



STATE OF TENNESSEE
Energy Efficient Schools Initiative

REQUEST FOR INFORMATION
FOR
Regional Energy Specialist

RFI # 33134-2104733134FAS5

1. STATEMENT OF PURPOSE:

The State of Tennessee, Energy Efficient Schools Initiative (EESI) issues this Request for Information ("RFI") for the purpose of identifying qualified contractors/consultants to assist EESI Staff directly with Local Education Agency (LEA) programs and on-site technical assistance. We appreciate your input and participation in this process.

2. BACKGROUND:

2.1. Tenn. Code Ann. §49-17-103 (f) directs the council to appoint an executive director. Such other staff may be hired upon recommendation of the Executive Director and the approval of the Council. The Council has approved the creation of three contract positions for Regional Energy Specialist (RES) to assist existing staff (3 people) in providing assistance to 146 public school districts.

2.2. RES will help EESI maximize the delivery of funding resources to all state LEAs for energy efficiency projects that will improve the quality of the academic learning environment in public schools which will reduce chronic absenteeism and improve academic performance.

2.3. Contractually these positions are intended to parallel contracts with our Technical Advisory Committee as established by our enabling legislation. EESI staff has the ability to limit activity at any time. Based on current task load, each position will be limited to \$50,000 maximum per contract, per year.

2.4. Regional Energy Specialists should have the following qualifications:

- a. Possess and submit a copy of a master's degree from an accredited college or university in the fields of energy management, engineering, sustainable building practices or a closely

related field. Ten (10) years of work experience in related energy or maintenance fields may be substituted for master's degree. All Respondents must submit a copy of their resume for consideration.

- b. Minimum of five (5) years paid professional experience in direct application and promotion of best management practices in the fields of energy efficiency, which can include experience with renewable energy programs and green building design and construction.
- c. Working knowledge of how cities and counties are governed and how they relate with LEAs and state government. Direct experience working with school districts as an administrator or elected board member is preferred.
- d. Professional experience in federal, state, and/or local government (energy, energy management and/or facilities management) programs including experience in applying for and/or administering grant programs is strongly preferred.
- e. Excellent writing and public speaking skills are imperative with the ability to address audiences with varying understanding of tenets of energy conservation is required. RES candidates with a background in strategic planning, marketing and customer service is also preferred.
- f. Experience in conducting and/or assessing facility energy assessments is preferred as is a general knowledge of terms and processes associated with analyzing energy management issues and developing reasonable approaches to identified problems.
- g. Working knowledge or experience with performance contracting, forms of construction contractual agreements, and construction financing tools is necessary to perform the tasks of this position.
- h. Demonstrate their ability to analyze energy measurement and verification reports and identify successful program implementations or anomalies that may have occurred in the process of quantifying the energy and cost savings resulting from improvements in energy-consuming systems.
- i. Understanding of the Tennessee Valley Authority (TVA), Tennessee Valley Public Power Association (TVPPA) and Local Power Company (LPC) business models as they relate to schools and provide assistance to Tennessee's LEAs.

3. COMMUNICATIONS:

Please submit your response to this RFI via e-mail to:

Barbara Floyd,
Executive Assistant

Energy Efficient Schools Initiative
Andrew Johnson Tower, 12th Floor
710 James Robertson Pkwy, Nashville, TN 37243
Barbara.Floyd@tn.gov

Please feel free to contact the Energy Efficient Schools Initiative with any questions regarding this RFI. The main point of contact will be:

Scott A. Slusher, PEM
Deputy Director
Energy Efficient Schools Initiative
12th Floor, Andrew Johnson Tower
710 James Robertson Parkway
Nashville, Tennessee 37243
Scott.S.Slusher@tn.gov

Please reference RFI # 33134-2104733134FAS5 with all communications to this RFI.

4. RFI SCHEDULE OF EVENTS:

EVENT		TIME (Central Time Zone)	DATE (all dates are State business days)
1.	RFI Issued		December 4, 2020
2.	RFI Response Deadline via e-mail	5:30 PM	December 21, 2020

5. GENERAL INFORMATION:

- 5.1. Please note that responding to this RFI is not a prerequisite for responding to any future solicitations related to this project and a response to this RFI will not create any contract rights. Responses to this RFI will become property of the State.
- 5.2. The information gathered during this RFI is part of an ongoing procurement. In order to prevent an unfair advantage among potential respondents, the RFI responses will not be available until after the completion of evaluation of any responses, proposals, or bids resulting from a Request for Qualifications, Request for Proposals, Invitation to Bid or other procurement method. In the event that the state chooses not to go further in the procurement process and responses are never evaluated, the responses to the procurement including the responses to the RFI, will be considered confidential by the State.
- 5.3. The State will not pay for any costs associated with responding to this RFI.

6. INFORMATIONAL FORMS:

The State is requesting the following information from all interested parties. Please fill out the following forms:

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TECHNICAL INFORMATIONAL FORM

1. RESPONDENT LEGAL ENTITY NAME:

2. RESPONDENT CONTACT PERSON:

Name, Title:

Address:

Phone Number:

Email:

3. BRIEF DESCRIPTION OF EXPERIENCE PROVIDING SIMILAR SCOPE OF SERVICES/PRODUCTS

4. Please explain when and how you first became involved with Energy Efficiency programs. What professional training have you had?
5. What experience do you have working with local governments in Tennessee? Please submit specific cases of your involvement including any positions you may have had in service as a local government official.
6. Do you have any experience working with any local school districts in Tennessee? Cite specific experiences if you have any.
7. Describe your experience or involvement in energy, energy management, or facilities management. Additionally, describe any involvement you have had applying for or administering grant programs?
8. Have you presented to groups or moderated discussions on topics related to energy or energy management? List and describe the opportunities or experience you have presenting and/or moderating. Submit any relevant materials that demonstrate your abilities to communicate to varying audiences.
9. Provide a list of facilities where you have conducted and/or evaluated energy assessment's and submit any copies of the energy assessments or evaluations you provided to the customer.
10. What experience have you had working with performance contracting, construction contractual agreements, and construction financing tools?
11. What experience have you had in preparing or analyzing measurement and verification studies?
12. Do you have experience working with TVA, TVPPA, or LPC? If so, describe your experience and understanding of the business models they implement as they relate to schools and how they provide assistance to Tennessee's LEAs.

COST INFORMATIONAL FORM

1. Describe what pricing units you typically utilize for similar services or goods (e.g., per hour, each, etc.):

2. Describe the typical price range for similar services or goods

ADDITIONAL CONSIDERATIONS

1. Please provide input on alternative approaches or additional things to consider that might benefit the State: