEE, similar to cleantech,<sup>1</sup> spans many vertical industries and includes technologies that generally fall into the following categories: renewable energy generation, energy storage, efficiency (energy and building), transportation, air and environment (emissions, recycling and waste), clean industry (design, materials, and production), water, and agriculture. For the purpose of this solicitation, water efficiency and conservation, agriculture, waste/recycling or non-renewable sources of energy<sup>2</sup> such as coal, nuclear power or natural gas shall not be considered.

## **II. Program Requirements**

This section reviews the specific services requested, contractor/proposer eligibility, and the responsibility of each party to the agreement.

### **A. Services Requested**

The selected proposer will be required to provide, but shall not be limited to, the following tasks:

#### **TASK 1: PROJECT MANAGEMENT**

##### **Subtask 1.1: Project Manager**

A project manager shall serve as the coordinator between all project participants, including coordination of written Monthly Progress Reports, conference calls, project review meetings, and other developments.

##### **Subtask 1.2: Meetings**

The selected firm shall conduct:

- An in-person or video conference kickoff meeting in Albany, NY to present strategy and discuss project scope, objectives, and overall task prioritization, as well as interim goals, with NYSERDA staff. This meeting should take place after a scope of work has been developed;
- Periodic (likely bi-weekly) check in calls to discuss project progress, issues and questions;
- As needed, periodic webinars to present interim deliverables and findings; and
- An in-person wrap-up meeting in Albany, NY to present findings of Draft Report, and to discuss NYSERDA comments on the Draft Report.

##### **Subtask 1.3: Reporting**

The selected firm shall be required to submit monthly written progress reports to NYSERDA’s Project Manager. The reports shall: summarize progress on contracted work efforts and provide interim results with respect to project objectives; identify problems encountered and how they will be resolved;

---

<sup>1</sup> <http://www.kachan.com/content/two-years-later-revisiting-taxonomy-cleantech>

<sup>2</sup> Excepting CHP and fuel cells that lead to energy efficiency.

indicate any significant deviation from the approved schedule; and summarize all costs incurred in relation to the budget and work progress.

## **TASK 2: SCOPING**

The Clean Energy Economy refers to any economic activity related to an energy-related technology, strategy or solution that New York State may use to advance at least one of the State's Clean Energy Goals as defined in the 2015 *New York State Energy Plan*: (1) reduction of energy sector greenhouse gas emissions, (2) an increase in renewable energy generation capacity, or (3) an increase in energy efficiency.

This project will require further defining of the scope and attributes of the CEE. These include identifying appropriate sectors and segments of the CEE and relevant the characteristics of jobs resulting from the CEE, businesses within the space, and business chain elements. Characteristics of the CEE that NYSERDA is interested in studying are included in the bulleted list of the Introduction to this RFP. Appendix B provides an outline of a proposed sectors and segments of the CEE which may be further refined during the scoping process.

### **Deliverables**

The selected firm will be required to summarize develop and present recommendations to NYSERDA for the most appropriate project scope. This information shall be presented in memo form of reasonable length.

## **TASK 3: DATA AND METHODOLOGY**

The selected firm shall be required to compile data on CEE jobs, businesses, value chains, benefits, business clusters and geographies, innovation metrics, and workforce trends. The selected firm shall identify existing data sources, and create and administer a survey incorporating best in class statistical techniques and survey methodology as appropriate.

### **Subtask 3.1: Identifying and Extracting Existing Data Sources**

Under this Task, the selected firm shall be responsible for identifying the full set of similar reports, and determining and extracting relevant data or methodology as determined in Task 2 – Scoping. Appendix A details similar studies, which may include relevant data for this New York Clean Energy Jobs Study.

#### **Deliverables:**

The selected firm will be required to produce a memorandum for NYSERDA summarizing the existing available data sources, and will be required to produce an Excel based resource that compiles the existing quantitative information.

### **Subtask 3.2: Create Survey Methodology**

The selected firm shall create a recommended methodology for conducting a CEE jobs survey. The successful proposer will be expected to identify and defend methodological differences with other leading clean energy job surveys.

#### **Deliverables:**

The selected firm will be expected to, with feedback from NYSERDA, design and provide a survey methodology, questions, and developed survey databases to NYSERDA.

### **Subtask 3.3: Administer CEE Survey**

Using a statistical sampling approach determined by Subtask 3.2, the selected firm shall administer surveys across companies acting in the CEE space, and warehouse the results in accordance with industry best practices. A confidence interval with a minimum of 90% shall be a survey design goal.

