

**Workforce Training for Energy Efficiency
Program Opportunity Notice (PON) 2762
\$9,320,000 Available**

Proposals Due: September 10, 2013 by 5:00 PM Eastern Time*

The New York State Energy Research and Development Authority (NYSERDA) seeks proposals for the marketing and delivery of training programs across New York State for practitioners focusing on end-use energy efficiency in the residential, multifamily and commercial/industrial sectors. Proposers must demonstrate the ability to implement comprehensive and dynamic training programs of the highest quality that capitalize on the existing workforce training infrastructure, target specific regions of the state, and address identified training needs and gaps. Programs should focus on market sectors and technologies, including but not limited to: new construction; existing homes and commercial buildings; operation and maintenance; low-income programs; healthcare and commercial/industrial facilities; heating, ventilation, and air conditioning (HVAC); lighting; advanced controls; building management systems; and weatherization and air sealing techniques and climate change resiliency.

Proposers must demonstrate training experience, access to relevant curriculum and equipment, linkages to business and industry, and ability to successfully market the training to appropriate audiences. Activities to be funded include, but are not limited to, the following: on-line, classroom and hybrid courses, hands-on training, integration of training into existing degree/certificate programs, and marketing for training initiatives. Please refer to Section II of this PON for further details. Successful proposers of training that covers one or more of the National Renewable Energy Laboratory (NREL) energy efficiency Job Task Analysis (JTAs) of Retrofit Installer Technician, Energy Auditor, Crew Leader and Quality Control Inspector categories will be expected to submit a complete application to the Interstate Renewable Energy Council (IREC) Institute for training program accreditation within 10 months of contract execution. PON 2397 provides incentives for IREC training program accreditation.

Total funding currently available for this solicitation is \$9,320,000. Additional funds may be added to the PON if funds become available. NYSEDA anticipates awarding multiple contracts under this solicitation, with a maximum initial award of \$600,000 per contract. Contracts may be modified/extended and additional funds may be added, if training goals are consistently on track within the contract term and additional funds are available. The majority of NYSEDA funding will directly offset tuition costs for eligible participants, with up to 5 percent of the total contract award for marketing efforts. Proposers will be required to provide cost share, which can include students' or their employers' share of tuition. Regional and market sector diversity will be proposal selection factors to the extent possible, and NYSEDA may partially fund proposals and/or reissue this PON as needed. Proposals that incorporate hands-on training or leverage other funding will be given preference. All training funded under this solicitation must be held in System Benefits Charge (SBC) territory and must be intended to support individuals or companies participating in the SBC and/or Energy Efficiency Portfolio Standard (EEPS) program. (See page 4 for further information.) The expected starting date for funded projects is fall/winter 2013.

Proposal Submission: Proposers must submit 9 double-sided copies of the proposal and one copy of the proposal on CD. Each copy must have a completed and signed Attachment A (Proposal Checklist) attached to the front of each copy. One copy must contain an original signature. Completed proposals must be received no later than September 10, 2013 at 5pm Eastern time. Proposals must be clearly labeled and submitted to the following address:

**Roseanne Viscusi, PON 2762
NYS Energy Research and Development Authority
17 Columbia Circle
Albany, NY 12203-6399**

For contractual questions concerning this solicitation, contact Elyda Ahmed at ela@nyserda.ny.gov or 518-862-1090, ext. 3232. Direct all program questions or general questions concerning workforce training to Lori Clark (Designated Contact) at lac@nyserda.ny.gov or 518-862-1090, ext. 3202. No communication intended to influence this procurement is permitted except by contacting Lori Clark. 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 may: (1) result in a proposer being deemed a non-responsible offerer, and (2) result in the proposer not being awarded a contract.

*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 emailed proposals will not be accepted. Proposals will not be accepted at any 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.

