



# **Energy Trust of Oregon** **Request for Proposals:** **Packaged Terminal Heat Pump** **Impact Evaluation**

**RFP Submission Deadline:**  
**February 14th, 2025, 5 p.m. (Pacific)**

**RFP Issued: January 13, 2025**

**Intent to Bid & Questions Due: January 24, 2025**

**Proposals Due: February 14, 2025**

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## About Energy Trust

Energy Trust is nonprofit organization selected and overseen by the Oregon Public Utility Commission to help utility customers of Portland General Electric, Pacific Power, NW Natural, Cascade Natural Gas and Avista lower energy costs, increase energy savings and generate renewable energy. Since 2002, our cash incentives, technical support, education, and strategic partnerships have helped customers save billions of dollars on their energy bills and achieve their energy goals.

Energy Trust serves a broad range of partners, stakeholders and customers, including people with low and moderate incomes, communities of color and rural communities. In all cases, our vision—clean, affordable energy for everyone—is the north star that guides our planning, decision-making and communication. In everything we do, we seek to improve lives today while creating a sustainable future for generations to come.

More information about Energy Trust’s background, funding sources, strategic and action plans, policies and programs is available on our website at [www.energytrust.org/about](http://www.energytrust.org/about).

## Introduction

Energy Trust of Oregon (Energy Trust) is soliciting proposals to conduct an impact evaluation of its packaged terminal heat pump (PTHP) measure.

Energy Trust’s Commercial Existing Buildings (EB) program provides technical assistance and financial incentives to multifamily properties, assisted living and nursing home facilities, dorms, and lodging businesses in Oregon to install PTHPs. To be eligible for incentives, the site must have an existing packaged terminal air conditioner (PTAC) with electric resistance heating and replace it with an AHRI certified PTHP. Sites must be located within Energy Trust’s electric utility service territory. See Table 1 for a summary of installed PTHPs from 2016-2024 in the EB program by market segment.

**Table 1 - PTHP Projects by Building Type, 2016-2024**

Year	Multifamily, Assisted Living, Nursing, and Dorms		Lodging, Hotels, and Motels	
	Projects	Units	Projects	Units
2016	109	516	28	360
2017	116	433	42	653
2018	129	386	65	1,010
2019	162	652	88	1,569
2020	150	640	100	3,110
2021	69	334	24	450
2022	108	484	21	138
2023	102	399	11	100
2024	92	537	30	635
<b>TOTAL</b>	<b>1,035</b>	<b>4,379</b>	<b>409</b>	<b>8,025</b>

Energy Trust claims savings for installed PTHPs based upon the higher efficiency of the PTHP while operating in heat-pump mode over the baseline PTAC. Energy Trust has established savings estimates using heating and cooling degree days (HDD and CDD,

respectively) for heating zone<sup>1</sup> 1 (HZ1) and heating zone 2<sup>2</sup> (HZ2) compared to a 57° F base temperature. The savings of the PTHP over the baseline PTAC are a result of the higher energy efficiency ratio (EER) during the cooling season and the higher coefficient of performance (COP) during the heating season while the PTHP is operating in heat-pump mode. Heating season savings assume that the PTHP operates in heat-pump mode whenever the outside air temperature is between 40° F and the 57° F base temperature with a COP of 3.5. When the temperature drops below 40° F the PTHP is assumed to operate in electric resistance heating mode with a COP of 1.0 and does not result in additional electricity savings. Energy Trust uses weather data from HZ1 and HZ2 as well as occupancy estimates<sup>3</sup> for each building type to estimate how many hours installed PTHPs will operate in air-temperatures that result in savings. Energy Trust claims between roughly 600 and 1600 kWh of annual savings per installed PTHP using these savings assumptions. See Table 2 for baseline and installed measure equipment efficiencies used in the measure assumptions.

**Table 2 - Measure Assumptions**

Case	COP	EER (Btu/Wh)
<b>PTAC Baseline</b>	1.0	10.5
<b>PTHP Measure</b>	3.5	11.9

Energy Trust is soliciting this study to better understand PTHP use, lockout temperature transition points, and savings. Findings from this study will directly inform Energy Trust's measure development process to update savings assumption methodologies and values.

See **Appendix C – PTHP Project Data, 2016-2024** for additional information about PTHPs program activity.

## Research Objectives

The primary objective of this study is to gather information to inform future assumptions and development of PTHP measure savings. The evaluation will include the following research questions:

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<sup>1</sup> Energy Trust aligns with heating zones defined by the Regional Technical Forum (RTF) and Northwest Power and Conservation Council (the 'Power Council'). These heating zones are defined according to annual heating degree days. More information about heating zones, their methodology, and supporting documentation is available on the Power Council's [website](#).

<sup>2</sup> A small portion of Energy Trust's service territory is in Heating Zone 3. Installed PTHPs in Heating Zone 3 use the same savings and other assumptions as Heating Zone 2.

<sup>3</sup> Energy Trust discounts lodging/hotel/motel savings by 36.2% based on occupancy rates from the Oregon Restaurant & Lodging Association's [report](#) from January 30, 2023.