### **Subtask 3.4: Analysis of Labor Market Data**

The selected firm shall be required to provide an analysis of real-time labor market data. Real time labor market data may be leveraged from existing databases or sources including job market analytics tools like O\*NET<sup>3</sup> and Burning Glass.<sup>4</sup> This data should be used to add further context and characterization to the CEE workforce identified through surveys under Subtask 3.3.

### **Subtask 3.5: Quantifying Other Measures of Clean Energy Activity**

The selected firm shall be responsible for acquiring data on other measures of clean energy activity as defined under the scope developed in Task 2.

### **Deliverables**

The selected firm will be required to provide the survey data results and summary to NYSERDA, and present the information to the NYSERDA Team through a WebX presentation.

## **TASK 4: ANALYSIS AND LEADING INDICATORS**

Using the acquired data, the selected firm shall be responsible for drawing state-wide conclusions on CEE jobs and leading indicators in NY.

### **Task 4.1: Survey Analysis**

Using the results from the survey, the selected firm shall be responsible for providing analysis sizing and segmenting CEE jobs in New York State – and identifying the methodological limitations of their conclusions. The survey analysis should also quantify the impact of clean energy activity as a percent of overall statewide economic activity.

### **Task 4.2: Geospatial Mapping and Visual Presentation of Data**

The selected firm shall be responsible for performing geospatial mapping and analysis to characterize jobs data by geography, phase of product lifecycle, technology segment, etc. This should take into consideration the survey results, existing data sources, and the findings of the 2015 NYS Clean Energy Technologies Innovation Metric Report<sup>5</sup> and Inventory of Supply Side Organizations in New York's Clean Energy Economy.

The selected contractor(s) will work with NYSERDA to identify the appropriate visual representations of the data.

### **Task 4.3: Workforce Development Needs**

The selected firm shall use the previous data and analysis to draw conclusions about workforce development needs. This analysis should address such cleavages as technology, sector, and New York economic development region. This analysis should also report on the findings that illuminate potential skills gaps in the NYS workforce that may be evident from various labor market intelligence sources

---

<sup>3</sup> <https://www.onetonline.org/>

<sup>4</sup> <http://burning-glass.com/>

<sup>5</sup> <https://www.nyserdera.ny.gov/-/media/Files/EIBD/15-32-Clean-Energy-Technologies-Innovation-Metrics-Report.pdf>



including vacancy notices and other sources of real time labor market information. The contractor shall develop recommendations to address these identified workforce development needs.

### **Deliverables**

The contractor shall produce a draft final report summarizing the research methodology, data sources, survey results, geospatial mapping, economic trends, and workforce development needs. The contractor shall submit the report to NYSERDA and present their findings. The contractor shall then produce a final report based upon NYSERDA's edits and feedback.

### **TASK 5: FINAL REPORT**

Using the results from previous Tasks, the selected proposer will be expected to deliver a draft final report in a representative format with graphical elements for NYSERDA review. Upon NYSERDA review, the selected proposer shall incorporate changes and create a revised report in publishable format (WORD and PDF) complete with text, graphic elements, tables, and figure similar to styles in reports listed in Appendix A. There may be several iterations at both the draft and graphical draft report stages. The selected proposer will be expected to draft an Executive Summary, key findings summaries of each report section. All data should be checked for accuracy prior to being handed off to NYSERDA. The selected proposer will be expected to work with NYSERDA's marketing team to define style, font, colors of the report. NYSERDA shall have final approval. The selected proposer will also be expected to provide NYSERDA with data files (EXCEL format) clearly showing derivation of data, tables, charts and maps.

### **TASK 6: YEARLY UPDATING**

The resulting contract award from this RFP shall include an option to renew for two consecutive years, as well as to expand the scope for 2017 and 2018. The expanded scope would, at a minimum, seek to update metrics related to innovation and related measures of growth pertaining to the CEE.

## **B. Proposal Requirements**

**This section outlines the content proposers should include in their proposal.**

### **TASK 1: PROJECT MANAGEMENT**

Proposers should assign a project manager who will be responsible for communications with NYSERDA and coordination of all project personnel, subcontractors, schedule, budget, and reporting. Previous experience managing diverse teams is highly desirable. Proposers should also describe their management plan, including if and how the team will partner with other research groups. Proposers should comment on the proposed project management requirements and structure in **Task 1**, detailing any proposed changes to the outlined Task.

