



**CONNECTICUT
CLEAN ENERGY FUND**

August 25, 2008

Potential RFP Bidders

**RE: STATE OF CONNECTICUT RENEWABLE ENERGY / ENERGY EFFICIENCY
ECONOMY BASELINE STUDY**

The Connecticut Clean Energy Fund (CCEF) is seeking an experienced applicant with in-depth knowledge of the renewable energy / energy efficiency industry as well as economic analysis and evaluation experience to develop a Renewable Energy / Energy Efficiency Economy Baseline Study for the State of Connecticut.

Attached you will find RFP #CCEF-CTCEEBS-001.

Proposals are due by 3:00 p.m. on October 2, 2008.

If you have questions regarding this RFP, please send an e-mail to info@ctcleanenergy.com. All questions, and subsequent responses, will be posted on CCEF's Web site at www.ctcleanenergy.com.

We look forward to answering any questions you might have and reviewing your proposals.

Sincerely,

A handwritten signature in black ink that reads "Keith Frame".

Keith Frame
Associate Director, New Technologies and Project Management



CONNECTICUT
CLEAN ENERGY FUND

REQUEST FOR PROPOSALS RFP #CCEF-CTCEEBS-001

STATE OF CONNECTICUT RENEWABLE ENERGY /
ENERGY EFFICIENCY ECONOMY BASELINE STUDY

Important Dates:

August 25, 2008

October 2, 2008, 3:00 p.m.

*Announcement
Proposals Due*

Questions or clarifications about this request for proposals (RFP) should be directed to:

Connecticut Clean Energy Fund
200 Corporate Place
Rocky Hill, CT 06067
Telephone: 860-563-0015
FAX: 860-563-4877
E-mail: info@ctcleanenergy.com

This RFP is available on the following Web site:

Connecticut Clean Energy Fund
<http://www.ctcleanenergy.com>

Energy Conservation Management Board
<http://www.ctsavesenergy.org/ecmb/>

Copies may be obtained by writing or calling:

Connecticut Clean Energy Fund
200 Corporate Place
Rocky Hill, CT 06067
Telephone: 860-563-0015
FAX: 860-563-4877
Email: info@ctcleanenergy.com

Please request RFP: CEF-CTCEEBS-001

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Executive Summary

The Connecticut Renewable Energy Investment Fund also known as the Connecticut Clean Energy Fund (CCEF) was created under 16-245n of the Connecticut General Statutes to promote investment in and growth of renewable energy sources. Expenditures of the funds may include, but are not limited to, grants, direct or equity investments, contracts or other actions that support renewable energy technologies such as wind, solar energy, fuel cells, wave power and biomass.

The Connecticut Energy Efficiency Fund, established under 16-245m of the Connecticut General statutes, administers programs that encourage efficient energy consumption resulting in reduction in power generation requirement with the attendant benefits of lowered environmental emissions as well economic development and growth in the energy efficiency.

As outlined in the CCEF Comprehensive Plan, one of the goals of the CT Renewable Energy Fund is to help develop the renewable energy industry in Connecticut. The Fund has made direct grant investments in projects through its installed capacity programs; equity investments and project finance loans in new technology projects and companies through its renewable energy development programs; and stimulated the voluntary markets through its communities programs.

CCEF believes that this is an opportune time to develop an effective growth strategy for the renewable energy / energy efficiency industry in Connecticut. In order to do this, a thorough understanding of the structure and current level of development of the industry is essential. CCEF is releasing this RFP for a study that will not only provide the Fund with the necessary tools to develop an effective strategy, but will also provide the Governor and State Legislators with an important policy tool that will support the creation of green jobs and the renewable energy / energy efficiency industry in general.

The Fund is looking to engage a qualified consultant in collaboration¹ with the Connecticut Department of Economic and Community Development (DECD) to conduct a baseline study of the existing Connecticut renewable energy and energy efficiency industry and its extensive value chain as well as its current contribution to the State's economy. In addition to the baseline study, the Fund is looking to develop an evaluation of gaps in the value chain and investment opportunities.

The overarching aim is to provide a baseline study of what jobs and how many exist in this sector and to articulate a roadmap of strategic investment opportunities that will drive a vibrant and successful renewable energy / energy efficiency industry in the State of Connecticut. More specifically, this proposed plan will identify what gaps and barriers exist in the value chain and where Connecticut and the Fund should focus its investment dollars for future development.

