



**STATE OF WASHINGTON
DEPARTMENT OF COMMERCE**

REQUEST FOR PROPOSALS (RFP)

RFP NO. SFASTUDY-25

NOTE: Please read this entire document before submitting a response. Responses that do not meet one or more requirement stated herein may be disqualified and not scored.

PROJECT TITLE: Multifamily Affordable Housing Solar Readiness Study RFP

PROPOSAL DUE: May 27 at 12:00pm noon, Pacific Time, Olympia, WA

ESTIMATED TIME PERIOD FOR CONTRACT: June 2025 – December 2025

PROPOSER ELIGIBILITY: This RFP is open to those proposers which satisfy the minimum qualifications stated herein and are available for work in Washington.

FUNDING SOURCE AND METHOD: This is federal funding. Payments will be made on a **reimbursement basis** for deliverables accepted and/or allowable time and expenses.

CONTENTS OF THE REQUEST FOR PROPOSALS:

1. Introduction
2. General Information for Proposers
3. Proposal Contents
4. Evaluation and Award
5. Exhibits

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1. INTRODUCTION

1.1 PURPOSE AND BACKGROUND

The Washington Department of Commerce, hereafter called "COMMERCE," is initiating this Request for Proposals (RFP) to solicit Proposals from those qualified and interested in participating in a project to (1) identify multifamily affordable housing (MFAH) properties in Washington that are best suited for onsite solar installation through Solar for All funding and (2) design solar systems and potential energy storage systems for selected MFAH properties. The solar systems must be designed to generate sufficient electricity to achieve 20% electric bill savings or benefits of equivalent value for tenants of MFAH properties.

Reports and designs resulting from this RFP will position MFAH properties to participate in Washington's [Solar for All](#) program with support from the Washington State Housing Finance Commission (WSHFC). Solar for All was established in the Inflation Reduction Act (IRA) of 2022 and is administered through the U.S. Environmental Protection Agency (EPA).

This RFP is structured in **two phases**; proposers may submit a single proposal for **one or both** phases. COMMERCE intends to award **one or multiple** contract(s) to provide the services described in this RFP. COMMERCE may award a contract for a single phase to a proposer that proposes work for both phases.

1.2 OBJECTIVES AND SCOPE OF WORK

Phase One

Commerce will provide a dataset of approximately 1,000 MFAH properties that includes property name and address, physical profile and other details. A sample of this information is available in [Exhibit D: Sample Data from Multifamily Affordable Housing Dataset](#). Phase One objectives include:

1. Develop and apply high-level solar suitability criteria to refine the sample properties to be assessed. High-level assessment criteria should include a property's physical profile and the availability of complete data, as well as other factors proposed by the proposer.
2. Remotely assess onsite solar potential of remaining MFAH properties. These solar assessments can include rooftop, ground-mounted and carport-mounted systems and must include at a minimum:
 - Preliminary physical layout diagram
 - Estimated system size (kW) and production (kWh) on a monthly basis
 - Solar generation to dwelling unit ratio
 - Advantages, challenges or other considerations
 - To the extent possible:
 - Estimated bill savings per unit
 - Onsite metering infrastructure
3. Produce a report with summaries for each assessed property and provide recommendations of MFAH properties best suited for onsite solar installation that achieves 20% electric bill savings.

Onsite assessments, site visits and outreach to property owners or tenants are **out of scope** for Phase One.

Phase Two

Following phase one, Commerce or WSHFC will engage with MFAH property owners and operators to gauge their interest in solar and energy storage. At the start of phase two, Commerce will provide the Phase Two contractor(s) the summaries of selected MFAH properties to assess from Phase One. Phase Two objectives include:

- Produce grid-tied solar system proposals and design documents for all proposed design scenarios including:
 - Executive summary describing key findings

- Financial summary and cost estimates for achieving 20% electric bill savings including any estimated tax credits, grants and any other financial assistance available
- Analysis of customer's electricity consumption and utility tariff rate
- Identify required permitting, zoning, and interconnection considerations that may affect the potential system design, project timeline or installation cost
- Representative equipment and costs, compliant with Build America Buy America (BABA) and Davis-Bacon and Related Acts (DBRA) as applicable
- Operations and maintenance recommendations
- To the extent possible:
 - Identify any required enabling upgrades (main panel upgrades, roof upgrades, etc.) to facilitate the solar installation
 - Identify any onsite fossil fuel use information
- Electrical schematic diagram
- Physical layout diagram
- Solar resource assessment
- For a Commerce-identified subset of selected MFAH properties, produce grid-tied solar and battery energy storage system proposals and design documents including:
 - All information from solar-only studies listed above
 - Electrical schematic diagram including any rewiring related to installation of a critical loads panel and necessary upgrades to the electrical system
 - Identify potential additional electric bill savings provided by the battery energy storage system
 - Plan for fire safety or suppression, if required by local codes
 - Critical load analysis and system sizing
 - Describe critical loads to be backed up and how they contribute to critical needs
 - Identify the outage duration planned for and other relevant design criteria. This should be informed by historical outages experienced by the customer
 - Description of the capacity and duration of the energy storage system
- Conduct site visits as needed to verify measurements, roof condition, shading, electrical equipment, metering infrastructure, etc. (WSHFC will manage the relationship with MFAH property owners and operators. If a site visit is necessary, Commerce or WSHFC will connect Phase Two contractor(s) to relevant contact at each property.)