### **TASK 2: SCOPING**

Proposers should discuss best practices of other similar green jobs inventories, including but not limited to the studies listed in Appendix A. Proposers should outline recommendations for the most appropriate scope and methodology to track and characterize the desired information on the CEE.

### **TASK 3: DATA AND METHODOLOGY**

In the proposal, NYSERDA welcomes suggestions for other available data sources not listed in Appendix A. Proposers should discuss how any available data from the US Energy and Employment report may be integrated into or leveraged for the NY Clean Energy Economy Jobs study. Proposers should outline their recommended methodology for conducting a CEE jobs survey. NYSERDA welcomes recommendations for a “blended” (top down – bottoms up) survey approach that capture and cross reference real-time labor market trends. Alternatively, the proposer may recommend other ways of integrating real-time labor market trend intelligence with survey results to present a more complete characterization of the CEE job market in New York.

#### **TASK 4: ANALYSIS AND LEADING INDICATORS**

In addition to Geographic Information System (GIS) mapping, the proposer should also describe any other info graphics they will create from the inventoried information. The proposer should describe how the mapping and info graphic information will convey the key findings of the report. Proposers should look to the 2015 Massachusetts Clean Energy Industry Report for examples of tables and figures. Proposers are welcome to comment on the proposed tasks and deliverables and put forth suggestions for improvements.

#### **TASK 6: YEARLY UPDATING**

Proposers should indicate their ability to conduct yearly updating of metrics related to innovation and related measures of growth pertaining to the CEE, and suggestions for processes to conduct such updating.

#### **C. Program Eligibility.**

This section reviews proposer eligibility and responsibilities of the proposer and NYSERDA.

- Eligible parties may include consultants, academics, researchers, or inter-disciplinary teams. Teaming amongst proposers is highly encouraged when appropriate to meet project goals.
- Teams may consist of a variety of entities: scientists; analysts; technologists; experts in specific fields; economists; commercial firms; government organizations; universities; research organizations; industry associations; or other stakeholders.
- Result-oriented teams with multi-disciplinary expertise, and experience in completing complex technical reports or publications are encouraged.
- Teams should consider providing the following technical expertise: economists; data scientists, policy analysts, social scientists, engineers; technologists; with experts in: information technology, survey methods, primary data gathering, quantitative research methods, statistics, GIS, network visualizations, labor market intelligence; or experts in related fields, as appropriate.
- The lead proposer could be any organization responsible for successful completion of the project. If the proposal is selected for funding, the lead proposer will be selected to enter into an agreement with NYSERDA as NYSERDA’s contractor.

Proposers must:

- Include letters of commitment from each team member in an appendix to the proposal.
- Address, at a minimum, each of the tasks and requirements listed in Section II.B.
- Identify and emphasize, as appropriate, other innovative and effective approaches, strategies, and tools that support the Goals and Objectives of this RFP.
- Describe how the technical breadth of the project team addresses the necessary balance of interdisciplinary experience for successfully completing the project.
- Provide evidence of a demonstrated track record of successfully completing complex subject-relevant technical reports or publications in a timely fashion.
- Submit a per-task cost table.
- Address the required timeline for the proposed work. All surveys should be completed by December 31, 2016. All project work should be completed by March 31, 2017. The proposer should identify appropriate interim deliverables.

Other Proposer Considerations:

- A proposal may be considered non-responsive if it fails to comply with the requirements above, the Proposal Format of Section III, or the General Conditions of Section VI.
- Before an award is made, potential contractors may be required to demonstrate: access to financial resources sufficient to perform the proposed work, appropriate technical experience and adequate facilities (or the ability to access them), a good performance record, and the ability to qualify for an award under applicable laws and regulations.

**C. Contractor's Responsibility,**

The selected contractor(s) shall be responsible for timely completion of the requirements described in this RFP. A rapid schedule is a requirement of this contract. Therefore, the selected contractor shall be expected to respond and answer questions from NYSERDA by the next business day and respond to editorial changes with 3 business days.

The selected contractor(s) must assume the overall responsibility for: coordinating and developing data collection, analysis and reporting required by this RFP (whether or not done by the contractor or one or more subcontractors); acting as liaison with participating NYSERDA programs and external organizations; and adhering to proposed project budgets and completing the deliverables listed in this RFP.

