

Green Mountain Power Corporation REQUEST FOR PROPOSALS

Program Coordinator for the Renewable Development Fund

INTRODUCTION

Green Mountain Power Corporation (GMP) is seeking a coordinator for the GMP Renewable Development Fund (RDF). The Fund's objective is to identify and remove barriers to implementation of anaerobic digester technology on dairy farms, with the result of additional farms installing digesters that will generate electricity in Vermont. The Coordinator should also have an understanding of state and Federal agricultural funding opportunities, and a track record of securing such funds.

The contractor chosen is independent from GMP, and will work closely with the RDF Executive Committee to disseminate information about the Fund to farmers, analyze the economic feasibility of proposed anaerobic digestion and related renewable energy projects, administer the funds, manage partner relationships, and provide technical assistance.

The RDF Executive Committee consists of one representative each from GMP, the Vermont Public Service Department, the Conservation Law Foundation, the Vermont Agency of Agriculture, Food and Markets, Renewable Energy Vermont, and a farmer representative appointed by the Governor.

The initial contract period will be for one year. The budget for the period is not to exceed \$45,000. **Proposals are due by 4:00 P.M. on November 25, 2015** with the following associated deadlines:

Day and date	Event
Thu., Oct. 22, 2015	RFP issued
Thu., Nov. 05, 2015	Questions due
Thu., Nov. 12, 2015	Answers provided
Wed., Nov. 25, 2015	RFP due
Fri., Dec. 04, 2015	Selection made

Any correspondence, including submission of the proposal itself, shall be with David Dunn at David.Dunn@GreenMountainPower.com.

BACKGROUND

The main purpose of the RDF is to support Vermont policy by encouraging renewable energy projects on Vermont dairy farms through anaerobic digestion of agricultural products, byproducts or wastes. The RDF works in conjunction with the GMP Cow Power program. The Fund was approved by the Vermont Public Service Board on April 7, 2004 in Docket No. 6545. The Fund offers farmers technical support and other incentives to overcome barriers to the development of electric generation facilities that use the anaerobic digestion of cow manure to produce electricity for sale to the Vermont standard-offer program.

Potential RDF activities include:

- 1) Providing grants, loans, and other incentives to help farmers develop anaerobic digester projects, including interconnecting facilities to the electric system;
- 2) Demonstrating and commercializing new clean and renewable technologies for the production of electricity that utilize the anaerobic digestion of agricultural products, byproducts, or waste;
- 3) Educating farmers on energy technology and development;
- 4) Overcoming market barriers that prevent farmers from developing new anaerobic digester projects

PROPOSER EXPERIENCE AND SCOPE OF SERVICES

The selected Coordinator should have demonstrated experience working with dairy farms; strong project management skills; an understanding of anaerobic digestion technology and electric generation; experience administering energy programs; experience managing and securing incentives, grants, or other types of funding; and excellent written and oral communication skills. The Coordinator should also have a track record with state, federal, and other funding opportunities that are relevant to anaerobic digesters on dairy farms and environmental stewardship, such as USDA Rural Development, NRCS, nutrient management planning, and technologies to remove phosphorus, as well as some familiarity with renewable energy credits and greenhouse gas credits.

The Coordinator will be responsible for disseminating information about the Fund to farmers, analyzing the economic feasibility of proposed anaerobic digestion projects, administering the funds with RDF Executive Committee approval, managing partner relationships, and providing technical assistance to farmers. The RDF Executive Committee will provide input on all written reports and other relevant aspects of the project. Proposers are encouraged to offer creative approaches to delivering their services, and to explain why these methods will be effective with farmers.

The major goal of this program is to encourage dairy farms to take action and implement qualifying renewable electric generation systems. The contractor will be required to complete the following activities:

Outreach Activities

1. Contact farmers in a deliberate, tracked way. Organize and lead a meeting of farmers who operate digesters in Vermont on an annual basis, Field trips with farmers when necessary (mainly at consultant's discretion)
2. Field trips with public sector entities and NGO's, with RDF's consent (e.g. USDA, DOE, EPA, ANR), when necessary.
3. Inform relevant farmers about grant opportunities (see below on tracking status with individual farmers and potential projects)
4. Develop regular communication for dairy farmers, with advice on content from RDF Executive Committee, as necessary
 - E-Mailed to all MFO and LFO and perhaps select and identifiable small farms
5. Confer with RDF to identify key stakeholders and meet with all of them regularly.

Funding Activities

1. Identify and pursue grants, both for individual farmer projects and for the RDF.
2. Guide farmers in applying for grant funding, and provide assistance, including writing and analysis, based on feasibility assessments (see below).
3. Characterize business models for anaerobic digestion projects on farms, and recommend most promising arrangements and promising relevant partners, as necessary. (See below on spectrum of ownership.)
4. Summarize opportunities for monetizing greenhouse gas destruction.

