



Nevada Solar for All

Request for Proposals (RFP): RFP-SFA-004

Early education for K-12 Title I and Tribal School Students

| Milestone | Date |
|---------------------------------------|--|
| RFP launch date | February 28, 2025 |
| Questions Due | March 8, 2025 by 11:59pm Pacific Time |
| Answers Posted | March 10, 2025 |
| <u>Proposals Due</u> | <u>March 21, 2025 by 11:59pm Pacific Time</u> |
| <u>Selection Notifications</u> | <u>March 26, 2025</u> |
| Memorandum of Understanding Execution | <u>March 31, 2025</u> |

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1. BACKGROUND

The Nevada Clean Energy Fund (“NCEF”) received a \$156 million grant from the U.S. Environmental Protection Agency (“EPA”)’s Solar for All program to establish financial and technical assistance programs under its Nevada Solar for All (“NSFA”) initiative. NSFA will enable low-income and disadvantaged communities in Nevada to implement and benefit from solar energy. NSFA will administer statewide financial assistance programs for single-family homeowners, affordable housing properties, and residential-serving community solar that enable equitable access to solar in Nevada. NSFA will conduct targeted outreach, education, technical assistance, and workforce development in rural, urban, suburban, Tribal, and persistent poverty communities. NSFA will catalyze market transformation and impact for low-income solar in Nevada over the long-term by spurring regulatory change, building a sustainable and diverse solar workforce, and leveraging private capital.

NCEF is a nonprofit organization dedicated to supporting a thriving, affordable, and accessible clean energy economy by providing financial and technical resources to Nevadans. NCEF’s programs are designed to accelerate clean energy growth in the state, reduce energy costs, create jobs, and meaningfully address climate change. NCEF works with communities, affordable housing, local businesses, schools, governments, Tribes, utilities, contractors, and others to increase access to clean energy opportunities, from rooftop solar and energy storage to energy efficiency and electric vehicles. NCEF was established by Nevada statute in 2017 to serve as the state’s nonprofit green bank.

2. RFP PURPOSE

NCEF seeks proposals from qualified vendors to develop and implement early education program(s) primarily targeted at K-12 Title I schools and Tribal schools in Nevada. The program(s) will educate K-12 youth about the benefits of solar, provide them with information on solar-related career pathways, and engage them in hands-on learning to catalyze or identify potential solar opportunities in their communities.

Ultimately, NCEF seeks to enter into a contract with qualified vendor(s) for the scope of work described in this RFP.¹ NCEF may contract with more than one vendor to implement separate programs aligned with NSFA objectives. NCEF anticipates awarding up to \$750,000 under this RFP to at least two vendors.

To be considered, proposals must be submitted by the deadline of 11:59pm Pacific Time on March 21, 2025. This is a strict deadline. No proposals will be accepted after this deadline.

NCEF’s EPA award has been appropriated by Congress and legally obligated via a binding contract with the EPA. In late January through mid-February, the EPA temporarily suspended drawdowns of Solar for All funds following the Administration’s issuance of the Executive Order on Unleashing American Energy. As of the publication date of this RFP, NCEF has the ability to draw down funds against the EPA award. However, any future federal suspensions of drawdowns may impact NCEF’s ability to make payments under contracts awarded through this RFP. To mitigate this risk, NCEF will collaborate with selected vendors during the RFP selection

¹ NCEF reserves the right, in its sole discretion, to select additional vendors as a result of this RFP based on the strength of the application received.

and negotiation process to establish safeguards that minimize financial exposure and prevent vendors from incurring costs that NCEF cannot reimburse due to a federal funding freeze.

3. SCOPE OF WORK

A. Timeline

The anticipated period of the contract for services under this RFP will be for approximately four years from March 2025 to April 2029.

B. Services

Selected vendor(s) will implement educational program(s) focused on K-12 Title I and Tribal schools in Nevada. The program(s) will:

- educate underserved K-12 youth about the benefits of solar.
- provide youth with information on solar-related career pathways.
- engage youth in hands-on learning to understand and identify potential solar opportunities in their communities.

This work will be done through the development of curriculum toolkits and other resources for K-12 teachers and students, training teachers, and/or hosting educational events for students such as field trips, guest speakers from the field, and solar project contests.