¹ CCEF will enter into a MOU with DECD to perform steps 1 & 2 in Phase I of the proposed study.

The proposed study will have three phases:

- 1) The first phase will involve a detailed survey of the existing Connecticut renewable energy and energy efficiency industry and its extensive value chain and associated employment.
- 2) The second phase will highlight gaps in the value chain in order to identify potential new companies that need to be recruited to the state or capabilities that need to be developed within existing companies.
- 3) The third phase will involve the dissemination of findings to the Board and staff of the Fund as well as the State's investment and economic development community, legislature, and renewable energy / energy efficiency industry participants.

The expected completion date of this study is January 15, 2009. Total funding for all phases of this RFP, consisting of the identification of the baseline value chain, its contribution to the state economy, the development of a roadmap for future investment options, and presentation of findings, cannot exceed \$170,000.

Section 1 – REQUEST FOR PROPOSAL

1.1. *Description*

This RFP seeks bids from experienced consultants to conduct a baseline study of the existing Connecticut renewable energy / energy efficiency industry and its extensive value chain including its contribution to the economy.

The overarching aim is to articulate a roadmap for a vibrant and successful renewable energy / energy efficiency industry in the State of Connecticut – identifying what gaps and barriers exist in the value chain and where should Connecticut focus its development.

The first phase involves a detailed survey of the existing Connecticut renewable energy / energy efficiency industry and its extensive value chain in addition to existing capabilities that are not currently in the State. The second phase of the study is to develop a roadmap of how Connecticut can efficiently mobilize resources to improve the infrastructure so that a renewable energy / energy efficiency industry may thrive. The second phase will put to use the intellectual capital in the State in helping articulate the vision and develop the plan to realize it. The Department of Economic and Community Development is one such agency. The third phase of this study will be contingent upon the availability of additional funding.

Total available funding of this RFP, consisting of the identification of the baseline value chain and its contribution to the state economy and the development roadmap **will be based on a determination of the best methodology proposed for the most cost-effective price.** Phase 1 & 2 constitute the basic requirement for minimal compliance with this RFP, and are anticipated to be completed by 1/15/09. . As indicated above Phase three is contingent upon the availability of additional funding.

1.2. STUDY OBJECTIVES

This study will answer the following questions:

1) Connecticut Renewable Energy / Energy Efficiency Industry – Understanding the Landscape

- What makes up the “Renewable Energy / Energy Efficiency” industry in Connecticut:
 - Firms, component suppliers & services,
 - North American Industry Classification System (NAICS) codes,
 - How are these entities presently networked?
 - How much energy efficiency and renewable work has been historically outsourced to firms outside of Connecticut, i.e. quantify the lost opportunity?

- What is the Renewable Energy / Energy Efficiency industry’s contribution to Connecticut’s economy

- Economic and fiscal impact,
- Social contributions in terms of making our environment cleaner, energy less expensive, and economy more sustainable?
- Define the key performance indicators for the Renewable Energy / Energy Efficiency industry and how can they be used to measure the impact of the Renewable Energy Fund, Energy Efficiency Fund and other CT investment/economic development organizations?
- What are the strengths and weaknesses of Connecticut's economic and labor market environment vis-à-vis the Renewable Energy / Energy Efficiency industry?

2) Investment Opportunities

- What does the Renewable Energy / Energy Efficiency market look like
 - Supply of products and services,
 - Demand for renewable energy / energy efficiency goods and services,
 - Domestic and international market landscape?
- Process flow mapping of the various technologies in the Renewable Energy / Energy Efficiency areas with sectors and supply chains included.
- What growth opportunities over the next 10 to 15 years exist for firms in the renewable energy / energy efficiency industry?
- What are the key factors that are likely to influence the Renewable Energy / Energy Efficiency market over the next 10 to 15 years (i.e. Disruptive technologies, Scope/Scale/Learning curve economies, Commodity prices, Climate change driven regulation etc.)
- Which sectors should be the focus of the Renewable Energy and Efficiency Funds and other CT organizations in terms of investments and other support, i.e., working with other state economic agencies and investment houses to achieve the best return on investment both monetarily and for job creation?

1.3. Process

This solicitation employs a two-step process:

- Round 1 – Bidders complete and submit a proposal. CCEF's evaluation team will select a short list of finalists to interview if necessary.
- Round 2 – If necessary, Round 1 finalists will be invited back to present their proposals to CCEF's evaluation team and a final contractor will be identified at the conclusion of the process.

