

Request for Proposals

Title:	Due:	Contact:
Workforce	8/12/2022	Mel Clark
Development Needs	No later than 11:00 a.m.	CEO and President,
in Washington State	PST	CleanTech Alliance
Clean Technology		mel@cleantechalliance.org
Sector RFP		

SCHEDULE

*NOTE: Dates as indicated are best estimates for informational purposes only.

7/15/2022	Public announcement of Request for Proposals
8/12/2022	Proposals Due no later than 11:00 a.m. PST
8/28/2022	Selection of Consultant and Negotiation of Specific Terms
12/31/2022	Contract Closed Out

TABLE OF CONTENTS

SUBMITTAL INSTRUCTIONS	2
PROJECT OVERVIEW	2
BACKGROUND	2
DESIRED PROPOSAL	2
CONTRACT LENGTH	2
PROPOSAL SUBMITTAL REQUIREMENTS.....	2
EVALUATION CRITERIA.....	2
PROPOSAL EVALUATION	2
RFP QUESTIONS AND CLARIFICATIONS.....	2
ADDENDA	2
SUBMITTAL EFFECTIVE DATE.....	2
DEBRIEF PROCEDURES	2
INSURANCE REQUIREMENTS AND INDEMNIFICATION.....	2
TITLE VI (FEDERAL) NON-DISCRIMINATION.....	2
CLEANTECH ALLIANCE NON-DISCRIMINATION	2
OTHER PUBLIC AGENCY ORDERS	2

SUBMITTAL INSTRUCTIONS

Electronic submittal: Submit one (1) electronic proposal and any required attachments, the Submittal Packet first page shall be digitally signed by an authorized representative of the proposer's firm. For easy identification, please list "Workforce Development Survey in Washington State Clean Technology Sector" in the subject line of the email. Electronic submittals shall be sent to mel@cleantechalliance.org and must be received by proposals due datereferenced above.

Proposals shall contain all required information as defined herein and be submitted to the Clean Tech Alliance electronically no later than the date, time, and place as stated on the cover page of this RFP or as amended. Proposals will not be accepted in any format other than as required above. Late proposals will not be accepted and will be returned to the proposers unopened.

Proposers shall be fully responsible for all costs incurred in the preparation and submittal of their proposals.

PROJECT OVERVIEW

The CleanTech Alliance is soliciting proposals from experienced individuals or firms ("Proposer" or "Proposers") interested in providing a detailed workforce needs survey of clean technology, energy, and research partners across Washington state.

BACKGROUND

Washington state's bold leadership in putting forth the strongest suite of climate legislation in the nation will drive demand for significantly more trained workers who are ready to construct and install clean technologies to retrofit buildings, transform the mix of energies powering our grid, and reach our climate goals.

Diversity and inclusion initiatives will be critical to transforming our clean tech and clean energy sectors as well as conducting business in our state. Pathways must be identified for traditionally disadvantaged and rural communities to ensure that the clean energy and clean technology workforce of the future represents the communities these innovative technologies will serve.

The CleanTech Alliance in collaboration with the Pacific Northwest Center of Excellence for Clean Energy will engage with our industry, research, and educational partners and members to deeply understand workforce needs for our future, map existing educational and career connected learning opportunities, road map emerging technologies and their workforce needs, and put forth strategies to attract the most diverse clean technology and energy workforce in the nation.

The CleanTech Alliance will hire a consultant to conduct a detailed workforce needs survey of clean technology, energy, and research partners across Washington state.

DESIRED PROPOSAL

The CleanTech Alliance desires a proposal that provides a single point of contact on a quarterly fixed-fee professional services contract. The consultant should be able to provide the following services and identify an approximate number of hours of availability quarterly for the fee proposed.

