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NYSERDA

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**Energy Efficiency and Clean Technology Training
Program Opportunity Notice PON 3981
\$4,000,000 Available**

NYSERDA reserves the right to extend and/or add funding to the Solicitation should other program funding sources become available.

**Proposal Due Dates: Round 5 October 22, 2019; Round 6 January 23, 2020; Round 7 April 16, 2020;
Round 8 July 9, 2020; Round 9 October 1, 2020; Round 10 January 14, 2021.
Due dates beyond are subject to funding availability.**

Through this Program Opportunity Notice (PON), NYSERDA will provide funding to training providers across the State to ensure that New York energy efficiency and clean technology businesses have an adequate supply of new and existing workers with the necessary occupational skills, credentials and experience to participate in the clean energy economy.

Projects funded through this PON are intended to develop and/or deliver training, hands-on experience and job placement assistance to ensure that new and existing workers have the skills that businesses need and to reduce the risk and expense associated with recruiting, onboarding, training, and retaining workers. Projects will also assist workers by reducing employment barriers and creating pathways to quality jobs. Preference will be given to projects that provide training and job placement services to priority populations, as identified below.

For the purposes of this solicitation:

- “Workers” include those individuals who design, manufacture, specify, sell, distribute, install, operate, maintain, repair, and inspect energy efficiency and clean energy technologies and systems.
- “Priority populations” include the following groups:
 - Veterans
 - Native Americans
 - Individuals with disabilities
 - Low-income individuals, where the household’s total income is below or at 60% of the State Medium Income, or the household has been determined eligible for or is receiving assistance through the Home Energy Assistance Program (HEAP), Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), or other human service benefit programs.
 - Unemployed power plant workers
 - Previously incarcerated individuals

- 18- to 24-year-olds participating in work preparedness training programs, that include energy related technical training, such as BOCES, technical high schools, Conservation Corps, Youthbuild, AmeriCorps, etc.

In addition to the priority populations identified above, NYSERDA seeks to advance efforts to connect New Yorkers living in environmental justice communities¹ with job opportunities. In addition to the health and other negative impacts to quality of life caused by these environmental burdens, residents of potential environmental justice areas typically face multiple barriers of access to stable, living-wage employment. NYSERDA encourages proposers to include efforts to recruit residents from potential environmental justice areas, as defined by the New York State Department of Environmental Conservation. <https://www.dec.ny.gov/public/911.html>.

- “Energy efficiency and clean technology” areas that training can address under this PON include high efficiency heating, ventilation, and air conditioning (HVAC); renewable heating and cooling; high efficiency water heating; insulation and air sealing; high efficiency lighting and controls; building automation and controls; smart grid; energy storage; and related areas. **All areas of focus for training should have measurable impacts on energy efficiency and reduction in greenhouse gas emissions.** Additional targeted areas related to energy efficiency and clean technology areas may be considered if a compelling business case is presented or could be included in the future or addressed in additional PONs.
- “Training providers” providing training in eligible technology areas can include technical high schools, community colleges, universities, trade associations, manufacturers, unions, community-based organizations and non-for-profit organizations with a demonstrated track record in energy-related training and job preparedness or placement.
- Eligible activities that focus on the energy efficiency and clean technology areas identified above include, but are not limited to developing, modifying or implementing curriculum; delivering training (on-line, classroom, on-site, etc.); certification costs, equipment purchase for hands-on training; hiring and training trainers; marketing; internships; job placement services; pre-apprenticeships; and apprenticeships. Funding is also available to simply expand the capacity of existing energy efficiency and clean energy training to meet a demonstrated business need related to hiring new workers or advancing existing workers.

NYSERDA will accept proposals requesting between \$50,000 and \$250,000, with a 30% cost share, for high efficiency heating, ventilation, and air conditioning (HVAC); renewable heating and cooling; high efficiency water heating; insulation and air sealing; high efficiency lighting and controls; building automation and controls; smart grid; energy storage; and related areas. Solar electric is not an eligible technology at this time; if proposers have questions or know of a specific need for PV training, please contact the designated contact for this PON to discuss.

Cost share can be in the form of cash, labor costs, equipment donations, etc. Additional funding may be added to successful projects after the original contract award. Projects are anticipated to be completed within approximately two years.

Proposers must document a relationship with business/industry and the market need for proposed work. Proposals also must include a strategy for hands-on experience and job placement for projects addressing training for new workers. Proposals should also demonstrate sustainability after project competition.

