



STUDENT INTERNSHIP PROGRAM

PROJECT SOLICITATION

Issue Date: October 19, 2015

Response Due: December 15, 2015

**Michigan Energy Office
Michigan Agency for Energy
7109 W. Saginaw Highway
Lansing, MI 48917**

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MICHIGAN ENERGY OFFICE STUDENT INTERNSHIP PROGRAM

Project Solicitation

The Michigan Energy Office (MEO) has announced the launch of its Student Internship Program and is now accepting project proposals from manufacturing industries and agribusinesses. The program offers unique opportunities to students to gain real-world work experience while providing technical assistance to Michigan businesses to improve their process efficiency and reduce energy consumption. The purpose of this project solicitation is to allow Michigan-based businesses interested in implementing an energy efficiency project to apply for MEO Student Internship Program assistance.

How Does the Program Work?

The MEO Student Internship Program supports junior and senior undergraduate engineering students to implement energy efficient projects in Michigan businesses. Any Michigan-based manufacturing industries or agribusinesses seeking technical assistance in implementing energy efficiency projects can apply for the Student Internship Program assistance. MEO will review the company's proposal and the assistance requested. Once the proposal is approved, MEO will work with Michigan universities that have an accredited undergraduate engineering program in mechanical, chemical, electrical, civil, environmental or agricultural engineering to find a suitable student intern.

The MEO on behalf of the Michigan Agency for Energy (MAE) and the Department of Licensing and Regulatory Affairs (LARA) will compensate student interns for implementing approved energy efficiency projects. Interns will be placed at their assigned worksites as early as May 2016 and will work up to 40 hours per week for a 12 week period. Both the intern and the company representative (preferably the intern's immediate supervisor) are required to attend a joint orientation hosted by the MEO. The orientation allows both the student and the company to understand the program requirements, deliverables, and other expectations.

Note: This program does not offer any financial assistance to implement the energy efficiency project.

Eligibility and Minimum Requirements

- Michigan-based manufacturing industries or agribusinesses that employ less than 500 people and are in compliance with state laws are eligible to apply.
- Proposed project must result in measurable energy savings and cost reduction for the business.
- Impacted facilities must be occupied and should have long range plans of continued use.
- Applicants must be willing to share at least 12 months of energy use and cost data before and after the proposed energy efficiency project.
- Projects must be transferable and should have the potential to serve as demonstrations to be shared with similar businesses.
- Provide facility access and cooperation for future site visits, case studies, and field days.
- Provide necessary information and guidance to the student and/or university required for the successful completion and reporting of the Student Internship Program.
- Submit a brief project proposal including the problem statement, timeline, and desired outcome.

- **Proposals must arrive at the Issuing Office by 4:00 PM on December 15, 2015.** Mail or hand deliver hard copy proposals to: Mathew Thomas, Michigan Energy Office, Michigan Agency for Energy, 7109 W. Saginaw Highway, Lansing, MI 48917.
- MEO may require the applicant to submit electronic copy of the proposal and make an oral presentation of their proposal to the State and MEO to ensure thorough mutual understanding.

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 not directed to or lacking significant onsite energy efficiency benefits.
6. Projects that cannot be shared with or have restricted transferability to other entities in Michigan.
7. 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.

Issuing Office and Point of Contact

This project solicitation has been issued by the MEO. Questions that arise as a result of this solicitation must be submitted to the MEO by email only. Telephonic questions cannot be answered. All questions regarding this solicitation must be submitted on or before 5:00 PM, November 9, 2015 and should be directed to: Mathew Thomas at thomasm28@michigan.gov.