I. Introduction

Goals and Objectives

The goal of this solicitation is to fund the marketing and delivery of energy efficiency training programs across New York State for practitioners focusing on end-use energy efficiency in the residential, multifamily and commercial/industrial sectors to capitalize on the existing workforce training infrastructure and to target identified training needs and gaps. The focus will be on upgrading the skills of existing workers and assisting them in obtaining or retaining certifications in specific target areas.

Proposers must demonstrate that they have the necessary training experience, curriculum, qualified instructor(s), equipment, business/industry connections and marketing ability to successfully deliver the proposed training. Furthermore, they must be able to demonstrate an understanding of the industry and show how the proposed training meets an identified demand within the specific market sectors and geographic areas where training will take place. Successful proposers of training that covers one or more of the National Renewable Energy Laboratory (NREL) energy efficiency Job Task Analysis (JTAs) of Retrofit Installer Technician, Energy Auditor, Crew Leader and Quality Control Inspector categories will be expected to submit a complete application to the Interstate Renewable Energy Council (IREC) Institute for training program accreditation within 10 months of contract execution. PON 2397 provides incentives for IREC training program accreditation.

Background

The Workforce Development and Career Pathways component of NYSERDA's *Technology and Market Development Program Plan for 2012-2016* (Plan) is designed to capitalize on workforce initiatives previously funded under NYSERDA's Green Jobs - Green New York (GJGNY) program and the Energy Efficiency Portfolio Standard (EEPS). In addition, the Plan addresses the energy efficiency training needs and gaps identified by the New York State Department of Labor (NYSDOL) in the 2009 report, *New York State's Clean Energy Industry: Labor Market and Workforce Intelligence (LMI)*¹, as well as feedback collected from stakeholders.

The goal of NYSERDA's portfolio of energy efficiency workforce development initiatives is to provide training support for 18,600 individuals by the end of 2016. This figure represents about 20% of the population identified in the LMI report. The intent is to provide enhanced skills for construction and professional services, which are the two sectors most closely aligned with the EEPS program portfolio.

Despite significant training efforts to date, an unmet need remains for continued energy and technology-related workforce development and training, particularly in specific target areas, market sectors and technologies, including but not limited to: new construction; existing homes and commercial buildings; operation and maintenance; low-income programs; healthcare and commercial/industrial facilities; heating, ventilation, and air conditioning (HVAC); lighting; advanced controls; building management systems; weatherization and air sealing techniques; and climate change resiliency. Additionally, regional needs have been identified (e.g., multifamily training is more in demand in Downstate and Central New York).

¹ "New York State's Clean Energy Industry: Labor Market and Workforce Intelligence" New York State Department of Labor. <<http://www.labor.state.ny.us/workforcenypartners/PDFs/NYS%20Clean%20Energy%20Jobs%20Report%20FINAL%2006-09-09.pdf>> (May 2009).

Some of the key occupations identified by NYSDOL and stakeholders include, but are not limited to the following: Leadership in Energy and Environmental Design (LEED) supervisors and coordinators; job estimators; Building Performance Institute (BPI) certified auditors; field technicians; weatherization crew members; expeditors; HVAC technicians; architects; electricians; carpenters; plumbers; pipe fitters and steamfitters; design engineers; energy engineers; financial analysts; program evaluators; measurement and verification professionals; and code, electrical, and third-party inspectors.

This solicitation seeks to fill these training gaps by identifying and addressing specific skill sets and supporting the delivery of appropriate curriculum from training experts. Training organizations who work closely with industry can contribute to these efforts by assisting workers in obtaining the training and technical certifications necessary for job acquisition and career advancement in energy-related occupations.