Proposals are requested from organizations with experience in economic census and investment opportunity analysis. Teaming of parties is encouraged and can include a

wide variety of organizations; however, the CCEF will contract with only one organization.

1.4. Schedule

Important dates for this solicitation include:

- August 25, 2008 – RFP announcement date
- October 2, 2008 – Proposals due

1.5. Contracting

This RFP provides for a process of competitive negotiation, pursuant to which a contract is awarded only when definitive contract documents between CCEF and a proposer are negotiated and executed. Neither designation as a Round 1 or Round 2 proposer or finalist, respectively, nor final selection for negotiation commits CCEF to award any such contract. CCEF reserves the right to discontinue such negotiations at any time for any reason, and to enter into negotiations with any other proposer at any time. No award of a contract shall be final and effective unless and until CCEF and the proposer have entered into definitive contract documents.

1.6. Deliverables

It is expected that, with the exception items I and II of Phase I, the contractor will be responsible for delivering the study according to the following defined report phases and report sections. Items I and II of Phase I will be prepared by the DECD*. The contractor will coordinate with DECD in a collaborative manner to incorporate the DECD deliverables into the Phase I report.

BASELINE ASSESSMENT REPORT – Phase 1

- I. Baseline Inventory/Census*
- II. Economic Impact of the Renewable Energy / Energy Efficiency Industry in Connecticut*
- III. Industry Performance Indicators
- IV. Assessment of the Competitive Environment
- V. Renewable Energy / Energy Efficiency Value Chain
- VI. Job Projection Based on dollars invested

INVESTMENT ANALYSIS REPORT – Phase 2

- I. Investment Profile
- II. Gap Analysis

FINAL REPORT – Phase 3

- I. Summarize key findings and present to CCEF/CEEF
- II. Finalize recommended actions
- III. Create actionable roadmap for CCEF/CEEF and other stakeholders

Section 2 - RFP Requirements

2.1. Outline

This RFP is organized into the following sections:

1. Description of the organization(s)
2. Description of experience
3. Formal RFP response questions
4. Budget
5. References

2.2. Requirements

Proposals should be no more than 30 pages in length, on standard 8.5 x 11" paper, and 12-point font, and include: (1) a cover letter from the submitting organization, (2) 5 copies of the original proposal, (3) an electronic version of the proposal in Microsoft Word on compact disc and (4) any additional collateral material, up to 3 pieces. Please number your pages as well as separate each section based on the proposal outline above.

Proposals are due October 2, 2008 by 3:00 p.m., addressed to:

Connecticut Clean Energy Fund
 ATTN: RFP # CCEF-CTCEEBS-001
 200 Corporate Place, 3rd Floor
 Rocky Hill, CT 06067

Proposals must address the following sections:

2.2.1. Description of the Organization(s)

In no more than 1 page, please include the following information:

- ✓ Lead organization – Name of the organization, name and title of the project leader, address, contact information, mission of the organization.
- ✓ Supporting organization(s) – Name(s) of the organization, name(s) and title(s) of the project participant(s), address(es), mission of the organization(s), and contact information.
- ✓ Organizational brochure(s) and collateral materials – limit 3 pieces.

2.2.2. Description of Economic Analysis & Investment Opportunity Experience

In no more than 5 pages, please include the following information:

- ✓ Experience in relevant projects by the lead organization, including project name, customer, location, length of time on the project, methodology and results.
- ✓ Experience in relevant projects by the supporting organization(s) including project name, customer, location, length of time on the project, methodology and results.
- ✓ Curricula Vitae of the project leader and participant(s) – (no page limit as attachment)

2.2.3. Formal RFP Response Questions

In no more than 3 pages each, please answer the following questions:

1. Given your understanding of this RFP, please describe your methodology for approaching the development of a Renewable Energy / Energy Efficiency Economy Baseline Study and the outlined study objectives.
2. Given your understanding of this RFP, please describe your methodology for approaching the investment opportunity analysis for areas within the Connecticut Renewable Energy / Energy Efficiency Economy.
3. Given your understanding of this RFP, please describe your methodology for approaching display of the results of data analysis (reports, graphs, etc.).
4. Given your understanding of this RFP, please describe your methodology for approaching follow on study for trend analysis.
5. What role would you anticipate CCEF, CEEF, ECMB & DECD, or other state agencies playing to support the study requirements in terms of data collection, analysis and reporting?
6. In your judgment, what data is necessary for the baseline study as it relates to the primary two phases? What optional data and analysis would you suggest (rank in order from most to least important)? How frequently should data collection be conducted? Please describe your reasoning.

