

# Request for Proposals:

ELECTRIC VEHICLES IN UNDERSERVED  
MARKETS: COMMUNITY LISTENING  
SESSIONS

**Due: February 16, 2023**

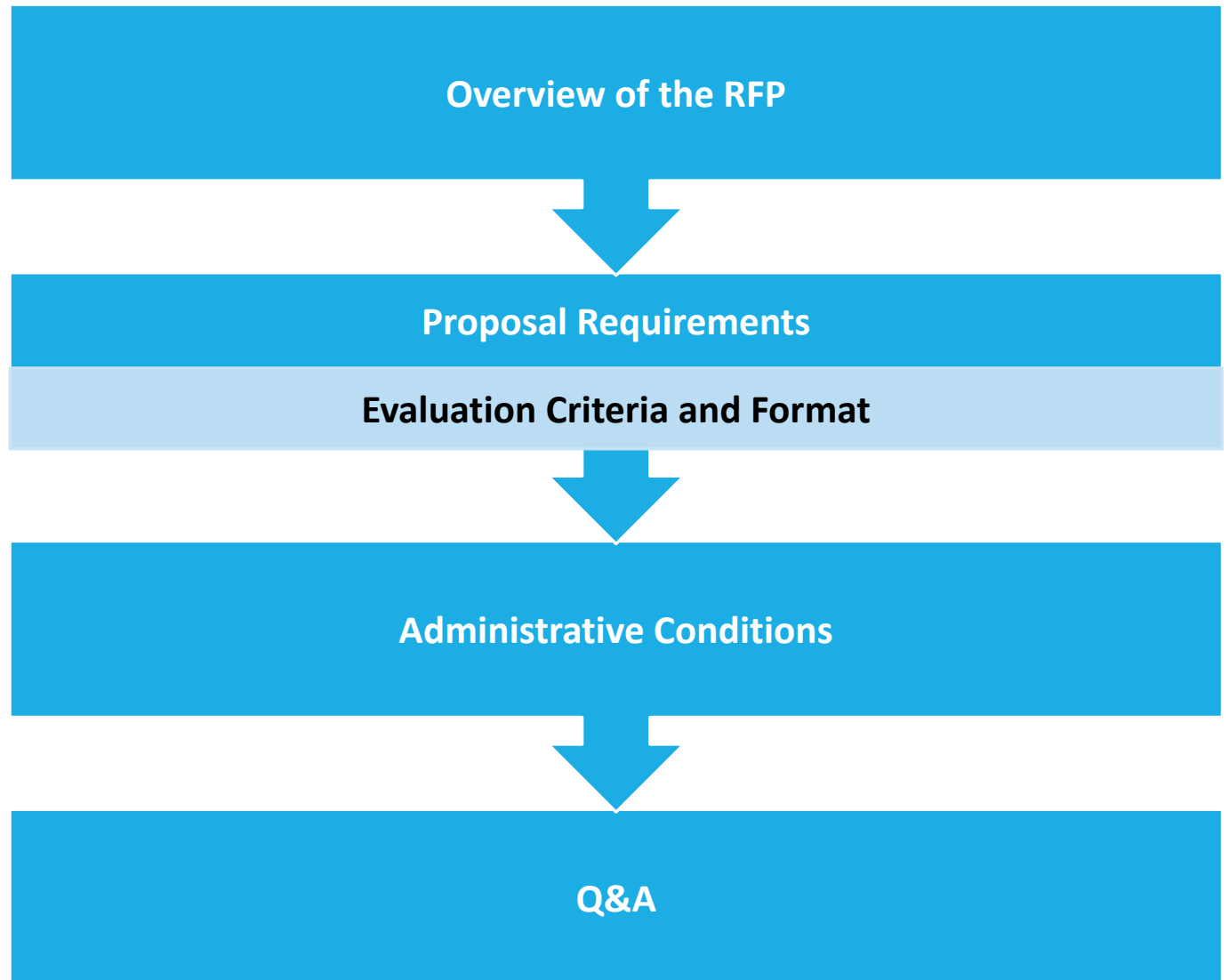
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PRE-PROPOSAL MEETING

