



STATE ENERGY PROGRAM - AGRIENERGY
AUDITS/ASSESSMENTS

REQUEST FOR PROPOSALS

Response Due: 11/13/2013

**Michigan Energy Office
Michigan Strategic Fund
300 N. Washington Square
Lansing, MI 48913**

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**State Energy Program - AgriEnergy Audits/Assessments
Request for Proposals**

**PART I
GENERAL INFORMATION**

I-A Purpose

The Michigan Energy Office (MEO), through its State Energy Program (SEP), is offering a grant to solicit one statewide, Michigan-based project that augments the Michigan Farm Energy Audit and Renewable Energy Assessment Program.

I-B Grant Award

A total of \$100,000.00 in funding is expected to be available. Applicant(s) must provide a complete Budget using the [Approved Budget Form](#) (See Section IV-B). Budgets must be itemized and be accompanied by a budget narrative which adequately describes each budget category.

All applicants must provide a **minimum fifty percent (50%) match** of the total requested grant funds (a.k.a “State share”). The sum of the State share plus the Recipient share of allowable costs will equal the total allowable project cost (see Section IV-B).

The Michigan Strategic Fund (MSF) will award funds to applicants that agree to the terms set forth in this RFP and the [Grant Agreement](#). The MEO, on behalf of the MSF, may negotiate the scope of work, budget, reporting periods, report format, and reporting content. All other requirements are non-negotiable. Funds must be expended by September 30, 2014.

I-C Eligibility Requirements

Any Michigan-based non-profit (501(c)) or higher education institution physically located in Michigan is eligible to apply. (See Sections III-G, III-H, and the Grant Agreement for additional requirements).

I-D Issuing Office and Point of Contact

This Request for Proposals (RFP) has been issued by the MEO. Questions that arise as a result of this RFP must be submitted to the MEO by email only. Telephonic questions cannot be answered. All questions must be submitted on or before 5:00 PM, November 6, 2013. All questions regarding this solicitation should be directed to:

Terri Novak
novakt@michigan.gov

I-E Changes to the RFP and Responses to Questions

Written answers to questions, changes, and/or clarifications will be posted on the Michigan Energy Office’s web site at: <http://www.michigan.gov/energyoffice> by November 8, 2013.

I-F Pre-proposal Conference

No pre-proposal conference will be held for this RFP. Any inquiries should be submitted as outlined in Section I-D.

I-G Proposals

To be considered, applicants must submit a complete response to this RFP, addressing the Work Statement provided in Part III and using the format and attachments provided in Part IV. An original signature copy plus two additional hard copies and one electronic copy – a total of four copies – of each proposal must be submitted to the Issuing Office. A PDF document of the signed proposal must be submitted to the RFP Issuer. An electronic copy may be submitted as either a PDF document on compact disc or a PDF document may be emailed to the RFP Issuer. Proposal must be original and cannot be funded in part or whole by another entity without the MEO's consent. An official who is authorized to bind the applicant to its provisions (an "Authorized Negotiator") must sign the proposal. For this RFP, the proposal must remain valid for at least sixty (60) calendar days.

I-H Response Date

Proposals must arrive at the Issuing Office by 4:00 PM on November 13, 2013.

Mail or hand deliver paper and compact disc copy proposals to: Terri Novak, Michigan Energy Office, 300 N. Washington Square, Lansing, MI 48913. Applicants mailing proposals should allow normal delivery time to ensure timely receipt of their proposal. Electronic copy proposals may be emailed to novakt@michigan.gov at 300 N. Washington Square, Lansing, MI 48913. Proposals must be submitted as complete documents. Additional information pertaining to the proposal received after the due date and time will not be accepted.

I-I Oral Presentation

Applicants may be required to make an oral presentation of their proposal to the State and MSF. These presentations provide opportunity for the applicant to clarify the proposal to ensure thorough mutual understanding. The Issuing Office will schedule these presentations as necessary.

I-J Project Clarifications/Revisions

During the proposal review process, applicants may be contacted for clarification and for the purpose of negotiating changes in project activities, timetables, and budgeted costs. The Issuing Office reserves the right to award funds for an amount other than that requested and/or request changes to, or clarification of, the proposed project.

I-K Rejection of Proposals

The MSF reserves the right to reject any and all proposals received as a result of this RFP, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interest of the State and MSF. The MSF will not award a grant solely on the basis of any response made to this request or otherwise pay for the information solicited or obtained.

I-L Acceptance of Proposal Content

The contents of this RFP and the proposal of the selected applicant become grant obligations if a grant award ensues. Failure of the selected applicant to accept these obligations shall result in cancellation of the award.

The successful applicant(s) will be required to accept all terms and enter into a [Grant Agreement](#) with the State and MSF within 45 calendar days of being notified of funding availability. The Agreement consists of standard contract language, applicant's work plan, timetable, and budget information, a compensation clause that adheres to guidelines in this solicitation, and terms and conditions that outline additional requirements.

I-M Incurring Costs

The State and the MSF is not liable for any costs incurred by an applicant prior to issuance of a Grant Agreement.

I-N Economy of Preparation

Proposals should be prepared simply and economically, providing a straight-forward, concise description of the applicant's ability to meet the requirements of the RFP. Professional bindings, colored displays, promotional materials, and so forth, are not desired. Emphasis should be on completeness and clarity of content.

I-O News Releases

News releases pertaining to this RFP or the project to which it relates shall not be made without prior approval, and then only in coordination with the RFP Issuer.

I-P Disclosure of Proposal Contents

All information in a bidder's proposal and any Grant resulting from this RFP is subject to the provisions of the Freedom of Information Act, 1976 Public Act No. 442, as amended, MCL 15.231, et seq.

I-Q Davis-Bacon Act Requirements

The Davis-Bacon Act requires that all laborers and mechanics that are non-government employees receive prevailing wages. This requires that the Department of Labor (DOL) wage rate report is included with agreements that are affected by the Davis-Bacon Act requirement. If applicable, all positions that are related to an agreement subject to the Davis-Bacon Act must be classified accordingly. Weekly time reporting requirements and necessary forms are listed in the Grant Agreement, Addendum to Part II. Detailed information about the Davis Bacon Act can be found here:

<http://www.dol.gov/compliance/guide/dbra.htm>

I-R Copyrighted Materials

See Section 2.11 of the Grant Agreement for a summary of intellectual property provisions.

I-S Prime Applicant Responsibilities

The selected applicant will be required to assume responsibility for all grant activities offered in the proposal whether or not that applicant performs them. Further, the State and

MSF will consider the selected applicant (Recipient) to be the sole point of contact with regard to grant matters, including but not limited to payment of any and all costs resulting from the anticipated grant. If any part of the work is to be subcontracted, the Recipient must notify the MSF and identify the subcontractor(s), including firm name and address, contact person, complete description of work to be subcontracted, descriptive information concerning subcontractor's organizational abilities, Federal Employer Identification Number (FEIN), DUNS number, and/or state license number. The State and MSF reserves the right to approve subcontractors for the project and to require the Recipient to replace subcontractors found to be unacceptable. The Recipient is totally responsible for adherence by the subcontractor to all provisions of the Grant.

I-T Partner Responsibilities

Organizations partnering with selected applicant(s) must comply with the requirements of the solicitation and will be held to the same standards as prime applicants (See Section I-S).

PART II

SELECTION CRITERIA

All proposals received shall be subject to an evaluation by the MEO. The evaluation will be conducted in a manner appropriate to select the applicant(s) for the purpose of entering into a Grant Agreement to perform the proposed project within the established timeline. Initial screening of the applications will be conducted to ensure applicants and projects meet all eligibility requirements.

Proposals failing to meet the eligibility requirements described in Sections I-C, III-G, and III-H, that do not comply with the requirements of the Grant Agreement, and/or which are incomplete, will be rejected automatically. Proposals meeting the eligibility requirements will be evaluated according to the scoring criteria and weighting factors below. Applicants may be asked to make oral presentations before a final decision is made.

Total maximum points is 100.

Proposal Quality and Completeness of Work Plan, Timeline, and Budget (25 Points)
Proposals will be evaluated based on the level of detail and overall quality of information contained within the proposal documents – particularly the Work Plan, Timeline, and Budget.