II. Program Requirements

Available Funding

The budget for this solicitation is \$9,320,000. Additional funds may be added to the PON if funds become available. NYSERDA anticipates awarding multiple contracts under this PON with a maximum initial award of \$600,000 per contract, which includes up to 5% for marketing activities. Contracts may be modified/extended and additional funds may be added to contracts, if training goals are consistently on track within the contract term and additional funds are available. NYSERDA funding is anticipated to help cover a maximum of 70% of tuition costs to participants based on market rates for similar training completed by December 31, 2014 and 60% for any training completed after January 1, 2015 (see Section 7 below for details). It is anticipated that tuition from prospective students or their employers will provide the remainder of the necessary funding. Training costs must be reasonable, and proposers must demonstrate how NYSERDA funding will be used to offset the cost of training for individuals. Proposers are expected to provide relevant curriculum, qualified instructor(s), equipment, and materials as described in Section III. High-quality training materials such as instructor manuals, student manuals, lesson plans, presentation materials and classroom activities are required. Proposers are encouraged to provide samples of materials, preferably in electronic format, that are similar in quality to what is being proposed. Proposals that can replicate existing models successfully utilized elsewhere or developed for other subject areas are encouraged and preferred. Plans for evaluating trainee and training program effectiveness should be described.

Funding will be based on a milestone payment schedule, and payments will be linked to the number of students trained. This PON is not intended to provide funding for direct labor, benefits or labor-related G&A and overhead for delivering training, unless a proposer can justify that such expenses are necessary and are factored into reasonable training costs to participants or can be attributed directly to specific task requirements for this project. It is intended that proposals for the marketing and delivery of training result in programs that are self-sustaining in the long run, i.e., a business model that requires students to pay reasonable costs for training services and can still thrive without NYSERDA funding.

A. ELIGIBILITY

Two- and four-year colleges, BOCES, unions, trade groups, manufacturers, certification entities and other entities that can demonstrate suitable training experience, staff and infrastructure are eligible to apply. Priority will be given to proposals that incorporate hands-on training or leverage other funding. Proposers must also meet the following requirements:

- Demonstrate the ability to deliver training to upgrade the technical skills of existing workers or help workers obtain or retain certifications.
- Have credentialed instructional staff with experience training in the subject areas proposed.
- Possess and have plans to use curriculum that meets the most current educational and technical standards and best practices and, ideally, leads to a third-party certification.
- Use curricula that meet the most current educational standards, technical standards, and best practices as illustrated by accredited educational institutions and certification/accreditation organizations. High-quality training materials such as instructor manuals, student manuals, lesson plans, presentation materials, and classroom activities are required, and proposers are encouraged to provide samples of materials, preferably in electronic format, similar in quality to what is being proposed.
- Have state-of-the-art training equipment and student materials or access to the necessary equipment and materials.

- Possess established linkages with business and industry to ensure the proposed training meets industry needs related to new or changing job requirements, opportunities for advancement and/or opportunities for on-the-job training.
- Demonstrate a clear path from training to appropriate certifications and job placement, career advancement or employment.
- Illustrate the use of market intelligence showing a clear demand for training in the proposed geographical areas, market sectors and technologies.
- Possess a marketing plan for reaching and recruiting potential students in the target area(s).

This program is supported with System Benefits Charge (SBC) funding; therefore, all classroom trainings funded under this solicitation must be held within SBC service territories and are intended to support individuals in SBC territories or companies participating in SBC and the Energy Efficiency Portfolio Standard (EEPS) Program. Only individuals living in the SBC service territory or working for companies participating in SBC or EEPS programs are eligible for the reduced tuition provided by this initiative. SBC service territory consists of areas with electric service provided by one of the following: Central Hudson Gas and Electric Corporation, Consolidated Edison Company of NY, Inc., New York State Electric and Gas Corporation, National Grid, Orange and Rockland Utilities, Inc., and Rochester Gas and Electric Corporation.

Successful proposers of training that covers one or more of the National Renewable Energy Laboratory (NREL) energy efficiency Job Task Analysis (JTAs) of Retrofit Installer Technician, Energy Auditor, Crew Leader and Quality Control Inspector categories will be expected to submit a complete application to the Interstate Renewable Energy Council (IREC) Institute for training program accreditation within 10 months of contract execution. PON 2397 provides incentives for IREC training program accreditation.