1.3 MINIMUM QUALIFICATIONS

Minimum qualifications include:

- Licensed to do business in Washington or submit a statement of commitment that it will become licensed in Washington within thirty (30) calendar days of being selected as the Apparent Successful Contractor.
- Phase One proposers must have:
 - Three years of experience in data analysis and report production
 - Two years of experience in completing solar assessments
- Phase Two proposers must have:
 - Five years of experience in solar system design
 - Two years of experience in battery energy storage system design
 - One year of experience designing solar systems for commercial or multi-tenant properties
 - At least one staff member with a license as an electrical contractor, architect or engineer as provided under [RCW 19.28.041](#) or under chapter [18.08](#) or [18.43](#) RCW and practicing in their field of specific training and qualifications. Proposers must provide a copy of such a license as an attachment to their proposal. See [RCW 19.95.020](#).

Proposals that do not clearly meet or exceed all minimum qualifications listed above are non-responsive and will not be evaluated.

1.4 FUNDING

Commerce has budgeted an amount not to exceed:

- \$75,000 for Phase One
- \$175,000 for Phase Two

Proposals in excess of these amounts will be considered non-responsive and will not be evaluated. In the event additional funding becomes available during the period of performance, any contract awarded may be amended to provide for additional related services. Additional funding is not guaranteed. **Any contract awarded as a result of this RFP is contingent upon the availability of funding.** See General Term and Condition #33 Savings in [Exhibit C: Sample Contract Terms and Conditions](#).

1.5 PERIOD OF PERFORMANCE

The period of performance of a contract resulting from this RFP is **tentatively** scheduled below:

Tentative period of performance	
Phase One	June 27 – August 15
Phase Two	October 1 – December 31

Amendments extending the period of performance, if any, shall be at the sole discretion of COMMERCE.

1.6 CONTRACTING WITH CURRENT OR FORMER STATE EMPLOYEES

Specific restrictions apply to contracting with current or former state employees pursuant to chapter 42.52 of the Revised Code of Washington (RCW). Proposers are encouraged to familiarize themselves with the requirements prior to submitting a Proposal that includes current or former state employees.

1.7 DEFINITIONS

Definitions for the purposes of this RFP include:

Apparent Successful Contractor/Bidder/Vendor/Grantee/Awardee: The Proposer selected to perform the anticipated services, subject to successful completion of contract negotiations and execution of a written contract.

COMMERCE or AGENCY: The Department of Commerce is the agency of the state of Washington that is issuing this RFP.

Contract: A written, legally binding agreement to perform the services proposed, also called a Grant or Interagency Agreement.

Contractor: Individual or organization whose Proposal has been accepted by COMMERCE and is awarded a fully executed, written contract. Also called Grantee, Awardee, Recipient, or Vendor.

Exhibit: Document attached to this RFP, also referred to as Attachment.

Proposal: A formal offer submitted in response to this Request for Proposals.

Proposer: Individual, firm, organization, company, or other entity or group of entities that submits a Proposal to attain a contract with COMMERCE.

Request for Proposals (RFP): Formal procurement or solicitation document in which a service or need is identified but no specific method to achieve it has been chosen. The purpose of an RFP is to permit the Proposer community to suggest various approaches to meet the need at or below a given funding level.

1.8 ADA

COMMERCE complies with the Americans with Disabilities Act (ADA). Proposers may contact the RFP Coordinator to receive this Request for Proposals in Braille or on tape.

2. GENERAL INFORMATION FOR PROPOSERS

2.1 RFP COORDINATOR

The RFP Coordinator is the sole point of contact in COMMERCE for this RFP. All communication between the Proposer and COMMERCE upon release of this RFP shall be with the RFP Coordinator, as follows:

Name	Aidan Garrity
E-Mail Address	solar@commerce.wa.gov
Program Website	https://www.commerce.wa.gov/epic/solar-for-all/

Any other communication will be considered unofficial and non-binding on COMMERCE. Proposers are to rely only on written statements issued by the RFP Coordinator. **Communication directed to parties other than the RFP Coordinator may result in disqualification of the Proposer.**

2.2 ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES

All dates in 2025.	
Issue Request for Proposals	April 24
Questions for Q&A accepted	April 24 – May 8
Answers to Q&A posted periodically	May 1 – May 18
Pre-Proposal Conference	May 6, 4pm PT
Proposals due	May 27, 12pm (noon) PT
Evaluate proposals	May 27 – June 9
Conduct virtual presentations with finalists, if required	June 2 – June 9
Announce “Apparent Successful Contractor” and send notification via e-mail to unsuccessful Proposers	June 10
Hold debriefing conferences, if requested	June 10 – June 18
Negotiate contract	June 10 – June 27
Earliest date contract may be signed	June 16

COMMERCE reserves the right to revise the above schedule.