- All training must be designed to meet the needs of energy efficiency and clean energy companies within, or providing services to, the SBC/CEF territories. Training providers in eligible technology areas must have training locations located in System Benefits Charge/Clean Energy Fund (SBC/CEF) service territories, or **New York State clean energy training providers that do not pay into the SBC/CEF will be required to document demographic information related to students or businesses served in any project funded under this PON to demonstrate that over 60 percent of the students and clean energy businesses that it will serve either live, or serve customers, in SBC/CEF service territory. If the 60 percent threshold is not met when an initiative is implemented, payments made through a contract may be prorated.**

Proposal Submission: Online submission is preferable. Proposers may submit Word, Excel, or PDF files (file formats include: csv, doc, docx, gif, jpeg, jpg, pdf, png, ppt, pptx, pps, ppsx, tif, txt, xls, xlsx, and zip). Individual files should be 100MB or less in file size. Proposal PDFs should be searchable and should be created by direct conversion from MS Word, or other conversion utility. Files should not be scanned. For ease of identification, all electronic files must be named using the proposer's entity name in the title of the document. NYSERDA will also accept proposals by mail or hand-delivery if online submission is not possible. For detailed instructions on how to submit a proposal (online or paper submission), click the link "[Application Instructions and Portal Training Guide \[PDF\]](https://www.nyserda.ny.gov/Funding-Opportunities/Current-Funding-Opportunities.aspx)" located in the "Current Opportunities" section of NYSERDA's website (<https://www.nyserda.ny.gov/Funding-Opportunities/Current-Funding-Opportunities.aspx>).

No communication intended to influence this procurement is permitted except by contacting Vicki Colello (Designated Contact) at (518) 862-1090, ext. 3273 or by e-mail WInfo@nyserda.ny.gov or Adele Ferranti at (518) 862-1090, ext. 3206 or by e-mail WInfo@nyserda.ny.gov (for technical questions). If you have contractual questions concerning this solicitation, contact Nancy Marucci (Designated Contact) at (518) 862-1090, ext. 3335 or NancySolicitations@nyserda.ny.gov. Contacting anyone other than the Designated Contacts (either directly by the proposer or indirectly through a lobbyist or other person acting on the proposer's behalf) in an attempt to influence the procurement: (1) may result in a proposer being deemed a non-responsible offerer, and (2) may result in the proposer not being awarded a contract.

*** All proposals must be received by 3 pm Eastern Time on the date noted above. Late, faxed, or emailed proposals will not be accepted.** Incomplete proposals may be subject to disqualification. It is the proposer's responsibility to ensure that all pages have been included in the proposal. Please note: for online submission, there are required questions that you will have to answer in addition to uploading attachments, and you should allot at least 60 minutes to enter/submit proposals. The online proposal system closes promptly at 3pm Eastern Time. Files in process or attempted edits or submission after 3 pm Eastern Time on the date above, will not be accepted. If changes are made to this solicitation, notification will be posted on the "Current Opportunities" section of NYSERDA's website (<https://www.nyserda.ny.gov/Funding-Opportunities/Current-Funding-Opportunities.aspx>).

I. Introduction

Clean energy businesses across the state have reported a shortage of qualified candidates to fill entry level and advanced positions and have cited skills gaps in trained workers as hiring requirements (credentials and experience) have changed and become more rigorous. Training curriculum is not keeping pace with changing business needs, and gaps are seen in both technical training and hands-on experience.

NYSERDA has been conducting research in the market to assess what actions are necessary to build a larger, better-qualified pool of workers for the growing clean energy economy. In discussions with energy businesses, several common issues were cited such as: lack of qualified candidates for open positions; skills gaps, as hiring requirements have changed and increased (credentials and experience); and, a shortage of updated curriculum to keep pace with current business needs.

As reported in the [2017 NY Clean Energy Industry Report](#)¹, employers report significant difficulty finding and retaining workers with the necessary skills:

- 75 percent of firms surveyed report overall hiring difficulty over the past 12 months.
- The highest reported deficiencies for open positions at hiring locations were for occupation-specific skills and relevant prior experience.

¹ New York Clean Energy Industry Report, 2017, NYSERDA. <https://www.nyserda.ny.gov/-/media/Files/Publications/Clean-energy-industry/2017-clean-energy-industry-report.pdf>

This difficulty in finding qualified applicants is impeding the growth of clean energy businesses. It is common practice for employers to spend six to twelve months and thousands of dollars to recruit, train and retain workers, leading to:

- Reduced profits
- Lost business opportunities especially related to new technologies/innovation
- Vacancies that are open for longer periods of time, adversely impacting the performance of other workers
- Higher turnover rates
- Negative impacts on customer service
- Longer times to full productivity for new hires
- Higher soft costs

Creating a talent pipeline, a proactive approach to defining, attracting and developing the right mix of critical talent in a pool of internal and external candidates, can help support and grow businesses throughout the supply chain. Through this funding opportunity, NYSERDA, working with training providers across the State, will create a talent pipeline to ensure that New York energy efficiency and clean technology businesses have an adequate supply of new and existing workers with the necessary occupational skills, credentials and experience to participate in the clean energy economy. NYSERDA also has program initiatives to support businesses hiring new workers and interns to support building a talent pipeline of energy efficiency and clean technology workers.

