



*National Association of
State Energy Officials*

**Request for Proposals for
Midwest Regional Energy Assurance
Workshop Facilitator Services
RFP #: 2018 - 0001**

Date Issued: April 19, 2018

**Issued by the
National Association of State Energy Officials**

**Proposals must be submitted via email by no later than:
3:00 p.m. ET on Friday, May 4, 2018**

Late proposals will not be accepted

Section I – General Information

About NASEO

The National Association of State Energy Officials (NASEO) is the only national non-profit association for the governor-designated energy officials from each of the 56 states and territories. Formed by the states in 1986, NASEO facilitates peer learning among state energy officials, serves as a resource for and about state energy offices, and advocates the interests of the state energy offices to Congress and federal agencies.

In conjunction with the U.S. Department of Energy's (DOE) Office of Electricity Delivery and Energy Reliability (OE), NASEO will host the Midwest Regional Energy Assurance Workshop on July 30-31, 2018, at the Minnesota History Center in St. Paul, Minnesota.

Background and Purpose of Workshop

Energy disruptions within the past few years have impacted everyday ways of life all across the country. Fuel shortages and power outages can have widespread and long-lasting effects. The purpose of this day and a half workshop is to improve the capabilities of states to respond to energy emergencies, strengthen state-to-state relationships, foster enhanced regional coordination, information sharing planning, and response actions. Workshop Objectives are to:

1. Identify gaps in current state energy assurance and response plans, specifically as they relate to cybersecurity, fuel coordination, and regional coordination.
2. Examine state and federal government roles and responsibilities, authorities, and actions that would be used during a regional event to validate procedures and identify gaps to be addressed.
3. Review the ability of current state-level all hazards response plans to facilitate response and recovery from a cyber-incident on the energy infrastructure in the Midwest.
4. Examine state emergency fuel plans, policies, and procedures to facilitate response and recovery from a petroleum supply shortage or transportation disruption.
5. Review the ability of communications procedures outlined under the energy emergency assurance coordinators program as well as other regional reporting mechanisms in response to a regional incident affecting energy infrastructure in the Midwest.

States from Federal Emergency Management Agency (FEMA) Regions V, VII, and VIII will be invited to participate (Minnesota, Iowa, Missouri, Wisconsin, Illinois, Michigan, Ohio, Kansas, Nebraska, North Dakota, South Dakota, Montana, Wyoming, Colorado, and Utah). Invitations will also be issued to states outside of those regions whose energy infrastructure and/or supply chains may be affected by disruptions or shortages in the Midwest (e.g., Kentucky, Tennessee, Pennsylvania, etc.). Officials from the following state and local agencies will be encouraged to participate: energy offices, public utility commissions, emergency management/public safety agencies, homeland security agencies, executive offices and environmental protection agencies or other states and local agencies that may have key energy emergency response responsibilities. Industry and federal officials will also be invited to attend.

NASEO invites proposal from qualified individuals or organizations to provide facilitation services for the workshop. Overall management, labor, supervision, reporting, and planning for the event will be conducted by NASEO and not the facilitator. In addition, NASEO will provide all materials, equipment, supplies, and staffing services (with the exception of the labor associated with the facilitation services) for the Midwest Regional Energy Assurance Workshop.

Timing and Resources

Proposals should discuss the organization's resources, subject matter familiarity and expertise, previous experience, and ability to carry out the facilitation services as directed above. For the purpose of proposal evaluation and approval, as well as execution of the services, all prices, costs, and conditions shall remain firm and valid for a sixty (60) day period, commencing on the day of the proposal due date. Upon award of the contract, all prices shall be firm and valid for the duration of the contract. The timetable for the RFP process is:

Action	Date
RFP Issued	Thursday, April 19, 2018
Written Proposals Due	Friday, May 4, 2018
Evaluation Complete (estimated)	Wednesday, May 9, 2018
Proposal Notification (estimated)	Friday, May 11, 2018
Contract Awarded (estimated)	Monday, May 14, 2018

Proposals must be emailed to:

Shemika Spencer
Director of Contracts and Grants Administration
National Association of State Energy Officials
1300 North 17th Street, Suite 1275
Arlington, VA 22209
Telephone: 703.299.8800
Email: sspencer@naseo.org

Faxed proposals will not be accepted.

Contract Term and Funding

The contract shall be effective when signed and dated by both parties, through September 30, 2018.

The organization is required to submit a request for payment no later than October 15, 2018. Payment will be made only after the Midwest Regional Energy Assurance Workshop has been held and payment to NASEO has been approved by DOE.

Section II – Preparing and Submitting a Proposal

General Instructions

The evaluation and selection of an organization and the contract will be based on the information submitted in the proposal. Proposers should respond clearly and completely to all requirements. Failure to respond completely may be the basis for rejecting a proposal.

Incurring Costs

NASEO is not responsible for any cost incurred by Proposers in responding to this RFP.

Proposal Format

Proposal should be no longer than five (5) pages in length and in the following format:

1. Cover letter – must include the name of the organization, its legal status (sole proprietor, etc.), Federal Tax ID Number or Tax Exempt Number, as well as, name, address, telephone number, and email address of contact person authorized to answer questions and negotiate a contract for proposed services.
2. Description, schedule and estimate of hours and cost of proposed effort (including the name and resume of person expected to perform facilitation services). This element of the proposal should not exceed four (4) pages.

Experience, Credentials, and References

Proposers shall give a brief history of the organization indicating how long the organization has been providing facilitation services. Include as part of the proposal a brief statement concerning the subject matter experience of the person(s) from your organization who will be providing the facilitation services.

In addition, proposers will provide three (3) names, addresses, phone numbers, and email addresses and a brief description of the relationship to each reference.

Propriety Information

Proposers shall state any restrictions on the use of data contained in their responses. Proprietary information will be handled in accordance with the applicable law, regulations and policies of this jurisdiction. NASEO shall have the royalty free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use, data and products collected or produced during the Midwest Regional Energy Assurance Workshop and as part of this contract.

Proposer Qualifications

Each proposer must demonstrate their capability of providing facilitation services for the Midwest Regional Energy Assurance Workshop as outlined above.

Subcontractors

Use of subcontractors is prohibited.

Section III – Scope of Work

Scope of Services

NASEO invites proposals from qualified organizations to provide facilitation services for the workshop. Overall management, labor, supervision, reporting, and planning will be conducted by NASEO.

Technical Specifications

- Workshop and Conference Facilitation Experience
- Energy Assurance Subject Matter Expertise
- Familiarity with DOE OE

Section IV – Proposal Selection and Award Process

Proposal Scoring and Selection

NASEO will evaluate and score each proposal. Based on the response to this RFP, NASEO may choose to interview organizations prior to making a awarding a contract.

Evaluation Criteria

All proposals submitted in response to this RFP will be scored by NASEO utilizing the following criteria:

General Quality and Adequacy of Response	30 points
Previous relevant experience	30 points
Organization, Personnel, and Subject Matter Expertise	20 points
Total Cost	20 points
Maximum Score	100 points