JANUARY 12, 2023

1:00PM CST

# AGENDA



# RFP OVERVIEW

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# The Details

## Timeline

**Due: February 16, 2023,  
at 2:00PM CST**

## Web URL

<https://metroenergy.org/procurement>

<b>RFP Issue Date:</b>	<b>12/15/2022</b>
<b>Pre-Proposal Meeting:</b>	1/12/2023 1:00pm CST
<b>RFP Questions Deadline:</b>	2/7/2023
<b>RFP Submission Deadline:</b>	2/16/2023 2:00PM CST
<b>Expected Date for MEC Selection Notification:</b>	2/23/2023
<b>Expected Timeframe for Award Negotiations:</b>	March 2023
<b>Updates, Q&amp; A, etc.:</b>	<a href="https://metroenergy.org/procurement">https://metroenergy.org/procurement</a>

# PROJECT OVERVIEW

This Request for Proposals is issued (it's primary objective) to contract with community outreach organizations to achieve understanding and development of the Plug-in Electrical Vehicle (PEV) market within Disadvantaged Communities (DACs) in Missouri and Kansas through community listening sessions.

Community listening sessions are expected to identify and improve community level understanding of PEVs and charging stations, key challenges in siting and installing charging stations and other community considerations, and key partners and site owners who may be interested in installing charging stations.

Emissions from heavy vehicles and off-road machinery contribute to asthma rates and family illness, keeping people away from jobs and school; early deaths; and other health and social impacts. Many residents of divested communities reside in multi-dwelling units or rent single family homes, where parking lots of multi-unit residential complexes, as well as curbside and local businesses, are prime candidates for public charging for zero-emission plug-in electric vehicles.

# PROJECT OVERVIEW

A secondary objective is to develop community leaders in 3-5 different communities with the knowledge and experience to assist the continued development of electric vehicles in their areas and to advocate on behalf of their communities at the regional and state levels.

As such the RFP is limited to Community Based and Non-Profit Organizations (CBOs) located in, directly adjacent to, or primarily serving Disadvantaged Communities (DACs) in Missouri and Kansas as identified using the U.S. Department of Energy's Energy Justice Mapping Tool – Disadvantaged Communities Reporter (available at: <https://energyjustice.egs.anl.gov/>) or the supplemental resources described below.

# PROJECT OVERVIEW

Successful Proposers will become subrecipients in MEC's Small Grants Program under our Electric Vehicles in Underserved Markets (EVUM) grant. Subrecipients will hold community listening sessions and follow-on activities. This community input will inform a site selection process, along with siting criteria determined in conjunction with project staff and the community, and using traffic data provided by regional or state planning offices.

This work is in preparation for later small grants to install EV charging stations. Within 12 months, MEC will offer small grants to community members for the purpose of installing EVSE, including at public curbside charging, multi-unit dwelling, and workplace locations.

The CBOs selected in this RFP may assist members of their target DACs in their application to those installation funds.

# GEOGRAPHIC SCOPE

The geographic scope is limited to Disadvantaged Communities (DACs) in Missouri and Kansas as identified using the U.S. Department of Energy's Energy Justice Mapping Tool - Disadvantaged Communities Reporter (available at: <https://energyjustice.egs.anl.gov/>) or the supplemental resources described in the RFP.



# FUNDING ALLOCATIONS

Three to five (3-5) Proposers will be selected to conduct community listening sessions and adjacent activities identified in the Proposer's negotiated work scope.

Total funding available is \$80,000.

Grant funding requests should range from \$10,000 to 40,000, depending on the proposed geographic scope.

## PERIOD OF PERFORMANCE

Work for this project should be scheduled for a 12- to 16-month term, to begin upon contract award and notice to proceed.

