

# **Request for Qualifications (RFQ):**

## **Grant Services Bench for Advanced Clean Energy Buildings, Transportation, and Innovation Programs and Projects**

### **Silicon Valley Clean Energy Overview**

Silicon Valley Clean Energy (SVCE), a Community Choice Energy agency, is redefining the local electricity market and providing our residents and businesses with new clean energy choices—renewable and carbon-free electricity at competitive rates. SVCE was formed as a Joint Powers Authority in 2016, and now serves approximately 270,000 residential and commercial electricity customers across a service area comprised of the following thirteen communities: Campbell, Cupertino, Gilroy, Los Altos, Los Altos Hills, Los Gatos, Milpitas, Monte Sereno, Morgan Hill, Mountain View, Saratoga, Sunnyvale and Unincorporated Santa Clara County. 97% of electricity customers in SVCE’s service area receive their electricity from SVCE. For general information on SVCE, please visit: <https://www.svcleanenergy.org/>.

### **General Overview of Grant Services Bench**

SVCE is seeking Requests for Qualifications (RFQ) from qualified vendors to provide grant research, tracking, and writing services for SVCE. SVCE may contract with multiple vendors to provide services on an as-needed basis with a not to exceed amount of \$300,000 (upon SVCE Board of Directors approval). The term of the contract will be for two years with an option to extend at SVCE’s discretion. The services and general needs are described in the Scope of Work.

### **Scope of Work**

- 1) Assist SVCE staff personnel in researching and identifying potential grant opportunities. This includes capture and assessment of grant opportunities, preparing grant summaries, creating a grant tracking tool, and providing recommendations whether or not SVCE should pursue the opportunity based upon SVCE’s priorities and planned activities.
- 2) Provide professional grant writing services for a variety of federal, state and private funding sources on an as-needed basis for SVCE and external partners in the event of a collaborative grant opportunity. Provide strategic grant writing and other grant-related activities associated with proposal development. This includes (1) managing the grant application process to ensure the submission deadlines are met; (2) writing, proofing, and submitting concept papers (or pre-applications); and (3) completing and submitting full grant applications and reporting materials. Vendors will communicate and coordinate with SVCE staff via a combination of email, phone calls and virtual meetings. Grant topics will include, but are not limited to, advanced and emerging technologies and business models related to decarbonization, such as distributed energy resources, renewable generation, grid of the future, electric transportation, electric building technologies, workforce development, and energy resilience.

## Experience and Qualifications of Vendor

Vendors shall meet the following experience and qualification requirements:

- Minimum of five years of experience working in grant writing. Vendors will need to identify how many grants they have submitted and how many grants were awarded.
- Vendors (or their client) must have received at least one grant award from a federal or state agency. Vendors will need to identify at least one specific grant including the type of grant, funding agency and the funding amount.
- Minimum of at least one grant award from a public agency such as the Department of Energy (DOE), Advanced Research Projects Agency (ARPA-E) and/or the California Energy Commission. Vendors will need to identify at least one specific grant including the type of grant, funding agency and funding amount.
- Have the ability to quickly respond to SVCE's requests to provide grant writing services as grant opportunities arise or are projected to be released that meet the funding strategies and goals of SVCE.
- Be proactive in informing SVCE of grant writing actions, issues, and opportunities that may affect SVCE's services and programs.
- Have knowledge of:
  - Public (federal, state, and local) and private funding sources
  - Federal and foundation grant research databases
  - Online federal, state and local data sources to support the preparation of grant applications
  - Outlook and forecasts for federal and state funding opportunity timelines

## RFQ Timeline

The schedule for the RFQ is provided below for the convenience of the Vendors. Please note the timeline may be subject to change at any time by SVCE. Any such changes will be stated in an addendum.

<b>Description</b>	<b>Date</b>
RFQ issued	January 5, 2024
Deadline for questions, clarifications	January 17, 2024 at 5:00 PM PST
Responses to questions posted online	January 22, 2024 at 5:00 PM PST
Deadline for submittals	January 26, 2024 at 4:00 PM PST

Questions and requests for clarifications may be submitted to [solicitations@svcleanenergy.org](mailto:solicitations@svcleanenergy.org) prior to the above deadline.

## Statement of Qualifications Submittal

Submittals must be received on or before 4:00 PM PST on Friday, January 26, by email to [solicitations@svcleanenergy.org](mailto:solicitations@svcleanenergy.org). Only electronic submittals in PDF format will be accepted. Proposals must include the following sections (to be submitted in this order only):

- 1) The submittal should emphasize responding to the requirements set forth herein. Firms must demonstrate their capabilities, background, expertise, and experience to allow an effective evaluation of the candidate(s) that will provide the best value to SVCE. The submittal of qualifications should include, at a minimum, the following information:
  - a. Executive Summary - including a brief summary of the firm's origin, ownership, size, areas of expertise, and home office locations for key staff with proximity to SVCE offices and operations (1 pg. max).
  - b. Statement of Qualifications - (Vendor qualifications, with a focus on assigned personnel), including a discussion of the key personnel's recent experience directly related to success in grant tracking, writing, and awards with the number of years of such experience (2 pg. max).
  - c. Description of Typical Workflow and Operation - describing the vendor's approach and communication with other comparable services that have been provided to a client (1 pg. max).
  
- 2) Additional required information. (Tabular format is preferred wherever appropriate)
  - a. Provide a minimum of three references, at least one from a public agency, JPA, or special district clients for which comparable services have been performed. Provide the name, mailing address, email address, and telephone number for each client's principal representative with the closest knowledge of the firm's performance. Include the dates of the engagement and indicate if it is ongoing. Provide a brief summary of the types of services provided to each reference (2 pg. max).

## **Evaluation Process**

### **Qualifications Review**

SVCE will review and evaluate each submittal to determine how well it meets the requirements for the services defined herein. SVCE reserves the right to select vendors which, in SVCE's sole discretion, will best meet the needs of the organization. This qualification review will emphasize the vendor's specific experience and knowledge in the issues identified in this RFQ. SVCE may elect to reject any or all submittals.

### **Selection Process**

Based on SVCE's evaluation of qualifications received, a short list of vendors deemed most suitable will be prepared. Formal interviews may be conducted of the top-ranked vendors at SVCE's discretion. Following the results of reference checking and formal interviews (if needed), a ranking of vendors will be prepared in advance of contract negotiations. If negotiations are unsuccessful with the highest ranked vendors, the next ranked vendors will be invited to negotiate. Formal approval of the final selection will be made by a majority vote of the SVCE Board of Directors, which will make an award as it deems necessary regardless of assigned ranking.