



Request for Quotation

TRADE ALLY OUTREACH COORDINATOR

RFQ Release Date: February 25, 2019
Proposals Due: March 11, 2019
Contact: Josh Stewart/Program Manager
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SUMMARY

Efficiency Vermont is the primary entity supporting coordination of the Vermont Green Home Alliance, an alliance of over 15 organizations with a mission to transform the real estate market so that buyers and sellers can identify and accurately value energy benefits. Efficiency Vermont is seeking quotations for a Trade Ally Outreach Coordinator to manage the ongoing work of the Vermont Green Home Alliance.

Responses to this Request for Quotations (RFQ) must be delivered electronically to VEIC by **5:00 p.m. EDT on March 11, 2019**. VEIC will not accept responses submitted after **5:00 p.m. EDT**. Please submit your response electronically via e-mail to: jstewart@efficiencyvermont.com with **RFQ Submittal for "Trade Ally Outreach Coordinator"** in the subject line.

VEIC will respond to individual questions regarding this RFQ only as follows: VEIC will receive questions regarding requirements and scope of work up to via e-mail only, to **"Trade Ally Outreach Coordinator" RFQ Question** in the subject line.

TARGET AUDIENCE

Customer(s): residential building professionals and real estate professionals

SCOPE OF WORK

To accomplish this work, the *Contractor* shall perform the following specific tasks:

Task 2. *Contractor* shall build and maintain relationships with Vermont businesses and organizations to promote Efficiency Vermont's RNC and Existing Home services, increase Program participation, and accelerate valuation of energy efficiency in Vermont homes. Tasks include:

Participation in industry meetings/workshops as outlined below in the Project Milestones;

- a) *Contractor* shall serve as Efficiency Vermont's energy efficiency ambassador to accelerate and strengthen Efficiency Vermont's relationships with Realtors®, appraisers, MLS, lenders, and home inspectors;

- b) *Contractor* shall work collaboratively with real estate partners to promote accurate valuation of energy efficiency attributes of homes. *Contractor* shall serve as the primary coordinator of the Vermont Green Home Alliance, and as such shall organize at least four meetings throughout the year. *Contractor* shall work in collaboration with Vermont Green Home Alliance members to promote the benefits of energy efficient construction and renovation.
- c) *Contractor* shall support and/or lead energy efficiency-based trainings, workshops, and tabling events for builder groups, real estate professionals and other trade allies when needed, with a goal of at least four per year. Trainings and outreach will encompass information on Efficiency Vermont's RNC Program and Existing Home Services as well as the Residential Building Energy Standards (RBES-Vermont's residential energy code), and with strategies to document and communicate the value of energy efficient building features across industry groups.
- d) *Contractor* shall support Efficiency Vermont's ongoing work to promote the valuation of energy efficient homes throughout Vermont by supporting integration of energy efficiency data into MLS and associated training to real estate professionals on how to use that data in home valuation.
- e) *Contractor* shall support to the Home Energy Label Information eXchange (HELIX), Home Energy Information Accelerator (HEIA).
- f) *Contractor* will be kept informed of other Efficiency Vermont efforts involving loan programs and outreach to lenders to ensure all efforts that focus on real estate professionals are coordinated.
- g) *Contractor* shall maintain access to Efficiency Vermont's databases for use in developing and updating educational materials and documenting contacts with Program participants and trade allies.

Task 3. Reporting

The *Contractor* shall report quarterly to Efficiency Vermont the following information:

- a) Number and type of trainings assisted or delivered;
- b) Number and type of external (non-Efficiency Vermont) meetings attended (builder/developer, trade ally, etc.);
- c) Number and type of Vermont Green Home Alliance events held (full group meetings, individual meetings with trade allies, special events, etc.);
- d) Review quarterly Efficiency Vermont-generated enrollment and market share reports with the Residential New Construction Program Manager to assess progress toward goals.

SCHEDULE/MILESTONES Throughout 2019 *Contractor* shall conduct and track lead outreach for new single-family residential home construction. Specific milestones are as follows:

By July 15, 2019:

- *Contractor* delivers Quarter 2 Report to Efficiency Vermont
- Minimum-two (cumulative) Vermont Green Home Alliance meetings held
- Minimum-two (cumulative) energy efficiency trainings/workshops/tabling events held

By October 15, 2019:

- *Contractor* delivers Quarter 3 Report to Efficiency Vermont ☐ Minimum- three (cumulative) Vermont Green Home Alliance meetings held
- Minimum- three (cumulative) energy efficiency trainings/workshops/tabling events held

November 15-December 1, 2019

- *Contractor* assists Efficiency Vermont in Best of the Best Award judging for RNC Program.

By January 5, 2020:

- *Contractor* delivers Quarter 4 Report to Efficiency Vermont
- Minimum four (cumulative) Vermont Green Home Alliance meetings held
- Minimum four (cumulative) energy efficiency trainings/workshops/tabling events held

Other Information

Limitation

This RFQ does not commit VEIC to award a contract or to pay any costs incurred in the preparation or submission of proposals. VEIC 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 VEIC in its sole discretion to be in VEIC's best interest.

Insurance Requirements

Before commencing work, the Contractor shall provide Certificates of Insurance to show that the following minimum coverages are in effect. Where applicable the Certificates of Insurance shall name VEIC as an Additionally Insured party. All policies shall be non-cancelable without 30 days' prior written notice from the insurance carrier to VEIC. It is the responsibility of the Contractor to maintain current Certificates of Insurance on file with VEIC throughout the term of this Contract.

Workers' Compensation: With respect to all operations performed under this Contract, the Contractor shall carry, if applicable, workers' compensation insurance in accordance with the laws of the State and any other state in which it is performing the Contract Scope of Work.

General Liability and Property Insurance: With respect to all operations performed under this Contract, the Contractor shall carry general liability insurance having all major divisions of coverage including, but not limited to:

Premises – Operations
Independent Contractors’ Protective
Products and Completed Operations (where appropriate)
Personal Injury Liability
Contractual Liability

The policy shall be on an occurrence form and limits shall not be less than:
\$1,000,000 per Occurrence.

\$1,000,000 General Aggregate
\$1,000,000 Products / Completed Products Aggregate (where appropriate)
\$50,000 Fire Legal Liability

Automotive Liability: The Contractor shall carry automotive liability insurance covering all motor vehicles, no matter the ownership status, used in connection with this Contract. Limits of coverage shall not be less the amount required by any applicable state law.