Participating youth will be empowered to become NSFA ambassadors in their communities, able to educate their peers and community members about the benefits of solar, catalyze projects eligible for NSFA, and gain skills relevant to skilled jobs in the solar industry.

Bids may propose development and implementation of new programs, or expansion of existing relevant programs.

4. PROPOSAL REQUIREMENTS

Proposal submissions should not exceed 20 pages, 1" margins, 12-point font, single-spaced (excluding attachments). Submissions should include the following three sections, in addition to the attachments listed further below:

Section 1: History, Qualifications, and Experience

- **Cover Page:** Include a cover page with your organization's EIN, unique entity identifier (UEI) from SAM.gov, and primary contact.
- **Company Information:** Provide background on your organization, including size, location, areas of operation, business model, financial health, and experience implementing youth- and/or solar- or STEM-focused education or workforce development programs. If relevant, include your experience working with low-income and disadvantaged communities, including communities served by Title I schools or Tribal communities. Include as an attachment your company's last three (3) years of audited financial statements and at least three (3) references as an attachment (see Appendix B - Reference Questionnaire).
- **Personnel & Qualifications:** Provide an overview of your team, including roles, responsibilities, and relevant experience. Include one-page resumes for up to five (5) key personnel employed by the RFP respondent (see Appendix A – Template Resume).

Section 2: Technical Proposal

- **Program development:** Describe your operational approach to developing programs that educate youth about solar, solar-related career pathways, and opportunities for solar in their communities. Identify potential risks, challenges, and mitigation approaches in working with the disadvantaged communities noted in this RFP. Describe approach to linking K-12 educational programming with workforce opportunities.
- **Program implementation:** Describe your plan for scaling up organizational capacity (staffing, software, and other resources) to deliver successful implementation of these programs. Describe your organization's approach to catalyzing program participation, continuous improvement, tracking success metrics, and reporting. Describe your approach to long-term program sustainability beyond the scope of this RFP.
- **Subcontractors or partners:** Describe the use of contractors or partnerships and your approach to communicating with, supervising, and assuring performance/compliance of subcontractors or partners, in addition to prior experience with any specific subcontractors or partners.
- **Other services:** Describe any other services you can or would like to provide. Note that the costs for these additional services will not be determined by this RFP and should be excluded from the cost proposal below (or, if included, priced separately).

Section 3: Cost Proposal

- **Fees:** Provide a cost proposal that includes a detailed and comprehensive description of any fees your company proposes to assess the services provided. Provide a description of each fee, including structure and a rationale for each.

5. ATTACHMENTS

- One-page resumes for at least two (2) and up to five (5) key personnel. (See Appendix A – Template Resume)
- At least two (2) professional references from customers with whom you have completed similar projects. Include contact information and a brief description of the work performed. (See Appendix B - Reference Questionnaire. Completed Reference Questionnaires should be submitted directly to NCEF by reference.)
- The last three (3) years of audited financial statements.
- Additional attachments may be included but are discouraged and should be kept to a minimum.

6. EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria and will be consistently evaluated and scored based on the following factors and relative weights:

A. History, Qualifications, and Experience (35%)

- Demonstrated experience in developing and implementing youth- and STEM-oriented education or workforce development programs.
- Demonstrated experience implementing programs for low-income and disadvantage communities, such as those served by Title I schools or Tribal communities.
- Proven track record of ability to develop and implement programs on-time and in alignment with program goals.

- Organizational capitalization and financial health as evidenced in financial statements to sustain program operations of sufficient size and scope.
- No history of regulatory violations, non-compliance, or fraud per background check.
- Positive references from previous clients. (Please use the template in Appendix B)

B. Technical Proposal (30%)

- Clarity, feasibility, and reasonableness of approach to development and implementation of solar, STEM-focused K-12 educational programming.
- Robust capacity for community engagement and implementation, including pathways for participants to educate peers and community members about the benefits of solar or catalyze projects eligible for NSFA.
- Ability to link K-12 educational programming with solar workforce outcomes.
- Ability to provide regular reports of program metrics to NCEF.

C. Cost Proposal (35%)

- High cost-effectiveness and efficient use of federal funds.
- Maximum financial benefits provided to customers.

7. SUBMISSION INSTRUCTIONS

Submit your proposal electronically to info@nevadacef.org with the subject line “SFA K-12 RFP” no later than 11:59pm Pacific Time on March 21, 2025. Responses must be provided as attachments to an email. It is recommended that attachments with file sizes exceeding 25MB be compressed (i.e., zipped) to ensure message delivery. Late submissions will not be considered. Only electronic responses will be accepted.

