



Wyoming Energy Regional Economic Coordination Office:

Establishment and Operation

***REQUEST FOR PROPOSALS***

**Issued by:**

**Wyoming Energy Authority**  
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**Issue date:** December 5, 2022

**Closing date:** January 6, 2023

Additional copies of this solicitation are available from  
the Wyoming Energy Authority website at  
<https://www.wyoenergy.org/news/>

This program is subject to the Civil Rights Act of 1964, the Wyoming Fair Employment Practices Act (Wyo. Stat. Ann. §§ 27-9-101 - 106), the Americans with Disabilities Act, 42 U.S.C. § 12101 - 12213, and the Age Discrimination Act of 1975, 42 U.S.C. § 6101 - 6107, and any rules or regulations promulgated under these state and federal anti-discrimination statutes. Funding recipients shall not discriminate against any individual on the grounds of age, sex, sexual orientation, creed, color, race, religion, national origin, ancestry, pregnancy, or disability in connection with funding under this Request for Proposals.

**REQUEST FOR PROPOSALS**  
**Wyoming Energy Regional Economic Coordination Office**

**1. INTRODUCTION**

The mission of the Wyoming Energy Authority (WEA) is to advance Wyoming's energy strategy by driving data, technology, and infrastructure investments. The WEA is issuing a request for proposals (RFP) from service providers, consultants, and other interested entities who can provide services related to the establishment and operation of a Wyoming Energy Regional Economic Coordination Office.

**2. SPECIFICATIONS AND SCOPE OF WORK**

**A. Purpose**

In September 2022, the WEA was awarded a grant by the United States Economic Development Administration to create a Wyoming Energy Regional Economic Coordination Office (RECO). This award will, among other things, help enhance the economic development planning capacity of Wyoming by establishing an office to research opportunities in the energy industry, develop roadmaps and strategies for new energy initiatives, support industry coordination, and support a just energy transformation for inclusive, sustainable energy development in Wyoming. The purpose of this solicitation is to secure services from qualified individuals and/or organizations that can establish and operate the RECO, execute the defined scope of work and ensure that deliverables are met.

**B. Scope of Work Items**

Final award may not necessarily represent the complete SOW. The Wyoming Energy Authority may evaluate each component of the Scope of Work in each applicant's submission independently and offer a partial award. Note: it is likely that proposals from more than one applicant will be selected; however, only one applicant will be selected per each item of the scope of work. Proposals may cover Scope of Work items 1, 2a, 2b, 2c, 2d, 2e, 3, and/or 4 below.

1. **Net-Zero Energy Industry Partnership:** Facilitate, together with the Wyoming Business Council and the Wyoming Workforce Development Council, the formation and coordination of a Net-Zero Energy Industry Partnership. The Net Zero Energy Industry Partnership will be critical for ensuring timely communication and coordination within the energy industry, as well as communication across partners such as economic development, regulatory, educational partners and others, allowing for strong collaboration. After formation, a successful industry partnership is intended to become self-sustaining, such that the member companies address the long-term administrative burden either through in-kind donations or contract independently with a third party.
2. **Strategies and Roadmaps:** Develop strategies and/or roadmaps for the items listed below for the future of energy. Submissions are not required to cover more than one item, however, may cover up to all five items (2a-2e), if desired.
  - a. Advanced nuclear
  - b. CCUS (carbon capture, utilization, and storage)
  - c. Electrification and conversion of energy sources

- d. New Energy Market Tools<sup>1</sup> for Wyoming businesses
- e. Energy Conservation and Efficiency

Deliverables will include, as appropriate, a market analysis; analysis of existing regulations and identification of regulatory gaps, innovative financial mechanisms, and other policy levers to enable energy development in Wyoming; workforce and training gap analysis; an evaluation of opportunities, deficiencies and vulnerabilities in the topic's value chain from production, transportation, storage to use; long-term sustainability; R&D and technology overview; benchmark data collected against national averages to help identify trends; environmental justice, equity and inclusion; timelines for implementation (near-term and long-term); as well as identifying funding opportunities for each.

3. **Research and Identify Energy Projects Including a County-by-County Assessment:** Research and identify energy projects that support job creation, business development, inclusive growth, and regional collaboration in Wyoming. Develop a structure or strategy for how to establish information networks to encourage regular communications between the public, private, education, and non-profit sectors to collaborate on existing and potential future challenges. A deliverable for this task will be a Wyoming county-by-county assessment of opportunities and challenges in the energy sector.
4. **Create a plan for equity and a just transition for inclusive, sustainable energy development in Wyoming.** It is critical that the strategy for energy development share the benefits across all affected communities, both urban and rural, including efforts to reach historically excluded populations, racial minorities, and women. It is expected that this deliverable will result from the collaboration with the contractor(s) for items 1-3 above.

