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INTERSTATE RENEWABLE ENERGY COUNCIL

Request for Proposals Puerto Rico Solar Industry Outreach Partner

Interstate Renewable Energy Council (IREC) is seeking proposals to support its work in preparing and implementing solutions for the Puerto Rican Solar Business Accelerator. Based on the Solar workforce needs assessment, Solar finance assessment report and Solar Jobs projections report provided as addendum to this Request for Proposal the contractor will work with IREC and stakeholders in implementing solutions to address the needs of the solar industry. The contractor will work with IREC on a multi-disciplinary effort focusing on solar business finance, workforce development, solar customer orientation and support with the education and outreach effort with microgrid communities.

The vendor will help IREC coordinate overall project execution and focus specifically on solar industry relations and comprehensive outreach to stakeholders for the Puerto Rico solar industry.

Eligibility

Eligible applicants include public or private nonprofit organizations or associations such as 501(c)3 and 501(c)6 categories for non-lobbying and eligible activities/services. Individuals and for-profit entities are not eligible. Applicants should be registered in the [System for Award Management \(SAM\)](#) database and if not, will be required to do so prior to the award.

Background

Interstate Renewable Energy Council (formerly TSF) and PathStone Corporation have been awarded a three-year grant (#01-79-14864) by the U.S. Department of Commerce Economic Development Administration to provide business assistance and workforce development for Puerto Rican solar and construction firms. IREC is focused on the solar related efforts (Puerto Rican Solar Accelerator) in partnership with PathStone, The University of Puerto Rico in Mayaguez (UPRM), New York State Energy Research and Development Authority (NYSERDA), and Oxfam America. The team worked with Puerto Rican solar companies to support firms through efforts to improve financing and support a robust workforce pipeline. The team is currently in the process of predevelopment and development of two Microgrids in different communities in Puerto Rico. The selected vendor will work closely with IREC to carry out the following tasks in a timely and coordinated matter.

Task	Role
Convene solar companies and finance industry including insurance companies, investment firms, banks, and cooperatives in promoting financing options for solar-plus-storage development.	Lead
Work with IREC and PathStone to ensure that project team sponsored workforce training addresses solar company needs and that the companies will hire trained individuals.	Support
Develop two new financial products and processes that overcoming financial barriers within the solar industry and enable more investment.	Support
Conduct outreach and education to prospective solar customers on energy use and the potential return on investment for solar and storage systems	Lead
Conduct outreach and education to solar companies on financial products and services and work with IREC and PathStone to align their business assistance services with the solar company needs.	Lead
Provide outreach and education on solar consumer protection	Support
Provide support to IREC in efforts to present technical, financial, and educational information to Microgrid community participants	Support

A detailed schedule and scope of work will be developed by IREC and team partner for each quarter to ensure that milestones are being met and to establish priorities for solution implementation. All tasks performed, whether in the “Lead” or the “Support” role will be closely coordinated with the IREC Program Director in Puerto Rico.

Submission Instructions

Proposals should be no more than 10 pages and include:

1. Cover Letter
2. A scope of work incorporating the main takeaways from the assessment reports and solutions proposed
3. Statement of the organization’s qualifications
4. Staff CVs of key personnel who will be involved
5. References
6. Detailed cost of proposal broken out by task and a staffing plan that shows projected hours and billing rates by position.

The scope of work should address the tasks above. Respondent should describe how they can support the tasks where they are in a supporting role and how they would implement the tasks in which they are in the lead role. Responses should identify the team to execute the project and their roles and responsibilities and identify any external subject matter experts with which the applicant intends to partner.

Completed proposals must be received by IREC **no later than noon EST on October 18, 2021**. No late proposals will be accepted. Email submissions to Ed Gilliland at EdG@irecusa.org Prior to submission, questions may also be emailed to this address by **October 8, 2021**. The questions and answers will be shared with all interested parties on the IREC website.

Contracting

As this work is federally funded, the selected vendor will be required to comply with the relevant terms and conditions of the federal award to IREC and PathStone.

The vendor will be required to enter into a contract that includes clauses on order of precedence, compliance with laws, liability, period of performance, Force Majeure, availability of funds, notices, disputes, failure of performance, damages and termination.

The selected vendor will be required to have liability insurance and worker's compensation coverage and should provide written proof of it with this proposal or evidence that such coverage will be forthcoming.

It is anticipated that the winning bidder will be selected within two weeks of submitting the proposal and be under contract on/or about October 1, 2021. It is expected that they will be available to begin implementation of Scope of Work from day one.

Contracting Budget

A maximum of \$112,000 is available for the contracting period consisting of 1 November 2021 - 30 September 2022. Contractor will support in the redaction of a final report that details program milestone accomplishments

Evaluation Criteria

Proposals will be reviewed and evaluated based on the following criteria:

Qualifications – 50%

- In-depth knowledge of Puerto Rican solar + storage policies and practices;
- Demonstrated relations with Puerto Rican solar firms;
- Experience of individuals assigned to the project.

Proposal Quality – 30%

- Understanding of the project objectives and solar industry needs
- Approach and work plan that will likely lead to successful completion of team scope of work

Budget – 20%

- Proposal costs that are competitive for this level of effort

Proposal Development Costs

All costs incurred in the preparation of a response to this RFP are the responsibility of the bidder and will not be reimbursed by IREC.

Proposal Acceptance

IREC reserves the right to reject any and all responses received in response to this RFP. A contract for the accepted response will be based upon the factors described in this RFP.

Confidentiality

If the bidder deems any material submitted to be proprietary or confidential, that must be indicated in the relevant section(s) of the response.

Conflict of Interest

The Bidder must disclose, in an exhibit to the proposal, any possible conflicts of interest that may result from the award of the Contract or the services provided under the Contract. Except as otherwise disclosed in the proposal, the Bidder affirms that to the best of its knowledge there exists no actual or potential conflict between the Bidder, the Bidder's project manager(s) or its family's business or financial interests ("Interests") and the services provided under the Contract. In the event of any change in either Interests or the services provided under the Contract, the Bidder will inform IREC regarding possible conflicts of interest, which may arise as a result of such change and agrees that all conflicts shall be resolved to IREC's satisfaction or the Bidder may be disqualified from consideration under this RFP.

About Interstate Renewable Energy Council

Interstate Renewable Energy Council is a national 501(c)(3) nonprofit organization whose mission is to accelerate adoption of the world's most abundant energy source. IREC builds the foundation for rapid adoption of clean energy and energy efficiency to benefit people, the economy, and our planet.

Deployed across various states and Puerto Rico, IREC leads several high-impact programs/ initiatives, including:

- *National Solar Jobs Census*
- SolSmart designation program

- Solar Ready Vets / Solar Jobs Accelerator
- U.S. Solar Industry Diversity Study
- Solar Saves Lives program
- SEAC

For more information and background <http://irecusa.org>