B. CONTENT

Training initiatives should be designed for practitioners focusing on end-use energy efficiency in the residential, multifamily, and commercial/industrial sectors. Target areas/technologies for training may include, but are not limited to:

- New construction.
- Existing homes and commercial buildings.
- Operation and maintenance.
- Low income housing programs.
- Healthcare and commercial/industrial facilities.
- Heating, ventilation, and air conditioning (HVAC).
- Lighting.
- Advanced controls.
- Building management systems.
- Weatherization and air sealing techniques.

Proposers will be required to complete the Regional Training Matrix in Attachment G to identify specific program details, including what sectors will be addressed, where the training will take place, locations, number of hours, number of classes, and targeted number of students.

C. AUDIENCE

The audience for proposed training includes, but is not limited to:

- LEED supervisors and coordinators.
- Job estimators.
- Building Performance Institute (BPI) certified auditors.
- Field technicians.
- Weatherization crew members.
- Expeditors.
- HVAC technicians.
- Architects.

- Electricians.
- Carpenters.
- Veterans
- Plumbers.
- Pipe fitters and steamfitters.
- Design engineers.
- Energy engineers.
- Financial analysts.
- Program evaluators.
- Measurement and verification professionals.
- Code, electrical, and third-party inspectors.

Proposers must demonstrate that there is a demand for the specified training within the geographic area where training sessions are proposed. Proposers will also be expected to describe detailed screening methods that will be used to properly assess the skills of potential participants or identify necessary training prerequisites. These methods can include pre-assessment surveys, pre-enrollment communication with prospective students or other methods of trainee screening, as appropriate.

Proposed courses must be high quality and designed to respond to the specific needs and job responsibilities of the target audience. Preference will be given to proposals that leverage other funds including, but not limited to, funding to support returning veteran populations and proposals that offer courses that are adaptable based on regional needs. Instructors must be content experts who are seasoned presenters, engaging, articulate, easy to understand, know the job responsibilities and challenges of the audience group.

D. MARKETING

Proposers will be expected to develop a comprehensive marketing plan targeted to their geographic area and audience and provide details on how they intend to recruit potential students. Priority will be given to proposals that include a plan to engage the interest of veterans. Furthermore, proposers must demonstrate that the proposed training is relevant to the targeted audience, meets industry needs and will upgrade the technical skills of existing workers and/or assist them in obtaining or retaining necessary work-related certifications.

III. Proposal Requirements

General Requirements

All proposals must address all of the criteria identified in Section II and include a detailed plan, timeline and complete budget identifying anticipated costs. (See Attachments A through G.)

Proposers must submit 9 double-sided paper copies of the proposal and one copy of the proposal on CD. Each copy must include a completed and signed Attachment A (Proposal Checklist) attached to the front of each copy. One copy must contain an original signature. Proposals must be clearly labeled and submitted to the following address:

**Roseanne Viscusi, PON 2762
NYS Energy Research and Development Authority
17 Columbia Circle
Albany, NY 12203-6399**

Completed proposals must be received no later than September 10, 2013 at 5pm Eastern time. Late proposals will be returned, and proposals lacking the appropriate completed and signed Attachment A (Proposal Checklist) may be returned. Faxed or emailed copies will not be accepted.

While this PON is intended to support training with existing curriculum, in the event that new training materials are developed under this PON (through, for example, updates and modifications to existing curriculum) such materials will be the property of NYSERDA.

All proposals submitted in response to PON 2762 become the property of NYSERDA. Proposers will not be reimbursed by NYSERDA for any costs associated with preparation of their proposals.

Procurement Lobbying Requirements - State Finance Law sections 139-j and 139-k

Procurement lobbying requirements contained in State Finance Law sections 139-j and 139-k became effective on January 1, 2006. (The text of the laws is available at:

<http://www.ogs.ny.gov/aboutogs/regulations/advisoryCouncil/StatutoryReferences.html>). In compliance with §139-j and §139-k of the State Finance Law, for proposals submitted in response to this solicitation that could result in agreements with an annual estimated value in excess of \$15,000, additional forms must be completed and filed with proposals: (1) a signed copy of Attachment A (Proposal Checklist) including required certifications under the State Finance Law and (2) a completed Attachment B (Disclosure of Prior Findings of Non-Responsibility) form. Failure to include a signed copy of the Attachment A (Proposal Checklist) referenced in this solicitation will disqualify a proposal.