Projects funded through this PON are intended to develop and/or deliver training, hands-on experience and job placement assistance to ensure that new and existing workers have the skills businesses need, and to reduce the risk and expense associated with recruiting, onboarding, training, and retaining workers. Projects will also assist workers by reducing employment barriers and creating pathways to quality jobs. Preference will be given to projects that provide training and job placement services to priority populations, as identified below.

For the purposes of this solicitation:

- “Workers” include those individuals who design, manufacture, specify, sell, distribute, install, operate, maintain, repair, audit, and inspect energy efficiency and clean energy technologies and systems.
- “Priority populations” of potential new hires include the following groups:
 - Veterans
 - Native Americans
 - Individuals with disabilities
 - Formerly incarcerated individuals
 - Low-income individuals, where the household’s total income is below or at 60% of the State Medium Income, or the household has been determined eligible for or is receiving assistance through the Home Energy Assistance Program (HEAP), Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), or other human service benefit programs.
 - 18- to 24-year-olds participating in work preparedness training programs, that include energy related technical training, such as BOCES, technical high schools, Conservation Corps, Youthbuild, AmeriCorps, etc.

In addition to the priority populations identified above, NYSERDA seeks to advance efforts to connect New Yorkers living in environmental justice communities² with job opportunities. In addition to the health and other negative impacts to quality of life caused by these environmental burdens, residents of potential environmental justice

² A potential environmental justice area is defined as a community with a high population of minority or low-income residents that may bear a disproportionate share of the negative environmental consequences resulting from industrial, municipal and commercial operations or the execution of federal, state, local and tribal programs and policies.

areas typically face multiple barriers of access to stable, living-wage employment. NYSERDA encourages proposers to include efforts to recruit residents from potential environmental justice areas, as defined by the New York State Department of Environmental Conservation. <https://www.dec.ny.gov/public/911.html>

- “Energy efficiency and clean technology areas” that training can address under this PON include high efficiency heating, ventilation, and air conditioning (HVAC); renewable heating and cooling; high efficiency water heating; insulation and air sealing; high efficiency lighting and controls; building automation and controls; smart grid; energy storage; and related areas. **All areas of focus for training should have measurable impacts on energy efficiency and reduction in greenhouse gas emissions.** Additional targeted areas related to energy efficiency and clean technology areas may be considered if a compelling business case is presented or could be included in the future or addressed in additional PONs. As mentioned above, solar electric is not an eligible technology at this time. If proposers have questions or know of a specific need for PV training, please contact the designated contact to discuss.
- “Training providers” (description and requirements in Section II) providing training in eligible technology areas can include technical high schools, community colleges, universities, trade associations, manufacturers, unions, community-based organizations and non-for-profit organizations with a demonstrated track record in energy-related training and job preparedness or placement.

II. Program Requirements

Available Funding, Limitations, and Cost Share Requirements

Total funding for multiple rounds, denoted by proposal due dates for this solicitation is \$4 million. Future rounds of this solicitation may occur subject to funding availability. Additional funds may be added if available at NYSERDA’s discretion. If changes are made to this solicitation, notification will be posted on NYSERDA’s website at <https://www.nysesda.ny.gov/Funding-Opportunities>.

- NYSERDA will accept proposals requesting between \$50,000 and \$250,000 with a 30% cost share for eligible energy efficiency and clean technology areas as described above.

Proposals requesting less than \$50,000 or more than \$250,000 will not be considered. Additional funding may be added to successful projects after the original contract award. Projects are anticipated to be completed within approximately two years. NYSERDA anticipates making multiple awards under this solicitation, and all, or none, of the total available funds may be awarded in any round.

Cost share can include cash or in-kind services. Examples of eligible cost share include equipment supplied by manufacturers/businesses for hands-on training, training fees offset by a third party, training organization staff salaries, etc. See “Cost-Sharing” section below for more information.

Funding is available for the services and training activities detailed below. Funding for marketing expenses to attract trainees in programs designed to train new workers will be considered, up to a maximum of five percent (5%) of the total NYSERDA funding.

Food and refreshments, computers (and related equipment such as servers, software, etc.), motor vehicles of any kind, personal devices and cell phones **are not** eligible for NYSERDA funding. Reasonable, in-state travel is eligible for NYSERDA funding.