1. Assess current workforce shortages, gaps and demand.
 - a. Review 2021 and other recent labor market studies for industry and workforce trends.
 - b. Determine the current supply of specific skills.
 - c. Identify what positions need to be filled.
 - d. Determine what positions need to be upskilled.
 - e. Review scope of pending retirement expected to increase workforce shortages.
2. Follow emerging innovations that will create new gaps.
 - a. Survey new businesses inviting innovative technology that require new workforce skills.
 - b. Create a timeline of innovative technology and arrivals.
 - c. Catalog and map new skills; compare to training opportunities.
3. Develop an understanding of current workforce diversity.
 - a. Review *Energy Sector Workforce Diversity, Access, Inclusion, and the Policy Case for Investment - Recommendations for State Energy Office Action* (Sept. 2021).
 - b. Engage Industry and Research partners to quantify their stated need for more diverse graduates in highly technical scientific and research fields from the undergraduate through PhD level, and the need for a diverse candidate pool of well-trained business leaders that understand the urgency of clean technology and clean energy adoption.
4. Analyze skills gaps and suggest pathways for employers.
 - a. Work with industry to identify skills gaps needed to upskill the current workforce.
 - b. Collaborate with the Center of Excellence for Clean Energy to identify available coursework, classes, and programs to match needs of current and emerging workforce and partners.
5. Roadmap current industry-led Career Connected Learning, mentoring, and internship programs across the state.
 - a. Include case studies of highly effective programs.
 - b. Catalog existing apprenticeship opportunities and pathways from high school to higher degrees.

CONTRACT LENGTH

The CleanTech Alliance desires a contract term of no more than 4 months, ending no later than December 31st, 2022. At the CleanTech Alliance's discretion, and subject to relevant statutes, rules, and regulations, terms may be renewed upon mutual written consent and under generally similar terms, conditions, and rate.

PROPOSAL SUBMITTAL REQUIREMENTS

To ensure that all information provided is rigorously evaluated, please organize and label proposals in the structure provided below. Submittals shall not exceed ten (10) pages total including all required components; proposer(s) will not be graded upon the length of their proposal or effort to reach the 10-page maximum. Proposer(s) are encouraged to focus on quality and brevity in their proposal. Proposals (submittals) shall include, at a minimum, the following:

- 1) **Transmittal Letter with Original Signature:** A cover letter generally outlining the proposer's ability to perform the services outlined in this RFP; signed by an authorized individual representing the Proposer's firm in contractual obligations.
- 2) **Proposed Rate:** Proposer shall provide their desired consultant services rate, as well as an estimated total fee for their work; it is preferred that the CleanTech Alliance is invoiced in equal quarterly installments. Proposal amount not to exceed \$30,000. Proposals in excess of this amount will be considered nonresponsive and will not be evaluated.
- 3) **Proposed Scope of Work:** Proposer shall provide a more detailed overview of the method and strategy intended to employ in fulfilling the needs of the CleanTech Alliance as described in the 'Desired Proposal' section.
- 4) **Licensing:** Provide a current business license or copy of a complete application to do business in Washington state.
- 5) **Ability to Contract:** Proposer shall have the ability to negotiate a contract with the ESD based on the exceptions/changes requested to the Pro-Forma Agreement. Proposer may not be debarred, suspended or otherwise ineligible to contract with the federal government. The Proposer must have or obtain a valid Unique Entity Identifier from SAM.GOV prior to entering contract. PTAC is offering free services based on state regions to assist with this process and have a direct line to GSA for expedited customer service in the event of an incident report due to legal business name and address validation.
- 6) **Experience:** List the Proposer's top three (3) business references for the type of work most relevant to the content of this RFP. Listing for each reference should provide the references business name or d.b.a., lead staff contact, staff contact phone, staff contact email, and a short description of the services rendered.
- 7) **Legal Action:** Disclose any current or recent (within past five years) legal action in progress or taken against the firm or individuals.
- 8) **Disclosure:** List all business transactions and relations within the past five years that may create or be perceived to create a conflict of interest. Any business dealings or recommendations of a product or firm that may conflict with this project shall be disclosed.