- At what outdoor temperature do installed PTHPs shift into electric resistance heating mode?
- How often are the PTHPs operating in heat-pump mode and electric resistance mode during the heating season?
- How do installation characteristics, such as floor number, level of exterior walls, and ventilation, impact the use and savings of PTHPs?
- How do operation characteristics, such as fan settings and vacancy operation, impact the use and savings of PTHPs?
- What are the realized savings and realization rates of assumed savings of installed PTHPs?
- What are the characteristics of installed PTHPs, including inverter and non-inverter units, coil-defrost capabilities, refrigerants used, and capacity?

To fit Energy Trust's PTHP program design and provide data to support future measure development this evaluation will seek to determine answers to the above research questions across several stratifications of interest, including heating zone and building end use type.

## Tasks

It is anticipated that the selected evaluator will be required to undertake the following major tasks to answer the research questions. Respondents should address each task in their technical proposal and describe their approach. Respondents do not need to belabor minor or administrative tasks, such as the kick-off meeting or project management, but should instead focus their technical proposal on the core research tasks and methodologies. Respondents should ensure that they are including responses to the **bolded** prompts at the end of key tasks and identify any challenges and recommended solutions that the respondent foresees in implementing these tasks.

### **Task 1. Review Program Material, Conduct Kick-off Meeting, and Develop Project Work Plan**

At the beginning of the project, the selected evaluator will receive and review key program documents and data to inform their subsequent tasks and activities. Key documents and data will include:

- Program PTHP project data from 2016-2024.
- PTHP Measure Approval Documents (MADs) and supporting documentation.
- Regional Technical Forum (RTF) PTHP savings workbooks.

The selected evaluator will then develop a kick-off meeting agenda and materials. The kick-off meeting agenda should, at minimum, cover the project research objectives, methodology, necessary points of coordination between the program and evaluator, and draft schedule of tasks and deliverables. The kick-off meeting should be a collaborative discussion and provide opportunities for the selected evaluator and Energy Trust & PMC staff to ask questions, provide feedback, and identify points of contact for necessary coordination. The selected evaluator will take notes during the kick-off meeting and provide those to the evaluation project manager following the kick-off.

Following the kick-off meeting, the selected evaluator will use the key documents, program data, and kick-off meeting discussion to develop a project work plan. The work plan will be based on the outlined research objectives and tasks in this RFP and be the basis for all subsequent evaluation activities. The work plan will at minimum include:

- Evaluation goals and research questions.
- Evaluation methodologies.
- Sampling plans (see Task 2 & Task 3).
- Schedule of tasks and deliverables.

Within the work plan, research questions should be clearly mapped to the evaluation tasks that are intended to answer them. The selected evaluator will provide the draft work plan to the Energy Trust evaluation project manager and other staff to review. The selected evaluator will incorporate all feedback on the draft work plan prior to finalization. For scheduling purposes, the evaluation contractor should assume that Energy Trust staff will review the work plan for approximately two weeks before providing feedback. The selected evaluator will submit the final work plan within two weeks of receiving comments on the draft.

**Deliverables:**

- Kick-off meeting agenda.
- Notes from kick-off meeting documenting discussions.
- Draft and final work plan.

## **Task 2. Treatment & Future Participant Electric Savings Billing Analysis**

The selected evaluator will estimate annual electricity savings resulting from PTHPs using monthly billing data. The selected evaluator will use Energy Trust Utility Customer Information (UCI) data to compare monthly weather normalized (using TMYx<sup>4</sup> typical weather year data) from a sample of participant sites and matched comparison group of future PTHP participants. At the beginning of this task, the selected evaluator will request all necessary site and UCI data from the Energy Trust evaluation project manager.

The selected evaluator will first construct a treatment group of PTHP projects using program data from 2016-2024 provided during Task 1. The treatment sample will be comprised of PTHP projects at sites which have one full year of pre- and post-installation billing data available at the time of analysis, and do not have other data quality issues that would compromise the ability to estimate electricity savings. The selected evaluator will design the sample frame to reach, at minimum, 10% relative precision at 90% confidence for each heating zone and market segment (lodging and multifamily/assisted living/nursing). Due to the future-participant comparison group approach, the treatment

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<sup>4</sup> The TMYx data from [Climate.OneBuilding.org](https://climate.onebuilding.org) are developed using similar methods to the TMY3 dataset and provided in a similar format, but are based on more current weather data through 2021 and annual updates to TMYx are expected.

group will be weighted more towards earlier participants in the population to allow for the matching of suitable comparison group sites.

The selected evaluator will then create a matched comparison group of future participants for each sampled treatment site using a least-distance monthly electricity use approach. In addition to using the least-distance approach, the selected evaluator will also minimize differences between the treatment site and respective matched comparison group sites based upon the following characteristics:

- Site heating zone.
- Market segment.
- Site characteristics (building configuration, number of floors/units).
- Number of installed PTHPs.

The selected evaluator will construct treatment and matched comparison groups to minimize the differences between the matched groups and isolate the effects of the installed PTHPs. The selected evaluator will follow industry best practices for site attrition, including removal of sites who completed other Energy Trust projects in their baseline or analysis period. Efforts should be made to keep the number of matched comparison sites similar across all treatment sites to avoid weighting results towards one treatment site and its comparison group over another. The selected evaluator will submit a proposed sample, including treatment sites, their matched comparison group sites, and the relative confidence and precision expected by the proposed draft sample, to the Energy Trust evaluation project manager for review. Upon receiving feedback, the selected evaluator will make changes before finalizing the sample.

