



**External Technical Review Assistance
Request for Qualifications (RFQL) 3323**

Submittals accepted thru July 16, 2018 by 5:00 PM Eastern Time*
(or as extended or modified by NYSERDA)

Program Summary:

NYSERDA seeks highly qualified external technical reviewers and advisors to review proposals submitted to NYSERDA's various funding opportunities and to provide due diligence analysis and expertise for ongoing projects to help NYSERDA advance innovative energy solutions within four strategic focus areas: advanced buildings, transportation, renewable energy, and smart grids.

NYSERDA's Technology and Business Innovation Group routinely defines energy and environmental challenges within its strategic program focus areas (Advanced Buildings, Transportation, Renewable Energy, and Smart Grid), and then develops funding opportunities that solicit proposals from private or institutional entities for activities and projects addressing those issues.

Expression of Interest Submission: Electronic submission is preferable. NYSERDA will also accept submissions by mail or hand-delivery. If submitting electronically, submitters must submit their documents in either PDF or MS Word format with a completed and signed Submittal Checklist and Disclosure of Prior Findings of Non-Responsibility, in PDF format. Proposal PDFs should be searchable and should be created by direct conversion from MS Word, or other conversion utility, rather than scanning. For ease of identification, all electronic files must be named using the submitter's entity name in the title of the document. Proposals may be submitted electronically by following the link for electronic submissions found on this RFQL's webpage, which is located in the "Current Opportunities" section of NYSERDA's website (<http://www.nyserda.ny.gov/Funding-Opportunities/Current-Funding-Opportunities.aspx>). Instructions for submitting electronically are located as Attachment C to this RFQL.

If mailing or hand-delivering, proposers must submit (2) paper copies of their proposal with a completed and signed submittal Checklist following the above guidelines. Mailed or hand-delivered submittals must be clearly labeled and submitted to:

**Jill Baxter, RFQL 3323
NYS Energy Research and Development Authority
17 Columbia Circle
Albany, NY 12203-6399**

If you have technical questions concerning this solicitation, contact Richard Drake at (518) 862-1090, ext.3258 or Richard.Drake@nyserda.ny.gov. If you have contractual questions concerning this solicitation, contact Nancy Marucci at (518) 862-1090, ext. 3335 or Nancy.Marucci@nyserda.ny.gov.



External Technical Review and Advisory Assistance (RFQL - 3323)

NYSERDA's Technology and Business Innovation Group seeks highly qualified external technical reviewers and advisors to help us advance innovative energy solutions within four strategic focus areas: advanced buildings, transportation, renewable energy, and smart grids (as described in attachment E).

Additionally, as we continually explore innovation in the production, distribution, and use of clean energy, we encourage individuals with expertise in all aspects of this field to join NYSERDA's cadre of eligible external technical reviewers and advisors.

Background

To ensure that NYSERDA awards contracts on a competitive basis to the maximum extent possible, NYSERDA enlists internal and external technical reviewers and advisors, with no conflict of interest in the outcome, to evaluate every proposal's technical merit and commercial viability.

Roles

We define external technical reviewers and advisors as highly qualified subject matter experts. They may come from academia, private industry, non-governmental sector, or government.

- Technical reviewers evaluate proposals against NYSERDA's organizational goals and the programmatic criteria described in each funding opportunity notice.
- Technical advisors provide due diligence analysis and expertise in the oversight of ongoing projects, and serve as part of a project advisory team.

Reviewers and advisors will generally review one to three proposals or projects in their area of expertise. All external technical experts must sign non-disclosure agreements prior to evaluating any materials (attachment D). All applicants will be reviewed for both roles.

Travel and reimbursement

It is NYSERDA's policy to reimburse external reviewers and advisors for travel and other direct costs should they incur them, but we do not expect travel will be required. We anticipate most, if not all, necessary communication will take place over email, web conferences, and/or telephone.

How to apply

Interested individuals must apply electronically by filling out the attached Technical Reviewer Expression of Interest and Registration Form (attachment A) and submitting it, together with a copy of their résumé/CV describing their qualifications, per the instructions provided in attachment C, Electronic Submittal Instructions.



Contact

If you have technical questions concerning this request, contact Richard Drake, Program Manager, Technology and Business Innovation via email at richard.drake@nyserda.ny.gov or telephone at (518) 862-1090 ext. 3258.

If you have questions concerning about procurement rules around this request, contact Nancy Marucci, Associate Contract Administrator, Contract Management via email at nancy.marucci@nyserda.ny.gov or telephone at (518) 862-1090 ext. 3335.

Attachments

Attachment A – Technical Reviewer Expression of Interest Registration Form

Attachment B – Disclosure of Prior Findings

Attachment C – Electronic Submittal instructions

Attachment D – Reviewer Non-disclosure and Confidentiality Agreement

Attachment E – Current Technology and Business Innovation Focus Areas