All trainings funded under this solicitation must be held in SBC/CEF service territories or, for New York State training locations outside of the SBC/CEF service territory, a New York State clean energy training provider must demonstrate that over 60 percent of the students and clean energy businesses that it will serve either live, or serve customers, in SBC/CEF service territory. **If the 60 percent threshold is not met when an initiative is implemented, payments made through a contract may be prorated.**

All training must be designed to meet the needs of energy efficiency and clean energy companies within, or providing services to, the SBC/CEF territories.

Training Activities Requested

NYSERDA seeks to support a variety of strategies to expand New York's talent pipeline for energy efficiency and clean technology workers under this PON. In general, activities should support: 1) enhancing the skills of existing workers consistent with business needs; and, 2) training and providing job preparedness and placement services to new workers for new jobs identified by businesses.

Eligible activities for which NYSERDA funding can be used must focus on sustainable training for the targeted energy efficiency and clean technology areas identified above and can include, but are not limited to: developing, modifying or implementing curriculum; delivering training (on-line, classroom, on-site, etc.); certification costs; equipment purchase for hands-on training; hiring and training trainers; marketing; internships (including costs for administering internships and intern wages); marketing as detailed above; job placement services; pre-apprenticeships; and apprenticeships. Funding is also available to simply expand the capacity of existing energy efficiency and clean energy training to meet a demonstrated business need related to hiring new workers or advancing existing workers.

Strategies may also include activities to provide training in languages other than English to meet business needs.

Technical training should be developed and implemented as part of a degree, certificate, continuing education, career pathway, apprenticeship or pre-apprenticeship or job preparedness program where possible. It is the intent of this program to support activities that will be continued after the NYSERDA contract is completed. Training on professional skills can be combined with technical skills training to meet specific employer needs.

Proposals may also include features such as the work of talent development intermediaries, as described further below, that are guided by business needs and that help bridge the gap between employers and talent. These organizations will help provide clean energy businesses with skilled and motivated job applicants.

Proposers are encouraged to "think outside the box" and propose training that accommodates learners of all types – for example, trainees still in school, transitioning incumbent workers who do not have a lot of free time during the work week to attend classes, etc.

Proposals that include and integrate several of the eligible activities outlined above, as examples, are more likely to have an impact on addressing skills gaps and be sustainable. As a result, such proposals are more likely to be funded than projects that only include one discrete element.

Specific Examples of Potential Projects and Services

1. A community college or technical high school that prepares trainees for jobs in the heating, ventilation and air conditioning (HVAC) industry, through a certificate or two-year degree program, may develop a project to add new content on high efficiency HVAC systems, including technologies such as air source heat pumps. The initiative would serve local business needs for more technicians with experience in efficient HVAC technologies. The project could include developing the new curricula, training for trainers, adding new high efficiency equipment to a training laboratory, an internship for trainees that provides opportunities to work with businesses on the new high efficiency technologies, and job placement support through the college's routine relationships with HVAC contractors that hire their trainees. Additionally, this type of project could be designed to significantly increase the number of graduates each year to meet businesses' hiring needs, as long as the program includes high energy efficiency equipment skills training.

2. Apprenticeships may be a component of a proposal combined with other strategies, or a single strategy in a proposal. Examples of eligible trades training and apprenticeship programs include Building and Construction, Air Conditioning, Refrigeration and Heating, Electrician, Laborers, Plumbing and Pipefitting, Welding, etc. A new apprenticeship program could be developed (See <http://www.labor.ny.gov/apprenticeship/appindex.shtm>) or an existing apprenticeship program could be enhanced by: 1) modifying training curriculum to address new opportunities, such as advanced building or lighting controls, building management systems, etc.; 2) training trainers; and, 3) purchasing equipment for hands-on training.
3. Various organizations assist businesses with recruiting and assessing potential talent; training/preparing recruits for specific occupations based on a skills gap analysis; and, most importantly, placing talent in jobs and devising a plan for retention and advancement. Such organizations include community-based groups, hiring halls, faith-based institutions, talent development agencies, workforce development systems, foundations, and other non-profits that act as talent development intermediaries to help connect businesses with skilled and motivated applicants. Strategies for connecting employers with prospective employees, by recruiting and training talent for specific clean energy jobs and facilitating job placement, can assist businesses by reducing costs and risks inherent to locating, training and hiring new workers and are eligible for funding under this PON. A community-based organization that works with employers to find local workers with the right skills could propose a project to provide new workers with the professional and technical skills that meet employers' needs for targeted energy efficiency and clean technology jobs. A proposer might, for example, form an agreement with ten energy efficiency/clean technology businesses that are seeking to hire 50 people in the next two years. A proposal could outline a plan to recruit potential hires, include a strategy for recruiting workers from potential environmental justice communities, provide occupation-specific technical and professional training for recruits, and outline a clear path to a career in energy efficiency or clean technologies. New workers would be given opportunities for hands-on experience through, for example, an internship and then placed in a targeted job. If applicable, supplemental technical training could be provided for new hires once they are placed in jobs, consistent with the employer's needs.