Once the treatment and matched comparison sites are finalized, the selected evaluator will complete a two-stage difference-in-difference analysis using monthly, weather normalized billing data of treatment and comparison group sites. The selected evaluator will use this analysis to determine average savings and savings realization rates of PTHP projects, per installed unit and per project, in each heating zone and market segment.

**Proposals should describe an approximate sample size for the treatment group, proposed number of matched comparison sites per sampled treatment site, and expected relative confidence and precision achieved by the analysis in this task. Respondents should also indicate how they will conduct their review of provided UCI and site data and subsequent sampling and matching.**

**Deliverables:**

- PTHP project site and UCI data request.
- Draft and final sample, including treatment sites, comparison sites, and expected relative confidence and precision.
- Chapter(s) in final report on billing analysis methods and results of the billing analysis.



### **Task 3. PTHP Site Metering and/or Data Logging**

The selected evaluator will select a second sample of PTHP projects that will receive direct metering and/or data logging and subsequent analysis. The selected evaluator will install equipment on the selected sample of units through one full cooling, shoulder, and heating season to collect usage and operation mode (heat-pump vs electric resistance) data.

The selected evaluator will develop a sample of participating sites that will receive direct PTHP metering and/or data logging. This sample will include representation from each market segment within each heating zone. The sample should be constructed to maximize confidence and precision of PTHP operation and identify differences between market segments and heating zones while being realistic about project budget and metering/data logging costs. The sample should prioritize selecting PTHPs at a variety of sites to reach the target number rather than selecting all of the installed units at a smaller number of sites. The selected evaluator will draw a draft primary and backup sample of sites and submit it to the Energy Trust evaluation project manager and program staff for review. The selected evaluator will incorporate all feedback and make necessary revisions prior to finalization. Once the sample is finalized, the selected evaluator will receive and review all project files associated with the sampled projects to inform their understanding of site and project specifics.

The selected evaluator will develop an outreach plan to guide customer recruitment of sampled sites. The outreach plan will include, at minimum, a description of each outreach method to be used per customer, the template language for each outreach method, the responsible party for each method (such as PMC staff or selected evaluator staff), the relative timing of each outreach attempt compared to one another, and the process and timing for determining if recruitment is unsuccessful and a site needs to be replaced with a backup site. Customer recruitment materials and language should clearly describe the requirements of participation in the effort, including direct site access and installation of equipment, as well as the timeline of the study period and removal of equipment. The selected evaluator will provide participating sites or residents with a gift card incentive to thank them for their participation and increase recruitment success rates. These gift cards must be clearly provided by the selected evaluator, not Energy Trust, and the selected evaluator will be solely responsible for any required tax reporting. To ensure successful completion of the lengthy study period the selected evaluator should provide half of the participation incentive at the beginning of the study period and half at the conclusion of the period once equipment has been retrieved.

Once the selected evaluator has completed the outreach plan, they will work with the Energy Trust evaluation project manager, program staff, and PMC staff to recruit sites according to the plan. As sites are recruited and agree to participate the selected evaluator will deploy field staff to install metering and/or data logging equipment. While on site, evaluation staff will document additional information about the selected installation units including location within the building, unit exterior walls, etc. The selected evaluator should seek to install metering equipment on a variety of unit configurations (such as floor number, relative number of exterior walls, etc.) across the sample. In addition, the selected evaluator will note equipment and operation details (such as defrost

capabilities, sizing, vacancy shut off, etc.) for all PTHP units at recruited sites. The selected evaluator will provide resources for participating sites and/or residents to contact the selected evaluator and Energy Trust should they experience any issues or have any concerns with their installed metering and/or data logging equipment. Following the conclusion of one full cooling, shoulder, and heating season the selected evaluator will retrieve all equipment and provide the second half of the participants' gift card incentive.

After equipment has been retrieved and data accessed, the selected evaluator will summarize both usage and operation-mode data to determine answers to the relevant research questions. The selected evaluator will review data for any errors or issues that would compromise study legitimacy and validity of results. The selected evaluator will also download weather station data for the nearest, appropriate, weather station for each site for use in answering the first research objective and to weather normalize collected data. Findings will be presented in the final report for each stratum of market type and heating zone. Individual site and unit findings and data will not be included in the final report but will be provided separately to Energy Trust.

**Proposals should include a proposed metering and/or data logging equipment configuration sufficient to collect and perform the requested data analysis. Respondents should also specify the expected number of sampled PTHP units per each stratification of interest. The respondent should also provide a brief overview of their proposed recruitment plan, including the number of recruitment attempts, mode(s) of recruitment attempts, and the form and value of participation incentives.**

**Deliverables:**

- Draft and final site and PTHP unit sample.
- Draft and final outreach plan.
- Section(s) in the final report on the site visit equipment findings.
- Section(s) in the final report on methodology and findings of site visit data.
- Metering and/or data logging data for each sampled site.

