



## REQUEST FOR QUOTATIONS (RFQ)

**Title: Senior Project Manager – Islands Energy Program**

### SUMMARY OF PROCUREMENT

The RMI Islands Energy Program is procuring the services of a Senior Project Manager to lead a workstream focused on unlocking public funds for clean and resilient energy projects in Puerto Rico, while contributing to RMI’s overall work in Puerto Rico – with potential expansion of these responsibilities to include support to ongoing energy resilience projects in other Caribbean islands.

#### About RMI

RMI decarbonizes energy systems through rapid, market-based change in the world’s most critical geographies to align with a 1.5°C future and address the climate crisis. We work with businesses, policymakers, communities, and other organizations to identify and scale energy system interventions that will cut greenhouse gas emissions at least 50% by 2030.

For nearly 40 years, RMI has utilized our unique techno-economic expertise and whole-systems thinking to both publish groundbreaking research and analysis. We bring together collaborations of rare reach, range, and expertise—creating unconventional partnerships and mobilizing action to drive change on the massive scale needed to combat the climate crisis.

#### About RMI’s Islands Energy Program

RMI’s [Islands Energy Program](#) helps to scale renewable projects and supports the capacity of islands to achieve their sustainable energy goals by delivering technical expertise, engaging with governments, utilities, and island stakeholders, and providing communications support. The Islands Energy Program brings a diverse mix of skills and experience in integrated resource planning, project identification and development, construction implementation support as well as a range of business advisory services. The Islands Energy Program also leverages an array of consulting services from leading engineering and consulting firms, as well as legal and financial advisory firms in the power generation and transportation sectors.

The Islands Energy Program’s strategy focuses on three complementary and mutually reinforcing components, which implemented in an integrated and strategic manner facilitate successful energy transitions in participating (and non-participating) island countries: 1.) holistic energy planning; 2.) project preparation and implementation support; and 3.) energy leadership. The Islands Energy Program includes the following country partners: Anguilla, Antigua & Barbuda, Bahamas, Belize, Bermuda, British Virgin Islands, Colombia, Guyana, Montserrat, Saint Lucia, Saint Vincent and the Grenadines, and Turks and Caicos as well as ongoing work with partners in Puerto Rico.



## SCOPE OF WORK AND OUTPUT/DELIVERABLES

The consultant will be responsible for leading a workstream focused on unlocking public funds for clean and resilient energy projects in Puerto Rico, while contributing to RMI’s overall work in Puerto – with potential expansion of these responsibilities to include support to ongoing energy resilience projects in other Caribbean islands. More specifically, the consultant will be responsible for completing these specific tasks, as well as other requests made by the management within the needs of the Islands Energy Program:

- Advise on energy planning for the abovementioned island(s),
- Select and coordinate contractors required for energy planning,
- Advise and coordinate the activities of multiple stakeholders, including select travel as required and in accordance with RMI’s safety protocols in place during the COVID-19 emergency, or any subsequent safety protocols,
- Identify and mitigate risks that would impact the delivery of RMI’s projects,
- Work in close coordination with and provide direct support to key national stakeholders – including but not limited to the regulator, government, utility, and other local partners, to ensure delivery of RMI’s scope,
- Coordinate with RMI’s donors and partners to define and refine the appropriate activities,
- Coordinate with RMI teams to ensure projects meet the strategic, financial, and technical objectives of our partners, and
- Contribute to the preparation of project documentation, technical models (both energy and financial), multi-stakeholder working sessions, funding proposals, and other deliverables required for successful energy planning.

### Duration

This is a limited term contract ending May 2022.

## GUIDELINES FOR QUOTATION SUBMISSION

### Requirements

<i>For RMI Procurement Lead to fill in:</i>				<i>For Tenderer to fill in:</i>		
<i>Line-item no.</i>	<i>Description of Goods / Services</i>	<i>Unit</i>	<i>Quantity required</i>	<i>Unit Price</i>	<i>Total Price</i>	<i>Estimated delivery date</i>
1	Lead workstream focused on unlocking public funds for clean and resilient energy projects in Puerto Rico while contributing to	Month	5	\$	\$	



	RMI's overall work in Puerto Rico; level of effort estimated at 15 working days per month					
					<b>Subtotal</b>	\$
					<b>Sales tax (if applicable)</b>	\$
					<b>Delivery charge (if applicable)</b>	\$
					<b>Other charges (if applicable)</b>	\$
					<b>TOTAL</b>	\$

Each tenderer must fill in the grayed sections in the table above.