The selected contractor(s) shall keep NYSERDA informed at least bi-weekly either by telephone, in-person meetings or e-mail on the progress of the market characterization and analysis efforts. The selected contractor(s) shall participate in a minimum of two meetings with NYSERDA staff at the start of the project, and upon delivery of the draft final report.

#### **D. NYSERDA's Responsibility**

The NYSERDA Project Manager will be responsible for overseeing and managing all tasks undertaken by the selected contractor(s), including but not limited to reviewing, commenting and approving tasks and subsequent deliverables; coordinating with program staff and interested external stakeholders; promoting coordination between the selected contractor(s) and NYSERDA's other evaluation contractors; and approving invoices promptly.

#### **E. Available Funds**

The total approximate funding available to support the services requested under this RFP is \$275,000. The initial deliverable is expected to be completed within about 6 months of the award. Proposers should put forth their best proposal to address the scope of services requested in the time and budget allowed.

### **III. Proposal Requirements**

Proposals should not be excessively long or submitted in an elaborate format that includes expensive binders or graphics. 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 RFP number, and the page number. Your goal as a proposer should be to concisely present the information needed to fully address the Objectives and Evaluation. Proposals that fail to follow the format guidelines may be rejected as non-responsive.

The technical proposal must be organized in the following format:

- Proposal Checklist
- Section 1: Cover Letters
- Section 2: Table of Contents
- Section 3: Executive Summary
- Section 3: Approach
- Section 4: Management Structure
- Section 5: Qualifications
- Section 6: Project Schedule and Staffing Plan
- Section 7: Potential Conflict of Interest
- Section 8: Cost proposal
- Section 9: Project Summary (See Attachment F)

Appendices:

- Letters of Commitment from all subcontractors;
- Research Methodology Addendum;
- Resumes of key personnel who will complete the tasks described in "Section II Project Requirements – Services Requested";
- Summaries of related work products that demonstrate proposer's ability to perform the tasks identified (by organization and key personnel);
- Additional supporting material deemed necessary by the proposer (optional).

## **A. Technical Proposal Explanation**

**Proposal Checklist.** Complete and sign the Proposal Checklist attached to this RFP, and include it as the front cover of each copy of the proposal. Note the following:

- Indicate whether you accept the Standard Terms and Conditions as contained in the attached Sample Agreement (Attachment D). If you do not accept the Standard Terms and Conditions, be prepared to provide alternative terms with justification based on the risk and benefit to NYSERDA and New York State.
- Be sure the individual signing the Checklist is authorized to commit the proposer's organization to the proposal as submitted.

A completed and signed Proposal Checklist must be attached as the front cover of your proposal. **Late proposals will be returned and proposals lacking the appropriate completed and signed Proposal Checklist may be returned. Faxed or e-mailed copies will not be accepted.**

### **Section 1: Cover Letter**

Cover Letter(s) (1 page suggested)

Proposers shall submit a cover letter on company letterhead that:

- References RFP 3370.
- Summarizes the proposer's ability to perform the services requested in this RFP
- Is signed by a person with authority to enter into a contract with NYSERDA.

### **Section 2: Table of Contents (1 page)**

Proposers should present a comprehensive table of contents that outlines the page number and section where each proposal section can be found.

### **Section 3: Executive Summary (2-3 pages maximum)**

Briefly summarize your proposal emphasizing the following:

Critical questions to be addressed in statement of work.

- The research methodology, including how data will be gathered and analyzed (the proposer should also describe research methodology in specific tasks/objectives in the Statement of Work); and distinguishing aspects of the proposal.
- Benefits if the project is successful. Describe the benefits of this study, including potential additional uses for data collected.
- The executive summary should be no more than two (2) or three (3) pages in length. Please put the bulk of your effort into concisely describing each task in the Statement of Work.

### **Section 4: Approach (6-8 pages maximum)**

This section should follow the format described in II.B Proposal Requirements. The Approach must be in compliance with the scope of services requested, deliverables, and schedule outlined in this RFP. It is an action document that specifically delineates each step or procedure required to accomplish the tasks as listed in the Section II Program Requirements of this RFP.

**Section 5: Management Structure (1 page)**

Proposers should identify all team members, including the Project Manager and any subcontractors, who will be responsible for ensuring that the project is timely and of good quality. Provide a clear description of the roles and responsibilities of each person in completing the work plan. Provide the names and addresses of subcontractors and describe how they were chosen. Provide an organization chart. Describe how you plan to coordinate this study with NYSERDA Energy Analysis staff. Resumes of all team members should be provided in an appendix.