# ELIGIBLE APPLICANTS

Eligible Proposers are limited to Community Based and Non-Profit Organizations located in or serving urban and rural Disadvantaged Communities (DACs) in Missouri and Kansas, as identified using resources such as the U.S. Department of Energy's Energy Justice Mapping Tool - Disadvantaged Communities Reporter (available at: <https://energyjustice.egs.anl.gov/>). We will also recognize DACs as defined and identified by the White House Council of Environmental Quality's Climate and Economic Justice Screening Tool (CEJST), which is available at <https://screeningtool.geoplatform.gov/>. Areas designated by the IRS as Qualified Opportunity Zones are also a particular focus (available at: <https://opportunityzones.hud.gov/resources/map>).

# ELIGIBLE APPLICANTS

We are primarily seeking organizations operating within environmental justice areas and other underserved areas where there is a lack of public charging infrastructure.

Joint Proposals will be considered with justification.

# BACKGROUND

from the RFP guidance document

For more information on why MEC is offering this RFP, see the Background section of the RFP

# Proposal Requirements

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EVALUATION CRITERIA AND FORMAT OF RESPONSE

# CRITERIA FOR EVALUATION

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All Proposals will be evaluated by a Review Committee consisting of MEC staff and other members offering technical evaluations.

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All information required to complete a proposal for funding is provided in this RFP. Proposers will be notified if additional information or documentation may be needed. All information to be considered for evaluation must be provided in writing and with the proposal or in response to specific information requests by the review committee. No additional information pertaining to submissions, including email and phone calls, will be considered once the review process is under way.

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When evaluating projects for funding, the overall quality of the Proposal, containing all required information in a clear and concise format, is a prevailing consideration throughout all categories. The potential maximum number of points is listed to the right of each category.

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Complete and eligible Proposals will be ranked in each of the following categories, weighted by rank, and given a final score.

# CRITERIA FOR EVALUATION

Category	Weight
PROJECT MERIT (how well the proposed project aligns with the Program Objectives)	<b>25</b>
IMPACT AND OUTCOMES <ul style="list-style-type: none"> <li>- Extent to which project identifies methods to meaningfully involve environmental justice communities (15)</li> <li>- Extent to which project identifies metrics to track benefits to environmental justice communities (5)</li> </ul>	<b>20</b>
PUBLIC ENGAGEMENT AND PROJECT SUSTAINABILITY <ul style="list-style-type: none"> <li>- Extent to which project identifies methods for outreach and engagement (10)</li> <li>- Extent to which project incorporates novel concepts (10)</li> <li>- Extent to which project creates replicable model (10)</li> <li>- Extent to which project identifies strategy for identification of site hosts and assistance with follow-on activities and proposals (5)</li> </ul>	<b>35</b>
COST EFFECTIVENESS AND BUDGET <ul style="list-style-type: none"> <li>- Reasonableness and cost effectiveness (5)</li> <li>- Completeness and accuracy of budget (5)</li> </ul>	<b>10</b>
PROPOSER CAPACITY AND QUALIFICATIONS	<b>10</b>
<b>TOTAL</b>	<b>100</b>



# RESPONSE FORMAT AND PROPOSAL REQUIREMENTS

To be considered, each proposer must submit a response to this RFP using the format provided. Proposals should be prepared simply and economically, providing a straightforward, concise description of the Proposer's ability to meet the requirements of the RFP.

Proposals, including cover page and table of contents if provided, should not exceed ten (10) consecutively numbered, 8.5 x 11 pages of single-spaced, standard 11-point type with 1-inch margins and black text. Proposals will consist of the Narrative Proposal, Budget, Resumes, and optional Supplemental and/or Confidential files. See Document Checklist and instructions.

No hard copy Proposals will be accepted. Proposal documents in the formats specified must be sent to Jeff Windsor at [RFP@metroenergy.org](mailto:RFP@metroenergy.org).

Any confidential/proprietary information should be readily identified, marked and included in ONE (1) additional attached document, separate from the rest of the Proposal.