Criteria	Value
Transmittal Letter with Original Signature	20%
Proposed Rate	30%
Proposed Scope of Work	20%
Licensing (Does the business have applicable licenses?)	Y or N
Ability to Contract (Is the proposer and their business able to contract?)	Y or N
Experience	30%
Legal Action (Does a legal action exist?)	Y or N
Disclosure (Does a conflict exist?)	Y or N

PROPOSAL EVALUATION

- 1) The CleanTech Alliance may choose to invite one or more of the proposers to demonstrate their solutions and or interview with the CleanTech Alliance.
- 2) The CleanTech Alliance reserves the right to award a contract with the single highest rated proposer without preceding interviews or demonstrations.
- 3) Ownership of Material - Ownership of all data, materials, and documentation originated and prepared for the CleanTech Alliance pursuant to the RFP shall belong exclusively to the CleanTech Alliance and be subject to public inspection after award by the Commission in accordance with the Washington State Public Records Act (RCW 42.56). Trade secrets or proprietary information submitted by the Respondent shall not be subject to public disclosure under the Public Records Act, unless otherwise required by law or a court. However, the Proposer must invoke the protection of the Public Records Act, in writing, either before or at the time the data or other material is submitted. The written notice must SPECIFICALLY identify the data or materials to be protected and state the reason why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line-item prices, and/or total proposal prices as proprietary, or trade secrets, is NOT ACCEPTABLE and may result in REJECTION of the proposal.
- 4) With regard to submittal of a proposal (individually and collectively referred to as “response”), the proposer agrees to and hereby waive any and all claims it has or may have against the Washington Department of Commerce and the State of Washington, and its directors, persons, officers, commissioners, committees, employees, or agents arising out of or in connection with (1) the administration, evaluation, or recommendation of any response; (2) any requirements under the solicitation, the RFP, or related documents; (3) the rejection of any response or any part of any response; (4) waiver by the CleanTech Alliance of any technicalities in the RFP package or any response; (5) waiver or change in any non-material provision of the RFP solicitation package or materials that do not adversely and specifically

affect the previously submitted response; and/or (6) the award of a contract, if any.

- 5) The CleanTech Alliance reserves the right to reject any or all responses, to waive any irregularities and/or technicalities in response received or not award. the CleanTech Alliance, in its sole discretion, will determine whether any or all the responses are responsive and reserves the right to make a determination as to whether any one or more Proposals are qualified. The submission of a response to this RFP is an offer by the Proposer to contract only and does not constitute a contract. There will be no contractual obligations on the part of the CleanTech Alliance to any Proposer, nor will any Proposer have any property interest or other right in the contract unless and until all terms of the contract have been agreed upon by the CleanTech Alliance, including, without limitation, all provisions of the contract have been negotiated to the satisfaction of the CleanTech Alliance; the contract is unconditionally signed by the CleanTech Alliance and the selected Proposer the contract is delivered by all parties; and all conditions to be fulfilled by the Proposer prior to contracting have either been fulfilled by the Proposer or waived in the writing by the CleanTech Alliance.

RFP QUESTIONS AND CLARIFICATIONS

Questions shall be submitted to the CleanTech Alliance by email to: mel@cleantechalliance.org no later than the date and time referenced in the Schedule on the title page. Please reference the “Workforce RFP” in the subject line when submitting questions via email.

Oral questions will not be answered. Questions must be in written form, by email. To the extent any oral questions are answered, those answers will be considered non-binding. An addendum to this RFP may be issued by the CleanTech Alliance as a result of the questions generated under this competitive solicitation to all plan holders.

ADDENDA

If at any time, the CleanTech Alliance changes, revises, deletes, clarifies, increases, or otherwise modifies the RFP, the CleanTech Alliance will issue a written addendum to the RFP. Proposer must register for this RFP to be notified of addendum and new documents on this RFP. It is the Proposer’s responsibility to check for addenda and other new documents online.