**Task 4. Reporting**

The selected evaluator will produce an interim report at the conclusion of the Tasks 1 & 2. This interim report will be a key component of Energy Trust's 2026 measure development activities for PTHP measures. The selected evaluator will draw conclusions and make recommendations related to the research goals and objectives based on the evaluation findings. Key findings will be highlighted with compelling tables, charts, and graphics. The use of tables and graphs is also recommended for material that does not lend itself well to narrative form. For accessibility, main text will be at least 10 pt font; footnotes and figure captions must be at least 8 pt. The interim report should include, at minimum, the following sections:

- Executive Summary
- Introduction, including description of the scope of the interim memo
- Summary of methods

- Results, including charts and text highlighting key findings
- Conclusions and recommendations relating to the findings and research objectives

The selected evaluator will submit a draft interim report by December 31<sup>st</sup>, 2025 for Energy Trust, PMC, and other parties deemed appropriate to review. The selected evaluator should assume, for scheduling purposes, that this review will take up to two-weeks to complete. After receiving feedback and comments, the selected evaluator shall make revisions and submit a final interim report within two weeks. It may take more than one round of revisions to reach an acceptable interim report.

The selected evaluator will produce a final report after all research activities have concluded. The selected evaluator will draw conclusions and make recommendations related to the research goals and objectives based on the evaluation findings. Key findings will be highlighted with compelling tables, charts, and graphics. The use of tables and graphs is also recommended for material that does not lend itself well to narrative form. For accessibility, main text will be at least 10 pt font; footnotes and figure captions must be at least 8 pt. The report should include, at minimum, the following sections:

- Executive summary.
- Introduction, including description of the initiative and purpose of the study.
- Summary of methods, including sample selection and comparison group matching, billing analysis, metering and/or data logging, and site visit characteristic collection.
- Results, including charts and text highlighting key findings.
- Conclusions and recommendations relating to the findings and research objectives.
- Appendices containing detailed tables of results, crosstabulations, or additional analyses that may be of interest but are not of key importance.

The selected evaluator will produce a draft final report and provide it to Energy Trust. The draft report will be reviewed and commented on by Energy Trust & PMC staff, third-party reviewers, and other parties deemed appropriate by Energy Trust. The selected evaluator should assume a review window of two-to-three weeks for the draft final report. Upon receiving feedback on the draft, the selected evaluator will make revisions and deliver to Energy Trust a final version of the evaluation report within three weeks. Achieving an acceptable final report may take more than one iteration between the evaluator and Energy Trust. Where applicable, data, phone conversations, non-confidential sources, publications, and other media used in the report must be referenced and cited. It is anticipated that any respondents or sources can be promised confidentiality in terms of attribution of responses. Findings and conclusions shall be based on the information collected by the selected evaluator and referenced in the reports.

In addition, the selected evaluator will create and deliver a 20-minute presentation of the evaluation findings at a public evaluation webinar hosted by Energy Trust's evaluation team. These public webinars provide an opportunity for Energy Trust staff and stakeholders, and other industry professionals, to see the results of Energy Trust's evaluation and research projects. The webinars also help to disseminate evaluation

findings and lessons learned and make Energy Trust's programs more transparent. The selected evaluator will provide a draft slide deck at least three weeks prior to the webinar. The selected evaluator will make revisions to the slide deck based on Energy Trust feedback and will provide a final presentation prior to the webinar.

**Deliverables:**

- Draft and final evaluation report.
- Draft and final webinar materials.

**Task 5. Project Management**

The selected evaluator will manage all aspects of this evaluation project to ensure that it remains on-schedule and below the contract budget cap. Project management will include hosting regular check-in meetings with Energy Trust staff during the evaluation. The selected evaluator should assume that check-ins will be held biweekly, but this may be revisited throughout the project depending on the tasks being undertaken during different project phases. During the recruitment and installation of on-site equipment during Task 3, the selected evaluator will maintain a progress tracker for all sampled sites and provide this to Energy Trust staff with, at minimum, weekly updates. The selected evaluator will proactively advise on ways to maximize study quality throughout the project.

The selected evaluator will be required to submit monthly status reports presenting the following:

- A summary of accomplishments during the previous month.
- Current month's activities and plans.
- Variances in schedule or budget, including any necessary explanations.
- If applicable, any issues or concerns to be addressed with proposed solutions.
- Compliance with supplier diversity requirements (see Proposal Requirements), including current and total amounts invoiced to date for COBID-certified firms relative to total contract spending.

These reports are due by the 10th of every month and must accompany the invoice, starting with the first month after work begins.

**Deliverables:**

- Regular check-in meetings with Evaluation Project Manager
- Frequent progress updates during data collection fielding
- Monthly status reports

## **Proposal Requirements**

Proposals must be clear, complete and concise. Pages must be numbered, sections must be clearly titled, and fonts must not be smaller than 11 point. Respondent's proposal must contain the following elements; failure to include any required elements may result in the rejection of respondent's proposal. There is a 27-page limit for proposals, not including

résumés, insurance coverage information, conflict of interest disclosure, or representations and signature page.