Training Providers Requirements

Training providers submitting proposals, or Applicants, must provide evidence of appropriate qualifications including, but not limited to:

- Experience in integrating new material into existing curricula and/or developing new stand-alone curricula approved by the New York State Department of Education for use at post-secondary education levels
- Accreditation by the NYS Education Department and/or training program accreditation by the Interstate Renewable Energy Council (IREC), the Building Performance Institute (BPI), or other similar national third-party entities
- Staff with documented experience in curricula development, delivery and maintenance, and evidence-based learning techniques
- Experience with or a strategy for engaging business and industry partners and professional organizations in training initiatives
- Experience with designing and/or implementing training that leads to additional training as part of a career path, certification, degree, continuing education credits, job experience or job placement.
- Credentialed and experienced staff

Training providers that meet more than one of the qualifications above (or demonstrate other qualifications) are preferred.

III. Proposal Requirements

Proposals must include the following:

- Documented gaps and opportunities in the **energy efficiency and/or clean technology** market for the training being proposed. Proposals should focus on skills identified by employers, occupations and opportunities for job placement or job advancement. Gaps can be demonstrated by feedback from businesses through sector partnership input, surveys, stakeholder meetings, business advisory groups, letters of commitment from businesses that the proposed training will serve, from employers that will place interns or interview trained workers, etc. Engagement by businesses/employers throughout the development and implementation of a training initiative is critical to success.
- Labor market data, job posting data, or other data, where available, to identify the employee and skills gaps, occupations targeted, regions of the state, and worker populations to be recruited and served. **Examples of sources for labor market data** include: the NYS Department of Labor; CUNY's Center for Urban Research; Workforce Investment Boards; NYC Labor Market Information Service; Burning Glass® Technologies; Indeed; Chmura Economics and Analytics; Cornell University; and Regional Economic Development Councils. It is anticipated that available data will be combined with business input and training experience to make the business case for training.
 - Some helpful websites:
 - LMI for Workforce Planning: <https://labor.ny.gov/workforcenypartners/lwda/lmi-for-workforce-planning.shtm>
 - Regional Labor Market Analysts: <https://www.labor.ny.gov/stats/lslma.shtm>
- Details on the population(s) the proposal is targeting to create a talent pipeline, by region, including any priority populations (as identified in Section I) to be trained and prepared for jobs.
- A description of the strategies to recruit trainees/workers for training in the target populations identified and plan/tasks for developing a pipeline of trainees to meet business demands.
- Teaming with employers for either upskilling existing workers or placement for new workers. Any proposals designed to prepare new workers for clean energy jobs MUST have: a hands-on experience element; a job placement plan with demonstrable connections to businesses that have job openings; and letters of commitment from employers to interview trainees that meet the job requirements.
- A plan for tracking trainees placed in new jobs for a minimum of 12 months.
- A strategy for continuing training developed/delivered with NYSERDA funds, after the project is completed.

Proposers must address the proposal requirements listed above in **Attachment A**, which includes sections on: Background/Objectives; Scope of Work (sample is included within Attachment B); Schedule; Qualifications; Project Benefits; Budget; Cost-Sharing; Sustainability; Reporting; Letters of Commitment, etc. Unnecessary attachments beyond those sufficient to present a complete, comprehensive, and effective response will not influence the evaluation of the proposal.

In compliance with §139-j and §139-k of the State Finance Law (see Section V, General Conditions below for additional information), proposers will be required to answer questions during proposal submission, which will include making required certification under the State Finance Law and to disclose any Prior Findings of Non-Responsibility.

Cost-Sharing

Proposals must show non-NYSERDA funding of at least 30 percent of the total cost of the project. Cost-sharing can be from the proposer, other team members, and other government or private sources. Contributions of direct labor (for which the laborer is paid as an employee) and purchased materials may be considered "cash" contributions. Unpaid labor, indirect labor, or other general overhead may be considered "in-kind" contributions. NYSERDA will not pay for efforts which have already been undertaken. The proposer or proposing team cannot

claim as cost share any expenses that have already been incurred. Proposers should show the cost-sharing plan in the recommended format, which is included in **Attachment A**.

IV. Proposal Evaluation

Proposals that meet solicitation requirements will be reviewed by a Scoring Committee using the Evaluation Criteria below. At NYSERDA's discretion, proposers may be requested to interview with all or part of the Scoring Committee to address any potential questions or clarify items outlined in the proposals. Proposers will be notified if they are requested to attend an interview. NYSERDA may request additional data or material to support proposals.