2.3 QUESTION AND ANSWER PERIOD

COMMERCE will accept questions about this RFP sent to the RFP Coordinator at the email address listed in [Section 2.1 RFP Coordinator](#) during this period. Questions should not identify the submitting person or organization. COMMERCE will answer all questions in a Q&A document posted periodically according to the dates identified in [Section 2.2 Estimated Schedule of Procurement Activities](#).

2.4 PRE-PROPOSAL CONFERENCE

A pre-proposal conference will be held via Zoom. All prospective Proposers are encouraged to attend; however, attendance is not mandatory.

- **Tuesday, May 6 at 4:00 PM**, Pacific Time
- Register here: https://wastatecommerce.zoom.us/webinar/register/WN_tz3-4S1ORYqMpkhy89rKAw

COMMERCE will be bound only to COMMERCE written answers to questions. Questions arising at the pre-proposal conference will be documented and answered in written form. A copy of the questions and answers will be posted to the program website listed in [Section 2.1 RFP Coordinator](#).

2.5 SUBMISSION OF PROPOSALS

Proposals must be submitted electronically to the email listed in [Section 2.1 RFP Coordinator](#). The application must be received via email no later than the deadline stated in [Section 2.2 Estimated Schedule of Procurement Activities](#).

Forms requiring signature must have a scanned or digital signature of the individual within the organization authorized to bind the Proposer to the offer. The Proposal must be submitted by the entity for which a contract would be negotiated should the project be contingently awarded. **Proposals submitted by a third party, or on behalf of the proposer, will not be accepted.**

If proposing work for both phases, clearly identify or label Phase One and Phase Two responses separately. If proposing work for a single phase, clearly identify which phase is being addressed.

Proposers to **both Phase One and Phase Two** must submit unique versions of the following items for each phase:

- Technical Proposal
- Cost Proposal

Only one copy of the following items **per proposer** is required:

- Letter of Submittal
- Certifications and Assurances
- Workers' Rights Certification
- Management Proposal
- License as an electrical contractor, architect or engineer (required for Phase Two proposers only)

Ineligible proposal methods

Zipped files cannot be received by COMMERCE and cannot be used for submission of Proposals. Proposals may not be transmitted using facsimile transmission.

COMMERCE does not assume responsibility for problems with Proposer's submissions. Proposers should allow sufficient time to ensure timely receipt of the Proposal by the RFP Coordinator. Proposers are highly encouraged to submit the proposal 24 hours ahead of the deadline to allow time to resolve technical issues. In the event Commerce email is found to be at fault, late acceptance will be at COMMERCE'S sole determination.

Partial submissions will be disqualified. Partial submissions do not include any communication from the RFP Coordinator for any additional information. Exceptions will not be made for partial submissions. Requests for deadline extensions will not be granted. Proposals and any accompanying documentation from Proposers become the property of COMMERCE and will not be returned. Any information received as a result of this RFP may be collected and considered for continuous improvement purposes.

2.6 PROPRIETARY INFORMATION AND PUBLIC DISCLOSURE

Proposals submitted in response to this RFP shall become the property of COMMERCE. All Proposals received shall remain confidential until the Apparent Successful Contractor is announced; thereafter, all Proposals are subject to disclosure as provided for in Chapter 42.56 of the Revised Code of Washington (RCW).

Any information in the proposal that the Proposer desires to claim as proprietary and exempt from disclosure under the provisions of Chapter 42.56 RCW, or other state or federal law that provides for the nondisclosure of your document, must be clearly designated. The information must be clearly identified and the particular exemption from disclosure upon which the Proposer is making the claim

must be cited. Each page containing the information claimed to be exempt from disclosure must be clearly identified by the words "Proprietary Information" printed on the lower right hand corner of the page. Marking the entire proposal exempt from disclosure or as Proprietary Information will not be honored.

If a public records request is made for the information that the Proposer has marked as "Proprietary Information," COMMERCE will notify the Proposer of the request and of the date that the records will be released to the requester unless the Proposer obtains a court order enjoining that disclosure. If the Proposer fails to obtain the court order enjoining disclosure, COMMERCE will release the requested information on the date specified. If a Proposer obtains a court order from a court of competent jurisdiction enjoining disclosure pursuant to Chapter 42.56 RCW, or other state or federal law that provides for nondisclosure, COMMERCE shall maintain the confidentiality of the Proposer's information per the court order.

A charge will be made for copying and shipping as allowed by law. No fee shall be charged for inspection of contract files, but twenty-four (24) hours' notice to the RFP Coordinator is required. All requests for information should be directed to the RFP Coordinator.

2.7 REVISIONS TO THE RFP

In the event it becomes necessary to revise any part of this RFP, addenda will be published:

- On the program website listed in [Section 2.1 RFP Coordinator](#).
- On Washington's Electronic Business Solution (WEBS): <https://pr-webs-vendor.des.wa.gov/>

If you download this RFP from the Department of Commerce website, you are responsible for regularly checking the Program Website listed in [Section 2.1 RFP Coordinator](#) in order for your organization to receive any RFP amendments or Proposer questions and agency answers.