## 1. Proposal Content

### *Team Structure & Qualifications.*

Proposals should provide an overview of the lead firm and any subcontractors. We encourage respondents to create a team of firms with specialized expertise to fill different project roles. Proposals should describe the respondent team's qualifications and experience doing similar work and identify specific aspects of the project where the respondent team's experience will be particularly relevant or important. **Not to exceed four (4) pages.**

### *Staffing and Subcontracting Plan.*

Describe the project team structure, role of each key team member, subcontractor roles, COBID numbers for any COBID certified prime- or sub-contractors (see *Supplier diversity requirements section below*) and the management plan. **Not to exceed two (2) pages.**

### *Technical Proposal.*

Provide a detailed project proposal for the evaluation, including proposed approach to the to the specific tasks identified in the "Tasks" section above, as well as respondent's approach to the evaluation overall. Respondents should follow the bolded proposal instructions in the Tasks section and refrain from simply repeating the study tasks. **Not to exceed ten (10) pages.**

### *Supplier Diversity Requirements.*

Proposals should indicate if respondent's firm or subcontractors are certified with the Certification Office for Business Inclusion and Diversity (COBID) of Oregon or US Small Business Administration (SBA) as one or more of the following certifications that qualify under Energy Trust's Supplier Diversity Policy (SDP).

Qualifying COBID certifications:

- Minority Business Enterprise
- Women Business Enterprise
- Veteran Business Enterprise
- Service-Disabled Veteran Business Enterprise
- Emerging Small Business,

Qualifying SBA certifications:

- Small Disadvantaged Business
- Women Owned Small Business
- Economically Disadvantaged Women Owned Small Business
- Business Development Program (8a)

- Veteran Owned Small Business
- Service-Disabled Veteran Owned Small Business
- Historically Underutilized Business Zone Certification (HUBZone)

**It is not required for a minimum value of any resulting contract to be directed towards SDP qualifying firms.** However, Energy Trust still encourages interested firms to create teams that include SDP qualifying firms. As such, proposals which direct at least 15% of the total value of a resulting contract may receive up to a 5% bonus during scoring. Any teaming should be reflected in the staffing and subcontracting plan and budget proposal. Please include any relevant certifications and certification numbers in the proposal for SDP qualifying firms. **Not to exceed one (1) page.**

*Schedule of Tasks and Deliverables.*

Provide a schedule of major activities and deliverables listed in the Tasks section above, with approximate dates. The schedule should assume that a project kick-off meeting will be scheduled within three weeks of awarding the contract.

Energy Trust's Supplier Diversity Policy requires RFP and RFQs be posted to Energy Trust's website for a minimum of one month. Energy Trust also typically takes 2-3 weeks to review, score, and select contract awardees from submission pools. Contracting and project initiation often take 1-2 additional weeks after a contractor is selected. Please factor these timelines into your proposed schedule.

Energy Trust is interested in receiving the draft interim report by December 31<sup>st</sup>, 2025 and the draft final report for this project by July 31<sup>st</sup>, 2026. A final report will be delivered within three weeks of having received all comments and edits on the submitted draft. These schedule assumptions may be reassessed once the project begins. **Not to exceed two (2) pages.**

*Detailed budget proposal.*

Provide a detailed budget proposal, based on the proposed methods and staffing plan. Proposals should assume a time-and-materials contract with a "not-to-exceed" budget cap. Proposals should describe the underlying budget assumptions and any drivers of cost that can be modified without compromising the integrity of the evaluation.

It is anticipated that the budget for the scope described in this RFP will be approximately \$200,000; however, Energy Trust reserves the right to revise its budget assumptions at any time. We ask bidders to propose as competitive a budget for the project as they can, while being realistic about the scope that they can complete within that budget. If the proposed budget will exceed the \$200,000 threshold listed here, we will consider it, but ask that bidders provide a rationale for why it is necessary. In addition, we ask bidders that are proposing to exceed the budget threshold listed here to provide alternative budget scenarios where they could stay within the budget by making certain trade-offs – either by dropping tasks or reducing complexity in places.

Proposals should summarize the budget in a table, breaking out the estimated hours and costs by task and staff member. Please use the following budget template. Staff and subcontractors listed in the budget should be identified by name, with billing rates for each. **Not to exceed two (2) pages.**

Budget template:

Staff Name	Firm	Hourly Rate	Hours Per Task			Total Hours	Total Cost
			Task 1	Task 2	Task...		
Staff Member 1							
Staff Member 2							
Staff Member...							
Subcontractor 1							
Subcontractor...							
Total Hours Per Task							
Direct Costs							
Total Cost Per Task							

*Diversity, Equity, and Inclusion (DEI) & Cultural Competence Experience.*

Proposals should describe respondent’s efforts and experiences in integrating diversity, equity, and inclusion into their business operations, both internally and externally, and their experience conducting culturally responsive research and evaluation work. Energy Trust seeks to contract with organizations that share its commitment to building a diverse, equitable, and inclusive workplace and business environment, and that apply a diversity and equity perspective to their work. Respondents must provide responses to each of the questions in **Appendix B. Not to exceed four (4) pages.**

*Data Security and Confidentiality.*

Proposals should provide any data security certifications (e.g., ISO-27001 or SOC 2) that are held and **maintained by the respondent and any subcontractors engaged in the project.** Energy Trust recognizes that these certifications can present significant barriers for some firms. If your organization or subcontractor does not hold any relevant data security certifications, please provide a brief description of the systems, policies, and procedures used to ensure that Energy Trust provided data and data collected throughout the evaluation are kept secure and confidential during fielding, data transfers, storage, and analysis. **Not to exceed two (2) pages.**