Activities To Lower Market Barriers

1. Identify critical market barriers, characterize them, and propose solutions to lower or remove such barriers.
2. When necessary: identify promising innovations relevant to any item in the scope of work, especially technical and/or operational innovations; visit innovations when available regionally.
3. As necessary: report on state and federal regulations and policies, including those relating to federal goals and policies, regional policy with regard to renewable energy credits and greenhouse gas reductions, and state policies on farming, energy, water quality, and solid and other wastes.
4. Participate in a statewide anaerobic digester working group, representing the RDF, if such a group is convened.

Feasibility, Guidance, and Evaluation Activities

1. Provide technical assistance to farmers in state regulatory matters pertaining to AD, if necessary.

2. Communicate to farmers Vermont Rules that are specific to anaerobic digesters, especially, but not limited to, rules from the Vermont ANR, the Vermont Agency of Agriculture, Food and Markets, and the Vermont Public Service Board.
3. Provide project-specific preliminary and detailed feasibility assessments; prioritizing based on farmer interest and farm viability, previous assessments, and any other relevant and important factors.
4. Review the potential for accelerated project development in Vermont, based on a spectrum of ownership (“business models”), ranging from full farmer ownership, through split ownership, shared ownership in an LLC of some assets, lease-to-own, to full third-party ownership, etc.
5. Evaluate Vermont’s fleet of existing digesters, where such work serves one or more of the activities listed in this section “PROPOSER EXPERIENCE AND SCOPE OF SERVICES”:
 - Monitor and measure, where practical.
 - Use standard reporting and existing protocol(s), if available (e.g. EPA AgSTAR or others, e.g. Ontario Canada).
 - Compare performance of Vermont and other relevant digesters
 - Recommend improvements in ways to monitor and measure systems, especially measurement that would enable greenhouse gas destruction to be readily verified and monetized.
6. Evaluate the state of the art as necessary
 - Equipment available
 - Equipment providers and system designers and their track record
 - Provide the RDF an evaluation of the existing technology market overview (“the market,” or “market channels”), and what amount of disclosure occurs on the nature of digester equipment and performance.

Reporting

- Compile a database of contacts, categorized and/or searchable by key words, including notes of activity, date, and status of project development or activity relevant to the scope of work.
- Provide the RDF monthly updates that use the scope of work as an outline, reporting on each item, including “no activity this month” when relevant, and a list of contacts and meetings.
- Report on progress on metrics

INFORMATION REQUIRED FROM PROPOSERS

Grant proposals must include at minimum the following information, preferably in the order shown:

Identification of Organization

State the full name and address of the organization and, if applicable, subcontractors that will perform, or assist in performing, the work. Include the organization's federal employer identification number, phone number, and email address. Teaming of two or more organizations is acceptable; however, one party must be designated as the coordinating contractor.

Authorized Negotiators

Include the names and phone numbers of personnel authorized to negotiate the proposed contract. All proposals must be signed by a duly authorized representative of the party (or parties) submitting the proposal.

Proposer’s Prior Experience and qualifications

Include the following:

- Types and amounts of incentives, grants, or other types of funding secured.
- Prior experience working with dairy farmers, particularly project coordination and program administration.
- Understanding of farm waste management, anaerobic digestion, and electric generation and interconnection.
- Understand of Vermont rules pertaining to farming, the Public Service Board Certificate of Public Good process, and the environment.
- Knowledge of the REC and greenhouse gas markets

Personnel

Each organization submitting a proposal under this RFP shall have demonstrable knowledge, skills and experience as it relates to the required work. The proposal must identify all persons that will be employed in the proposed work by skill and qualifications. Identify key personnel by name and title, specifying each person’s role, and provide a resume for each. Subcontractors must be listed, including the firm name and address, contact person, and complete description of work to be subcontracted. Include descriptive information concerning subcontractor’s organization and abilities.

Work Plan

Describe in narrative form the plan for accomplishing the work. Indicate the number of hours allocated to each task and which staff member(s) will complete the tasks.

Goals, Performance Measures, and Outcomes

In a table, list goals, performance measures, and outcomes associated with the work. As guidance, please review the description below.

Goals

- Why your project is being proposed.
- What you wish to accomplish, using measurable targets that will be met through your project.
- Each of your project goals should have corresponding performance measures and outcomes.

Performance measures -- ways in which the effectiveness of project will be measured:

- What will be measured
- How it will be measured
- When it will be measured

Well-written performance measures should be simple, easy to understand, realistic, worthwhile and must be quantifiable measurements of the project's progress that are easily validated and audited.

Expected outcomes

- The impacts and changes you anticipate will occur due your work,
- How your work will enhance the economic viability of the farmers in Vermont,
- Your work’s positive outcome on other businesses and on the supply chain, including the types of business(es)

Quantify your response, and briefly state how you think the outcomes will occur.

For an example and an explanation of a table, visit: <http://workinglands.vermont.gov/apply/ta/writing>.