2.2.4. Budget and Timeline

Please include a Year 1 project budget and proposed timeline based on the following tasks:

- ✓ Task 1 – Identification & summarization of findings of baseline assessment data
- ✓ Task 2 – Identification & summarization of finding of Investment Opportunities Analysis.
- ✓ Task 3 – Final Report & Presentation of Findings.
- ✓ Also, please provide a proposed schedule of deliverables.

Please lay out the sub-tasks, processes and budget required under each task area.

The Year 1 budget should be based on the following cost categories:

1. Labor
2. Travel
3. Meetings
4. Telephone/postage
5. Materials/supplies
6. Contingency
7. Total

Please provide a budget for Years 2 and 3 based on the cost categories above.

2.2.5. References

Please provide 3 references from prior projects that your organization has been involved with relating to: development and analysis of economic census and investment opportunity studies, or other relevant projects you deem appropriate to this RFP.

Section 3 - Funding

3.1. *Funding*

The total funding available under this program will be based on a determination of the best program proposed for the most cost-effective price, subject to any CCEF budget constraints. It should be stressed that this is a competitive solicitation.

3.2. *Disbursements*

CCEF/CEEF funding will be disbursed subject to monthly invoices provided by the contractor and paid for by the CCEF.

Section 4 - Proposal Evaluation Process

4.1. Evaluation Committee

CCEF may use CCEF staff, private consultants or other designated representatives to evaluate the proposals. This group will form the CCEF Evaluating Committee.

4.2 Proposal Evaluation Criteria

Proposals will first be screened for completeness. Proposals that are not complete will be returned promptly. Proposals that are complete shall be evaluated based on the following:

- a. CCEF and Key Stakeholder Benefits
 - ✓ Does the proposal provide the means by which CCEF/CCEF would be able to assess the overall renewable energy / energy efficiency economy in the state of Connecticut?
 - ✓ Does the proposal provide the means by which key stakeholders would be able to assess the value chain and potential areas where investment is required to support the renewable energy / energy efficiency economy?
- b. Program Evaluation
 - ✓ How well does the proposed effort meet the overall goals described in the RFP?
 - ✓ Have optional designs been proposed that would greatly enhance the benefit of the study?
- c. Applicant Team
 - ✓ Does the team have sufficient experience?
 - ✓ Is there a history of good performance on other relevant projects?
 - ✓ Is the project's organizational structure and leadership appropriate enough to ensure success?
- d. Cost Evaluation
 - ✓ Is the budget reasonable given the funding available for this program?
 - ✓ How well does the budget of your proposal compare with that proposed by other RFP submitters?

Section 5 – RFP Standard Conditions

5.1. *Communications and Questions*

All communications with respect to this RFP shall be directed to Keith Frame by means of info@ctcleanenergy.com. No other person is authorized to provide information with respect to this RFP, and contact with any other employee, officer or member of CII, CCEF or the CCEF Board of Directors with respect to this RFP is prohibited. Questions and requests for clarification with respect to this RFP must be submitted in writing in accordance with the communications protocol set forth above on or before 4:00 p.m. **on September 10, 2008**. Responses will be posted on the CCEF Web site at www.ctcleanenergy.com.

5.2. *No Commitment – Reserved Rights*

This RFP is not an offer and neither this RFP nor any subsequent discussion shall give rise to any commitment on the part of CCEF or confer any rights on any proposer unless and until a binding written agreement is executed by CCEF and the proposer. CCEF reserves the right to reject any or all proposals, to waive defects or irregularities in any proposal, to enter into discussions with selected proposers, to discontinue discussions with any proposer at any time and for any reason, to correct inaccurate awards, to change the timing or sequence of activities related to this RFP, to modify, suspend or cancel this RFP, and to condition, modify or otherwise limit awards pursuant to this RFP.

5.3. *Proposer's Cost*

All costs associated with the preparation of a proposal, any related investigative or due diligence activities and any resulting discussions or negotiations shall be borne by the proposer.