**2. Work Product Example**

Proposals should include **one past report** that showcases the respondent team’s work on a similar project, as well as their data presentation and reporting capabilities. If needed, the names of people and organizations may be redacted

from the report to allow sharing it. The work product example should be included as an appendix to the proposal; if the report is available on a public website, a working link to the report is preferred. **No page limit, but please keep materials to a minimum.**

### 3. Resumés

Proposals should include resumés of all key team members, from the lead firm and any subcontractors who will be performing work. These should be included in an appendix to the proposal. Key team members includes any staff members who are engaged in the above tasks in meaningful ways, but does not need to include staff members who are solely engaged in report editing, quality assurance, etc. **No page limit.**

### 4. Insurance Coverage Information

Energy Trust requires its contractors to maintain, at a minimum, workers compensation insurance, adequate commercial general liability insurance coverage, and automobile liability insurance. Cyber liability coverage may also be required. Provide a description of the insurance coverage provided by respondent for performing the evaluation work, including:

- Whether such coverage is on a “comprehensive” or “commercial” form
- Whether such coverage is on a “claims made” or “occurrence” basis
- All endorsements excluding coverage of any nature, if any
- All limits, including aggregate limits and the current remaining coverage amounts under those limits
- Effective date

This information should be provided in an appendix to the proposal. **No page limit.**

### 5. Conflict of Interest Disclosure

Respondent must disclose any actual or potential conflicts of interest that respondent or its subcontractors may have with Energy Trust in its proposal. A conflict of interest is defined as any situation in which an individual or a member of their family or close business or personal acquaintance, is employed by Energy Trust or the OPUC, or may be reasonably construed to have a personal or financial interest in any business affairs of Energy Trust that may impair or appear to impair respondent’s objectivity in performance of the work in this solicitation or any other Energy Trust contract or situations in which respondent may have an unfair advantage.

The following are examples of actual or potential conflicts of interest that could require a mitigation plan or could be grounds for exclusion from competition in Energy Trust’s discretion:

- *A respondent has or had access to nonpublic information (e.g., budget, evaluation criteria, another contractor’s proprietary data, etc.) via the*



*performance of another Energy Trust contract or subcontract that provides respondent with an unfair advantage in responding to this solicitation.*

- *A respondent on an evaluation project that would involve evaluating the performance of Program X has an existing subcontract with one of Energy Trust's prime contractors for which it is paid to implement some portion of Program X.*
- *A respondent who has assisted Energy Trust or one of its current contractors in drafting the statement of work in a solicitation on which it now seeks to submit an offer will be automatically excluded from competing on that specific solicitation.*

Respondent's disclosure must specifically address any existing contracts between Energy Trust and the respondent, its staff, or any of its proposed subcontractors. If a potential conflict of interest is identified by the respondent, then the respondent should propose strategies to mitigate the conflict by submitting a mitigation plan which, if acceptable to Energy Trust, will become part of the contract terms if respondent is selected for award. If no conflict is identified by respondent, the respondent will explicitly provide such a statement in their RFP response. The determination of whether a conflict of interest exists is left to the sole discretion of Energy Trust. This information should be provided in an appendix to the proposal. **No page limit.**

## 6. Representations and Signatures Page

Respondent's proposal must contain the signature of a duly authorized officer or agent of the respondent company submitting the proposal. Respondent's duly authorized officer or agent shall sign **Appendix A** certifying to the representations stated on **Appendix A**. The signed page should be provided as an appendix to the proposal.

## Proposal Selection Criteria

Proposals will be judged on the criteria listed below. As noted above, failure to meet the proposal requirements may result in the rejection of a proposal without scoring.

- Technical proposal
- Qualifications of proposed team and staffing plan, including subcontractors (if applicable)
- Proposed budget
- Supplier Diversity Program eligibility (bonus to score only)
- Diversity, equity, and inclusion responses
- Data security and confidentiality
- Work product example

## Schedule & Administration of Proposal Selection Process

### RFP Schedule:

- **January 13, 2025** RFP issued
- **January 24, 2025** **Intent to bid due**
- **January 24, 2025** Questions/request for additional information due
- **January 31, 2025** Response to questions posted no later than
- **February 14, 2025** **Proposals due**

### Requests for Additional Information and Proposal Submission

Any questions and/or requests for clarification regarding this RFP, as well as stating intent to bid on the project, must be submitted via email to the contact named below by **January 24th, 2025**. Responses to questions and requests for additional information will be posted on Energy Trust's website no later than **January 31st, 2025**. Energy Trust cannot accommodate individual phone, mail, or fax inquiries about the RFP. All questions must be submitted via email.

Stating intent to bid does not obligate a respondent to submit a proposal. Only electronically submitted proposals (in PDF form) will be accepted; faxed or print proposals will not. A signed letter of transmittal (cover letter) is required and should be scanned and submitted along with the proposal. All proposals must be received by 5pm Pacific Time on **February 14th, 2025**. Energy Trust will not be obligated to consider information received outside this time interval for the purposes of this RFP. Please submit proposal to:

Cody Kleinsmith  
Project Manager – Evaluation  
Energy Trust of Oregon  
Email: [cody.kleinsmith@energytrust.org](mailto:cody.kleinsmith@energytrust.org)

### Revisions to RFP

If it becomes necessary to revise any part of this RFP, an addendum will be issued by Energy Trust and will be posted on the website. Respondents should contact Energy Trust if they find any inconsistencies or ambiguities to the RFP. Clarification given by Energy Trust may become an addendum to the RFP.