COMMERCE also reserves the right to cancel or to reissue the RFP in whole or in part, prior to execution of a contract.

2.8 ACCEPTANCE PERIOD

Proposals must provide 60 days for acceptance by COMMERCE from the due date for receipt of proposals.

2.9 COMPLAINT PROCESS

Potential Proposers may submit a complaint to COMMERCE based on any of following:

- a) The solicitation unnecessarily restricts competition;
- b) The solicitation evaluation or scoring process is unfair; or
- c) The solicitation requirements are inadequate or insufficient to prepare a response.

A complaint may be submitted to COMMERCE at any time prior to 5 days before the proposal response deadline. The complaint must meet the following requirements:

- a) The complaint must be in writing;
- b) The complaint must be sent to the RFP coordinator in a timely manner;
- c) The complaint should clearly articulate the basis for the complaint; and
- d) The complaint should include a proposed remedy.

The RFP coordinator will respond to the complaint in writing. The response to the complaint and any changes to the solicitation will be posted on WEBS. The Director of COMMERCE will be notified of all complaints and will be provided a copy of COMMERCE'S response. The complaint may not be raised again during the protest period. COMMERCE'S action or inaction in response to the complaint is final. There is no appeal process.

2.10 RESPONSIVENESS

All Proposals will be reviewed by the RFP Coordinator to determine compliance with administrative requirements and instructions specified in this RFP. The Proposer is specifically notified that failure to comply with any part of this RFP may result in disqualification of the Proposal as incomplete and/or non-responsive.

Disqualified Proposers will be notified after the announcement of the Apparently Successful Contractor(s). Disqualified Proposers will be informed of the reason for disqualification; this shall constitute a debriefing conference for the purposes of [Section 4.6 Protest Procedure](#).

COMMERCE reserves the right at its sole discretion to waive minor administrative irregularities.

2.11 MOST FAVORABLE TERMS

COMMERCE reserves the right to make an award without further discussion of the Proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms which the Proposer can propose. There will be no best and final offer procedure. COMMERCE reserves the right to contact a Proposer for clarification of its Proposal.

The Apparent Successful Contractor should be prepared to accept this RFP for incorporation into a contract resulting from this RFP. Contract negotiations may incorporate some, or all, of the Proposer's Proposal. The Proposal will become a part of the official procurement file on this matter without obligation to COMMERCE.

2.12 CONTRACT GENERAL TERMS & CONDITIONS

The Apparent Successful Contractor will be expected to enter into a contract which is substantially the same as the example contract and its general terms and conditions attached as Exhibit C. This sample contract is for information and review only and should not be returned with your Proposal. In no event is a Proposer to submit its own standard contract terms and conditions in response to this RFP. All proposed edits to the contract terms and conditions must be submitted as an attachment to Exhibit A, Certifications and Assurances form. COMMERCE will review requested edits and accept or reject the same at its sole discretion.

2.13 COSTS TO PROPOSE

COMMERCE will not be liable for any costs incurred by the Proposer in preparation of a Proposal submitted in response to this RFP, travel to or conduct of a presentation, or any other activities related to responding to this RFP.

2.14 NO OBLIGATION TO CONTRACT

This RFP does not obligate the state of Washington or COMMERCE to contract for services specified herein.

2.15 REJECTION OF PROPOSALS

COMMERCE reserves the right at its sole discretion to reject any and all Proposals received without penalty and not to issue a contract as a result of this RFP.

2.16 COMMITMENT OF FUNDS

The Director of COMMERCE or delegate is the only individual who may legally commit COMMERCE to the expenditures of funds for a contract resulting from this RFP. No services may begin and no cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract.

2.17 ELECTRONIC PAYMENT

The state of Washington prefers to utilize electronic payment in its transactions. The successful Contractor must have or obtain a Statewide Vendor Number (SWV) from the Office of Financial Management to be paid by COMMERCE. For more information, visit: www.ofm.wa.gov.

2.18 INSURANCE COVERAGE

The Contractor is to furnish COMMERCE with a certificate(s) of insurance executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth within the contract if requested.

The Contractor shall, at its own expense, obtain and keep in force insurance coverage which shall be maintained in full force and effect during the term of the contract. The Contractor shall furnish evidence in the form of a Certificate of Insurance that insurance shall be provided, and, if requested, a copy shall be forwarded to COMMERCE within fifteen (15) days of the contract effective date. Standard insurance requirements are included within the example contract and its special terms and conditions attached as Exhibit C.

3. PROPOSAL CONTENTS

3.1 PROPOSAL CONTENTS CHECKLIST

To be responsive, Proposals must contain all items below, written in English, and submitted electronically to the RFP Coordinator in the following order:

1	Letter of Submittal	Mandatory, Not Scored
2	Certifications and Assurances (Exhibit A)	Mandatory, Not Scored
3	Workers' Rights Certification (Exhibit B)	Mandatory, Scored
4	License as Electrical Contractor, Architect or Engineer (see Section 1.3 Minimum Qualifications)	Mandatory for Phase Two Proposers, Not Scored
5	Management Proposal, including sample(s) of prior work	Mandatory, Scored
6	Technical Proposal	Mandatory, Scored
7	Cost Proposal	Mandatory, Scored

Proposals must provide information in the same order as presented in the above table with the same headings. This will not only be helpful to the evaluators of the Proposal, but should also assist the Proposer in preparing a thorough response.

