Description of the RFP

The purpose of this Request for Proposal (RFP) is to solicit interest of qualified firms to provide analytic services for the American Wind Energy Association (AWEA) for 2019 and potentially renewing for additional years thereafter.

This RFP process is being conducted by Michele Mihelic, Senior Director, Asset Management and Standards Development.

Please provide the information requested in the order outlined herein. Your proposal should be submitted to the attention of Michele Mihelic, Senior Director, Asset Management and Standards Development with a copy to Sabrina Morelli, Manager, Standards and Asset Management on or before October 30, 2019. No proposal received after this date will be considered.

All costs incurred in the preparation of a proposal responding this RFP will be the responsibility of the offeror and will not be reimbursed by AWEA.

We intend to conduct interviews with identified top qualified candidate firms prior to selection. A final decision is expected by November 1, 2019. AWEA reserves the right to reject any and all proposals received in response to this RFP.

AWEA and Services Requested

General
AWEA is a non-profit membership-based trade association exempt from income taxes under Section 501(c)(6) of the Internal Revenue Code. AWEA’s purpose is to provide advocacy, communication, education, and networking opportunities on behalf of its member companies in the wind industry. AWEA is incorporated in the state of Michigan and has an active volunteer governance leadership in its board of directors.
Overall Objective for services to be provided
AWEA is accepting proposals in response to this request for proposal (RFP) in order to find a qualified firm or professional to develop a training curriculum for five courses. These five courses will provide training in support of AWEA’s micro-credential program that is based on AWEA’s draft ANSI Standards.

Scope and Intent of services to be provided
Develop a training curriculum that will include goals and objectives, reference materials, delivery model suggestions (online, classroom, experiential, etc.), suggested length of the course, and the evaluation/assessment plan (online, in-person, etc.) for each of the following courses:
- Removal of Nacelle Cover
- Basic Crane Awareness
- Crane and Rigging Signal Person
- Crane and Rigging Usage and Inspection
- Crane Lift Plan

Click here to review the draft standards.

Please provide in your proposal, at a minimum, the following information in response to this RFP:

1. Firm Profile. Describe the organization, size, structure, areas of practice, and office location(s) of your firm. Please include your main address, branch locations, licenses and liability coverage, years in business, and principal resources.

2. Relevant Experience. Detail demonstrated understanding of a not-for-profit as a business form and number of employees engaged advising nonprofit organizations; including the names, addresses, contact persons, and telephone numbers of at least three clients, preferably including clients similar to AWEA; explain experience advising clients conducting similar programs in the association space; and discuss overall evidence of legal expertise.

3. Overall management philosophy and related significant processes and procedures.

4. Overall approach to customer service.

5. Proposed actions and approach to support AWEA and its staff with services noted above, addressing each point individually.

6. Mode and frequency of communication.

7. Qualifications. Describe the relevant experience of your firm and the breadth and depth of resources with applicable skills in general and specifically in non-profit work. List the names and professional profiles of individuals to be assigned to provide services to AWEA. Include the years of experience, years at your firm, areas of expertise, projected time allocation, availability, and cost of individuals proposed to be assigned to the tasks, and overall supervision to be exercised.
8. Complete fee schedule, breaking out one-time work efforts vs. ongoing fees. Please express fees both in terms of total dollars and hourly cost per resource. AWEA reserves the right to negotiate with the offeror on fee structure and price.

9. Estimated schedule for completion of the work.

**Project Timeline**
The RFP timeline is as follows:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Request for Proposal Issuance</td>
<td>October 16, 2019</td>
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<tr>
<td>Proposal Due</td>
<td>October 31, 2019</td>
</tr>
<tr>
<td>Selection of Top Bidders / Notification to Unsuccessful Bidders</td>
<td>November 1, 2019</td>
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<tr>
<td>Contract Award / Notification of Unsuccessful Bidders</td>
<td>November 4, 2019</td>
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<tr>
<td>Document Due (flexible upon consultation with AWEA)</td>
<td>December 31, 2019</td>
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**Evaluation Factors**
AWEA will rate proposals based on the following factors, with cost being the most important factor:

1. Responsiveness to the requirements set forth in this RFP
2. Relevant past performance/experience
3. Samples of work
4. Cost, including an assessment of total cost of ownership

Offerors are responsible for the accuracy of information supplied. Not all offerors will be interviewed. AWEA reserves the right to reject any and all proposals, issue one or more agreement(s) for the intended scope of services, issue additional RFP’s and either substantially modify or abandon the selection process prior to execution of any agreement. Nothing contained herein or related to this process shall require AWEA to engage in an agreement.

Please send responses to mmihelic@awea.org with a copy to smorelli@awea.org. To be considered for a professional engagement per the scope of this RFP, responses must be received electronically by no later than September 16, 2019. Should you require further clarification, please contact Michele Myers Mihelic, at 202-249-7344 or via email at the address above.