The strategies and roadmaps will be used by state and local governments, educational institutions, as well as community and economic development organizations to be able to prioritize and prepare for the necessary steps for the energy transformation. By diversifying and decarbonizing our energy portfolio, we will increase our state's economic resiliency. The demand for quality, reliable energy will remain, but it is the forms of production (low and no carbon intensity) and delivery (more electricity etc.) that are changing. The deliverables developed by this project will clearly outline the path forward.

### 3. FUNDING AND PROJECT PERIOD

#### A. Funding

The project budget for all elements of the Scope of Work (Section B above) is \$700,000, and is supported through an Economic Adjustment Assistance grant from the Economic Development Administration (federal award ID number: 05-79-06208; URI: 119720). As these are federal funds, all applicants will need to abide by Code of Federal Regulations 2 CFR 200 and other applicable regulations.

#### B. Project Period

The project period is 30 months, or ten quarters, commencing upon engagement. There will be quarterly reviews of work performance.

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<sup>1</sup> "New Energy Market Tools" are defined as what is needed for Wyoming businesses to pivot to new clients in the new energy sectors and beyond. For example, companies that have traditionally served the fossil fuel energy industry may wish to diversify their customer portfolio and provide services for CCUS, nuclear or renewable energy.

#### **4. APPLICANT ELIGIBILITY**

Participation in this program is open to companies, organizations, and individuals that can undertake such an engagement.

#### **5. RFP Q&A (QUESTIONS AND ANSWERS)**

If you have questions regarding this solicitation or if you need more information, please email: Anja Richmond at [anja.richmond@wyo.gov](mailto:anja.richmond@wyo.gov) with "RECO RFP Query" in the subject line.

#### **6. SCREENING AND EVALUATION PROCESS**

##### **A. Screening**

The Wyoming Energy Authority will screen all submissions prior to official review to ensure completeness and compliance with the requirements of this solicitation. Those submissions that do not comply, or are otherwise deemed to be non-responsive, will be returned to the applicant with an explanation of the submission's deficiencies. All accepted submissions will be reviewed by the authority. Applicants may be contacted directly if the WEA requires clarification or more information.

##### **B. Evaluation Criteria**

Submissions will be evaluated according to the equally weighted criteria described below:

- Applicant's qualifications, experience, demonstrated capabilities, understanding of requirements, and references.
- The suitability of the proposal to fulfill the requirements.
- Responsiveness – The degree to which the applicant has responded to the purpose and scope of the specifications, the flexibility to meet the authority's needs, conformance in all material respects to this request for proposals, etc.
- Responsibility – The applicant has the capability to perform fully the contract requirements, and the moral and business integrity and reliability which will assure good faith performance as required.
- Compliance - Compliance with all state and federal entities that govern business operations; including, but not limited to, maintaining sufficient general liability insurance, possessing good standing with the applicant's respective Secretary of State, and having no indictments or convictions resulting in suspension and debarment for federal funding.

The Wyoming Energy Authority will rank the submissions according to the guidelines. The Wyoming Energy Authority reserves the right, without limitation or qualification, to consider any other criteria or factors that the authority deems relevant to provide the best services. Final award may not necessarily represent the complete SOW. The Wyoming Energy Authority may evaluate each component of the Scope of Work in each applicant's submission independently and offer a partial award.

**NOTE: Decisions of the Wyoming Energy Authority are final and are not subject to appeal.**

##### **C. Applicant Notification**

All applicants will be notified by email regarding the outcome of the evaluation process and final project selections by the dates indicated in Section 7, "Dates."

## 7. DATES

All dates and times are Mountain Time and are subject to change at the sole discretion of the Wyoming Energy Authority. Proposals received after the time and date specified will not be considered.

Issue Date: December 5, 2022

Closing Date: 4:00 p.m. January 6, 2023

Final Project Selection: No later than February 28, 2023

## 8. RIGHTS AND DISCLAIMERS

The Wyoming Energy Authority reserves the right, without limitation or qualification and at its sole discretion, to terminate this solicitation process at any time. The Wyoming Energy Authority reserves the right, without limitation or qualification, to reject any submission at any part of this solicitation process. All decisions made by the Wyoming Energy Authority are not subject to appeal.

## 9. SUBMITTAL INFORMATION

All costs incurred in the preparation and presentations of the submission are the applicant's sole responsibility. All documentation submitted with the submission will become the property of the Wyoming Energy Authority.

**Submission method:** Submit submissions via email to [anja.richmond@wyo.gov](mailto:anja.richmond@wyo.gov). The subject line of the email should read "RECO - [Company Name]". A confirmation email acknowledging receipt of the proposal will be sent within the next business day of submission. The submission time and date will be based on the timestamp of the proposal submission email.