Proposal materials are identified as follows:

- Mandatory, Scored: responses are required and will be used to calculate the score
- Mandatory, Not Scored: responses are required but will not be used to calculate the score

3.2 LETTER OF SUBMITTAL (MANDATORY, NOT SCORED)

The Letter of Submittal must be signed and dated by a person authorized to legally bind the Proposer to a contractual relationship, e.g., the President or Executive Director if a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship.

Along with introductory remarks, the Letter of Submittal must include the following information about the Proposer:

- A. Name, address, principal place of business, telephone number, and fax number/e-mail address of legal entity or individual with whom contract would be written.
- B. Name, address, and telephone number of each principal officer (President, Vice President, Treasurer, Chairperson of the Board of Directors, etc.)
- C. Legal status of the Proposer (sole proprietorship, partnership, corporation, etc.) and the year the entity was organized to do business as the entity now substantially exists.
- D. Federal Employer Tax Identification number **and** the Washington Uniform Business Identification (UBI) number issued by the state of Washington. If the Proposer does not have a UBI number, the Proposer must state that it will become licensed in Washington within thirty (30) calendar days of being selected as the Apparently Successful Contractor.
- E. Location from which the Proposer would operate.
- F. Identify any state employees or former state employees employed or on the firm's governing board as of the date of the proposal. Include their position and responsibilities within the Proposer's organization. If following a review of this information COMMERCE determines that a conflict of interest exists, the Proposer may be disqualified from further consideration.

3.3 CERTIFICATIONS AND ASSURANCES (MANDATORY, NOT SCORED)

The Certifications and Assurances form (Exhibit A) must be signed and dated by a person authorized to legally bind the Proposer to a contractual relationship, e.g., the President or Executive Director if a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship. Proposers wishing to submit any proposed contract edits may indicate so on the form and must submit proposed contract edits as an attachment to the form (see [Section 2.12 Contract General Terms and Conditions](#)).

3.4 TECHNICAL PROPOSAL (MANDATORY, SCORED)

The Technical Proposal must contain a comprehensive description of services including the following elements:

- A. Project Approach/Methodology:** Include a complete description of the Proposer's proposed approach and methodology for the project. This section should convey Proposer's full understanding of the proposed project.
- B. Work Plan:** Include all project requirements and the proposed tasks, services, activities, etc. necessary to accomplish the scope of the project defined in this RFP. This section of the technical proposal must contain sufficient detail to convey to members of the evaluation team the Proposer's knowledge of the subjects and skills necessary to successfully complete the project. Include any required involvement of COMMERCE staff. The Proposer may also present any creative approaches that might be appropriate and may provide any pertinent supporting documentation. Identify any work to be completed by subcontractors but do not select subcontractors until all relevant requirements have been reviewed, including the Code of Federal Regulations if applicable.
- C. Project Schedule:** Include a project schedule indicating when the elements of the work will be completed. Project schedule must ensure that any deliverables requested are met.
- D. Outcomes and Performance Measurement:** Describe the impacts and outcomes the Proposer will achieve, including how these impacts and outcomes will be monitored, measured and reported to COMMERCE.
- E. Risks:** The Proposer must identify potential risks that are considered significant to the success of the project in sufficient detail to convey to members of the evaluation team the Proposer's ability correctly assess and manage risk. Include how the Proposer will effectively monitor and manage these risks, including timely reporting of risks to COMMERCE.
- F. Deliverables:** Fully describe deliverables to be submitted under the proposed contract. Deliverables must support the purpose of this RFP described in [Section 1.1](#) and met the requirements set forth in [Section 1.2](#).

3.5 MANAGEMENT PROPOSAL (MANDATORY, SCORED)

A. Project Management

- 1. **Project Team Structure and Internal Controls:** Provide a description of the proposed project team structure and internal controls to be used during the course of the project. Proposers are reminded to select subcontractors only after reviewing all relevant requirements. Provide an organizational chart indicating lines of authority for personnel involved in performance of this potential contract and relationships of these staff to other programs or functions of the organization(s). This chart must also show lines of authority to the next senior level of management. Include who will have prime responsibility and final authority for the work.
- 2. **Staff Qualifications and Experience:** Identify staff who will be assigned to the potential contract, indicating the responsibilities and qualifications of such personnel, and include the amount of time each will be assigned to the project. Provide resumes for the named staff, which include information on the individual's particular skills related to this project, education, experience, significant accomplishments and any other pertinent information. Staff identified in the Proposal must actually perform the assigned work. Any staff substitution must have prior approval from COMMERCE.