Experience of Organization/Project Team (25 Points)
Proposals will be evaluated on the experience and qualifications of the organization and project team in carrying out related projects.

Project Feasibility and Impact (25 Points)
Projects will be evaluated on their likelihood of success and feasibility to achieve the purpose, outcomes, and tasks required by this RFP within the established timeframe. Anticipated short and long-term impacts will also be evaluated.

Program Priorities (25 Points)
Projects incorporating the program priorities of the Michigan Energy Office, SEP AgriEnergy Activities (see Part III, Section III-F).

PART III

WORK STATEMENT

III-A Purpose

The Michigan Energy Office (MEO) is offering financial assistance for one statewide, Michigan-based project that augments the Michigan Farm Energy Audit and Renewable Energy Assessment Program through completion of: (1) additional energy efficiency audits and renewable energy assessments; and (2) additional auditor training sessions.

NOTE: The State reserves the right to award funds for an amount other than that requested and/or request changes to, or clarification of any and all proposals received as a result of this RFP.

III-B Problem Statement

Rising energy costs and the increased use of energy to mechanize farm tasks have caused producers to be concerned with energy use on the farm. Several federal USDA programs call for businesses to analyze and enact energy efficiency planning, and yet little resources are available to offer this assistance.

III-C Objectives

The objectives of the SEP AgriEnergy activities, this RFP, and projects funded hereunder are:

1. To train energy auditors to evaluate agricultural operations and rural businesses to estimate energy savings, payback, potential energy generated, and suggest energy opportunities for facility improvement;
2. To implement farm and rural business energy efficiency audits and renewable energy assessments;
3. To collect data on the benefits, costs, operational performance, lessons learned, barriers, etc. associated with adopting innovative but commercially available industrial energy efficient and renewable technologies by agricultural operations and rural businesses under real world conditions;
4. To showcase demonstrations of innovative, but commercially available, industrial energy efficient and/or renewable energy technologies operating under real world conditions at agricultural operations and rural businesses in Michigan;
5. To measure and document the benefits and costs associated with adopting innovative but commercially available industrial energy efficient and/or renewable technologies under real world conditions.

III-D Tasks

Applicants must clearly and succinctly explain how they will accomplish each required task, which must be completed during the grant period. Applicants are encouraged to design additional tasks that address the expressed needs of the program and the State, but also capitalize on the strengths of the applicant.

III-E Areas of Interest

1. Energy Efficiency Audits and Renewable Energy Assessments on Michigan Farms and Rural Businesses.

III-F Program Priorities

To better allow the MEO to achieve the goals and requirements of the State Energy Program AgriEnergy activities, applicants are encouraged to consider and incorporate the following funding priorities within their proposals to the fullest extent possible:

1. Advancing the implementation of energy efficiency and renewable energy on Michigan farms and rural businesses.
2. Increasing accessibility to renewable energy and/or energy efficiency and the associated benefits for a broad range of end-users.
3. Cultivating public-private partnerships and knowledge-sharing to expand the impact of renewable energy and/or energy efficiency projects and related best practices.
4. Increasing opportunities for business investment, talent enhancement, state branding, and community vitality.
5. Increase economic development within the region, while creating jobs.

NOTE: The MEO reserves the right to award funds for the purpose of achieving an optimal range of energy efficient and/or renewable energy technology projects, and to assure projects demonstrate their unique contribution and are not duplicative, or effectively duplicate, previously funded projects of State services.

III-G Eligible Projects

For purposes of this RFP, the following types of entities are eligible to apply: Any Michigan based non-profit (501c) or higher education institution. Eligible projects must involve the analysis, documentation, demonstration, and information outreach of an innovative but commercially available and proven industrial energy efficient technology at a business in Michigan. Impacted facilities must be occupied and have long range plans of continued use.

III-H Ineligible Projects

1. Projects deemed illegal under the law or inappropriate under contract management standards.
2. Projects considered scientifically unsound or significantly increase risks to workers and/or the public.
3. Projects that will not be conducted in Michigan.
4. Projects involving demonstration of non-commercially available equipment and technologies. This also includes projects involving the purchase of equipment to conduct research, development, or demonstration of energy efficient or renewable energy technologies that are not commercially available.