**Section 6: Qualifications (2-3 pages)**

Describe specific experiences relevant to the performance of this type of project. Discuss proposed teaming arrangements, if applicable. A letter of commitment must be included for each subcontractor in the proposal and should be included as part of the appendices. State the team's individual and combined expertise that would enable successful completion of the project. List and briefly describe relevant projects that have been completed by the proposer/proposing team, including projects completed in New York State. Indicate which team members were responsible for each project described. Indicate the name and telephone number of at least three references for whom your organization has completed similar projects.

**Section 7: Schedule and Staff Plan**

The proposer should include a timeline for completing each task and major sub-task identified in the Statement of Work. Prepare a master schedule in bar chart form showing anticipated starting and completion times for each task, in terms of weeks or months after the contract is signed. The staffing plan should identify key personnel, including any subcontractors or other resources, responsible for completing each task. **PROVIDE A TABLE SHOWING THE NUMBER OF HOURS EACH KEY PERSON OR SUBCONTRACTOR WILL SPEND ON EACH TASK AND THE TOTAL HOURS PER TASK.**

**Section 8: Potential Conflict of Interest**

Identify the nature of any potential conflict of interest your firm might have in providing services to NYSERDA under this RFP. Discuss fully any conflicts of interest, actual or perceived, which might arise in connection with your firm's performance of the proposed agreement. If conflicts do or might exist, describe how your firm would resolve them.

**Section 9: Cost Proposal**

Using the Attachment C Contract Pricing Proposal Form (CPPF) as a template, submit the name, title, and hourly rate or salary range for the duration of the agreement for each individual proposed to perform the work outlined in Section II Program Requirements, Subsection A, Services Requested (including all subcontractor personnel). Use the CPPF to provide overhead multipliers for the duration of the approximately 30-month agreement.

Attach 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.

Travel expenses should be limited to activities that are necessary for the completion of project work. Necessary activities include tasks such as the kick-off and wrap up meetings, and direct stakeholder engagement. Any travel expense will need to be justified.

#### **Per-Task Cost Table (required)**

It is anticipated that projects will be paid on a performance basis as per-task deliverables and overall performance targets are met. Therefore, proposers must submit one (1) table indicating both:

- 1) the total expenditures for each task in the Statement of Work, and
- 2) the percent of total effort for each task.

Please note: Meetings based in Albany, NY are required. NYSERDA and the project team will review the First Draft Report and NYSERDA may request additional analysis or clarification on certain tasks. Allow funds for further analysis of identified issues in between submission of the First Draft Report and the Final Report.

#### **Section 10: Project Summary**

Complete the Project Summary using Attachment F as a template.

#### **Appendices**

Materials to be submitted include:

- Research Methodology Addendum'
- Additional supporting material deemed necessary by the proposer (optional).

## **IV. Proposal Submission**

Electronic submission is preferable. Proposals may be submitted electronically by following the link for electronic submissions found on this RFP's webpage, which is located in the "Current Opportunities" section of NYSERDA's website (<http://www.nyserda.ny.gov/Funding-Opportunities/Current-Funding-Opportunities.aspx>). Instructions for submitting electronically are located in that section as Attachment E to this RFP. NYSERDA will also accept proposals by mail or hand-delivery. If submitting electronically, proposers must submit the proposal in either PDF or MS Word format with a completed and signed Proposal Checklist (Attachment A) and Disclosure of Prior Findings of Non-Responsibility (Attachment B),



in PDF format. Proposal PDFs should be searchable and should be created by direct conversion from MS Word, or other conversion utility, rather than scanning. For ease of identification, all electronic files must include the proposer's entity name in the title of the document as well as the document title.

If mailing or hand-delivering, proposers must submit (2) paper copies of their proposal with a completed and signed Proposal Checklist, along with a CD or DVD containing both a PDF and MS Word digital copy of the proposal, following the above guidelines. Mailed or hand-delivered proposals must be clearly labeled and submitted to:

**Venice Forbes, RFP 3370  
NYS Energy Research and Development Authority  
17 Columbia Circle  
Albany, NY 12203-6399**

A completed and signed Proposal Checklist must be attached as the front cover of your proposal, one of which must contain an original signature.

**Late proposals will be returned and proposals lacking the appropriate completed and signed Proposal Checklist may be returned. Faxed or e-mailed copies will not be accepted.**

In compliance with §139-j and §139-k of the State Finance Law (see Section VI, General Conditions below for additional information), 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 may disqualify your proposal.