B. Experience of the Proposer and Sample(s) of Prior Work

1. Relevant Experience: Indicate the experience the Proposer has in the areas described in [Section 1.3 Minimum Qualifications](#). If the Proposer does not have the specified experience, explain whether the Proposer plans to seek a subcontractor with the required experience or describe another mitigation strategy. Indicate any other relevant experience or certifications that shows the qualifications of the Proposer for the performance of the potential contract, *such as NABCEP PV Installation Professional, PV Design Specialist or equivalent, or demonstrated competence using remote solar assessment software*.
2. Sample(s) of Prior Work: Include at least one sample of previously completed work products relevant to the scope of this RFP. Please see [Section 2.6 Proprietary Information and Public Disclosure](#) for details on COMMERCE's handling of proposal materials. Redacted work samples will be accepted.
3. List of Related Contracts: Include a list of contracts the Proposer has had during the last five years that relate to the Proposer's ability to perform the services needed under this RFP. List contract reference numbers, period of performance, contact persons, telephone numbers, and e-mail addresses. Additionally, COMMERCE may award extra points to entities that are new to state contracting or pass-through funding in its sole discretion.

C. Related Information

1. If the Proposer contracted with the state of Washington during the past 24 months, indicate the name of the agency, contract number, project description and/or other information available to identify the contract.
2. If any member of the Proposer's staff was an employee of the state of Washington during the past 24 months, or is currently a Washington State employee, identify the individual by name, the agency previously or currently employed by, job title or position held and separation date.
3. If the Proposer has had any contract terminated for default in the last five years, describe such incident. Termination for default, also called termination for cause, is defined as notice to stop contract work for reasons related to contract performance and/or compliance and the termination was either (a) not litigated due to inaction on the part of the Proposer, or (b) litigated and such litigation determined that the Proposer was in default.
4. Submit full details of the terms for default including the other party's name, address, and phone number. Present the Proposer's position on the matter. COMMERCE will evaluate the facts and may, at its sole discretion, reject the proposal on the grounds of the past experience. If no such termination for default has been experienced by the Proposer in the past five years, so indicate.

D. References

List names, addresses, telephone numbers, and e-mail addresses of three (3) business references for the Proposer and three (3) business references for the lead staff person for whom work has been accomplished and briefly describe the type of service provided. Do not include current COMMERCE staff as references. By submitting a Proposal the Proposer and any partners or agents authorize COMMERCE to contact these references and any others who, from COMMERCE'S perspective, may have pertinent information. COMMERCE may or may not contact references in its sole discretion.

3.6 COST PROPOSAL (MANDATORY, SCORED)

Identify all costs in U.S. dollars including expenses to be charged for performing the services necessary to accomplish the objectives of the contract. The Proposer is to submit a fully detailed budget including staff costs and any expenses necessary to accomplish the tasks and to produce the deliverables under the contract. Proposers are required to collect and pay Washington state sales and use taxes if applicable.

Costs for work to be completed by subcontractors are to be broken out separately.

The total amount proposed must not exceed the amount specified in [Section 1.4](#) to be considered responsive to this RFP.

The evaluation process is designed to award this procurement not necessarily to the Proposer of least cost, but rather to the Proposer whose Proposal best meets the requirements of this RFP. However, Proposers are encouraged to submit Proposals which are consistent with state government efforts to conserve resources.

3.7 LICENSE AS ELECTRICAL CONTRACTOR, ARCHITECT OR ENGINEER (MANDATORY FOR PHASE TWO PROPOSERS, NOT SCORED)

Proposers of Phase Two must submit at least one copy of a license held by a staff member as an electrical contractor, architect or engineer as provided under [RCW 19.28.041](#) or under chapter [18.08](#) or [18.43](#) RCW. See [Section 1.3 Minimum Qualifications](#) and [RCW 19.95.020](#).

4. EVALUATION AND AWARD

4.1 EVALUATION PROCEDURE

Responsive Proposals will be evaluated strictly in accordance with the requirements stated in this RFP and any addenda issued. The evaluation of Proposals will be accomplished by one or more evaluation team(s) designated by COMMERCE, which will determine the ranking of the proposals.

COMMERCE, in its sole discretion, may elect to invite top-scoring Proposers as finalists for a virtual presentation or interview.

The RFP Coordinator may contact the Proposer for clarification of any portion of their Proposal. Proposers are not permitted to submit, resubmit, correct, or change any materials of any kind after the date and time stated in [Section 2.5 Submission of Proposals](#).

4.2 EVALUATION BREAKDOWN

The following weighting will be assigned to each proposal section for evaluation purposes. Subsections may or may not be of equal weight. Refer to Section 1.2 Objectives and Scope of Work for details on the scope of each phase.

Technical Proposal – 65%

- Project Approach/Methodology
- Work Plan
- Project Schedule
- Outcomes and Performance Measurement
- Risks
- Deliverables

Management Proposal – 25%

- Project Management
- Experience of the Proposer and Sample(s) of Prior Work
- Related Information
- References

Cost Proposal – 10%

Commerce will prioritize proposals that provide a high value for the proposed cost. Specifically, Commerce will prioritize proposals that assess or study a higher number of MFAH properties and/or provide a more detailed or rigorous scope of analysis.