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 PON number and the page number. The proposal must be in the following format:

Proposal Checklist - The checklist to be completed is Attachment A of this PON. The checklist must be attached to all copies. At least one copy must contain an original signature.

Section 1: Cover Letter – Proposers should submit a cover letter on company letterhead that references this PON and provides a summary of qualifications and a brief description of the proposed approach to the work requested under this PON. The proposer should briefly identify key information about their organization:

- Organization name, address, telephone number, fax number, an email address and a contact person.
- Year the organization was established.
- Name and address of parent company (if applicable).

Proposers should describe why they are qualified to perform and complete the services requested.

Section 2: Narrative Description of Proposed Work

Proposers should describe, in detail, the training initiative being proposed, the target sector/audience and target area or technology for each training. Proposals should indicate the role of the proposer or proposing team, what the proposal will accomplish and why it is needed, and how the activities will be developed and delivered. Proposers should identify where this training fits within the overall curriculum offered by the institution, including training progression opportunities. Funded projects are to be delivered for a period of up to 24 months, with an expected starting date of fall 2013.

Specifically, this section should address instructors; curriculum; opportunities for certifications, job placement, career advancement or employment; training equipment and materials; facilities/training locations; number of students to be trained; partnerships; marketing and outreach; other sources of funding; and, linkages to business and industry. Proposers must also address how the training will be self-sustaining in the long run, i.e., a business model that requires students to pay reasonable costs for training services and can still thrive without NYSERDA funding.

Section 3: Statement of Work - The Statement of Work (SOW) details how the proposer will complete the proposed work. The SOW is the primary contractual document that identifies the deliverables and provides a basis for payment. It is an action document that specifically delineates each step or procedure required to accomplish the tasks outlined. The SOW must be prepared as an ordered set of tasks, including subtasks as necessary. Proposers should describe the actions they will take to complete each task and the anticipated results of each task. Each action should, therefore, be identified, indicating who will perform it, how it will be performed, when it will be performed, and its anticipated measurable results.

The SOW must address all of the areas identified and described by the proposer in Section 2 Narrative Description of Proposed Work, above. Use the following format to describe each task or subtask:

Task 1: Task Title

The Contractor shall....

The Task 1 deliverable is.... (Each deliverable should be a tangible item.)

Contractors selected under this funding opportunity will be required to report progress on a quarterly basis. Therefore, the SOW should include a task for metrics reporting. Metrics to be reported will include, but not be limited to, the following:

- Complete student and course data for trainings held during the reporting period. Student and course data shall be submitted in a format provided by NYSERDA.
 - Course data shall include course titles, course location, start and end dates, total number of students enrolled and number of students completing class, instructor names and contact information, etc.
 - Student data shall include student name, address, utility service provider, email, date of birth, gender, employer, last grade completed, disability or veteran status, etc.).
- Registration fees paid by participants and summary of third-party funds used for training.
- All costs incurred to conduct training sessions.
- Pre- and post-training surveys for teachers and students in a format provided by NYSERDA.

Program evaluation efforts will be conducted through other NYSERDA contracts (evaluation contracts) and these efforts are expected to focus on four key areas: the trainee, the training organization, employers and work quality. In addition to routine metrics as described above, proposed programs should be designed keeping in mind that evaluation contractors will be evaluating key data, including, but not limited to:

- The trainee's response to training.
- Concepts learned during training and the impact of training on student skill level and certification.
- The impact of training on employment status.
- The perceived value of training and certification to employers.
- The need for additional technical training to meet hiring needs.
- The impact of training/certification on trainee employment, retention and promotion.
- How well training organizations have developed and leveraged connections with partners (businesses, workforce investment boards, NYSDOL, community colleges, etc.).
- Whether training institutions have on-the-job training programs and apprenticeships in place and if they add value to training programs and provide a more direct connection to employment.
- Comparisons between certified/trained technician installations or jobs and those conducted by uncertified/untrained technicians in terms of installation practices and, subsequently, performance.
- If installations or jobs conducted by certified/trained technicians experience less call backs when compared to those conducted by uncertified/untrained technicians.