After the proposals are reviewed, NYSERDA will inform each proposer of the results within approximately eight weeks. Applicants receiving favorable evaluations may be asked to address specific questions or recommendations of the Scoring Committee or make modifications to the Scope of Work before being awarded funding. NYSERDA reserves the right to accept or reject any or all proposals received, to negotiate with all qualified sources, or to cancel the PON in part or in its entirety when it is in NYSERDA's best interest.

If a proposal meets the requirements of this solicitation, including the following, then it will be reviewed and ranked:

SBC/CEF requirements as described above must be met for all eligible technology areas.

1. Proposers must identify and justify the market need/business demand for occupational skills training for new or existing workers, related to specific energy efficiency and clean technology jobs as defined in Section I.
2. Applications that include training for new workers for specific energy efficiency and clean energy jobs with employers must include: a) clear worker experience and job placement plans/goals for new workers being trained; 2) commitment from an employer or employers to interview trainees that met the job requirements; and, c) a plan to track new hires once they have been placed in jobs.

Proposers must demonstrate partnerships with an employer or employers and the link between training efforts and energy efficiency and clean technology skills gaps identified by employers. Letters of commitment from industry/business must be included in the application.

Additionally, NYSERDA reserves the right to accept or reject proposals based on the following factors:

- The degree to which pricing and hourly rates are in line with the rest of the market.
- Distribution of participants across multiple sectors, throughout the supply chain, technology areas addressed, and geographic distribution across NYS to ensure that projects selected for funding optimize the use of available funding to achieve programmatic objectives.
- Changing market needs related to the state's energy goals.

NYSERDA can also limit the number of awards per applicant.

Evaluation Criteria

Documentation of Skills and Employment Gaps/Need for Training – 24 points

Has the proposer clearly outlined the gaps and opportunities in the market for the proposed training?

Does the proposed strategy clearly address the identified skills gaps?

Has the proposer adequately described the strategy for building energy efficiency and clean technology training capacity (curriculum, trainers, equipment) in NYS that is employer-led and based on the occupational skills necessary to support business demands?

Has the proposer provided evidence such as labor market intelligence or employer input to show the need for training?

For needs related to hiring new employees, has the proposer demonstrated a commitment from employers to interview trainees that meet the job requirements?

Cost – 20 points

Is the budget section of the proposal clear and responsive?

Is the estimated cost per student served reasonable?

Has adequate cost-sharing been documented?

Has the proposer shown it is leveraging existing resources, building on programs currently available?

Proposer Qualifications – 20 points

Does the proposer have an existing network of sites where training can be conducted? If so, are the training facilities self-sustaining?

Will hands-on experiential learning be implemented?

Are proposed training sites located in SBC/CEF utility service territories?

If the proposer does not pay into the SBC/CEF, does the proposal have a plan for demonstrating that at least 60 percent of the students who will take the training reside in/will work in SBC/CEF service territory?

Does the proposer have documented experience in developing and implementing technical training?

Are resumes of proposed trainers included?

Are the education and experience of key personnel relevant to the training needs?

Is the overall capability of the training staff adequate and appropriate?

Has the proposer/team demonstrated recent experience designing and developing relevant training curricula?

Has the proposer/team demonstrated recent experience in developing, marketing and delivering training to post-secondary education trainees or new or existing workers?

Scope of Work – 20 points

Does the Scope of Work (SOW) have well-defined tasks and deliverables to serve the goals of this solicitation?

Are sufficient resources (staff, facilities, etc.) being devoted to the SOW and each individual task?

Has the proposer provided plans for granting CEUs for trainings it will conduct, if applicable?

Did proposer outline a strategy for continuation of the program after NYSERDA funding has ended?

Does the SOW include clear worker experience and job placement tasks/goals/deliverables for new workers being trained?

Does the SOW include tasks and deliverables to track new hires once they have been placed in jobs?

Efforts to Train and Place Priority Populations that Need Assistance Entering the Energy Efficiency and Clean Technology Market – 11 points

Does the proposal contain a reasonable plan to identify opportunities to train or advance the skills of priority populations as described in the PON and to place them in jobs?

Does the proposal include a plan to recruit from potential environmental justice communities?

Other – 5 points

What is the proposer's previous experience with NYSERDA, if any?

Does proposal contain a plan to provide training in other languages?

Does proposal include training to accommodate various learners' needs?

Does the proposal integrate multiple elements such as curriculum development, training trainers, apprenticeships, etc.?

Has the proposer demonstrated a good grasp of market needs?

