



Request for Consultant Proposals

NLC Specification Analyst

Issued by Efficiency Forward, Inc.:
August 8, 2022

Questions Due Before:
August 22, 2022

Proposals Due:
August 26, 2022



Efficiency Forward/DesignLights Consortium® Background

Efficiency Forward (EF)/the DesignLights Consortium (DLC) is a non-profit organization improving energy efficiency, lighting quality, and the human experience in the built environment. We collaborate with utilities, energy efficiency programs, manufacturers, lighting designers, building owners, and government entities to create rigorous criteria for lighting performance that keeps up with the pace of technology. Through these partnerships, the DLC establishes product quality specifications, facilitates thought leadership, and provides information, education, tools, and technical expertise.

Project Objective

Specify the functionality of a software tool that accepts input based on a lighting controls project, and sets filters in the DLC Networked Lighting Controls Qualified Products List (NLC QPL) to support product selection. Base the design on outreach to potential users, to learn what will be most helpful to them--filling important needs in the NLC market and promoting NLC market expansion.

- The number of vertical markets to address is negotiable based on budget (roughly 6 to 10).
- Starting materials:
 - Draft specifier guidance from PNNL (roughly 20-page PDF available after July 11)
 - Example branch of decision tree
 - List of initial N vertical markets selected from DLC NLC Application
 - NLC marketing materials from DLC industry partners for specific vertical markets
 - (Limited) contact list from DLC

Outreach

- Confirm/modify priority of verticals: where are major gaps in the market that this tool could fill? Rank the N markets, add or subtract if needed.
- Confirm/modify the questions/use cases from PNNL for each of these N verticals.
- How best can the pre-filtering questions fit together with an Owner's Project Requirement (OPR) template specific to NLC? Should the DLC website export a draft OPR for NLC?
- Prioritize end user groups. Who needs this most? What exactly do they need? Whose needs overlap?
 - Provide initial hypothesis: This will give the first 3 groups the information they need; and serve as a good first step for group 4, to help them ask the right questions up front early in the project.
 1. Facility managers (without dedicated design staff)
 2. Building owners
 3. Efficiency program engineers
 4. Engineering/design specifiers



- In your reply to RFP, please discuss avenues to identify contacts

Requirements

- By vertical, what are the main use cases and questions for each vertical of interest?

Deliverables

- Plan for 16 to 24 interviews
- Results from outreach
 - By September 23
- Draft functional requirements
 - By September 30, to inform the 2023 DLC budget
- Revised functional requirements
 - By December 16 (decision tree)

Budget

This is a time and materials project with budget determined by task. Budget criteria will be based on hourly rates for the purposes of procurement.

Contact and Communications

All communications between bidders and EF are to be directed to:

- Stephen White, Chief Operating Officer, swhite@designlights.org

Bidders' Questions and Responses

Bidders may submit questions on this RFP via email. All questions submitted prior to August 22, 2022 will be answered to the best of our ability.

RFP Submittal Deadline and Format

Bidders are required to submit their proposal by August 26, 2022 via email to Stephen White, COO, swhite@designlights.org.

- The proposals should be submitted in both Microsoft Word and PDF format.
- A confirmation of receipt will be sent to those who submit proposals on time.
- Late submittals will be rejected.
- Bidders are not required to submit print copies of their proposals.



- The transmittal letter contained in the proposal package must have an electronic signature and must be signed by a person who is authorized to bind the proposing firm.

EF reserves the right to reject as non-responsive any proposals that do not contain the information requested in this RFP. EF is not liable for any costs incurred by any person or firm responding to this RFP or participating in best and final interviews.

Milestone Schedule

To allow adequate time for proposal submission and evaluation, the schedule below will be followed:

RFP Issued	August 8, 2022
Questions & Responses	August 22, 2022
Proposals Due	August 26, 2022
Anticipated Notification to Successful Bidder	September 2, 2022
Anticipated Contract Start Date	September 7, 2022

Minimum Qualifications

A single firm or a team of firms under a single primary contractor may submit bids. Key staff members must have demonstrated expertise in energy efficiency programs for non-residential lighting and energy efficiency objectives. Changes in proposed key staff members may not be made during the execution of the work without written approval of EF.