Workers' Rights Certification Those Proposers that certify they **do not** require their employees to sign an individual arbitration clause as a condition of employment will receive an extra 5% of their awarded points added to their final score (see Exhibit B).

COMMERCE reserves the right to award the contract(s) to the Proposer(s) whose Proposal is deemed to be in the best interest of COMMERCE and the state of Washington.

4.3 VIRTUAL PRESENTATIONS MAY BE REQUIRED

After evaluating the written proposals COMMERCE may elect to schedule virtual presentations or interviews of top-scoring Proposers. If so, COMMERCE will contact the top-scoring Proposers from the written evaluation to schedule a date and time to meet on a platform such as Zoom or Microsoft Teams. Any commitments made by the Proposer during a virtual presentation or interview will be considered binding.

The scores from the written evaluation and the virtual presentation combined together will determine the Apparent Successful Contractor.

4.4 NOTIFICATION TO PROPOSERS

COMMERCE will notify the Apparent Successful Contractor(s) of their selection in writing upon completion of the evaluation process. Proposers who were not selected for further negotiation or award

will be notified separately. Notification may also be made to the COMMERCE public website, Washington Electronic Business Solution (WEBS), or other publicly accessible locations.

4.5 DEBRIEFING OF UNSUCCESSFUL PROPOSERS

Any Proposer who has submitted a Proposal and received notice that they were not selected for contract negotiation may request a debriefing. The request for a debriefing conference must be received by the RFP Coordinator within three (3) business days after the Unsuccessful Proposer Notification is e-mailed to the Proposer. The debriefing must be scheduled within three (3) business days of the request.

Discussion at the debriefing conference is strictly limited to the following:

- Evaluation and scoring of that Proposer's Proposal;
- Any written comments from evaluators related to that Proposer;
- Review of Proposer's final score in comparison with the other final scores **without** identifying the other Proposers or reviewing their Proposals.

Comparisons between Proposals or evaluations of the other Proposals is not allowed. COMMERCE will not discuss any items other than the three bullet points above. Debriefing conferences may be conducted on the telephone or by other electronic means and will be scheduled for a maximum of thirty (30) minutes. COMMERCE reserves the right to end a debriefing for any reason.

4.6 PROTEST PROCEDURE

Protests may be filed only by Proposers who submitted a response to this RFP and who have participated in a debriefing conference. Upon completing the debriefing conference, the Proposer is allowed five (5) business days to file a protest with the RFP Coordinator. Protests must be received by the RFP Coordinator no later than 5:00pm Pacific time on the fifth business day following the debriefing. Protests must be submitted by email. Proposers may choose to copy COMMERCE'S Central Contracts Office at centralcontracts@commerce.wa.gov. Do not copy any other COMMERCE staff.

Proposers protesting this RFP shall follow the procedures described below. Protests that do not follow these procedures will not be considered. This protest procedure constitutes the sole administrative remedy available to Proposers under this RFP.

All protests must be in writing, addressed to the RFP Coordinator, and signed by the protesting party or an authorized agent. The protest must state the RFP number, the grounds for the protest from the list below with specific facts, and complete statements of the action(s) being protested. A description of the relief or corrective action being requested should also be included.

Only protests stipulating an issue of fact concerning the following subjects shall be considered:

- A matter of bias, discrimination, or conflict of interest on the part of an evaluator;
- Errors in computing the score;
- Non-compliance with procedures described in this RFP or COMMERCE policy.

Protests not based on procedural matters will not be considered. Protests will be dismissed as without merit if they address issues such as an evaluator's professional judgment on the quality of a proposal, or COMMERCE'S assessment of its own and/or other agencies' needs or requirements.

Scores received are not a valid basis of protest and will be dismissed as without merit unless included with facts supporting bias, discrimination, or conflict of interest on the part of an evaluator.

Upon receipt of a protest, a protest review will be held by COMMERCE. COMMERCE'S Chief Contracts Officer, or other employee delegated by the Director who was not involved in the award process, will consider the record along with all available facts and issue a decision within ten (10) business days of receipt of the protest. If additional time is required, the protesting party will be notified of the delay.

In the event a protest may directly impact the actual interest of another Proposer, such Proposer may be given an opportunity to submit its views and any relevant information on the protest.

The final determination of the protest shall:

- Find the protest lacking in merit and uphold COMMERCE'S action; or
- Find only technical or harmless errors in COMMERCE'S process and determine COMMERCE to be in substantial compliance and reject the protest; or
- Find merit in the protest and provide COMMERCE options which may include:
 - Correct the error(s) and re-evaluate all proposals, or
 - Cancel this RFP and begin a new process, or
 - Make other findings and determine other courses of action as appropriate.

If COMMERCE does not find merit in the protest, COMMERCE may enter into a contract with the Apparent Successful Contractor(s). If the protest is determined to have merit, one of the options above will be taken.