## Proposal Documents

Templates and forms can be found on the RFP web page <https://metroenergy.org/procurement/>

# DOCUMENT CHECKLIST

Mandatory Files		
PDF	Proposal with Cover Page and Authorization	"ProposerName_Proposal"
Excel	Budget Form	"ProposerName_Budget"
PDF	Resumes	"ProposerName_Resumes"
Optional Files		
PDF	Supplemental Materials (optional)	"ProposerName_Supplemental"
PDF	Confidential Information (optional)	"ProposerName_Confidential"

# PROPOSAL NARRATIVE FORMAT

The Proposal Narrative should consist of the following sections, connecting the proposed work to the RFP Objectives and Evaluation Criteria. Pictures, maps, and other attachments may be included within the Proposal narrative, if within the 10-page limit, or attached in ONE (1) additional document, “Supplemental Materials”.

See Attachment A for a standalone outline of the Proposal Narrative.

## **Cover page and authorization**

List the proposing organization, the DAC(s) targeted to benefit from your work, identify partners in the proposed work, and provide a signature from a representative or officer of the Proposer organization legally authorized to execute contracts and agreements.

## **Work Summary**

Provide a brief description of the proposed work for which funding is being requested, and clearly state the anticipated benefits and how the work will help meet the program goals. The summary should be no more than half a page.

The summary should indicate what makes your proposal unique or innovative.

# PROPOSAL NARRATIVE FORMAT

## Work Narrative and Outcomes

Provide a narrative that demonstrates, with specificity, an explanation of how the work will contribute to the program goals.

- **Benefits and Outcomes:** Describe the intended outcomes of the proposed work, including any quantitative and qualitative results you anticipate from the listening sessions and community development activities.

Explain the benefits of the work, including the suitability of the selected DAC(s) for siting of electric vehicle charging stations.

State the size of the target audience pool, and anticipated participation rates. Include other data- and human-driven outcomes.

# PROPOSAL NARRATIVE FORMAT

## Work Narrative and Outcomes (continued)

- Environmental Justice: Competitive Proposals must ensure that the proposed work benefits one or more DACs identified by resources provided by the Justice40 initiative and in sections I-B and I-D above.

Provide details about the DAC(s) targeted with your proposal. This may include maps and photos, an explanation of the ways in which the target community is under-resourced and underserved, a description of the types and volume of criteria pollutants and greenhouse gases the community is subject to, and more.

**Required Documentation:** *Please provide a map or other graphic depiction of the DACs.*

- Demonstrated Engagement: Proposers are encouraged to provide (1) documented engagement with local government, community members, and other entities involved in community betterment; and (2) express an interest in the benefits of vehicle electrification within the target community.
- Additional information discussing the merits of your proposal is welcome.

# PROPOSAL NARRATIVE FORMAT

## **Detailed Work Plan:**

In a bulleted list, describe the activities and tasks that need to be completed for your proposal to be successful. The work plan should identify a reasonable and timely schedule for activity completion.

A sample work plan has been provided in Attachment B. You may wish to use it, modify it, or create your own.

It should clearly state any issues or conditions that need to be resolved before the project can begin, and describe foreseeable barriers to completion.

# PROPOSAL NARRATIVE FORMAT

## **Budget Summary and Budget Narrative**

Your budget must include an amount necessary to complete the proposed work, between \$10,000 and \$40,000 in federal dollars. Cost sharing by the Proposer is not required but may be proposed. Cost shared proposals will receive minimal benefit during evaluation.

Indicate the total Grant request and total Proposer Share, if any; these should add up to a total Project Budget. For example, a \$25,000 Grant share and \$5,000 Proposer share for a \$30,000 total Project Budget. If Cost sharing is proposed, describe all other funding sources that will be used as cost sharing for this project and detail any plans to attract additional funding.

In this section, provide a narrative description of cost items, explain why they are necessary to complete the proposed work, and provide a total anticipated cost. Full details and basis of cost are to be provided in the Budget Form. (The attached Budget Form will include line-item detail, and an explanation of how unit costs were determined.)