Section 4: Management Structure - The proposal shall identify all project participants, including the program director, who will be responsible for ensuring that the tasks within the Statement of Work are carried out properly and in a timely manner. The proposer should provide a clear description of the roles and responsibilities of each key person in completing the work plan. An organizational chart should be included in the proposal. Proposals that include partnership arrangements must specify one party as the Prime Contractor. The Prime Contractor will have overall responsibility for the administration of the Agreement and completion of the SOW. The proposer should also describe how coordination with NYSERDA and any other partners will be accomplished.

Section 5: Qualifications - The proposers shall demonstrate how they are qualified to perform the tasks in the Statement of Work. The proposal should clearly demonstrate how the proposer meets the experience, skills, and abilities necessary to effectively develop and implement this program, as described in Section 3. Proposers should describe ideas or strategies to augment their capabilities with external resources, if needed. Proposals should include examples of relevant training, as well as projects and programs that have been completed by the proposers that would demonstrate their qualifications to develop

and implement this program. This information should include any previous and/or related contracts or work completed for NYSERDA. Proposals that include teaming arrangements must clearly indicate the qualifications of other team members and explain their value to the overall proposal objectives. In addition, three (3) letters of reference from previous funders/employers for whom proposers implemented work similar to that to be performed under this PON as well as resumes of all key team members should be provided in an appendix.

Section 6: Schedule and Staff Plan - The proposers shall include a timeline for completing each task and major subtask identified in their Statement of Work. This timeline should be in bar chart form, showing anticipated starting and completion times for each task in terms of weeks or months after execution of the Agreement, and due dates for deliverables. Specific details on proposed training programs should be identified in Attachment G (Regional Training Matrix).

The proposal should also include a staffing plan that identifies the key personnel, including any subcontractors or other resources responsible for completing each task and major subtask. Additionally, the proposal should include a table showing the number of hours that each key person or subcontractor will spend on each task and the total hours per task.

Section 7: Cost Proposal and Budget - The Contract Pricing Proposal Form (CPPF) is Attachment D to this PON. The proposal must include a completed CPPF that includes:

- The total funding requested.
- Attachment F Training Session Form

Attach detailed budget breakdowns (using Attachment D--CPPF) for subcontractors, venues, materials and travel. See Attachment E (Sample Agreement) for the document that NYSERDA will use to contract with successful proposers.

A completed Attachment F (Training Session Form for calculation of student cost) will be part of the cost proposal.

Cost Sharing – Proposals should show non-NYSERDA funding of market-rate costs for training, which can include students’ or their employers’ share of tuition. It is anticipated that NYSERDA’s share of tuition costs will not exceed 70% for any training completed by December 31, 2014 and 60% for any training completed after January 1, 2015, through the end of the contract period. Proposals providing a higher portion of cost sharing for tuition will be preferred. Cost sharing can also be from the proposer, other team members, and other government or private sources. Contributions of direct labor (for which the laborer is paid as an employee) and purchased materials may be considered "cash" contributions. Unpaid labor, indirect labor or other general overhead may be considered "in-kind" contributions. NYSERDA will not pay for efforts that have already been undertaken. The proposer or proposing team cannot claim as cost share any expenses that have already been incurred. Show the cost sharing plan in the following format (expand table as needed):

	Cash	In-Kind Contribution	Total
NYSERDA	\$	\$	\$
Proposer	\$	\$	\$
Others (list individually)	\$	\$	\$
Total	\$	\$	\$

Attach additional documentation to support indirect cost (overhead) rate(s) included in the 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). The calculation should provide enough information for NYSERDA to evaluate and confirm that the rate(s) is 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 adjustments for such difference. Requests for financial statements or other needed financial information may be made if deemed necessary.