SUBMITTAL EFFECTIVE DATE

The submittals shall remain in effect for 180 days after the RFP due date, unless extended by mutual agreement between the CleanTech Alliance and the applicable proposers.

DEBRIEF PROCEDURES

After award, submitters may contact the CleanTech Alliance to request a phone or in person debrief conference.

INSURANCE REQUIREMENTS AND INDEMNIFICATION

Evidence of financial stability and credit worthiness; ability to meet the CleanTech Alliance’s insurance requirements is mandatory. The chosen Consultant shall provide the CleanTech Alliance with certificates of Fidelity Insurance of \$1,000,000 in the aggregate. Consultant agrees that it is responsible for any and all of its deductibles. The CleanTech Alliance shall be named as beneficiary. Insurance and contract terms will be discussed in additional detail during contract negotiations.

If the contractor includes driving to attend in person meetings with the CleanTech Alliance in their scope of work, automobile liability insurance policy with limits of coverage of at least \$1,000,000 in the aggregate. Consultant agrees that it is responsible for any and all of its deductibles. The CleanTech Alliance shall be named as beneficiary. Insurance and contract terms will be discussed in additional detail during contract negotiations.

To the fullest extent permitted by law, the Contractor shall indemnify, defend, and hold harmless the CleanTech Alliance, its employees, Board, and Volunteers and the state of Washington, Employment Security Department, agencies of the state and all officials, agents, and employees of the state, from and against all claims for injuries or death arising out of or resulting from the performance of the contract. “Claim” as used in this contract, means any financial loss, claim, suit, action, damage, or expense, including but not limited to attorney’s fees, attributable for bodily injury, sickness, disease, or death, or injury to or the destruction of tangible property including loss of use resulting there from. Employment Security Department and the State of Washington are not liable for claims or damages arising from a Subcontractor’s performance of the subcontract.

TITLE VI (FEDERAL) NON-DISCRIMINATION

The CleanTech Alliance assures that no person shall on the grounds of race, color, national origin, or sex as provided by Title VI of the Civil Rights Act of 1964, as amended, and the Civil Rights Restoration Act 1987 (P.L.100.259), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any CleanTech Alliance sponsored program or activity. The CleanTech Alliance further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

CLEANTECH ALLIANCE NON-DISCRIMINATION

By signing and submitting a response to this RFP, the proposer (firm or individual) certifies that, in the event it is awarded a contract under this competitive solicitation (i.e., becomes the “successful proposer”), and as of the date of contract award, it shall comply with the “Anti-Discrimination Clause” provided below:

Non-discrimination. The CleanTech Alliance complies with applicable federal civil rights and Washington state civil rights laws and does not discriminate on the basis of race, color, national origin, religion, sex, families with children, marital status, honorably-discharged veteran or military status,

sexual orientation, age, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability, in the administration of its programs and activities.

The Vendor shall comply with the substantive requirements of RCW 49.60, which are incorporated herein by this reference. Execution of this Agreement constitutes a certification by the Vendor of the Vendor's compliance with the requirements of Chapter RCW 49.60. If the Vendor is found to have violated this provision, or to have furnished false or misleading information in an investigation or proceeding conducted pursuant to this Agreement or Chapter RCW 49.60, this Agreement may be subject to a declaration of default and termination at the CleanTech Alliance's discretion. This provision shall not affect the Vendor's obligations under other federal, state, or local laws against discrimination.

OTHER PUBLIC AGENCY ORDERS

The Washington State Interlocal Cooperative Act, RCW 39.34, provides that other governmental agencies may purchase goods or services on this RFP or contract in accordance with the terms and prices indicated herein if all parties agree. The CleanTech Alliance does not accept any responsibility or involvement in the purchase orders or contracts issued by other public agencies.