***For planning purposes, please note that all costs incurred after award, provided they are identified in your budget and are allowable and allocable to the work plan, will be reimbursable and cannot be advanced prior to expenditure.***

# PROPOSAL NARRATIVE FORMAT

## Capacity and Qualifications

Describe the organizational qualifications, project staff roles and responsibilities, and their capacity to carry out the proposed work.

This should include the specific roles and responsibilities of each team member and consist of a brief summary of organizational qualifications and previous accomplishments for similar projects.

Prior experience may include community development activities, community listening sessions, organizing for advocacy, alternative fuel and electric vehicle implementation and more.

This section may also include references from customers (particularly local or state governments), and other unique qualifications.

Describe the internal resources available by the project team and partners, including work and meeting facilities, and administrative resources that will be required for the project.



# BUDGET FORM

In the Budget Form (Excel file format), Proposers must provide an itemized listing of all project costs including personnel costs, negotiated fringe rates, travel costs, supplies, contractual costs and federal negotiated indirect rates, as applicable. See Instructions tab of Workbook for detailed use instruction.

Download the excel workbook form at the RFP web page: <https://metroenergy.org/procurement/>. General notes regarding use of the form:

- It is a self-calculating form, so do not change field formulas throughout the form.
- Each tab contains example line items; *these are not calculated* and should be left as is (i.e. do not delete and overwrite).
- Use only the excel tabs that are necessary to capture your planned expenditures and leave the others blank. For each line item, include the entire cost, not just the federal reimbursement amount; cost sharing (if any) is calculated in the subtotals area.
- Federal and Proposer cost sharing splits will be reflected on the Summary tab.

# BUDGET FORM

Your request may include up to \$40,000 in DOE funding. Your total budget should include all costs associated with necessary training, and anticipated outreach costs.

If this total exceeds \$40,000, the overage is considered your share of the costs, or cost-share. You may also choose to voluntarily provide cost-share.

Proposers must provide line-item detail that describes how the budgeted costs are determined (i.e. the basis of cost)—include quotes if obtained, attached in pdf with Other documents; cost estimates are ok if based on prior experience—and how they relate to the project (i.e. the justification).

Contact Jeff Windsor at [RFP@metroenergy.org](mailto:RFP@metroenergy.org) for help with the Budget Workbook if needed.

Save with file name “ProposerName\_Budget”

# RESUMES

Provide a resume of one to three key personnel who will provide material support to your proposed work. Resumes should be limited to 1 or 2 pages each.

# SUPPLEMENTAL MATERIALS (OPTIONAL)

If charts, graphs and images that support your proposal do not fit within the 10-page Proposal, they may be included in an optional document, containing an index that includes the title and page number of each item and denotes the related section of the Proposal narrative. Name this file “ProposerName\_Supplemental.”

# CONFIDENTIAL INFORMATION (OPTIONAL)

Any confidential/proprietary information should be readily identified, marked and included in ONE (1) additional attached document, separate from the rest of the Proposal. Name the file "ProposerName\_Confidential".

# ATTACHMENT B

## Attachment B: EXAMPLE Detailed Work Plan

Fill in missing information and use substantially as is, modify, or provide custom Detailed Work Plan with similar outcomes

### **EXAMPLE TASK ONE: PREPARE ENGAGEMENT MATERIALS AND FORMAT FOR COMMUNITY LISTENING SESSIONS**

#### **Date Due**

*Fill in*

#### **Task Description**

**Prepare information for community listening sessions to include:**

- Transportation impacts on climate, human health, and quality of life in disadvantaged communities (DACs).
- Impacts from transportation emissions in DACs.
- Impacts from workplace emissions on DACs.
- Energy cost burdens in DACs.
- Benefits of EVs; EV ownership considerations.
- EVSE siting considerations.
- OPTIONAL: Provide translation services based on community need.*

# ATTACHMENT B

## Date Due

*Fill in*

## Task Description

### **Develop Community Listening Session Format:**

- Prepare Community Listening Session Format questions to help determine community needs and siting preferences.
- Prepare Community Listening Session Feedback Questionnaire.
- Provide Proposal assistance to identified site hosts.