Please use the following format for naming files:

RECO 2023\_[Company Name]\_[Submitter Last Name]\_[File Description]

Example 1: "RECO 2023\_ABC Consulting\_Smith\_Proposal.pdf"

Example 2: "RECO 2023\_ABC Consulting\_Smith\_Confidential Attachment.pdf"

**Confidentiality:** The applicant shall clearly identify all information that is considered confidential (Wyoming Public Records Act, W.S. 16-4-201 through 16-4-205). Identify each confidential page with "CONFIDENTIAL" in capital bold letters centered at the bottom of each page, and preface each line that is confidential with an asterisk (\*). Information not clearly marked may be considered public. Proposal information is restricted and not publicly available until after award.

### Submissions Preparation:

All submissions must contain each of the following, and items 2-9 must not exceed 20 pages, standard Letter format (8.5" x 11") of no less than 11 pt. font text and single line spacing with 1 inch margins. Proposals that do not meet these requirements may be rejected.

1. **Signature Page**, signed by the proper official.
2. **Project Plan and Discussion:** Detailed project plan that specifically addresses the items in "Scope of Work."
3. **Scope of Work and Deliverables**

4. **Budget estimate** to complete the Scope of Work. Cost breakdown of all materials and services for the project period; including staff name, respective hourly rate, and estimated working hours. Note: the Wyoming Energy Authority reserves the right to negotiate the budget in good faith with the applicant.
5. **Project timeline or schedule.**
6. **Milestones.** Full description of how the project will be managed and structured to judge the successful achievement of critical milestones. The proposed milestones must be measurable and must reflect progress towards the achievement of the objectives of the project in fulfillment of the overarching aim of this RFP.
7. **Proprietary and Confidential Information** (if applicable - separate attachment). Identification through an asterisk at the beginning of each line, and disclosure of all information that the Applicant deems proprietary and confidential, including notation at the top of each page of the attachment. This attachment counts towards the 20-page limit. The entire proposal is considered a public record, however, financial and commercial information provided by the business is exempt from disclosure to the extent permitted by Wyoming Statute 16-4-203(d)(v).
8. **Project Management Organizational Chart.** A project management organizational chart should be included that clearly shows the relationships between all project entities, the names of the contributors to the project, a brief description of the roles and responsibilities of each project team member/entity, and how the project will report to the Wyoming Energy Authority to assure fulfillment of project deliverables.
9. **Commitment that demonstrates flexibility** and willingness to accommodate the varying demands and timelines that arise from complex projects.
10. **Appendix**, to include:
  - a. Company profile to include specific experience (background, qualifications, etc.). Total maximum 1 page
  - b. Any associated organizations that would be involved in providing services. Total maximum 1 page.
  - c. Resumes of key personnel. Total maximum 3 pages.
  - d. One or more examples of closely related work that demonstrate the applicant's ability to perform the requested work. Total maximum 2 pages.
  - e. Declaration of any real or perceived conflicts of interest (for each conflict describe the nature of the conflict including all relevant parties and the relationship between parties.) Total maximum 1 page.

**SIGNATURE PAGE**

The undersigned agrees to provide a proposal to provide services for establishing and operating a Regional Economic Coordination Office according to the Scope of Work.

By submission, the applicant certifies:

- Prices in this submission have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition.
- No attempt has been made nor will be by the applicant to induce any other person or firm to submit a proposal for the purpose of restricting competition.
- The person signing this submission certifies that he/she is authorized to represent the company and is legally responsible for the decision as to the price and supporting documentation provided as a result of this solicitation.
- The applicant will comply with all Federal regulations, policies, guidelines and requirements, as applicable.
- Prices in this proposal have not been knowingly disclosed by the applicant and will not be prior to award to any other applicant.
- Direct purchases of material by the State of Wyoming are exempt from Wyoming Sales or Use Tax. The undersigned certifies that no Federal, State, County or Municipal tax will be added to the above quoted prices.
- Terms: Net 45; (Wyoming Statute § 16-6-602)
- The undersigned certifies and agrees that this request for proposals is submitted in accordance with all applicable Wyoming laws.
- The undersigned certifies and agrees that this request for proposals is submitted in accordance with Code of Federal Regulations 2 CFR 200 and all other applicable Federal regulations.
- By signing below, the applicant certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency in accordance with 2 CFR Part 180.

**Fill in completely:**

\_\_\_\_\_  
(COMPANY NAME OF APPLICANT)

\_\_\_\_\_  
(PO BOX / STREET ADDRESS)

\_\_\_\_\_  
(TELEPHONE NUMBER)

\_\_\_\_\_  
(CITY, STATE, AND ZIP CODE)

\_\_\_\_\_  
(OFFICIAL REPRESENTATIVE NAME)

\_\_\_\_\_  
**(AUTHORIZED SIGNATURE) required**

\_\_\_\_\_  
(E-MAIL ADDRESS)

\_\_\_\_\_  
(DATE)

**Verification**

I certify under penalty of perjury, that I am a responsible official (as identified above) for the business entity described above as applicant, that I have personally examined and am familiar with the information submitted in this disclosure and any attachments, and that the information is true, accurate, and complete.