### Withdrawal and Modification of Proposals

Respondents may withdraw their proposal and submit a revised proposal prior to the response deadline. After the response deadline, Respondent initiated changes will not be accepted. Respondents may withdraw their proposal from consideration at any time.

## **Proposal Evaluation and Notification for Negotiations**

Energy Trust will review the proposals as received and will initiate negotiations with the leading Respondent(s).

## **Validity and Deadlines**

Proposals should specify the date through which the proposal is valid.

## **RFP GOVERNING PROVISIONS**

All responses to this RFP are subject to the following additional provisions.

### **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. Energy Trust 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, Energy Trust reserves the right to waive any nonconformity in submissions received, to accept or reject any or all of the items in the submission, to negotiate any of the details of the proposal prior to contracting, and award any ultimate contract in whole or in part as it is deemed in Energy Trust's best interest.

### **Confidentiality**

Respondents shall clearly identify only those portions of their proposals that they do not want revealed to third parties and label such portions as "Confidential Information". Except as required under law or for regulatory purposes Energy Trust will maintain confidentiality of such information. Energy Trust will not accept proposals or other documents that are marked to indicate the entire document is the confidential or proprietary information of the sender or that restricted handling is required. Normal business practices will be observed in handling proposal materials. Except in the case of litigation or other legal disclosure and/or audit requirements, Energy Trust will not disclose information submitted in response to an RFP to any third party.

### **Ownership and Return of Proposals**

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

### **No Verbal Addendums**

Any clarification or interpretation of the RFP documents shall be issued in writing by Energy Trust. No verbal agreement or conversation made or had at any time with any officer, agent or employee of Energy Trust, nor any oral representation by such party shall bind Energy Trust nor add to, detract from, affect or modify the terms of this RFP. Any addendum to this RFP will be in written form.

## Proposal Costs

Each response prepared in response to this RFP will be prepared at the sole cost and expense of the respondent and with express understanding that there will be no claims whatsoever for reimbursement from Energy Trust.

## Waiver of Claims

Respondent waives any right it might otherwise have to bring any claim, whether in damages or equity, against Energy Trust, Energy Trust Board of Directors or any Energy Trust agents, employees or contractors, with respect to any matter arising out of any process associated with this RFP.

## Energy Trust Rights Reserved

Energy Trust reserves the right, in its sole discretion, to reject any or all proposals in whole or in part, to waive any minor irregularities or informalities in a proposal, and to enter into any agreement deemed to be in its best interests. In addition to any other enumerated reserved rights and/or options as stated in this RFP, Energy Trust may in its sole discretion do any one or more of the following:

- Determine which responses are eligible for consideration in response to this RFP.
- Disqualify responses that do not meet the requirements of this RFP, in the sole determination of Energy Trust.
- Negotiate with any respondent to amend any response.
- Select and negotiate and/or enter into agreements with respondent(s) who, in Energy Trust's sole judgment, are most responsive to the RFP and whose responses best satisfy the interests of Energy Trust, in its sole discretion, and not necessarily on the basis of price alone or any other single factor.
- Issue additional subsequent solicitations for information or responses, including withdrawing this RFP at any time and/or issuing a new RFP that would supersede and replace this one, or issuing a follow-up solicitation.
- Vary any timetable or schedule, add or change any provisions discussed herein.
- Conduct any briefing session or further information gathering or solicitation process on any terms and conditions.
- Suspend or modify the RFP process at any time.
- Enter into relationships with more than one respondent.

## Resulting Contract(s)

The selected respondent or respondents will be required to execute a written contract with Energy Trust to perform contractor services as determined between Energy Trust and the selected respondent. No award will be considered a commitment, and no obligations or legal relations shall exist between Energy Trust and the selected respondent until a final and binding written contract has been executed by and between Energy Trust and the selected respondent.

Key terms in any resulting contract include, but would not be limited to, the following: Appropriate business licensing, timely and accurate invoicing requirements, intellectual property provisions ensuring the work product developed for Energy Trust by the

contractor or its subcontractors shall be the property of Energy Trust, use of Energy Trust consent forms when referencing Energy Trust participant or project information, conflict of interest disclosure requirements, confidential information nondisclosure requirements, indemnification for third-party claims and limitation of liability provisions, and insurance requirements.

Time is of the essence with regard to these services and prolonged contract negotiations will not be undertaken. In general, Energy Trust strongly prefers contracts that are consistent with Energy Trust's standard terms and conditions; negotiations for such contracts can generally be completed quickly. In some cases, a few terms and conditions may need to be substituted or waived, in accordance with contract negotiations. Any party involved in these contract discussions can terminate negotiations at any time and for any reason. If it appears that contract negotiations are not proceeding in a timely manner, Energy Trust may opt to terminate the discussions and select another respondent.