## **EXAMPLE TASK TWO: COMMUNITY LISTENING SESSIONS FOR LOCAL COMMUNITIES**

## Date Due

*Fill in*

## Task Description

- Conduct outreach to CBO service area constituents to include members of public.

*Fill in*

- Conduct Community Listening Session to service area constituents to include members of public (hybrid virtual/in-person based on need).

*Fill in*

- Administer provided feedback questionnaire.

*Fill in*

- Provide summary reporting of Community Listening Session narrative, themes, transcripts, metrics, site recommendations, contact details, etc.

*Fill in*

- Provide participation incentives to community members

*Fill in*

- *OPTIONAL: Provide translation services based on community need.*

# ATTACHMENT B

## EXAMPLE TASK THREE: SITE HOST FOLLOW-ON ACTIVITIES

<b>Date Due</b>	<b>Task Description</b>
<i>Fill in</i>	Develop plan to use site recommendations to identify potential site hosts
<i>Fill in</i>	Assist community-identified site hosts with application for installation funds

### ISSUES OR CONDITIONS TO BE ADDRESSED OR OVERCOME

*Your description of the unique situation and possible solutions goes here*



# RFP QUESTIONS AND ANSWERS

Proposers are encouraged to submit questions in writing to Jeff Windsor at Metropolitan Energy Center at [RFP@metroenergy.org](mailto:RFP@metroenergy.org) by February 7, 2023.

MEC will respond to all questions publicly via an FAQ on its website by February 9<sup>th</sup> at, <https://metroenergy.org/procurement/>.

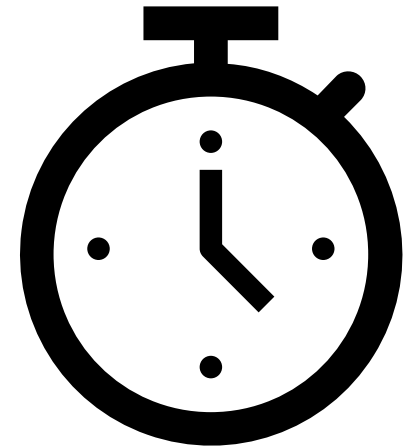
Emails should use the subject line: “Query for DOE RFP”.

# PROPOSAL SUBMISSION

Proposals must be received by **February 16, 2023**. MEC is not responsible for technical or transmittal issues when submitting a grant Proposal. All Proposals with a MEC inbox timestamp of **2:00 PM CST** or after will automatically be disqualified from the current funding round with no exceptions.

Only electronic Proposals will be accepted. Hard copy Proposals will not be accepted. Please e-mail your Proposal to [RFP@metroenergy.org](mailto:RFP@metroenergy.org) subject: **“EVUM-Listening Sessions <Proposer Name>”**.

Proposers will receive an e-mail response notification of the receipt of their Proposal within two business days upon submission.



# PROPOSAL SUBMISSION PACKET



Proposal Narrative  
Resumes



Budget Form



**Optional:**

Supplemental Materials

Confidential Information attachment (only if needed)

# Administrative Items

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# PROPRIETARY/CONFIDENTIAL INFORMATION

Any restrictions of the use of or inspection of material contained within the Proposal shall be clearly stated in the Proposal itself. Written requests by the Proposer for confidentiality shall be submitted to MEC in advance of the Proposal submission deadline, along with the Proposal material. The Proposer must state specifically what elements of the Proposal are to be considered confidential/proprietary.

Confidential/Proprietary information must be clearly identified, marked, and separated/ packaged from the rest of the Proposal. Co-mingling of confidential/proprietary and other information is not acceptable. Neither a Proposal in its entirety, nor Proposal price information will be considered confidential and proprietary. Any information that will be included in any resulting Agreement cannot be considered confidential.

