

## Request for Proposal

The Vermont Energy Investment Corporation (VEIC), a non-profit corporation, requests proposals for **administration of a renewable energy installer certification program** to be completed and presented to VEIC by **January 27, 2012**.

Electronic submissions of the proposals are welcome and encouraged. Please send those to [selowson@veic.org](mailto:selowson@veic.org). **At least two of copies of written proposals should be submitted to: Suzanne Elowson, Program Manager, Renewable Energy Resource Center, Vermont Energy Investment Corporation, 128 Lakeside Avenue, Suite 401, Burlington, Vermont, 05401 by 5 PM, January 27, 2012.** Written proposals (including attachments) should be no longer than 3 pages. Please provide notice of your intention to submit a proposal by **Friday, January 20, 2012**.

### **Vermont Energy Investment Corporation**

Vermont Energy Investment Corporation (VEIC) was founded in 1986 and is a non-profit corporation that provides energy conservation and renewable energy programs and projects, nationally and internationally. VEIC includes one division that administers the Efficiency Vermont (EVT) contract with the state of Vermont. This program is funded by electric ratepayers in the form of a surcharge on their electric bills. VEIC also has a separate division that provides consulting, program development, evaluation, viability analyses, and other expert technical services nationally. VEIC employs over 180 employees in four states, the majority of whom are in Vermont. Further information about VEIC can be found on our website: <http://veic.org>.

### **Scope of the administration of a renewable energy installer certification program**

**Activities include the following:**

- **Developing and evaluating program criteria**
- **Creating and maintaining committees of professional installers to review applications**
- **Responding to inquires/requests**
- **Processing applications (receiving them by mail, entering data into a database, communicating with the applicant, calling customer references, sending applications to the appropriate committee for review, communicating with committee members, recording the committees' decisions and comments)**
- **Maintaining and publishing a list of all approved full "partner" installers and provisional "partner" installers.**
- **Coordinating with the Vermont Small Scale Renewable Energy Incentive Program with regard to their project audit/inspection processes, Incentive Reservation processes, as well as providing information on "partner" installers for use by the Incentive Program**
- **Holding at least two "partner" installer meetings per year**

Proposals should include the credentials and experience of the persons who would be designated to conduct the required services and price quotations. Alternative approaches and tasks are acceptable as well, understanding that the respondent should explain how the approach will meet the objectives of the scope in different ways.

### **References**

Please supply at least one (1) reference who has used your professional services for a similar project. Include a contact name, address, and a contact phone number.

### **Evaluation of Proposals**

Proposals will be due by 5 PM, January 27, 2012. Proposal selection will be qualifications-based. VEIC will intend to negotiate contract terms with the most qualified vendor. If unsuccessful, VEIC would intend to then negotiate with the next most qualified vendor, until reaching satisfactory contractual arrangements. VEIC reserves the right to not award a contract should none of the proposals adequately address the requirements outlined in the RFP.

Proposals will be evaluated on the following criteria:

- 1. Responsiveness to the scope of the RFP (50 points)**
- 2. Demonstrated experience and expertise in similar projects (50 points)**

Questions regarding this RFP should be direct to:

**Suzanne Elowson  
Program Manager  
Renewable Energy Resource Ctr  
VEIC  
802-540-7670  
selowson@veic.org**