Modifications to the RFP

EF may modify the RFP prior to the proposal submission deadline by the issuance of an addendum.

Post Proposal Negotiation and Awarding of Contracts

EF reserves the right to negotiate both price and non-price factors during any post-proposal negotiations with a finalist. EF has no obligation to enter into an agreement with any respondent to this RFP and may terminate or modify this RFP at any time without liability or obligation to any respondent.

Acceptance of Terms and Conditions

EF will utilize its standard Consulting Agreement to contract for the services outlined in this RFP.

All proposals submitted to EF pursuant to this RFP shall become the exclusive property of EF and may be used for any reasonable purpose by EF.



Response Guidelines and Requirements

Proposals should provide straightforward and concise descriptions of the bidder's ability to satisfy the requirements of this RFP. Omissions, inaccuracies, or misstatements will be sufficient cause for rejection of a proposal. Proposals not submitted as indicated may be rejected.

EF is looking for proposals demonstrating creativity, expertise, and experience in how bidders approach the work scope – not necessarily a detailed final approach. Once the consultant is selected, an initial task will be to review the scope and deliverables with EF and finalize a Scope of Services.

Bidders are requested to provide a concise yet complete description of the bidder's approach and capabilities for satisfying the required services outlined in this RFP. Excessive length is discouraged. In addition, bidders are encouraged to proactively present additional information and responses, not specifically requested, that help demonstrate understanding of this project's objectives and needs as well as bidder's creativity, experience, and/or expertise.

Proposals must include the following:

- Proposal Cover
- Signed Cover/Transmittal Letter
- Table of Contents
- Executive Summary
- Work Scope and Schedule
- Staffing and Subcontracting Plan
- Qualifications and Experience
- Budget and Billing Rates
- Exceptions to Contract Terms (if needed)
- Conflicts of Interest (if needed)
- Appendix – Resumes of Key Staff

The proposal cover must indicate the RFP name, the proposal date, bidder's name, and list of subcontractors. The transmittal letter must also state that the person signing the letter is authorized to commit the bidding organization to the proposed work scope, budget, and rates; that the information in the proposal is accurate; and that the proposal is valid for 90 days from the date of submittal.

Supplier Diversity

It is the policy of Efficiency Forward Inc. DBA DesignLights Consortium (DLC) to ensure full and equitable economic opportunities to all persons and businesses that compete for business with the DLC. To that end, the DLC's Supplier Diversity efforts are a key criteria in bid scoring.

Suppliers representing that they are diverse should be certified as such from a recognized certifying state and/or federal authority. For this purpose, the categories of diverse businesses include: Minority



(MBE: African-American, Hispanic, Native American, Asian, Indian/Pacific), Women (WBE), Veterans (VBE-including Service Disabled), and Disadvantaged Business Enterprises (DBE/SDB). Such suppliers may be formed as a sole proprietorship, partnership, limited liability company (LLC), joint venture or corporation.

Evaluation of Proposals

EF will base their evaluation of proposals on the scoring matrix below. As noted above, the qualifications of key staff assigned to lead this project and the amount of time they commit to the project will be weighed heavily.

RFP Evaluation Criteria/Scoring Matrix
Part A: General Approach
Proposal quality – comprehension and clarity regarding meeting project objectives and quality of proposed approach for meeting those objectives
Thoroughness and practicality of approach
Creativity of approach
Part B: Management Approach
Dedicated resources
Demonstrated management competence of key staff
Approach to use and management of subcontractors (if applicable)
Part C: Qualifications and Experience
Demonstrated competence and experience of key staff and firm(s)
References
Part D: Supplier Diversity
Demonstrated certification with MBE, WBE, VBE, DBE program.
Part E: Cost
Hourly rates