5. EXHIBITS

Exhibit A	Certifications and Assurances
Exhibit B	Workers' Rights Certification
Exhibit C	Sample Contract Terms and Conditions
Exhibit D	Sample Data from Multifamily Affordable Housing Dataset

EXHIBIT A: CERTIFICATIONS AND ASSURANCES

I/we make the following certifications and assurances as a required element of the Proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract:

1. I/we declare that all answers and statements made in the Proposal are true and correct.
2. The prices and/or cost data have been determined independently, without consultation, communication, or agreement with others for the purpose of restricting competition. However, I/we may freely join with other persons or organizations for the purpose of presenting a single proposal.
3. The attached Proposal is a firm offer for a period of 60 days following receipt, and it may be accepted by COMMERCE without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 60-day period.
4. In preparing this Proposal, I/we have not been assisted by any current or former employee of the state of Washington whose duties relate (or did relate) to this RFP or prospective contract, and who was assisting in other than his or her official, public capacity. If there are exceptions to these assurances, I/we have described them in full detail on a separate page attached to this document.
5. I/we understand that COMMERCE will not reimburse me/us for any costs incurred in the preparation of this Proposal. All Proposals become the property of COMMERCE, and I/we claim no proprietary right to the ideas, writings, items, or samples, unless so stated in this Proposal.
6. Unless otherwise required by law, the prices and/or cost data which have been submitted have not been knowingly disclosed by the Proposer and will not be knowingly disclosed by him/her prior to opening, directly or indirectly, to any other Proposer or to any competitor.
7. I/we agree that submission of the attached Proposal constitutes acceptance of the RFP contents and the attached example contract and general terms and conditions. If there are any proposed edits to these terms, I/we have described those edits in detail on a page attached to this document.
8. No attempt has been made or will be made by the Proposer to induce any other person or organization to submit or not to submit a Proposal for the purpose of restricting competition.
9. I/we grant COMMERCE the right to contact references and any others who may have pertinent information regarding the ability of the Proposer and the lead staff person to perform the services contemplated in this RFP.
10. If any staff member(s) who will perform work on this contract has retired from the state of Washington under the provisions of the 2008 Early Retirement Factors legislation, his/her name(s) is noted on a separately attached page.
11. I/we are not debarred from doing business with the state of Washington or the United States.

I/We have reviewed the Contract and General Terms and Conditions and I/we: (check one)

- ☐ **are** submitting proposed contract edits. If proposed contract edits are being submitted for consideration, I/we have attached them to this form. (See [Section 2.12](#))
- ☐ **are not** submitting proposed contract edits. (Default if neither are checked)

On behalf of the Proposer submitting this Proposal, my signature below attests to the accuracy of the above statement as well as my authority to bind the submitting organization.

Signature of Proposer

Date

Printed Name

Title

EXHIBIT B: WORKERS' RIGHTS CERTIFICATION

CONTRACTOR CERTIFICATION
EXECUTIVE ORDER 18-03 – WORKERS' RIGHTS
WASHINGTON STATE GOODS & SERVICES CONTRACTS

Pursuant to the Washington State Governor's Executive Order 18-03 dated June 12, 2018, the Washington Department of Commerce is seeking to contract with qualified organizations which certify that their employees are not, as a condition of employment, subject to mandatory individual arbitration clauses and class or collective action waivers. See [Section 4.2 Evaluation Breakdown](#).

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I hereby certify, on behalf of the organization identified below, as follows (check one and sign below):

- ☐ NO MANDATORY INDIVIDUAL ARBITRATION CLAUSES AND CLASS OR COLLECTIVE ACTION WAIVERS FOR EMPLOYEES. This organization does NOT require its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waivers.

OR

- ☐ MANDATORY INDIVIDUAL ARBITRATION CLAUSES AND CLASS OR COLLECTIVE ACTION WAIVERS FOR EMPLOYEES. This organization requires its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waivers.

OR

- ☐ This organization certifies it has no employees.

I hereby certify, under penalty of perjury under the laws of the state of Washington, that the certifications herein are true and correct and that I am authorized to make these certifications on behalf of the organization listed herein.

ENTITY NAME: _____
Printed full legal entity name of organization

Name: _____
Signature of authorized person Printed name of authorized person

Title: _____ Place: _____
Title of authorized person City and state where signed

Date: _____

Return to Procurement Coordinator as part of your complete response.

EXHIBIT C: SAMPLE CONTRACT TERMS AND CONDITIONS

[View sample terms and conditions on Box.com](#)

EXHIBIT D: SAMPLE DATA FROM MULTIFAMILY AFFORDABLE HOUSING DATASET

[View sample data on Box.com](#)

The table of fifteen affordable housing projects is a sample of the dataset that will be provided to carry out the solar readiness study. The sample does not include explicitly identifying information about these projects; identifiers will be provided in the full dataset shared with the contractor(s).

The sample contains a mix of projects that are a part of only WSHFC's portfolio, only Commerce's portfolio, or that are in both portfolios. In instances where the data point is tracked by only one agency, the column name begins with that agency's abbreviation. The sample excludes data points that are tracked inconsistently or irrelevant to this study.