



REQUEST FOR QUOTATIONS (RFQ)

Title: Project Coordinator – St. Lucia - Islands Energy Program

SUMMARY OF PROCUREMENT

The RMI Islands Energy Program is procuring the services of a Project Coordinator to lead a workstream focused on assessing and developing up to six (6) solar and battery microgrids on Saint Lucia.

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 coordinating a workstream focused on accelerating microgrids on public infrastructure to provide grid support, renewable and resilient energy projects for Saint Lucia under a grant from the US Dept of Trade and Development (USTDA). The selected coordinator will be responsible for coordinating:

- Kick-Off and Information Gathering
- Assessment of potential sites and Public Entities
- Reviewing the Enabling Regulatory Environment
- Technical Analysis of the selected sites
- Economic Analysis of the selected sites
- Financial Analysis of the selected sites
- Preliminary Environmental and Social Impact Assessment (as required)
- Development Impact Assessment
- Implementation Plan
- Final Report

Duration

This is a limited term contract ending May 2023.

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	Coordinating a workstream focused on accelerating microgrids on public infrastructure to provide grid support, renewable and resilient energy projects for Saint Lucia	Month	12	\$	\$	
2	Contractor Travel Costs to Saint Lucia from the US	Trip	5			



Subtotal	\$
Sales tax (if applicable)	\$
Delivery charge (if applicable)	\$
Other charges (if applicable)	\$
TOTAL	\$

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
- Must be a US Company and US Citizen assigned to this contract, due to funding source

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

Stage of Procurement	Date, Time, Time zone
RFQ released	April 8, 2022
Deadline for questions	April 22, 2022
Questions answered by RMI	April 27, 2022
Quotation submission deadline	May 4, 2022
Final tenderer selection on or before	May 19, 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 May 4, 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: Saint Lucia Project Coordinator

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.