Section 8: Appendices

The following materials should be included in appendices:

- Resumes of key personnel who will complete tasks described in the Statement of Work.
- If applicable, letters of commitment for all participating organizations. Each must be signed by a person authorized to bind the organization.
- Letters of support from other entities, such as professional organizations, DOL, colleges, or business partners.
- If applicable, a list of NYSERDA contracts that the proposer's organization and/or team members have received.
- Other material deemed necessary by the proposer such as samples of training or marketing materials.

IV. Proposal Evaluation

NYSERDA reserves the right to eliminate from further consideration any proposal deemed to be substantially or materially non-responsive to the requirements contained herein and further reserves the right to eliminate from further consideration any proposal that does not meet the following evaluation criteria. **It is strongly recommended that proposers review the evaluation criteria because they form the basis upon which proposals will be reviewed and scored.**

Proposals that meet proposal requirements will be reviewed and evaluated by a Technical Evaluation Panel (TEP) consisting of NYSERDA staff and selected outside reviewers. All references to the "proposer" in this section apply to the proposer and any additional team members. Final rankings and contract awards will be based on the following Evaluation Criteria, listed in order of importance.

After proposals are reviewed by the TEP, NYSERDA will notify each proposer within 8-10 weeks regarding whether or not the proposal was favorably evaluated. NYSERDA reserves the right to require an interview before making a final contract award decision.

Evaluation Criteria

Responsiveness to the PON

- Is the proposal responsive to the requirements of the PON?
- How well is each task in the SOW described?
- Is the proposal thorough, specific, logical and consistent with the PON's goals and objectives?
- Does the proposal address the market sectors and technologies identified in the PON?
- Does the proposal include a plan for assessing the skills of potential participants or identifying necessary prerequisites?
- Has the proposer demonstrated an understanding of current training needs, energy-related certifications and job-readiness skills/experience?
- Has the proposer used market intelligence to show the need for the training and the market value of the training program?
- Has the proposer demonstrated a clear path from training to appropriate certifications and job placement, career advancement or employment?
- Has the proposer completed Attachment G, providing specific details on proposed training sessions?
- For training that covers one or more of the National Renewable Energy Laboratory (NREL) energy efficiency Job Task Analysis (JTAs) (Retrofit Installer Technician, Energy Auditor, Crew Leader and Quality Control Inspector) has a task to

submit a complete application to IREC for training program accreditation within 10 months of contract execution been included in the proposal?

- Has the proposer addressed how the training will be self-sustaining in the long run, i.e., a business model that requires students to pay reasonable costs for training services and can still thrive without NYSERDA funding.
- Has the proposer demonstrated linkages with the training initiatives and business and industry?
- Does the initiative include hands-on training?

Relevant Experience and Qualifications

- Does the proposer have documented experience in marketing and delivering technical training?
- Does the proposer have access to the equipment and materials necessary for training delivery?
- Has the proposer demonstrated that they will use curricula that meet the most current educational standards, technical standards, and best practices as illustrated by accredited educational institutions and certification/accreditation organizations? Does the proposer already possess these materials? If not, where and how will they be obtained? How will they be used?
- Is the training staff credentialed and experienced?
- Do the key personnel dedicated to this proposal possess strong qualifications in the subject matter and in adult education?
- What is the quality of the program staff's performance on past programs or their achievements related to the proposed work?
- Are training sites located in New York State in SBC utility service territories?
- What is the proposer's previous experience with NYSERDA, if any?