The selected tenderer will also be able to demonstrate capacity in similar work or delivery of goods, particularly:

- Experience in renewable energy and/or resilient energy systems
- Effective presentations to audiences in a variety of cultural and institutional settings
- Fluency in English and Spanish

**Quotation Content**

Tenderers should submit:

- A statement of interest that includes a description of how the above Requirements are met
- Tenderer's official name, address, and contact information
- A CV or resume

Quotations, including all supporting documents, should be written in English and financial information should be provided in USD. Supporting documents may be in another language, provided they are accompanied by an accurate translation of the relevant passages in English.

RMI is aware that information contained in a quotation may indicate a tenderer's current operations and may be confidential. Therefore, RMI requests that any confidential information in a quotation be clearly identified as such and RMI will treat it as confidential.

All materials submitted with a quotation become property of RMI. RMI will have the right to use all ideas or adaptations of the ideas contained in the quotations received subject to clearly identified confidential or proprietary limitations. Disqualification of any quotation does not restrict or eliminate this right.

**RFQ Process & Timeline**



<b>Stage of Procurement</b>	<b>Date</b>
RFQ released	January 14, 2022
Deadline for questions	January 21, 2022
Questions answered by RMI	January 24, 2022
Quotation submission deadline	January 31, 2022
Interviews with selected tenderers (if applicable)	February 7-11, 2022
Final tenderer selection	February 14, 2022

All questions about this RFQ must be received via electronic mail to the contact below. Answers to the questions will be shared with all parties who have asked questions or otherwise expressed interest.

All quotations must be sent via electronic mail to the same contact listed below by Monday, January 31, 2022, 5:00pm AST.

Kaitlyn Bunker

Director, Islands Energy Program

kbunker@rmi.org

When sending questions or submitting a quotation please use this electronic mail subject: Senior Project Manager

Please note that it is the tenderer's responsibility to ensure that the quotation and all other required documents are received by the closing date at the email address specified above. Quotations received after the time and date specified will not be reviewed or considered. Failure to provide any information requested in this RFQ may result in rejection for non-responsiveness.

## **EVALUATION AND SELECTION**

### **Evaluation Criteria**

The following elements will be the primary considerations in evaluating quotations submitted in response to this RFQ.

Formal criteria:

- Experience with similar projects
- Experience in the Caribbean and/or with small island states

Financial quotation criteria:

- *Proposed fees*



The tenderer offering the best overall value will be selected. For this procurement, price is considered more important than non-price aspects.

### **Selection Process**

No quotation development costs shall be charged to RMI. All expenses are to be borne by the tenderers. RMI may award to the tenderer offering best value without discussions. However, RMI reserves the right to seek tenderer clarifications and to negotiate with those tenderers deemed to be within a competitive range.

RMI may, at its discretion and without explanation to the prospective tenderers, choose to discontinue this RFQ without obligation to such prospective tenderers or make multiple awards under this RFQ. Procurement contracts will not be awarded to tenderers debarred by the U.S. government or named on restricted parties lists. Any quotation may be rejected in whole or in part for good cause when in the best interests of RMI.

A quotation will be selected based on the evaluation of the RFQ response, the interview results, any necessary vetting and due diligence, and the satisfactory outcome of financial negotiations. After the selected tenderer and RMI have entered into a contract for goods/services, RMI will notify the unsuccessful tenderers.

Any Tenderer who wishes to ascertain the grounds on which its quotation was not selected, should request explanation. The RMI procurement contact shall promptly provide in writing an explanation of why such quotation was not selected. Please note, if a tenderer requests a debriefing meeting, the Tenderer shall bear all their costs of attending such a debriefing meeting and the hourly rates of the RMI staff required for the meeting if significant expenses are incurred by RMI.