## **V. Proposal Evaluation**

All proposals received by the due date and meeting the requirements established in this RFP will be reviewed and ranked by a Technical Evaluation Panel (TEP) consisting of NYSERDA staff and selected outside reviewers. Final rankings and the contract award(s) will be based on the following Evaluation Criteria:

### ***Responsiveness to the Work Scope of the RFP.***

1. Does the proposer present a sound approach for accomplishing the objectives of this proposal?
2. Is there a sound rationale or justification for the proposed approach(es)?
3. Is there clear evidence that the proposer possesses the capability to complete this study?
4. Has the proposer addressed, at a minimum all of the tasks listed in Section II.A of this solicitation?
5. Has the proposer provided a research methodology, both as part of an executive summary and included per task (where appropriate)?
6. Has the proposal identified and emphasized, as appropriate, other innovative and effective approaches, strategies and tools supporting the Goals and Objectives of the RFP?
7. Does the response to the RFP demonstrate a complete and thorough understanding of the project requirements?
8. Does the proposer address the required timeline of proposed work?

***Relevant Experience and Qualifications.***

1. Is there clear evidence that the proposer possesses the capability to conduct this work?
2. Are key personnel's education and experience relevant to project needs?
3. Is the project staff's overall capability appropriate?
4. Does the proposing team have experience in conducting similar research work?
5. Does the proposing team have expertise in survey design, survey administration, and statistical techniques?
6. Does the proposing team demonstrate experience in geographic information systems/science (GIS), or demonstrate other related cartographic, geographic or geospatial expertise?
7. Does the proposing team demonstrate experience in creating graphical and visual representations of data?
8. Does the proposal describe how the technical breadth of the project team addresses the balance of interdisciplinary experience?
9. Were examples of relevant past work provided?
10. Has the proposer provided evidence of a demonstrated track record of successfully completing subject-relevant technical reports or publications of a similar scope in a timely fashion?

***Comprehensiveness of Approach.***

1. Was a project manager who will be responsible for the management of the team and day-to-day NYSERDA contract identified?
2. Has the proposer demonstrated the ability to institute appropriate data collection and analysis procedures?
3. Are appropriate management and coordination strategies articulated, including mechanisms for meeting coordination of staff that are off site and/or meetings with NYSERDA staff if not a local office?
4. Is the project organization, including the staffing plan, clear and well-defined?
5. Does the proposer describe a data collection quality control strategy?
6. Is the staffing plan sufficient to provide timely deliverables?

***Cost.***

1. How cost-effective is the proposal?
2. Are hourly rates, overhead rates, indirect cost, other cost multipliers, and total hours reasonable and appropriate for the proposer's and subcontractor's personnel completing the tasks?
3. Are the proposer's and subcontractor's rates cost effective when compared to the cost allocation of comparable proposals?
4. Are the cost allocations sufficient to cover all of the study goals?
5. Is the cost structure comprehensive enough for reviewers to understand how each study requirement will be fulfilled?
6. Has a per-task cost table been included?

***Other.***

1. Other considerations including, but not limited to past experiences with the contractor, notable position in the industry, known accomplishments on similar engagements, etc.
2. Prior direct experience working on clean energy jobs quantification at the state or federal level is desirable and will be considered.

NYSERDA reserves the right to interview top proposers prior to making a final selection.

## 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://www.nyserda.ny.gov/About/-/media/Files/About/Contact/NYSERDA-Regulations.ashx>. However, NYSERDA cannot guarantee the confidentiality of any information submitted.

**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  
625 Broadway  
Albany, NY 12207

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

Empire State Development  
Minority and Women's Business Development Division  
625 Broadway  
Albany, NY 12207

**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 (Attachment A) 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 (Attachment B) 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](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](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 one award under this RFP, but may make additional awards depending on the nature and strength of the proposals received. It 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 (Attachment D) 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).

#### **Expected timetable for Award**

The process from RFP due date to contract agreement can take several months. Proposers should keep in mind that acceptance of all standard terms and conditions will generally result in a more expedited contracting process. Duration varies based on number of proposals received under this solicitation, initial clarity of statement of work proposed, complexity of contract, and responsiveness of awardee with prompt responses to requests from NYSERDA.

