

RFP 3370 New York Clean Energy Jobs Study Request for Proposal – Frequently Asked Questions

Q. The RFP includes an option to renew for two consecutive years, as well as to expand the scope for 2017 and 2018. Based upon an initial period of performance that runs into 2017, we interpret that the renewal option would cover the period of 2017 through 2019. Would NYSERDA please confirm this interpretation is correct?

A. This interpretation is correct. Each subsequent renewal of the study should be completed by March 31 of the subsequent calendar year. For example, the 2017 report would be due by March 31, 2018, and the 2018 report would be due by March 31, 2019.

Q. Is the anticipation that the available funding (approximately \$275,000) would cover the initial analysis as well as the two additional years of study – or just the former?

A. The approximate funding amount listed on the RFP is expected to cover all three years of study.

Q. Please describe any current efforts or anticipated changes that might allow expansion of scope in years 2 or 3 as described on page 7.

A. Ongoing work related to the Innovation and Metrics report, as well as new information suggested by the winning proposer could serve as the basis for a slight expansion of scope in years 2 and 3 of the study. It is anticipated that year one of the study should focus heavily on the jobs portion of the analysis, where years 2 and 3 may include additional effort to collect new information that is relevant to the scope of the RFP.

Q. Do the section 5a Tax Law certifications apply to the prime contractor only or to all subcontractors?

A. Based on the language in its Sample Agreement, the Tax Law Section 5(a) applies only to Contractors with whom NYSERDA contracts directly. NYSERDA has no direct contractual relationship with Subcontractors. However, additional information regarding this provision can be found at: <https://www.tax.ny.gov/pdf/publications/sales/pub223.pdf>

Q. Please confirm that the only insurance requirements required for this project is for \$1M in commercial liability? If the insurance requirements are in excess of \$1M in commercial liability, can small businesses have a waiver for insurance requirements down to \$1M in professional/commercial liability?

A. Given the nature of this project, it is not envisioned that NYSERDA will require any additional insurance beyond that which is proposed in the Sample Agreement. To some degree, the type and amounts of insurance coverage will depend on the proposed approach taken (i.e., if there is a lot of travel, etc.). However, given the nature of the project, NYSERDA does not now envision increasing the insurance requirements for this particular project.

Q. Please clarify whether a firm fixed price or a time and materials award is contemplated?

A. The contract award is expected to reflect a per-task cost structure. However, NYSERDA reserves the right to modify this contractual approach depending on the approach taken by the successful proposer.

Q. Please provide additional detail about the data that might be available to the contractor for this study.A. The additional data would include the findings of the *2015 Clean Energy Technologies Innovation and Metrics Report*, NYSERDA, (2015) as well as the *Inventory of Supply Side Organizations in New York's Clean Energy Economy*, NYSERDA (to be released Fall 2016).

Q. Please provide additional detail about the supply side data that NYSERDA is collecting: a) Is this original data collection, or data based on secondary sources; and b) What data fields are included? Occupation? CEE sector? Number of graduates? Location of training? Cost of training?

A. The Inventory of Supply-Side Organizations started with secondary sources, and conducted phone calls to fill in gaps about organizations in New York. Data fields included are name, location, contact information, segment, sector, place in the value chain (*i.e.*, manufacturing, R&D, etc.), products made. Limited data are available on technical competency, number of employees, revenue and investments. The data do not include occupation.

Q. Does NYSERDA have a list of data sources they will make available to the selected contractor?

A. NYSERDA Staff will investigate the potential for access of additional NYSERDA data sources once a contractor is selected, but at this time is unaware of any other relevant and available data.

Q. Are there any survey tools available from NYSERDA or will the Department of Labor or other state agencies provide data for the report?

A. NYSERDA has access to Dunn and Bradstreet lists and other market reports that may be useful in developing surveys.

Q. Is NYSERDA willing to consider alternative methodologies (other than surveys) to complete this study?

A. Yes. NYSERDA welcomes alternative approaches to data collection.

Q. Does NYSERDA expect or prefer quantitative economic forecasting or narrative scenarios based on the economic and policy drivers of the clean energy economy?