Cost Effectiveness

- Is the Contract Pricing Proposal Form (CPPF; Attachment D) adequate, clear, and complete?
- Is the proposal within the \$600,000 NYSERDA funding limit?
- Has the cost share table been included in the proposal? How will the cost sharing be provided to the program? Has the proposer provided more cost share than the minimum required in the PON?
- Are training rates current, reasonable, appropriate and clearly-identified or itemized?
- How well does the proposer's budget accurately reflect potential implementation costs associated with completing the tasks in the SOW?
- Are the training costs reasonable and has the proposer demonstrated how NYSERDA funding will be used to offset the cost of training for individuals?
- Has the proposer addressed the maximum NYSERDA cost share for training delivery in 2014 vs. 2015?
- Are the proposer's costs appropriate when compared to the costs of other comparable proposals and the projected results? Is the training cost-effective?

Comprehensiveness of Approach and Management Plan

- Has the proposer provided letters of commitment or support from partnering organizations, if applicable?
- Is the proposal appropriate in its approach to market and deliver quality training?
- Are sufficient resources (staff, facilities, equipment and materials) being devoted to the SOW and each proposed task?
- Is the proposal's organization, including the staffing plan and schedule, of sufficiently high quality? Is the staff capable?
- Does the proposal include a complete plan for training delivery?
- Has the proposer demonstrated the capacity to deliver and oversee the technical training as proposed?
- Does the proposal's management plan include coordination and interaction with all of the relevant parties?
- Is the coordination of other participants (partners, local resources, and other programs) well developed?
- How well does the proposal address:
 - Funds requested.
 - Technologies included.
 - Range of services included.
 - Geographic range of training delivery.

- Number of students trained.
- Does the proposal clearly describe the markets to be served and does it demonstrate a clear demand in the sector/geographic area(s) where training is proposed?
- Does the proposal include a complete plan for marketing the program to potential students?

Other

- Is the proposal well-organized, well-written and complete?
- Is the schedule for project completion and deliverables clear?
- What, if any, is NYSERDA's experience with the proposer or proposing team?
- Does the proposal leverage other funding?
- Does the proposal support veteran populations?

V. 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 except it from disclosure, including a written statement of the reasons why the information should be excepted. See Public Officers Law, Section 89(5) and the procedures set forth in 21 NYCRR Part <http://nyscrda.ny.gov/~media/Files/About/Contact/NYSERDARegulations.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
 30 South Pearl Street
 Albany, NY 12245

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

Empire State Development
 Minority and Women's Business Development Division
 30 South Pearl Street
 Albany, NY 12245

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 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 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 - NYSEDA is required to comply with the provisions of Tax Law Section 5-a, which requires, prior to entering an agreement with NYSEDA, that a prospective contractor having a value in excess of \$100,000 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). Prior to contracting with NYSEDA, the prospective contractor must also certify to NYSEDA whether it has filed such certification with the Department. The Department has created a second form that must be completed by a perspective contractor prior to contacting and filed with NYSEDA. See, ST-220-CA (available at 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 - NYSEDA anticipates making multiple awards under this solicitation. Regional and market sector diversity will be proposal selection factors to the extent possible, and NYSEDA may partially fund proposals and/or reissue this PON, as needed. Proposals that coordinate training with NYSEDA-funded pressure houses will be given preference. Contracts may be awarded based on initial applications without discussion or following limited discussion or negotiations. Each offer should be submitted using the most favorable cost and technical terms. NYSEDA may request additional data or material to support applications. NYSEDA will use the Sample Agreement to contract successful proposals. NYSEDA 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). Proposers should keep in mind that acceptance of all standard terms and conditions will generally result in a more expedited contracting process. NYSEDA expects to notify proposers in approximately eight (8) weeks from the proposal due date whether your proposal has been selected to receive an award. NYSEDA may decline to contract with awardees that are delinquent with respect to any obligation under any previous or active NYSEDA agreement.

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.

VI. Attachments

- Attachment A – Proposal Checklist (mandatory)
- Attachment B – Disclosure of Prior Findings of Non-responsibility (mandatory)
- Attachment C – Intent to Propose (optional, but encouraged)
- Attachment D – Contract Pricing Proposal Form (CPPF - mandatory) & Instructions
- Attachment E – Sample Agreement
- Attachment F – Training Session Form (mandatory)
- Attachment G – Regional Training Matrix (mandatory)