CleanTech Alliance™

Request for Proposals

Legislative Analysis — District Energy Campus Upgrades Committee

Due December 11, 2026, no later than 5:00 p.m. Pacific, or until a subgrantee is selected
Contact Emily Girt, CleanTech Alliance — emilyg@cleantechalliance.org
Budget Single award, not to exceed $20,000.

Schedule

Date	Milestone
November 16, 2026	Public announcement of Request for Proposals
November 30, 2026	Written questions due
December 11, 2026	Proposals due no later than 5:00 p.m. Pacific, or until a subgrantee is selected
December 16, 2026	Selection of subgrantee and negotiation of terms
January 8, 2027	Department of Commerce written approval of the subgrant
January 15, 2027	Subgrant executed
January 25, 2027	Work begins; scoping meeting with CleanTech Alliance
March 12, 2027	Interim statutory findings for the draft reports
April 30, 2027	Final statutory analysis and legislative recommendations due
May – June 2027	Review support for final reports
June 30, 2027	Grant closed out

Dates after selection are estimates and may be adjusted by mutual agreement. Updates to the pre-selection schedule will be posted on the CleanTech Alliance website.

Project Overview

The CleanTech Alliance is soliciting proposals from experienced individuals or firms (“Proposer” or “Proposers”) to provide legislative analysis services to the District Energy Campus Upgrades Committee convened by the Washington State Department of Commerce.

Background

Washington's Clean Buildings Performance Standard sets energy performance requirements for large existing buildings. In 2024, House Bill 1390 extended a compliance pathway to campus district energy systems and required owners of state campus systems to submit decarbonization plans to Commerce under RCW 19.27A.260. Commerce summarized those plans to the Legislature in December 2025.

The 2026 supplemental capital budget directed Commerce to convene a District Energy Campus Upgrades Committee to prioritize proposed district energy projects and recommend a funded list to the Legislature for the 2028 supplemental budget. The CleanTech Alliance serves as the facilitator for that Committee under a grant with Commerce.

The grant also requires an analysis of barriers to state agencies entering energy efficiency as a service contracts as authorized in RCW 39.35C.050 or participating in public-private partnerships, recommendations for legislative options to address those barriers, and a financial analysis with scenarios describing how agencies could use these models to complete decarbonization projects with limited resources. That work is published in an Energy-as-a-Service and Public-Private Partnerships Report, due to Commerce in draft by April 1, 2027 and in final form by June 30, 2027.

Scope of Work

Provide the statutory and drafting analysis behind the Committee's legislative recommendations on energy as a service and public-private partnerships.

Tasks

1. Review the statutes governing state agency use of energy as a service contracts and public-private partnerships, including RCW 39.35C.050, and related procurement, financing, and capital budget provisions.
2. Review the barriers analysis developed by CleanTech Alliance staff and identify the statutory or administrative source of each barrier.
3. For each legislative option, identify whether it fits within existing statute or where new law may be needed.
4. Draft legislative recommendations in a form the Legislature can act on.
5. Coordinate with the financial analysis subgrantee so legislative options match the financing structures modeled.
6. Provide review support during development of the Committee's reports through June 30, 2027.

This role provides analysis only. Lobbying and advocacy are outside this scope.

Also required

- Provide brief monthly written updates for the Alliance's Commerce reports.
- Meet regularly with the Alliance project team at the intervals in the Schedule.
- Operate under the Committee's disclosure and neutrality practices, which separate education of the Committee from advice on ranking specific projects.

Budget

The award under this RFP shall not exceed $20,000. The grant will be an hourly professional services agreement, invoiced monthly or quarterly against work performed. Proposals exceeding the available budget may still be considered, and the Alliance may negotiate scope to fit.

Desired Proposal

The Alliance seeks proposals offering a single point of contact, hourly rates by role, and estimated hours by task. The Alliance will support the selected subgrantee by providing the barriers analysis, financial scenarios, and Commerce materials.

Proposal Submittal Requirements

Submittals shall not exceed eight (8) pages. Licensing documentation and the reference list do not count toward the limit. Proposers are not graded on length and are encouraged to use fewer pages where the response is complete.

- Transmittal letter with signature (1 page). A cover letter outlining the proposer's ability to perform the services in this RFP, signed by an authorized individual, including minority or women-owned business status if applicable.
- Proposed rate (1 page). Hourly rates by role, estimated hours by task, and estimated total fee.
- Proposed scope of work (4 pages). Method and approach, including how the proposer will trace each barrier to its statutory source and structure recommendation language.
- Experience (1 page). A narrative describing the proposer's relevant experience with Washington statutory analysis and bill drafting, public procurement and capital budget law, and energy or infrastructure policy.
- Legal action and conflict disclosure (1 page). Disclose any legal action in progress or taken against the firm or individuals within the past five years, and list business transactions and relations within the past five years that may create or appear to create a conflict of interest, including any commercial or operational interest in a state campus district energy system.
- References (not counted toward the page limit). Three references for comparable statutory or legislative analysis work. For each, provide contact name, phone, email, and a short description of the services rendered.
- Licensing and ability to contract (not counted toward the page limit). Current Washington State business license or a copy of a complete application, and confirmation that the proposer is not debarred, suspended, or otherwise ineligible to contract with the state of Washington.

Evaluation Criteria

Criteria	Value
Experience	40%
Proposed scope of work	30%
Proposed rate	25%
Transmittal letter with signature	5%
Licensing	Pass / fail
Ability to contract	Pass / fail
Legal action	Pass / fail
Disclosure of conflicts	Pass / fail

Submittal Instructions

Submit one electronic proposal and any attachments by email to Emily Girt at emilyg@cleantechalliance.org. The first page of the submittal packet shall be digitally signed by an authorized representative. Use “Legislative Analysis RFP” in the subject line.