V. GENERAL CONDITIONS

Proprietary Information - Careful consideration should be given before confidential information is submitted to NYSERDA as part of your proposal. Review should include whether it is critical for evaluating a proposal, and whether general, non-confidential information, may be adequate for review purposes. The NYS Freedom of Information Law, Public Officers law, Article 6, provides for public access to information NYSERDA possesses. Public Officers Law, Section 87(2)(d) provides for exceptions to disclosure for records or portions thereof that "are

trade secrets or are submitted to an agency by a commercial enterprise or derived from information obtained from a commercial enterprise and which if disclosed would cause substantial injury to the competitive position of the subject enterprise." Information submitted to NYSERDA that the proposer wishes to have treated as proprietary, and confidential trade secret information, should be identified and labeled "Confidential" or "Proprietary" on each page at the time of disclosure. This information should include a written request to except it from disclosure, including a written statement of the reasons why the information should be excepted. See Public Officers Law, Section 89(5) and the procedures set forth in 21 NYCRR Part 501 <https://www.nyserda.ny.gov/About/-/media/Files/About/Contact/NYSERDA-Regulations.ashx>. However, NYSERDA cannot guarantee the confidentiality of any information submitted.

Omnibus Procurement Act of 1992 - It is the policy of New York State to maximize opportunities for the participation of New York State business enterprises, including minority- and women-owned business enterprises, as bidders, subcontractors, and suppliers on its procurement Agreements.

Information on the availability of New York subcontractors and suppliers is available from:

Empire State Development
Division for Small Business
625 Broadway
Albany, NY 12207

A directory of certified minority- and women-owned business enterprises is available from:

Empire State Development
Minority and Women's Business Development Division
625 Broadway
Albany, NY 12207

State Finance Law sections 139-j and 139-k - NYSERDA is required to comply with State Finance Law sections 139-j and 139-k. These provisions contain procurement lobbying requirements which can be found at <https://online.ogs.ny.gov/legal/lobbyinglawfaq/default.aspx>. Proposers are required to answer questions during proposal submission, which will include making required certification under the State Finance Law and to disclose any Prior Findings of Non-Responsibility (this includes a disclosure statement regarding whether the proposer has been found non-responsible under section 139-j of the State Finance Law within the previous four years).

Tax Law Section 5-a - NYSERDA is required to comply with the provisions of Tax Law Section 5-a, which requires a prospective contractor, prior to entering an agreement with NYSERDA having a value in excess of \$100,000, to certify to the Department of Taxation and Finance (the "Department") whether the contractor, its affiliates, its subcontractors and the affiliates of its subcontractors have registered with the Department to collect New York State and local sales and compensating use taxes. The Department has created a form to allow a prospective contractor to readily make such certification. See, ST-220-TD (available at http://www.tax.ny.gov/pdf/current_forms/st/st220td_fill_in.pdf). Prior to contracting with NYSERDA, the prospective contractor must also certify to NYSERDA whether it has filed such certification with the Department.

The Department has created a second form that must be completed by a prospective contractor prior to contacting and filed with NYSERDA. See, ST-220-CA (available at http://www.tax.ny.gov/pdf/current_forms/st/st220ca_fill_in.pdf). The Department has developed guidance for contractors which is available at <http://www.tax.ny.gov/pdf/publications/sales/pub223.pdf>.

Contract Award - NYSERDA anticipates making multiple awards under this solicitation. NYSERDA anticipates a contract duration of at least two years, unless NYSERDA management determines a different structure is more efficient based upon proposals received. A contract may be awarded based on initial applications without discussion, or following limited discussion or negotiations pertaining to the Statement of Work. Each proposal

should be submitted using the most favorable cost and technical terms. NYSERDA may request additional data or material to support applications. NYSERDA will use the Sample Agreement to contract successful proposals. NYSERDA may at its discretion elect to extend and/or add funds to any project funded through this solicitation. NYSERDA reserves the right to limit any negotiations to exceptions to standard terms and conditions in the Sample Agreement to those specifically identified in the checklist questions. Proposers should keep in mind that acceptance of all standard terms and conditions will generally result in a more expedited contracting process. NYSERDA expects to notify proposers in approximately eight weeks from the proposal due date whether your proposal has been selected to receive an award. NYSERDA may decline to contract with awardees that are delinquent with respect to any obligation under any previous or active NYSERDA agreement.

Accessibility Requirements - If awardees from this solicitation will be posting anything on the web, or if the awardee will produce a final report that NYSERDA will post to the web, the following language must be included. NYSERDA requires contractors producing content intended to be posted to the Web to adhere to New York State's Accessibility Policy. This includes, but is not limited to, deliverables such as: documents (PDF, Microsoft Word, Microsoft Excel, etc.), audio (.mp3, .wav, etc.), video (.mp4, .mpg, .avi, etc.), graphics (.jpg, .png, etc.), web pages (.html, .aspx, etc.), and other multimedia and streaming media content. For more information, see [NYSERDA's Accessibility Requirements](#).

