



Bureau of Planning and Sustainability

Request for Proposal

PCEF Heat Response Grant - Equipment Purchasing Partner

Request for proposal responses are due: October 27, 2021 at 11:59 p.m.

Questions about the request for proposal are due: October 19, 2021 at 5:00 p.m.

Submit request for proposals to: PCEFHeatResponseGrants@portlandoregon.gov

Send questions to: PCEFHeatResponseGrants@portlandoregon.gov

This request for proposal (RFP) is organized into the following sections:

1. Scope of work
2. General requirements and instructions

1. Scope of work

The purpose of this RFP is to select an Equipment Purchasing Partner (grantee) that will perform the tasks listed below:

- A. Work with City staff to identify specifications of portable heat pump/cooling equipment to be purchased, based on energy efficiency, features, usability, and availability.
- B. Collaborate with City and Community Distribution Partners (CDPs) to evaluate the total number of portable heat pump/cooling units to purchase, including HEPA air filtration units.
- C. Manage contracts with manufacturers, retailers, commercial entities, or other organizations to purchase portable heat pump/cooling units and HEPA air filtration units.
- D. Coordinate delivery of the units through drop shipping to distribution partners, installers, or temporary warehouse space.
- E. Contract with and reimburse CDPs selected by the City for installation of equipment and defined services.
- F. Develop training, maintenance, warranty, and equipment replacement procedures with CDPs in order to maximize usable life of equipment.

- G. Establish and manage a database to track and report on equipment distribution and recipient information.

2. General requirements and instructions

a. Proposal submission format:

Proposer shall submit one (1) original copy in PDF format. If the proposer requests redactions to their proposal, please also submit a copy in unprotected MS Word format with the requested redactions.

b. Addenda to RFP:

If additional information or interpretation should be provided, an Addendum will be made available to known interested parties and posted online.

c. Proposal rejection:

The City reserves the right to reject any and all proposals.

d. Cost of proposal:

This request for proposal does not commit the City to pay any costs incurred by any proposer in the submission of a proposal, or in making necessary studies or designs for the preparation thereof, or for procuring or Contracting for the items to be furnished under the proposal.

e. Additional requirements:

Payments for work funded by PCEF must be at least 180 percent of the [relevant state minimum wage](#). The requirement applies to people that are paid by the grantee as well as people paid under contracts and subcontracts of the project. For the fiscal year July 1, 2022 to June 30, 2023 180% of the area minimum wage will be \$26.55.

f. Proposal response:

The proposal must clearly respond to all of the following questions or prompts:

i. Organization information

1. Basic Information:

- a. Organization name:
- b. Primary contact information (phone & email):
- c. Nonprofit status:

ii. Project team, management, and capabilities

1. Number of non-profit staff expected to work on project
2. Number of subcontractor/partner staff expected to work on project
3. For each of the key team members who will perform work on this project provide the following:
 - a. their role(s) and responsibilities on this project

- b. experience on similar or related projects and/or transferrable skills
 - c. unique qualifications that will contribute to project success (e.g., personal and/or life experience, professional development, education, or other qualifications relevant to the project)
 - d. bio or resume
- 4. Description of organizational capacity and management approach, and how they will support the success of this project. This should include:
 - a. Description of organization qualifications and capacity to implement the project.
 - b. description of capacity, lines of authority and responsibility, coordination and supervision of partners and/or subcontractors, and internal procedures and/or policies associated or related to work quality and cost control
 - c. description of experience or track record managing similar or related projects including information about goals, results, timeliness of completion, and budget management
 - d. Description of existing or planned relationships with equipment manufacturers, distributors, or retailers who can provide portable heat/cooling pump units.

iii. Project approach and technical understanding

- 1. Description of approach to the requested scope of work. Ensure that the description addresses the following:
 - a. Approach to equipment selection, including energy efficiency, usability, availability and product life.
 - b. Any preliminary estimates of bulk purchase cost reductions (expressed as a % off of retail price).
 - c. Approach to procurement and shipping/delivery of units, including proposed timeline.
 - d. Planned approach for communication, collaborations, and contracting with CDPs, including both affordable housing providers and community organizations.
 - e. Approach to database creation, management, and reporting to track equipment distribution and recipient information.

iv. Workforce diversity and hiring approach

- 1. Describe the leadership and staff demographics of the nonprofit organization
- 2. Describe approach to inclusion of PCEF priority populations (people with low-income, BIPOC, women, transgender people, two-spirit

people, gender non-conforming people and other groups of people who experience gender or sex-based discrimination, people who experience disabilities) in the hiring of new staff or selection of subcontractors.

v. Cost

1. Enter the annual estimated cost, excluding equipment purchase, for delivering service described in the scope. Estimate cost for two scenarios: 1) contracting with 20 community distribution partners and 2) contracting with 30 community distribution partners. Do not include cost of the heat pump/cooling equipment.

Year	Cost Estimate for Services	
	With 20 CDPs: 15 affordable housing providers and 5 community-based organizations	With 30 CDPs: 15 affordable housing providers and 15 community-based organizations
1		
2		
3		
4		
5		

2. List any subcontractors and the annual subcontracted costs associated with program delivery. Include costs of data management platforms, consultants, or other services.

Year	List subcontractors	Cost estimate for sub-contracted services	% subcontracted services provided by COBID-certified firms
1			
2			
3			
4			
5			

- vi. Provide a narrative of the cost elements above, including any additional services that the organization intends to offer :

Proposal evaluation criteria:

Section	Key Elements of Criteria	Points
Project team, management, and capability	<ul style="list-style-type: none">• Key personnel and experience (20 points)• Project management and partnership engagement approach (10 points)• Track record of key staff in managing similar programs (5 points)	35 Points
Project approach and technical understanding	<ul style="list-style-type: none">• Proposed timeline of equipment delivery and approach to procurement (20 points)• Database, logistics, and customer tracking approach (10 points)• Approach to equipment selection (5 points)	35 Points
Workforce diversity and hiring approach	<ul style="list-style-type: none">• Nonprofit staff and leadership reflects PCEF priority populations (5 points)• New staff hiring/subcontractor approach furthers goals of PCEF in workforce (10 points)	15 Points
Cost	<ul style="list-style-type: none">• Annual cost projections for administering 5 years of equipment purchasing/logistics and project management, and engagement with Distribution Partners (15 points)	15 Points

Program staff will review and score applications based on the criteria indicated in the RFP document and make funding recommendations to the [PCEF Committee](#).