A. Given the aggressive schedule set by NYSERDA for this project, NYSERDA welcomes qualitative economic forecasting or narrative scenarios based upon the data collected coupled with the economic and policy drivers of the Clean Energy Economy, particularly in year 1. More detailed quantitative forecasting and analysis may be proposed in years 2 and 3.

Q. What is the desired geographic level of analysis for this report?

A. NYSERDA recommends that the proposers look carefully at the *2015 Massachusetts Clean Energy Industry Report* as a guide for the level of analysis New York is expecting to achieve, particularly in years 2 and 3. As stated in the RFP, at a minimum, NYSERDA is requesting geographic analysis by economic development region.

Q. Is NYSERDA willing to mail the surveys?

A. NYSERDA is open to a mail-based survey, but cautions the proposers that the timeframe may not be ideal for this approach, particularly in year one.

Q. Will NYSERDA consider assisting with the survey to improve response rates in any way, such as placing the mail survey on its own letterhead?

A. NYSERDA is open to discussing the use of NYSERDA letterhead with a selected contractor in order to conduct mail based surveys and increase the response rate, however it cautions the proposers that the timeframe may not be ideal for this approach, particularly in year one.

Q. Would NYSERDA be willing to assist in acquiring the necessary data to develop a survey sampling frame?

A. Yes, to the extent that NYSERDA can provide potential survey lists, NYSERDA will provide them to the selected contractor.

Q. Do you have an expectation about the number of subgroups the 90% interval will be required for? Alternatively, what is the total overall number of completes expected for the survey?

A. NYSERDA is striving for the greatest level of confidence that can be obtained from the survey in the timeframe allotted for this effort. Geography is one area of particular interest for NYSERDA.

Q. Has NYSERDA developed a contact database (including e-mail addresses) of CEE companies as a starting point for this effort that will be made available to the selected contractor?

A. Yes, NYSERDA anticipates making contact data available from the *Inventory of Supply Side Organizations Study* to the winning proposer.

Q. Is NYSERDA willing to limit the number of review and edit rounds to contain the timeline and cost of developing the final report (page 7)?

A. Yes, within reason. NYSERDA anticipates at least one round of review and edit prior to the acceptance of a Final Report.

Q. Will NYSERDA be responsible for the graphic design/report layout based on content (charts, tables, data visualization maps, text) provided by the contractor?

A. The Contractor will be responsible for layout of the report.

Q. NYSERDA recognizes the importance and challenges of scoping for this study, and provides a framework for a potential definition of the Clean Energy Economy and the sectors and segments that should be included within that. Does the proposer have flexibility to make recommendations on definition and scope?

A. Yes, NYSERDA expects bidders to carefully consider the challenges of scoping, and welcomes proposers' suggestions on how best to address them.

Q. In the proposal, what is the page limit for the Project Summary (Section 10 / Attachment F)?

A. NYSERDA has not included any specific page limit, but suggests that this Section should be as concise as possible.

Q. All surveys should be completed by December 31, 2016. All project work should be completed by March 31, 2017. This seems ambitious. Can you confirm the timeframe for the first iteration of the report?

A. NYSERDA recognizes this is an ambitious timeframe and will closely work with the selected bidder to assist with meeting the deadline. The first iteration of this Study Report should be completed by March 2017. Years 2 and 3 should be completed by March 2018 and 2019 respectively. To eliminate delay in the

contractual process required prior to the start of work, as requested in the RFP, all proposers are asked to identify any exceptions to the standard contract language at the start of their proposal. The listing exceptions is not a guarantee that those exceptions will be acceptable to NYSERDA.

Q. How are the Criteria for Evaluation weighted?

A. With regard to the Criteria for Evaluation, NYSERDA anticipates weighting the criteria using the following parameters, which will ultimately total 100%: Responsiveness to the Work Scope 25-30%; Relevant Experience and Qualifications 25-30%; Comprehensiveness of Approach 15-20%; Cost 15-20%; Other 10-20%.

Q. What is the baseline year for this study?

A. The baseline year for this study is defined as the entire 2016 calendar year.

Q. Is NYSERDA seeking information on Direct, Indirect, and/or Induced jobs?

A. NYSERDA is seeking information in Direct jobs only.

Q. Should jobs data include skill sets necessary by job type or category?

A. NYSERDA encourages proposers to include, in their proposal, the level of detail on jobs that they deem most important to collect for the study.