



REQUEST FOR QUOTATIONS (RFQ)

Title: GCF Readiness Project – Bahamas Certified ASHRAE Energy Auditor / Trainer / Program Development

SUMMARY OF PROCUREMENT

RMI is supporting the Ministry of Environment and Housing (MoEH) in The Bahamas to design, test, and embed an energy efficiency and solar assessment training program in the MoEH to provide the National Designated Authority (NDA) with the ability to scale a national pipeline of retrofit and installation projects necessary to meet the country's NDC and energy policy commitments. This Request for Quotations seeks a Certified ASHRAE Energy Auditor / Trainer/ Program Developer.

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

This project supports a desired outcome as follows: relevant country stakeholders (which may include executing entities, civil society organizations, and private sector) have establish adequate capacity, systems, and networks to support the planning, programming, and implementation of GCF-funded activities. Towards this outcome, the project focuses on three outputs:

- MoEH training program designed, resourced, funded, tested, and embedded to train trainers within the public sector and civil society in energy auditing and solar assessment of buildings.
- Hands-on training through real-world applications utilizing the classroom learnings on ASHRAE level energy audit and solar assessments conducted.
- Energy audit and solar assessment training, as well as procurement templates and process, embedded in the MoEH as an official program substantiated by formal memo for future use and continued learning.

The Certified ASHRAE Energy Auditor / Trainer / Program Developer will be responsible for providing hands-on energy efficiency auditing training in support on the second outcome, as well as completing audits alongside trainees.

Duration

This is a limited term contract with a fixed fee to deliver energy efficiency audit training, and conduct energy efficiency audits with local Bahamian MoEH staff and students .

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	Energy Efficiency Audit Training	Lump Sum	1			
2	Energy Efficiency Audit Completion	Lump Sum	1			
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:

- ASHRAE certification
- Energy efficiency auditing experience in the Caribbean
- Energy efficiency audit training experience

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 CVs of core team
- Quotation validity period

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	June 24, 2022
Deadline for questions	July 1, 2022, 5:00pm AST
Questions answered by RMI	July 6, 2022, 5:00pm AST
Quotation submission deadline	July 15, 2022, 5:00pm AST
Interviews with selected tenderers (if applicable)	Late July
Final tenderer selection	August 1, 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 **July 15, 2022, 5:00pm AST**.

Kaitlyn Bunker, Ph.D., P.E.

Director, Islands Energy Program

kbunker@rmi.org

When sending questions or submitting a quotation please use this electronic mail subject: *RFQ – Bahamas Certified ASHRAE Energy Auditor*

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
- Completion of all requirements

Financial quotation criteria:

- Price/fees

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.



**Questions and Responses to Request for Quotations (RFQ) for Bahamas
Certified ASHRAE Energy Auditor / Trainer / Program Development**

July 6th, 2022

Question	Response
<p>1. Will trainers' certifications from Associate of Energy Engineers (AEE) be an acceptable substitute for "ASHRAE certification"? Particularly AEE's Certified Energy Manager and Certified Energy Auditor credentials.</p>	<p>Yes, AEE Certified Energy Manager and Certified Energy Auditor credentials will be an acceptable substitute.</p>
<p>2. Please confirm/correct our understanding: Provider is responsible for ensuring accurate delivery under line item #2 (self performing audits as needed), which may be the same or different than trainee audited buildings where provider is simply overseeing the work.</p>	<p>That is correct, the consultant will complete energy efficiency audits while including recent trainees who have completed the energy efficiency audit training that the consultant provides under line item #1.</p>
<p>3. For the task of "Energy Efficiency Audit Completion", please provide any information regarding the building(s) to be audited for which the provider (as opposed to trainees) will be responsible for delivering an audit report.</p>	<p>Five government building will be selected for audits. At two of these facilities, the consultant will lead the audits with the trainees observing. At the remaining three facilities, the trainees will lead the audits with the consultant observing. The consultant will therefore directly perform two audits and deliver audit reports, and provide guidance and oversight to an additional three audits and reports.</p>