

REQUEST FOR PROPOSALS (RFP)

Posted through ~~October 23, 2020~~ **October 30, 2020**

1. Energy Trust Overview

The Board of Directors of the Energy Trust of Oregon (the Board) seeks proposals from consultants to develop a report and then guide the Board's review, discussion and ultimate decision making in the form of a workshop or training session regarding the role of the Board, its role expectations and accountability, alternatives for committee structure, nature and extent of delegation of authority to various Board committees, and content of committee charters.

Energy Trust of Oregon is a 501(c)3 non-profit organization that administers public funding under a grant agreement with the Oregon Public Utility Commission. Its volunteer governing Board consists of between 5 – 13 (currently 13) independent Board members who are not affiliated with investor-owned utilities. There are also two non-voting Board members consisting of an ex officio member from the Oregon Public Utility Commission and a special advisor from the Oregon Department of Energy.

An outline of a possible scope of work is provided below. Energy Trust seeks responses to this RFP in the form of proposals and statements of qualifications from interested firms. Such responses are to be submitted to Cheryle Easton electronically at Cheryle.Easton@energytrust.org by ~~Friday October 23, 2020~~. **The deadline is extended to Friday October 30, 2020.**

2. RFP Background

In 2019, Energy Trust engaged a consultant to conduct a comprehensive review of its Board's purpose, organizational structure, processes, and documents. During their review, research and external interviews suggested that there are particular characteristics that matter most as far as a Board having direct and demonstrable impact on organizational performance. These characteristics include (1) the Board's understanding of its mission, roles and responsibilities; (2) the Board's ability to work as a collaborative team toward shared goals; and (3) the appropriate organizational structure and delegation of authority to committees.

This review identified differences of opinion among interviewees, including Board members and staff, about the Board's role, authority, and responsibilities. We seek a clear and straightforward understanding about what Energy Trust requires of Board members in order for the Board members to fulfill their duties to the Energy Trust in an appropriate manner.

Board of Directors

Melissa Cribbins,
President

Henry Lorenzen,
Vice President

Mark Kendall,
Secretary

Susan Brodahl,
Treasurer

Erik Andersson
Ernesto Fonseca

Lindsey Hardy

Eric Hayes

Elee Jen

Alexia Kelly

Alan Meyer

Anne Haworth Root

Roland Risser

Janine Benner,
Oregon Department of
Energy, Special Advisor

Letha Tawney,
Oregon Public Utility
Commission

Michael Colgrove,
Executive Director

3. RFP SCOPE OF WORK

This RFP seeks proposals and qualifications of consultants who have the experience and ability to complete a scope of work that will include production of a document that shall include a range of clearly categorized options, describes the pros and cons of those options, and enables the Board, with the assistance of the consultant, to have a robust discussion exploring which options are the most appropriate for the Energy Trust, without pre-judgment. The selected consultant shall present the options to the Board and facilitate a workshop which will assist the Board in understanding the identified alternatives. The proposed scope of work includes facilitating a second workshop focused on reaching consensus among the Energy Trust Board members.

4. RFP Response Requirements

A. Scope of Work Proposal

Responding consultants should submit a detailed proposal to complete the work based on the RFP Scope of Work described above. The detailed proposal should include, but not be limited to, a summary of the approach to completing the proposed work and a proposed workplan, a list of their anticipated personnel to be assigned to the project, and a general timeline for completion of the work. The responding bidders shall also include information about their commitment to diversity, equity and inclusion.

B. Qualifications

Responding consultants should submit a statement of qualifications that details their history, experience, qualifications, and a representative list of clients that relate to the described scope and nature of work. In addition, the consultant should provide the specific qualifications of the anticipated personnel to be assigned to the project.

C. Rates and Pricing

Responding consultants should include their rates and pricing in their response to this RFP. Time and material, as well as alternative pricing proposals, will be considered. Responding consultants should also disclose whether they have any direct or indirect conflicts of interest with Energy Trust or the Board.

Responses containing the information must be submitted electronically only to Cheryle Easton, cheryle.easton@energytrust.org.

D. RFP Schedule

RFP responses will be accepted up and until 5 p.m., Pacific time, on Friday October 23, 2020.

E. RFP Governing Provisions

By submitting a response to this RFP, respondent represents that it is authorized to submit a response and explicitly agrees and accepts the following provisions of this RFP and all other terms and conditions set forth in this RFP:

F. Right to Accept or Reject

This RFP is not an agreement to purchase goods or services. Energy Trust is not bound to enter into a contract with any qualified respondent. The Board reserves the right to modify the terms of this RFP at any time in its sole discretion. This includes the right to cancel this RFP at any time. Further, the Board reserves the right to waive any nonconformity in submissions received, to accept or reject any or all of the items in the submission, to solicit additional submissions, and award any ultimate contract in whole or in part as it is deemed in Energy Trust's best interest.

G. Ownership of Responses

All materials submitted in response to this RFP shall become the property of Energy Trust and will not be returned to the respondent.

H. Confidentiality

Respondents shall clearly identify those proprietary portions of their responses that they do not want revealed to third parties and label such portions as "Confidential Information." Except as required under Energy Trust policy, law or for regulatory purposes Energy Trust will maintain confidentiality of such information.

I. Respondent Expenses

Respondents are solely responsible for their own expenses in preparing a response and for any subsequent negotiations. Energy Trust will not be liable to any Respondent for any claims, whether for costs or damages incurred by the respondent in preparing the response, loss of anticipated profit in connection with any final contract or any other matter whatsoever.



Thank you for your time in considering submitting a proposal to Energy Trust of Oregon, Inc.

Regards,

A handwritten signature in black ink, appearing to read "Melissa Cribbins".

Melissa Cribbins
Board President, Energy Trust of Oregon
energytrust.org
Follow us on Twitter [@EnergyTrustOR](https://twitter.com/EnergyTrustOR)

CC: Henry Lorenzen, Policy Committee Chair
Roland Risser, Ad Hoc Committee Chair