#### **Contractor can expect the following sequence of events:**

##### **Proposal Review and Award**

Proposals are reviewed by a team comprised of industry experts and NYSERDA staff. A review team member may not submit or be listed on a proposal for the solicitation. NYSERDA expects to notify proposers approximately 4-6 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.

##### **Contract Negotiation**

Subsequent to receipt of an award letter, NYSERDA will work with the Technical Contact to reach agreement on a Statement of Work Budget and Schedule, (collectively Exhibit A of the Contract). Concurrently, NYSERDA will work with others responsible for signing contract to reach mutually acceptable Terms and Conditions (NYSERDA's standard contract terms and conditions were provided as an attachment to the Solicitation). NYSERDA may or may not accept any requested exceptions; NYSERDA reserves the right to limit any negotiations to exceptions specifically identified as part of your proposal.



### **Contract Execution**

Contract signed by Contractor and NYSEDA.

**Limitation** - This solicitation does not commit NYSEDA to award a contract, pay any costs incurred in preparing a proposal, or to procure or contract for services or supplies. NYSEDA 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 NYSEDA's best interest. NYSEDA 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 NYSEDA after the award of a contract, NYSEDA 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. Proposal Attachments**

- Attachment A - Proposal Checklist
- Attachment B - Disclosure of Prior Findings of Non- Responsibility
- Attachment C – Contract Pricing Proposal Form
- Attachment D - Sample Agreement
- Attachment E – Instructions for Submitting Electronically
- Attachment F – Project Summary

**Attachment F: Project Summary**

Proposal Title: *Proposer's Title*

Proposer(s):

Site Address:

Background: *History, proposer qualifications.*

Objective/Scope: *Specific project objectives and targets. Relationship to program plan goals. Overall project scope of work.*

Acceptance of *(check only one box)*

Contract Terms &  
Conditions:

Proposer Accepts Terms and Conditions of Sample Agreement

Proposer Has Exceptions to Terms and Conditions of Sample Agreement

Describe exception:

## Appendix A Similar Studies

**(US Energy and Employment Report/E2 Clean Jobs Report<sup>6</sup>)** The Department of Energy recently released a 2015 Energy Jobs Study that examines how changes in America’s energy profile are affecting national employment in multiple energy sectors. The study focuses on the entire energy economy, and does not identify clean or green energy jobs. Data from the report was used to produce the Clean Jobs New York report sponsored by E2 – which focuses exclusively on a subset of “clean” jobs from the DOE report. The E2 report claims that NYS has just over 85,000 clean energy workers employed across Energy Efficiency, Renewables, Alternative Transportation, and Transmission (Smart Grid and Storage). The 85,000 are examined across the value chain showing 76% of all clean energy jobs are in installation, 11% in sales and distribution, 9% in professional services, 2% in research and engineering, 1% in manufacturing, and 1% in other.

A solicitation for a second iteration of the DOE report was issued in summer 2016. DOE is contemplating releasing the 2016 data through “research partnerships” under a non-disclosure agreement to states or similarly interested parties. Proposers should consider how access to some or all of the federal data will affect a NYS state based analysis. However, at this time exactly what level of detail will be made available to the states is still uncertain.

**(Massachusetts Clean Energy Industry Report<sup>7</sup>)** Massachusetts (MA) has produced 5 consecutive Clean Energy Industry/Jobs Reports with the assistance of BW Research. The MA study includes jobs data on the entire scope of the Clean Energy Industry in MA ranging from innovation to deployment, and further subdivides results by technology type and economic development region. The Massachusetts study sets a high standard for any Clean Energy Economy Jobs Report. One area proposers may consider differing from the MA study would be in how to measure clean energy activity as a percent of overall statewide economic activity. MA uses a measure compared to GDP; Genuine Progress Indicator (GPI) is one alternative to economic analysis based on domestic production and is currently employed by both Vermont and Oregon. GPI measure may more fully capture non-economic values that are in line with other state policy objectives under NYS’ Reforming the Energy Visions (REV) like cost of climate change, cost of non-renewable energy resource depletion, impact on income equality, etc.

**(NYS Green Jobs Study<sup>8</sup>)** As part of the American Recovery and Reinvestment Act of 2009, the New York State Department of Labor (NYSDOL) was awarded a \$1.1 million grant from the U.S. Department of Labor to conduct research on the green labor market in New York State. As one part of the study, the New York State Department of Labor and its research partners surveyed 20,000 businesses in autumn 2010 to determine the number and types of green jobs in the State. Green Economic Activity was defined as Renewable Energy and Energy Efficiency. The report found 14,500 firms employing nearly 180,000 workers across Professional Services, Construction Trades, Building Services and Component Manufacturing industry clusters. In addition to the survey, aimed at quantification, this effort included a series of focus groups to qualify the information and provide further context for the results. This study highlights the importance of proper scoping. Future study will have to clearly consider the challenges of defining the parameters of the scope; in this case, the parameters of building management positions as they relate specifically to energy efficiency should be reconsidered.