5. Projects that cannot be shared with or have restricted transferability to other entities in Michigan.
6. Projects requiring an environmental assessment study under the National Environmental Policy Act (NEPA) of 1969 (42 U.S.C. Section 4321 et seq.) unless the applicant can show proof of the Department of Energy's approval of the project.

PART IV

INFORMATION REQUIRED FROM APPLICANTS

Applicant(s) must complete the Worksheet in Section IV-A and attach the materials listed below. Applicant(s) must submit three hard copies and one electronic PDF copy of their application. Please note, no other worksheet or facsimile will be accepted. The hard copy worksheet must have an original signature.

NOTE: The following information must be submitted by all applicants to be considered. Failure to attach/include the requested information will result in the rejection of the proposal.

1. Proposal Worksheet (see link and instructions below)
2. Approved Budget Form (see link and instructions below)
3. Detailed Timeline – timeline for successfully completing each required task, including key sub-tasks and critical decision points to be undertaken during the grant.
4. Applicant Organizational Chart – organizational chart detailing the management structure of the applicant organization.
5. Completed W-9 Form – complete the W-9 form per instructions. W-9 form is available here: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>
6. Parent Organizational Chart (if applicable) - organizational chart detailing the management hierarchy of the Parent Organization, and its relationship to the applicant organization.
7. Partner Organizational Chart (if applicable) - organizational chart detailing the management hierarchy of the Partner Organization, and its relationship to the applicant organization. Attach an organizational chart for each Partner Organization.
8. Letter(s) of Support / Commitment from Partner Organization(s).
9. Contact Information and Resumes of Personnel Listed in Budget.
10. Most recent copy of the A-133 or outside audit (IF an A-133 or outside audit has been completed) OR the most recent financial statements (balance sheet and income statement).
11. Additional Information and Comments (if applicable)
12. State Historic Preservation Office (SHPO) Section 106 Review Form [Attachment 1] (see link and instructions below)
13. National Environmental Policy Act (NEPA) Form [Attachment 2] (see link and instructions below)

Please see instructions below for additional information:

IV-A Proposal Worksheet

Complete the Proposal Worksheet and attach additional sheets as necessary. Use the appropriate section headings when continuing answers on additional sheets. Please ensure that all text entered into the Proposal Worksheet fields is visible (i.e. not cut off) upon printing. **Also, please note that Adobe Reader 8 or higher is required in order to SAVE TEXT entered in the form. The latest version of Adobe Reader can be downloaded from www.adobe.com for free. It is recommended that applicants test the ability to save the**

form with text entered before entering a large amount of information into the form.

The Proposal Worksheet is available here:

http://www.michigan.gov/documents/mdcd/Proposal_Worksheet_Web_425408_7.pdf

IV-B Approved Budget Form

1. Applicant(s) must use the Approved Budget Form available here:
http://www.michigan.gov/documents/mdcd/Approved_Budget_Form_398684_7.xls.
All budget categories must be addressed. Please use “N/A” or “None” to indicate there are no costs associated with a given budget category.
2. The following costs are **disallowed**: sick pay, holiday pay, payroll taxes, vehicles, computers, real property (e.g. land and buildings) parking, tuition reimbursement/remission, vehicle allowance, car rental, seminars, conferences, meetings, subscriptions, dues, memberships, and repair of buildings and structures.
3. All applicants must provide a **minimum fifty percent (50%) match** of the total requested grant funds (aka “State share”).
4. The sum of the State share plus the recipient share of allowable costs will equal the total allowable project cost.
5. Personnel – include all staff performing work on the project. For each staff person, provide their name, job title, annual salary/wages, and percent of time dedicated to the grant project. *NOTE: The Davis Bacon Act may require prevailing wage rates to be paid.* Detailed information about the Davis Bacon Act can be found here:
<http://www.dol.gov/compliance/guide/dbra.htm>
6. Fringe Benefits – allowable benefits typically include health insurance, dental insurance, and optical insurance. For each listed staff person, provide their fringe benefit rate, and confirm their annual fringe benefit cost. Note, applicant(s) will be required to detail/justify the fringe rates given in their proposed budget prior to an agreement being finalized.
7. Contractual Services – include all anticipated service contracts required for the project. Provide the vendor or contract name, the service to be provided, and the dollar amounts to be paid using grant funds and/or matching funds.
8. Supplies & Materials – include items costing less than \$5,000 per unit. Provide the item, unit cost, and quantity of units. Confirm the matching funds amount, if applicable.
9. Equipment – include items costing \$5,000 or more per unit and having a useful life of one year or more. Provide the item, unit cost, quantity of units, and the dollar amounts to be paid using grant funds, and/or matching funds.
10. Other Direct Costs - include all other known direct costs not otherwise categorized or disallowed. Provide the title/name and the cost of each item/service listed.
11. Travel – include all mileage, lodging, meals, and other known travel costs. Provide travel costs separately as mileage, lodging, meals, and other known travel costs. State of Michigan travel rates must be used for all travel expenses and out-of-state travel must be directly related to the grant project and approved by the State Energy Program Manager. State of Michigan Travel Rates are posted by the Michigan Department of Technology, Management & Budget. Use the rates provided here:
http://www.michigan.gov/dtmb/0,4568,7-150-9141_13132---,00.html