Budget

Applicants must submit a proposed budget for this project (not to exceed \$45,000) and include narrative explanations. The following cost elements should be included:

- Personnel (position, rate, hours)
- Travel (include mileage rate, etc.)
- Supplies & Materials
- Other direct costs (specify)

- Total Direct Costs
- Indirect rate, if applicable

BUDGET TOTAL

Additional Information and Comments

Include any other information that is believed to be pertinent, but not specifically requested elsewhere in this RFP.

SELECTION CRITERIA

All proposals are subject to an evaluation by the RDF Executive Committee. The Executive Committee reserves the right (but in no way is obligated) to interview the top prospective candidates to aid in the selection process.

The award of the contract will be made based on the following criteria:

1. Organization/Project Team.
 - Experience securing funding for farm energy or similar projects.
 - Experience working with dairy farm project coordination and administration, animal waste management and anaerobic digestion; understanding agricultural funding opportunities; management of incentives, grants, or other types of funding.
 - Experience with similar projects.
 - Experience with farm electricity generation and interconnection issues.
 - Proximity to Vermont, or the ability to be in Vermont on short notice.
2. Work Plan
 - Plan and capacity for project control and financial management.
 - Definition and timeliness of tasks to be performed.
 - Strategy to implement the project.
 - Clear goals, measures, and anticipated outcomes.
 - Plan for dissemination of project information.
3. Budget
 - Budget line items and amounts are sufficiently described and justified.
 - Costs are reasonable and competitive. (Preference may be given to lowest bid.)

GENERAL TERMS AND CONDITIONS

1. The Executive Committee reserves the right to reject any and all proposals received as a result of this RFP for any reason, to waive minor irregularities in any proposals received, and to negotiate with any party in any manner deemed necessary to best serve the interests of the Renewable Development Fund.
2. The GMP Renewable Development Fund shall not be responsible for any costs incurred by any party in preparation of any proposal submitted in response to this RFP.
3. The GMP Renewable Development Fund reserves the right to amend or cancel this RFP at any time if the best interest of the Fund requires such action.
4. News releases pertaining to this RFP, contract award, or the project shall **not** be made without prior written approval from the Executive Committee and GMP.
5. The GMP Renewable Development Fund will pay for actual work performed and expenses incurred under this project up to the specified contract amount. Specific payment provisions will be arrived at upon mutual agreement of the parties. All payments will require the submission of an itemized billing of work performed to date in sufficient detail to justify payment. Payment requests may be made on a monthly basis.
6. All parties submitting proposals shall be Equal Opportunity Employers. During the duration of the performance of this contract, the contractor will be expected to comply with all federal, state and local laws respecting non-discrimination in employment. If applicable, the contractor and subcontractors shall also abide by the requirements of 41 C.F.R. § 60 300.5(a) and 41 C.F.R. § 60 741.5(a). These regulations prohibit discrimination against qualified protected veterans and qualified individuals on the basis of disability, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans and individuals with disabilities.
7. INDEMNIFICATION

Unless otherwise indicated to the contrary herein, to the fullest extent permitted by law, the Contractor shall hold harmless, defend (as directed) and indemnify the GMP Renewable Development Fund, The Executive Committee, GMP, its directors, officers, employees, agents, invites, affiliates, subsidiaries, successors and assigns of, from and against any and all claims, liabilities, penalties, forfeitures, suits, settlements, judgments, awards, and the costs and expenses

incident thereto (including the cost of defense, investigation, appeal and reasonable attorney's fees) for any and all loss, violation, damage, or injury to person or property of whatever type or nature which shall be caused by, arise out of, or in any manner be the result of the negligent acts or omissions of Contractor in the provision of the Services hereunder.

If either Party or the Executive Committee is required to engage in any proceeding, legal or otherwise, to enforce its rights, the prevailing Party shall be entitled to recover from the losing Party, in addition to any other sums due, reasonable attorney fees, costs and necessary expenses incurred in such proceeding.

8. INSURANCE

The Contractor shall not begin the provision of any Services until it has obtained the following insurance:

<u>Coverage</u>	<u>Limit</u>
Worker Compensation	Statutory
Employer's Liability	\$500,000 each occurrence
Public Liability	\$1,000,000 combined single limit
Automobile Liability	\$500,000 combined single limit

Contractor will need to provide GMP a certificate or certificates of insurance for each policy required hereunder in a form agreeable to GMP, which shall remain in effect for the duration of the term of the Contract.

Should Contractor fail to provide the insurance required pursuant hereto, nothing herein shall release Contractor of the obligation to pay any claims that arise hereunder.

9. RIGHTS IN WORK PRODUCT

It is understood and agreed that the Services to be performed by Contractor, in conjunction with GMP personnel or otherwise, shall be considered "Work Made For Hire" and the ownership rights to the Work Product so produced shall be and remain with GMP and the RDF.