# ORGANIZATIONAL CONFLICT OF INTEREST

No person or business entity engaged by MEC to prepare the original grant Proposal, or who has access prior to the solicitation to sensitive information related to this procurement process, including, but not limited to requirements, statements of work, or evaluation criteria, will be eligible to directly or indirectly submit or participate in the submission of a Proposal for this grant solicitation. MEC considers such engagement or access to be an Organizational Conflict of Interest, which would cause such business entity or person to have an unfair competitive advantage.

# RFA RESPONSE MATERIAL OWNERSHIP

MEC has the right to retain Proposer's original Proposal and other RFP response materials for its files.

# BINDING OFFER

A Proposal submitted in response to this RFP shall constitute a binding offer.



# DEBARMENT AND SUSPENSION

Proposers cannot be presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal debarment or agency. This also applies to State, Local, and other governmental agencies.

# DISCLAIMER

All statistical and fiscal information contained within this RFP, and any amendments and modifications thereto, reflect the best and most accurate information available to MEC at the time of RFP preparation.

# Federal Employer Identification Number (FEIN) and Unique Entity Identifier (UEI) Number

## IRS Form W-9

Proposer is required to provide an IRS Form W-9 to MEC if selected for award.

## Unique Entity Identifier (UEI) Number

As of April 4, 2022, the federal government no longer uses the Data Universal Numbering System (“DUNS Number”) to identify business and organizations. Instead, a new system, the Unique Entity Identifier, is required to participate in federal grant and other programs. Proposers for this funding are required to provide their UEI as part of their Proposal. Organizations Registered with the System for Award Management (“SAM”) have already been provided a UEI and can simply visit <https://sam.gov/content/home> to retrieve their UEI. To apply for a UEI, please visit <https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/iae-systems-information-kit/unique-entity-identifier-update> for detailed information and instructions.

# INCURRED COSTS

MEC is not liable for any cost incurred by the Proposer prior to issuance of a legally executed Agreement, purchase order or other authorized acquisition document.

# SUBRECIPIENT

Successful Proposers, who complete a contract agreement upon selection, will be considered a Subrecipient of MEC's grant award DE-EE0009863 from the U.S. Dept of Energy. Subrecipient will manage and expend funding to maximize the funding, including commencing expenditures and activities as quickly as possible, consistent with prudent management.

# COMPLIANCE WITH ALL FEDERAL, STATE AND MUNICIPAL LAWS AND REGULATIONS

Successful Proposers shall comply with applicable Federal, State, and local laws and regulations in the performance of all work under resulting Agreement. Subrecipient shall obtain all Federal, State, and local permits, authorizations, and approvals of all work performed under the Agreement. This includes the governing grant agreement between MEC and DOE.

# SELECTION PROCESS

MEC reserves the right to vary from the evaluation criteria listed within this document during the Proposal solicitation period as necessary or appropriate. Any modifications to evaluation criteria will be posted to MEC's website. It is the responsibility of the Proposer to check for these changes.

Additional information may be requested from Proposers by MEC prior to final selection. MEC is under no obligation to select or fund any Proposal and reserves the right to deny Proposals for any reason. Funding is limited. Proposals meeting all the program's general policy guidelines may not necessarily be selected. MEC reserves the right to delay any decision due to budgetary constraints.

# SELECTION PROCESS

Proposer selection is final. Selections are based on a competitive process where Proposals are weighed against other Proposals and overall program goals. Changes unapproved by MEC to a selected Proposer's scope of work after selection will not be allowed and may result in MEC rescinding the selection.

The Selection Notices are anticipated to be made in **late February 2023**, and Proposers will be notified of the Review Committee's determinations via email. Awardees are expected to sign and return the Agreement to MEC within 4 weeks of receiving the document unless otherwise noted in writing by the MEC Contract Specialist.



## Awarded proposer reporting and payment procedures

All funding is conditioned upon veracity of information provided within the Proposal and will require accountability and reporting by the successful Proposer (Subrecipient). Such reporting will be in accordance with the procedures developed and prescribed by MEC. MEC staff will also conduct periodic site visits ~~during and after installation~~ to ensure **reasonable progress and** compliance with the Agreement.