5.4. *Proposer Representations*

By responding, the proposer shall be deemed to have represented and warranted: (1) that the proposal is not made in connection with any competing proposer submitting a separate response to this RFP and is in all respects fair and without collusion or fraud; (2) that the proposer did not participate in the RFP development process and had no knowledge of the specific contents of the RFP prior to its issuance; (3) that no employee of CII or CCEF participated directly or indirectly in the proposer's proposal preparation; (4) that the proposer has not been convicted of bribery or attempting to bribe a public official or employee of the state, has not been disqualified for contract awards by any agency of the state and is not in default under any contract with an agency of the state; and (5) that the information contained in the proposal is true, accurate and complete and includes all information necessary to ensure that the statements therein are not misleading.

5.5. *Freedom of Information Act*

CI is a “public agency” for purposes of the Connecticut Freedom of Information Act (“FOIA”). Accordingly, upon receipt at CI’s office, your proposal or request for financial assistance will be considered a public record and will be subject to disclosure under FOIA. Under General Statutes §1-210(b), FOIA includes exemptions for “trade secrets” and “commercial or financial information given in confidence, not required by statute.” In addition, under General Statutes § 32-40(c), all financial and credit information and all trade secrets contained in an application for financial assistance or obtained by CI concerning any applicant for financial assistance or any project, activity, technology, product or invention is exempt from disclosure under FOIA.

Only the particular information falling within one of these exemptions can be withheld by CI if CI receives a FOIA request that encompasses a particular proposal or request for financial assistance. Therefore, a proposer or applicant should specifically identify those particular sentences, paragraphs, pages, sections or exhibits that it claims to be exempt. The proposer or applicant should further provide a statement stating the basis for each claim of exemption. It will not be sufficient to state generally that the proposal is proprietary or confidential in nature and not, therefore, subject to release to third parties. A convincing explanation and rationale sufficient to justify each exemption consistent with General Statutes § 1-210(b) or General Statutes § 32-40(c) must be provided.

Proposers and applicants for financial assistance should be aware that:

- (i) CI has no obligation to notify any proposer or applicant of any FOIA request received by CI;
- (ii) CI may disclose materials claimed to be exempt if in its judgment such materials do not appear to fall within a statutory exemption;
- (iii) CI may in its discretion notify proposers of FOIA requests and/or of complaints made to the Freedom of Information Commission concerning items for which an exemption has been claimed, but CI has no obligation to initiate, prosecute or defend any legal proceeding or to seek to secure any protective order or other relief to prevent disclosure of any information pursuant to an FOIA request,
- (iv) the proposer will have the burden of establishing the availability of any FOIA exemption in any such legal proceeding, and
- (v) in no event shall CI or any of its officers, directors, or employees have any liability for the disclosure of documents or information in CI’s possession where CI, or such officer, director, or employee, in good faith believes the disclosure to be required under FOIA or other law.

In the event of a public records request for a proposal or application for financial assistance, CI may request a version of such proposal from which all information for which an FOIA exemption has been claimed has been redacted. By submitting such a proposal or application, the proposer or applicant agrees to provide such a redacted version upon request by CI.

Except for trade secret or other proprietary information identified as such pursuant to the section above dealing with the Freedom of Information Act, CI is not restricted in its right to use or disclose any or all of the information contained in any proposal or application and can do so without compensation to the proposer or applicant, notwithstanding any language in the proposal or application to the contrary. Except as otherwise expressly provided in an agreement with CI, all work product developed under a contract awarded as a result of this RFP shall be the sole property of CI.

5.6. *Use of Information and Ownership of Work Product*

Except for trade secret or other proprietary information identified as such pursuant to the section above dealing with the Freedom of Information Act, CCEF is not restricted in its right to use or disclose any or all of the information contained in any proposal and can do so without compensation to the proposer, notwithstanding any language in the proposal to the contrary. Except as otherwise expressly provided in an agreement with CCEF, all work product developed under a contract awarded as a result of this RFP shall be the sole property of CCEF.

5.7. *State Contracting Requirements*

This RFP and any contract awarded pursuant to this RFP shall be subject to and incorporate all applicable legal requirements arising under federal or state law, including applicable state statutes and Executive Orders relating to maintenance and examination of records, nondiscrimination, the Americans with Disabilities Act, violence in the workplace, and whistleblower protection. A more complete description of such state contracting requirements is available on request directed to CCEF in accordance with the communications protocol set forth above.