12. Indirect Rate – Provide the indirect rate (up to 20% maximum) used by applicant's organization as a percentage of total personnel and fringe benefits. Confirm the resulting dollar amount for grant funds. **Note: applicant(s) will be required to detail/justify their indirect rate given in their budget prior to an agreement being finalized.**
13. Totals – confirm the total dollar amounts for each listed line item and each column.

Additional Budget Information:

1. At such time that proposals are approved by the MEO, modifications of proposals may be necessary. If the MEO does not award the total amount requested in the original proposal, selected applicant(s) will be required to submit a revised proposal for the purpose of entering into a Grant Agreement. For those receiving less than requested in their proposals, the proportion of direct costs to indirect costs will remain the same as in their original request. New line items to the revised budget are not allowed.
2. Selected applicant(s) assumes the responsibility for ensuring the grant project is performed within the established timeline.
3. Selected applicant(s) assumes the responsibility of ensuring all unexpended grant funds are returned to the State of Michigan at the end of the grant period.
4. If the entire State share of the grant award is expended, the entire in-kind and/or matched funds must be spent and supported by source documentation. If the entire State share of the grant award is not spent, the in-kind and/or matched funds may be reduced proportionately by the percentage of the grant award not spent.
5. Indirect costs *must be proportionately reduced* if the selected applicant(s) does not expend the entire grant award by the end of the grant term. The adjustment for the reduction shall be calculated by determining the percentage of the grant not spent. This percentage is the amount to be reduced from the indirect costs total. Indirect costs shall be based on a percentage of the budget line items listed under the State share column. Indirect costs must be utilized for this grant within the established timeline.
6. Selected applicant(s) may not commingle award funds with current or future awards received from the SEP. Financial assistance from each funding source must be managed, reported, and accounted for separately from all funding sources.
7. Should selected applicant(s) cease business operations or dissolve the program established under the Grant Agreement, existing capital must be returned to the State of Michigan.
8. The State and MSF anticipate the grant period will start December 1, 2013 and will end on September 30, 2014.

IV-C State Historic Preservation Office (SHPO) Section 106 Review Form [Attachment 1]

If the applicant is conducting ground-disturbing activity or work on a building(s) that is/are at least fifty years of age or older, applicant must complete in full the State Historic Preservation Office Application for Section 106 Review. The review process must be completed prior to the expenditure of federal funds. No project that results in an adverse effect to a historic property will be considered for funding. Projects may be modified to avoid adverse effects. **Submit this form with your proposal.** ATTACHMENT 1 is available here:

http://www.michigan.gov/documents/mdcd/2013_SHPO_form_415073_7.doc

IV-D National Environmental Policy Act (NEPA) Form [Attachment 2]

All activities undertaken with grant funds must comply with the National Environmental Policy Act (NEPA) of 1969 (42 U.S.C. Section 4321 et seq). It is the Recipient's responsibility to acquire all necessary environmental permits to operate in the State of Michigan. **Submit this form with your proposal.** ATTACHMENT 2 is available here: http://www.michigan.gov/documents/mdcd/MEO_NEPA_FORM_433885_7.doc