The selected respondent will be required to sign Energy Trust's Utility Customer Information (UCI) confidentiality agreements to gain access to customers' energy consumption data. There is a contractor version of the UCI confidentiality agreement, which can be found here: [https://energytrust.org/wp-content/uploads/2021/10/LGL\\_FM0205C.pdf](https://energytrust.org/wp-content/uploads/2021/10/LGL_FM0205C.pdf). There is also an individual version of the UCI confidentiality agreement, which can be found here: [https://energytrust.org/wp-content/uploads/2021/10/LGL\\_FM0205I.pdf](https://energytrust.org/wp-content/uploads/2021/10/LGL_FM0205I.pdf).

## Appendix A – Representations and Signature page

I, the undersigned declare that;

1. I am an authorized agent of the respondent and have authority to submit this proposal on behalf of the respondent.
2. The information provided in this proposal is true and correct to the best of my knowledge.
3. I have read this Request for Proposals in its entirety and agree unconditionally to all of its conditions and requirements.
4. The respondent has not directly or indirectly induced or solicited any other respondent to submit a false or sham proposal.
5. The respondent has not solicited or induced any other person, firm, or corporation to refrain from proposing.
6. The respondent has not sought by collusion to obtain for itself any advantage over any other respondent or Energy Trust.
7. The respondent's proposal is genuine; not made in the interest of, or on behalf of, any undisclosed person, firm, or corporation; and is not submitted in conformity with an agreement of rules of any group, association, organization, or corporation.
8. I understand and accept that the approval or rejection of respondent's request is within the sole discretion of Energy Trust and that there is no legal commitment until all due diligence has been performed and a properly authorized contract has been duly and properly executed.
9. I authorize the representatives of Energy Trust to investigate the business and personal financial credit history of respondent, its affiliates, and all associated partners, principals and management and authorize the release of all said information.
10. I agree that I will report immediately in writing to Energy Trust any changes to the information contained herein at any time while I am under consideration for funding.

***The information contained in this proposal and any part thereof, including its exhibits, schedules, and other documents and instruments delivered or to be delivered to Energy Trust is true, accurate, and complete. This proposal includes all information necessary to ensure that the statements therein do not in whole or in part mislead Energy Trust as to any material fact.***

Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Name and Title: \_\_\_\_\_

(please print)

## **Appendix B – Diversity, Equity, and Inclusion Experience**

### **Diversity, equity, and inclusion experience**

1. Provide specific recent examples of activities, policies or investments that demonstrate how respondent promotes diversity, equity, and inclusion within respondent's company in the areas of
  - a. recruitment, hiring, retention and promotion;
  - b. training and professional development;
  - c. industry workforce development and support.

### **Cultural competence in evaluation**

Culture shapes each step of the evaluation process—from the conceptualization of a study and its research questions; to decisions on what data to collect, how to collect it, and how to analyze it; to the interpretation and presentation of results. Culturally competent evaluation requires researchers to recognize their own cultural assumptions about a research project, continually consider cultural and contextual factors in their research design, and implement methodological adjustments to account for diverse research contexts.

2. Provide your plan to apply culturally competent research practices in this project.
3. Provide a specific example of your team's experience applying culturally competent research practices when working with diverse customer groups; how did the research project's goals, methods, or outcomes change?

**Appendix C – PTHP Project Data, 2016-2024****Table 3 - PTHP Projects by Heating Zone, 2016-2024**

Year	Heating Zone 1		Heating Zone 2/3	
	Projects	Units	Projects	Units
2016	134	836	3	40
2017	144	954	14	132
2018	184	1,323	10	73
2019	219	1,855	30	365
2020	202	2,556	48	1,194
2021	85	710	8	74
2022	110	475	19	147
2023	106	470	6	28
2024	112	1,075	10	97
<b>TOTAL<sup>5</sup></b>	<b>1,296</b>	<b>10,254</b>	<b>148</b>	<b>2,150</b>

<sup>5</sup> Discrepancies between Table 1 and Tables 3 & 4 are due to a small number of projects with NULL heating zone values.



**Table 4 - PTHP Projects by Building Type & Heating Zone, 2016-2024**

Year	Heating Zone	Multifamily, Assisted Living, Nursing, and Dorms		Lodging, Hotels, and Motels	
		Projects	Units	Projects	Units
2016	HZ1	107	491	27	345
	HZ2	2	25	1	15
2017	HZ1	108	411	36	543
	HZ2	8	22	6	110
2018	HZ1	123	370	61	953
	HZ2	6	16	4	57
2019	HZ1	147	623	72	1,232
	HZ2	14	28	16	337
2020	HZ1	132	532	70	2,024
	HZ2	18	108	30	1,086
2021	HZ1	64	327	21	383
	HZ2	5	7	3	67
2022	HZ1	89	337	21	138
	HZ2	19	147	0	0
2023	HZ1	97	387	9	83
	HZ2	4	11	2	17
2024	HZ1	83	451	29	624
	HZ2	9	86	1	11
<b>TOTAL<sup>6</sup></b>	<b>HZ1</b>	<b>950</b>	<b>3,929</b>	<b>346</b>	<b>6,325</b>
	<b>HZ2</b>	<b>85</b>	<b>450</b>	<b>63</b>	<b>1,700</b>

<sup>6</sup> Discrepancies between Table 1 and Tables 3 & 4 are due to a small number of projects with NULL heating zone values.