---

<sup>6</sup> <http://energy.gov/articles/doe-releases-first-annual-national-energy-employment-analysis>

<sup>7</sup> <http://www.masscec.com/2015-massachusetts-clean-energy-industry-report>

<sup>8</sup> <http://www.labor.ny.gov/stats/green/index.shtm>

## Appendix B: Clean Energy Segment Scoping Information

The segments in this study shall include Clean Energy, Energy Storage, Efficiency, Transportation and Clean Industry. This is intended to serve as guidance and is not meant to be an exhaustive list of technologies that could be included in the inventory. The selected contractor(s) will work with NYSERDA to finalize the information within each segment that will be included. While not specifically listed in all segments, the contractor(s) should consider IT and software-enabling technologies that assist with the deployment of clean energy, where applicable. The list below is an example of potential inventories by segment to provide information on level of effort to inform the drafting of a proposal; specifics will be discussed and negotiated between NYSERDA and selected contractor(s).

### Clean Energy

- Wind
  - Turbines
  - Components
    - Rotor
    - Gearbox
    - Generator
    - Controls and Electronics
    - Tower and Foundation
  
- Solar
  - Crystalline silicon
  - Thin film
    - a-Si
    - CdTe
    - CIGS
    - Organic
  - Inverters
  - Other emerging PV technologies
  - PV module technologies
  - Concentrated solar power
    - Thermal
    - Photovoltaic
  - Components
    - Racking
    - Collector
    - Panel
    - Connector
    - Power block
    - Utility meter
  - Thermal
    - Storage Tank
    - Collectors
    - Pumps

- Heat Exchangers
- System Sensors
- Controller

- Renewable Fuels
- Marine
- Biomass
- Geothermal
- Combined Heat and Power
- Fuel Cells
- Emerging technologies

#### Energy Storage

- Batteries
- Thermal storage
- Mechanical storage
- Super/Ultra capacitors
- Hydrogen storage

#### Efficiency

- Smart grid
  - Transmission
    - Sensors and quality measurement
    - Distribution automation
    - High voltage DC
    - Superconductors
    - High voltage control devices
    - RE & DER Integration/Interconnection
    - Advanced Cabling/Conductors
    - Substation Automation
  - Demand management/response
  - Energy management
    - Advanced metering infrastructure (AMI) and smart meters
    - Networking equipment
    - Monitoring and Controls
    - Utility Based Solutions
    - Advanced System Modeling/Applications
    - Software
    - Cyber Security
    - Quality and testing
    - Self-repairing technologies
    - Power conservation
    - Power protection
    - Data analysis systems

- Green Buildings (excluding building materials)
  - Design for optimizing efficiency
  - Building automation
    - Software and data analytics
    - Monitoring, sensors and controllers
    - Metering
    - Networking and communication
    - Energy Resource Management
  - Lighting
    - Ballasts and controllers, fixtures
    - Solid state lighting
    - Compact fluorescent lamps
    - Daylight harvesting
  - Systems
    - HVAC (including heat pumps)
    - Refrigeration
    - Water heating
- Data centers & devices, especially unique technologies that foster energy efficiency

#### Transportation

- Vehicles
  - All electric
  - Rail transport innovation
  - Alternative Fuel Vehicles
  - Improved internal combustion (engine efficiency)
  - Hybrids
  - Water transport innovation
  - Components (e.g. advanced composites, lightweight materials)
  - eBikes
  - New vehicle types
  - System integration (includes improved integration of various systems within a vehicle to make it more efficient, vehicle to grid or vehicle to building integration, and smart transportation where vehicles are “communicating” with the transportation infrastructure)
- Traffic management
  - Fleet management
  - Traffic and route management
  - Lighting and signals
  - Parking management systems
  - Behavior management
- Fueling/charging infrastructure
  - Vehicle-to-grid (V2G)
  - Fast charging



- Battery swapping
- Induction
- Alternative fuel conversion

#### Carbon Management

- Carbon Sequestration
- Carbon trading/Offsets