NCEF will not respond to individual submissions or publish publicly a compendium of responses. A response to this RFP will not be viewed as a binding commitment to develop or pursue the project or ideas discussed.

8. QUESTIONS

All questions regarding this solicitation shall be submitted to info@nevadacef.org with the subject line “SFA K-12 RFP Question” by March 8, 2025 at 11:59pm Pacific Time. NCEF targets posting answers on March 10, 2025.

9. TERMS AND CONDITIONS

NCEF reserves the right to accept or reject any or all proposals, and to negotiate with any respondent. All materials submitted as part of the proposal become the property of NCEF and may be used as deemed necessary. The selected vendor(s) will enter into a formal contract with NCEF before commencement of any Solar for All activities.

Appendix A – Resume Template

A Microsoft Word version of Appendix A is available for download [here](#).

| | | | |
|---|--|------------------|--|
| Name of RFP Respondent (Firm): | | | |
| Individual's Name: | | | |
| Individual's Title: | | | |
| Years in Classification: | | Years with Firm: | |
| BRIEF SUMMARY OF PROFESSIONAL EXPERIENCE | | | |
| Include a summary of the proposed individual's professional experience. | | | |
| | | | |
| RELEVANT EXPERIENCE | | | |
| Include timeframe, company name, company location, position title held during the term of the contract/project and details of the contract/project. | | | |
| | | | |
| EDUCATION | | | |
| Include institution name, city, state, degree, and/or achievement and date completed/received. | | | |
| | | | |
| CERTIFICATIONS | | | |
| Include type of certification and date completed/received | | | |
| | | | |

Appendix B – Reference Questionnaire

A Microsoft Word version of Appendix B is available for download [here](#).

1. BUSINESS REFERENCE INSTRUCTIONS

The Nevada Clean Energy Fund (NCEF) requires business references for each RFP response.

- RFP respondents should provide Appendix B to every organization providing a business reference.
- Completed questionnaires should be submitted to info@nevadacef.org with “**SFA K-12 RFP Reference**” in the subject line.
 - **Do not return the Reference Questionnaire to the Proposing Vendor.** References must be submitted to NCEF by the entity writing the reference.
- The completed Reference Questionnaire must be received no later than the due date in *Section 2*.
- In addition to collecting the Reference Questionnaire, NCEF may contact references by phone.
- NCEF requests all questions be answered.
- If an answer is not known, please answer as ‘U/K’.
- If the question is not applicable, please answer as ‘N/A’.
- If additional space is needed to answer a question or provide a comment, please attach additional pages.
- If attaching additional pages, please place your company/organization name on each page and reference the appropriate RFP number.
- NCEF will treat completed Reference Questionnaires as confidential. NCEF will not disclose submitted references but will confirm if a reference has been received.

2. REFERENCE INFORMATION

| | |
|------------------------------|--|
| Company Providing Reference: | |
| Contact Name: | |
| Contact Title: | |
| Contact Phone: | |
| Contact Email Address: | |
| Proposing Vendor: | |

2. REFERENCE QUESTIONS

Provide a numerical rating corresponding to the below rating methodology.

| Category | Rating |
|--------------------------------|--------|
| Poor or Inadequate Performance | 0 |
| Below Average Performance | 1-3 |
| Average Performance | 4-6 |
| Above Average Performance | 7-9 |
| Excellent Performance | 10 |

| QUESTION | COMMENT | RATING |
|--|---------|--------|
| In what capacity have you worked with this vendor in the past? | | |
| Rate the vendor's knowledge and expertise. | | |
| Rate the vendor's flexibility relative to changes in the project scope and timelines. | | |
| Rate your level of satisfaction with soft and/or hard copy materials produced by the vendor. | | |
| Rate the dynamics/interaction between the vendor and your staff. | | |
| Rate your satisfaction with the products developed by the vendor. | | |
| Rate how well the agreed upon, scope of work and planned schedule was consistently met and deliverables provided on time and per specifications. | | |
| Rate the overall customer service and timeliness in responding to customer service inquiries, issues, and resolutions. | | |
| Rate the knowledge of the vendor's assigned staff and their ability to accomplish duties as contracted. | | |