

## REQUEST FOR QUALIFICATIONS:

### Project Management and Consulting Services

Posted date: June 3, 2019  
Bidders questions due: June 7, 2019  
Answers posted: June 12, 2019  
Qualifications due: June 21, 2019  
Point of contact: Sharon Bay

## Summary

Efficiency Vermont, the statewide Energy Efficiency Utility, is seeking qualifications from project management professionals or organizations for project management and/or consulting services.

In preparation for an upcoming Request for Proposal, Efficiency Vermont seeks information pertaining to project management capabilities and experience. In addition, Efficiency Vermont is also seeking consulting services for our project management office (PMO).

Responses to this RFQ must be delivered electronically to Efficiency Vermont by **5p.m. EST on Friday, June 21, 2019**. Efficiency Vermont will not accept responses submitted after **5 p.m. EST**. Please submit your response electronically via e-mail to Sharon Bay at [sbay@veic.org](mailto:sbay@veic.org), with **RFQ Submittal for Program Management and Consulting Services** in the subject line.

Efficiency Vermont will respond to individual questions regarding this RFQ only as follows:

Submit all questions by **5 p.m. EDT Friday, June 7, 2019**, via e-mail only, to [sbay@veic.org](mailto:sbay@veic.org), with **RFQ Question Project Management and Consulting Services**: in the subject line. Efficiency Vermont will post answers to all questions received by this deadline on the VEIC website

<http://www.veic.org/company/requests-for-proposals> no later than **5 p.m. EDT, Wednesday June 12, 2019**. Efficiency Vermont will not address questions submitted after **June 8, 2019**.

## Background

Efficiency Vermont's PMO was established in late 2018. Although still in its infancy, the PMO office has quickly become an important and valuable resource for effectively managing organizational projects. The PMO has a staff of four, three of which have achieved their PMP certification, and reports to the Director, Efficiency Vermont Operations.

## Information Request

Efficiency Vermont is seeking project management services for organizational projects when PMO resources are at or over capacity. A commitment to applying project management best practices and standards is required, including project initiation, planning, execution, monitoring and closure. Types of projects consist of enterprise level projects, marketing and technical projects.

Efficiency Vermont is interested in securing consulting services to assess the current PMO framework, governance standards, tools and to provide recommendations to increase value and results. The scope includes the review of project management processes, standards and templates to identify focused areas of improvement. In addition, consultant(s) will review current practices to track, manage and monitor organizational resources and propose development opportunities.

Consultant(s) gain an understanding of organization operations to provide a customized approach to achieve the PMO's objectives. Efficiency Vermont seeks partners to collaboratively develop prioritized solutions, while understanding and incorporating our culture and operating practices.

## Action required:

Please submit the following information to Sharon Bay via email, [sbay@veic.org](mailto:sbay@veic.org) by **June 21, 2019**.

### Contact Information:

- Contact name:
- Contact phone and email:
- Name of organization, if applicable:
- Address:

### Experience:

- Direct Project Management Experience and/or
- Project management and PMO Consultation Experience
- Areas of expertise and industry experience

### References:

- Name and contact information for two references

By submitting a response to this RFQ, the party acknowledges that it is doing so voluntarily and without expectation for future participation with Efficiency Vermont. Responses will be kept confidential and used to inform the development of a forthcoming Request for Proposal.

## **Information about VEIC and Efficiency Vermont**

VEIC is dedicated to reducing the economic and environmental costs of energy use. It was founded in 1986, employs 320 professionals, and operates with an annual budget of \$80 million. VEIC is internationally recognized for advancing energy efficiency, transportation efficiency, biomass, and renewable energy plans and projects in 35 states, 6 Canadian provinces, and 6 countries in Europe and Asia.

It is best known for continuously operating the nation's longest-running statewide energy efficiency utility, Efficiency Vermont. That program began in 2000. VEIC also operates utility-scale efficiency programs in the District of Columbia (DC Sustainable Energy Utility; 2011 - present), and in the Midwest with 26 utilities, as Efficiency Smart (American Municipal Power, 2011 - present).

In addition to operating these utility programs, VEIC offers Consultative Services for advising on policy, designing sustainable energy programs, planning programs for utilities and regulators, evaluating energy savings claims, analyzing complex data sets, and providing deep technical and engineering assistance. It undertakes projects in energy efficiency and renewable / biomass energy; transportation efficiency and mobility research; community energy initiatives; and cost-effectiveness screening. VEIC has also been the contractor for the Vermont Energy Code Education, Outreach, and Training program. The organization's expertise in regulatory and business development assistance and in workforce development has led to its repeatedly meeting or exceeding its regulatory and contract goals in its three major program sites.

Central to VEIC's work is its dedication to sustainable energy training, education, and community outreach. These services have helped VEIC win more than 70 local, regional, and national awards for excellence in service delivery. With qualified trainers and community organizing professionals on staff, and with continuous improvement protocols embedded in all of its key activity, VEIC is also a trusted resource for advancing a full spectrum of knowledge about sustainable energy.

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## **Limitation**

This RFQ does not commit Efficiency Vermont to award a contract or to pay any costs incurred in the preparation or submission of proposals. Efficiency Vermont reserves the right to reject any or all proposals received in response to this RFQ, to negotiate with any qualified bidder or to cancel in part or in its entirety the RFQ, if any of these actions is deemed by Efficiency Vermont in its sole discretion to be in Efficiency Vermont's best interest.

For more information, see [www.efficiencyvermont.com](http://www.efficiencyvermont.com) and [www.veic.org](http://www.veic.org).