Limitation - This solicitation does not commit NYSERDA to award a contract, pay any costs incurred in preparing a proposal, or to procure or contract for services or supplies. NYSERDA reserves the right to accept or reject any or all proposals received, to negotiate with all qualified sources, or to cancel in part or in its entirety the solicitation when it is in NYSERDA's best interest. NYSERDA reserves the right to reject proposals based on the nature and number of any exceptions taken to the standard terms and conditions of the Sample Agreement. NYSERDA reserves the right to disqualify proposers based upon the results of a background check into publicly available information and the presence of a material possibility of any reputational or legal risk in making of the award.

Disclosure Requirement - The proposer shall disclose any indictment for any alleged felony, or any conviction for a felony within the past five years, under the laws of the United States or any state or territory of the United States and shall describe circumstances for each. When a proposer is an association, partnership, corporation, or other organization, this disclosure requirement includes the organization and its officers, partners, and directors or members of any similarly governing body. If an indictment or conviction should come to the attention of NYSERDA after the award of a contract, NYSERDA may exercise its stop-work right pending further investigation or terminate the agreement; the contractor may be subject to penalties for violation of any law which may apply in the particular circumstances. Proposers must also disclose if they have ever been debarred or suspended by any agency of the U.S. Government or the New York State Department of Labor.

Vendor Assurance of No Conflict of Interest or Detrimental Effect - The proposer shall disclose any existing or contemplated relationship with any other person or entity, including any known relationships with any member, shareholders of 5% or more, parent, subsidiary, or affiliated firm, which would constitute an actual or potential conflict of interest or appearance of impropriety, relating to other clients/customers of the proposer or former officers and employees of NYSERDA, in connection with proposer's rendering services as proposed. If a conflict does or might exist, please describe how your company would eliminate or prevent it. Indicate what procedures will be followed to detect, notify NYSERDA of, and resolve any such conflicts.

The proposer must disclose whether it, or any of its members, or, to the best of its knowledge, shareholders of 5% or more, parents, affiliates, or subsidiaries, have been the subject of any investigation or disciplinary action by the New York State Commission on Public Integrity or its predecessor State entities (collectively, "Commission"), and if so, a brief description must be included indicating how any matter before the Commission was resolved or whether it remains unresolved.

Public Officers Law – For any resulting awards, the Contractor and its subcontractors shall not engage any person who is, or has been at any time, in the employ of the State to perform services in violation of the provisions of the New York Public Officers Law, other laws applicable to the service of State employees, and the rules, regulations,

opinions, guidelines or policies promulgated or issued by the New York State Joint Commission on Public Ethics, or its predecessors (collectively, the “Ethics Requirements”). Proposers are reminded of the following Public Officers Law provision: contractors, consultants, vendors, and subcontractors may hire former NYSERDA employees. However, as a general rule and in accordance with New York Public Officers Law, former employees of NYSERDA may neither appear nor practice before NYSERDA, nor receive compensation for services rendered on a matter before NYSERDA, for a period of two years following their separation from NYSERDA service. In addition, former NYSERDA employees are subject to a “lifetime bar” from appearing before any state agency or authority or receiving compensation for services regarding any transaction in which they personally participated or which was under their active consideration during their tenure with NYSERDA.

Any awardee will be required to certify that all of its employees, as well as employees of any subcontractor, whose subcontract is valued at \$100,000 or more who are former employees of the State and who are assigned to perform services under the resulting contract, shall be assigned in accordance with all Ethics Requirements. During the term of any agreement, no person who is employed by the contractor or its subcontractors and who is disqualified from providing services under the contract pursuant to any Ethics Requirements may share in any net revenues of the contractor or its subcontractors derived from the contract. NYSERDA may request that contractors provide it with whatever information the State deems appropriate about each such person’s engagement, work cooperatively with the State to solicit advice from the New York State Joint Commission on Public Ethics, and, if deemed appropriate by the State, instruct any such person to seek the opinion of the New York State Joint Commission on Public Ethics. NYSERDA shall have the right to withdraw or withhold approval of any subcontractor if utilizing such subcontractor for any work performed would be in conflict with any of the Ethics Requirements. NYSERDA shall have the right to terminate any contract at any time if any work performed is in conflict with any of the Ethics Requirements.

VI. Attachments:

Attachment A – Funding Application Form

Attachment B – Sample Agreement including Exhibit A - Template Statement of Work

Attachment C – Budget Form

New York State Energy Research and Development Authority

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