Some information included by mistake. Equipment purchase and installation or deployment are not allowed under the terms of this RFP.

## Awarded proposer reporting and payment procedures

### ~~Annual Reporting:~~

~~After the project concludes and through the life of the vehicles and/or deployed or installed equipment, Subrecipient will track and report to MEC on an annual basis performance metrics of deployed and installed equipment, including fuel volume used and/or dispensed, successes and problems encountered, and lessons learned. This data and information will aggregate with our Clean Cities Annual Report to help justify program funding to the Clean Cities network nationwide.~~

Slide included by mistake. Annual Reporting post-project is only required if there are installations or vehicle deployments. These purchases and activities are not allowed under the terms of this RFP.

## Awarded proposer reporting and payment procedures

### Payments:

The following payment procedures will be included in MEC's Agreement with the Awarded Proposer (Subrecipient):

Payments must be made in accordance with the provisions set forth in the Grant. MEC will pay Subrecipient the reasonable, allocable, and allowable costs for **expenses incurred** ~~equipment installed~~ based on satisfactory monthly progress and required documentation of the work defined in the Grant, as determined by MEC.

~~The Subrecipient will be compensated only for equipment installed by the Subrecipient and accepted by MEC pursuant to the terms of the Grant. Payment will also be contingent upon MEC's timely receipt and acceptance of the required reports described herein.~~

Some information included by mistake. Equipment purchase and installation or deployment are not allowed under the terms of this RFP.

## Awarded proposer reporting and payment procedures

The Subrecipient will be reimbursed based on the submission of a Request for Payment and an Invoicing Report form provided by MEC. It will provide a detailed account of the costs, including receipts and invoices and proof of payment to vendors (**if any**).

MEC will withhold payment of the final ten percent (10%) of the total amount until the Subrecipient has submitted, and MEC has accepted, all required narrative and financial progress reports enumerated in the Grant and Agreement.

# Questions?

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That concludes the formal part of the presentation.

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If you haven't already, please type any questions into the Q & A box and we'll review them shortly.

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Proposers may submit questions in writing to Jeff Windsor at [rfp@metroenergy.org](mailto:rfp@metroenergy.org).

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Questions will be accepted until February 7, 2023.

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MEC will respond to all questions publicly via an FAQ on its website by February 9, at <https://metroenergy.org/procurement/>

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Emails should use the subject line: “Query for DOE RFP”.

# PROPOSAL SUBMISSION

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Proposals must be received **February 16, 2023**

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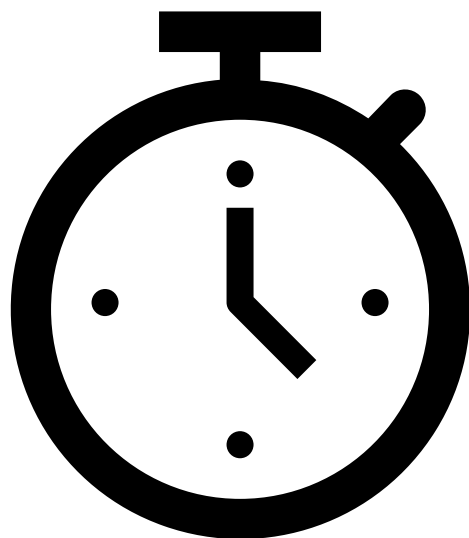
Only electronic Proposals will be accepted. Hard copy Proposals will not be accepted.

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Please e-mail your Proposal to [rfp@metroenergy.org](mailto:rfp@metroenergy.org) subject: “**EVUM-Listening Sessions<Organization/Company Name>**”.

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Proposers will receive an e-mail response notification of the receipt of their proposal within two business days upon submission.





# Thank You!



**The Proposal submittal deadline** is February 16<sup>th</sup>, at 2:00pm.



Please go to our Website for further information on our work:  
<https://metroenergy.org/procurement/>



Please contact Jeff Windsor, Contract Specialist, with further questions: [RFA@metroenergy.org](mailto:RFA@metroenergy.org)