Energy Trust Overview

Energy Trust of Oregon is seeking a Board consultant to support the Boards diversity, and equity and inclusion (DEI) growth and development. The desired consultant qualifications are described below. We encourage you to include any of your firm or personnel’s other qualifications you believe are pertinent to this work. The deadline for submission of proposals is April 16, 2021, 5:00 p.m., Pacific Daylight time. Please submit responses to Cheryle Easton electronically at cheryle.easton@energytrust.org by that date and time.

Energy Trust of Oregon is a 501c3 non-profit organization that administers public funding under a grant agreement with the Oregon Public Utility Commission. It is governed by a volunteer board consisting of between 5 – 13 (currently 13) independent, non-stakeholder board members. There are also two, ex officio or special, non-voting board members: a representative from the Oregon Public Utility Commission and a representative from the Oregon Department of Energy.

RFQ Background

In 2019 the Energy Trust of Oregon engaged a consultant to conduct a comprehensive review of its Board’s purpose, organizational structure, processes and documents. Their review, research and external interviews suggest that the Board pursue clarification, develop common understanding and take specific action to fully engage its DEI policy and practices at the Board level. In addition, the Energy Trust Strategic Plan for 2020-2024 specifically calls on the Board to place focus on its DEI work, undertake broader cultural engagement, and be capable of effectively monitoring that experience and progress.

Other work identified pertaining to the Boards’ understanding of its mission, roles, responsibilities, and the Board and its sub-committee structure and authorities, is being addressed in parallel with this DEI work.

The 2019 review identified specific opportunities to enhance the Boards relationship, interactions and effectiveness with its Diversity Equity and Inclusion Advisory Council (DAC). The need for the board to better define its common understanding of and commitment to its DEI policy, DEI organizational operations plan, contractual commitments, and the need to better gauge overall Board DEI performance was identified. Identifying ongoing experiential and educational DEI opportunities for the Board’s continued growth on this journey was advised.
Request For Qualifications Response Requirements

Diversity, Equity and Inclusion
Energy Trust strives to create a diverse, equitable and inclusive organization with responsive employees and contractors to achieve energy acquisition goals, serve customers, and engage trade allies and other partners. Diversity, equity, and inclusion work at Energy Trust is guided by a Diversity, Equity and Inclusion Operations Plan that includes specific goals and approaches for diversity, equity and inclusion activities throughout the organization’s work.

In responding to this RFQ, respondent is asked to disclose whether their company is women-owned or minority-owned, whether or not formally certified as such on Oregon’s COBID registry or other similar registries. In addition, Energy Trust is interested in respondent’s experiences developing and executing diversity, equity and inclusion initiatives and/or policies within its own organization or complying with diversity, equity and inclusion initiatives of other organizations.

Qualifications:
Provide information describing the consultant’s experience working with executive Boards on DEI exploration, growth and development. The statement of qualifications should detail their organizations key staff, history, experience, qualifications, and a representative list of clients for whom DEI work has been performed at the executive board level. A description of the consultant’s (or its personnel) lived experience pertinent to DEI should be provided. A description of how they chose this work, their firm’s founding principles, and their commitment to DEI should be provided. In addition, the consultant should provide the specific DEI qualifications and experience of the personnel anticipated to be assigned to the project. The consultants experience and competencies supporting and facilitating general executive leadership development, policy deliberation and education will be considered.

Approach Proposal:
Provide a detailed proposal describing how the consultant will collect the information necessary and engage the Board to determine the best course of action to help define its current DEI cultural landscape, its starting assumptions and its common or ranging understanding of DEI. Describe how the consultant will facilitate and engage the Board to embark on an ongoing, robust and challenging learning organizational model of effective DEI commitment and actions. The approach to supporting the Boards actions regarding the previous consultant’s recommendations should also be described. Methods for determining Board progress and performance or success factors regarding the effectiveness of its DEI commitment and actions should be addressed. A general timeline for completing the initial work and recommended stages or decision points for ongoing review and/or next steps should be provided. Describe which personnel will be engaged in which parts of the proposed work.
Rates and Pricing: 
Responding consultants should include their rates and pricing in their response to this RFQ. 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.

RFQ Schedule: 
RFQ responses will be accepted up and until 5 p.m., Pacific time, on Friday April 16, 2021. Responses must be submitted electronically by the deadline only to Cheryle Easton, cheryle.easton@energytrust.org. Please clearly indicate “RFQ Response” in the subject line of the email submission.

All respondents will receive notification when a decision has been determined.

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

Right to Accept or Reject: 
This RFQ 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 RFQ at any time in its sole discretion. This includes the right to cancel this RFQ 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.

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

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.

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.