Proposals must be received by the date and time on the cover page, or will be accepted until a subgrantee is selected. Proposals will not be accepted in any other format. Proposers are responsible for all costs incurred in preparing and submitting proposals.

Proposal Evaluation

The Alliance may invite one or more proposers to interview or demonstrate their experience, and reserves the right to award without interviews. The Alliance may negotiate scope with the selected proposer to meet the project budget. The resulting subgrant requires prior written approval from the Washington State Department of Commerce.

All materials produced under the resulting subgrant are works for hire owned by the Washington State Department of Commerce, which is considered the author. Materials include data, reports, documents, surveys, studies, and computer programs in any format. Where delivered materials incorporate pre-existing content not produced under the subgrant, the subgrantee grants Commerce a nonexclusive, royalty-free, irrevocable license, with rights to sublicense, and warrants that it holds the rights necessary to grant it. Materials are subject to public inspection after delivery to the state under the Washington State Public Records Act (RCW 42.56).

Trade secrets or proprietary information are not subject to public disclosure under the Public Records Act unless required by law or court. The proposer must invoke that protection in writing, before or at the time of submission, and must specifically identify the material and state why protection is necessary. Classifying an entire proposal, line-item prices, or total prices as proprietary is not acceptable and may result in rejection.

By submitting a proposal, the proposer waives any claims against the Washington Department of Commerce and the State of Washington, and their directors, officers, employees, and agents, arising from the administration, evaluation, or recommendation of any response; requirements under this solicitation; rejection of any response; waiver of technicalities; waiver or change of any non-material provision; or the award of a contract.

The Alliance reserves the right to reject any or all responses and to waive irregularities. The Alliance determines, in its sole discretion, whether responses are responsive and qualified. Submission of a response is an offer to contract and does not constitute a grant.

Questions, Addenda, and Debrief

Questions shall be submitted by email to Emily Girt at emilyg@cleantechalliance.org no later than the date in the Schedule, referencing “Legislative Analysis RFP” in the subject line. Oral questions will not be answered; any oral answers are non-binding. Written answers will be posted alongside the original RFP on the CleanTech Alliance website.

If the Alliance changes, revises, deletes, clarifies, or otherwise modifies this RFP, a written addendum will be posted alongside the original RFP on the CleanTech Alliance website. It is the proposer's responsibility to check for addenda before submitting.

Submittals remain in effect for 90 days after the due date unless extended by mutual agreement. After award, submitters may request a phone debrief.

Insurance and Indemnification

Evidence of financial stability and creditworthiness, and the ability to meet the insurance requirements below, is mandatory. These requirements flow down from the CleanTech Alliance's grant with the Washington State Department of Commerce. Except for professional liability and cyber liability, policies shall name the state of Washington, its agents, officers, and employees as additional insureds, shall be primary to any other valid and collectable insurance, and shall be issued by an insurer authorized to do business in Washington. The subgrantee shall give thirty (30) days advance notice of any cancellation, non-renewal, or modification.

- Commercial general liability, including contractual liability, written on an occurrence basis, no less than $1,000,000 per occurrence.
- Cyber liability, no less than $1,000,000 per occurrence. The state need not be named as an additional insured.
- Professional liability or errors and omissions, no less than $1,000,000 per occurrence. The state need not be named as an additional insured.
- Automobile liability, no less than $1,000,000 per occurrence on a combined single limit basis, where performance involves the use of vehicles.
- Fidelity insurance for any officer, director, employee, or agent authorized to receive or deposit funds or issue instruments of payment. Subgrantees receiving $10,000 or more per year through this subgrant shall secure fidelity coverage naming the CleanTech Alliance as beneficiary.

To the fullest extent permitted by law, the subgrantee shall indemnify, defend, and hold harmless the CleanTech Alliance, its employees, Board, and volunteers, and the state of Washington, COMMERCE, 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 performance of the subgrant. “Claim” means any financial loss, claim, suit, action, damage, or expense, including attorney's fees, attributable to bodily injury, sickness, disease, or death, or injury to or destruction of tangible property including loss of use. COMMERCE and the State of Washington are not liable for claims or damages arising from a subcontractor's performance.

Subcontracting and Records

Any subcontracting under the resulting subgrant requires prior written approval from the Washington State Department of Commerce. Every subcontract shall bind the subcontractor to all applicable terms of the Alliance's grant with Commerce and shall state that COMMERCE and the State of Washington are not liable

for claims or damages arising from the subcontractor's performance. The subgrantee remains responsible to the Alliance for its subcontractors' compliance.

The subgrantee shall maintain books and records relating to the subgrant for six years following final payment, subject to inspection or audit by the Alliance, COMMERCE, the Office of the State Auditor, and other authorized officials at no additional cost.

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 and the Civil Rights Restoration Act of 1987 (P.L. 100.259), be excluded from participation in, denied the benefits of, or subjected to discrimination under any Alliance-sponsored program, whether federally funded or not.

By signing and submitting a response, the proposer certifies that upon award it shall comply with the following. The CleanTech Alliance complies with applicable federal 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.

The Vendor shall comply with the substantive requirements of RCW 49.60, incorporated by reference. Execution of an agreement certifies compliance. Violation, or furnishing false information in an investigation under RCW 49.60, may result in declaration of default and termination at the Alliance's discretion.

Funding Acknowledgement

This solicitation is funded by the Washington State Department of Commerce through the CleanTech Alliance's grant to facilitate the District Energy Campus Upgrades Committee, RFP No. 95702-01, Grant No. 26-51401-001.

Other Public Agency Orders

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