

Questions in Response to the Rhode Island Clean Energy Industry Report RFP

1. Is the scope of work described in the RFP limited to \$40,000? Based on the wording in the RFP, it appears that a respondent should not submit a proposal with a budget that exceeds \$40,000.

A respondent should not submit a proposal for a budget exceeding \$40,000 for all deliverables listed in the RFP. If respondent wishes to recommend a deliverable not included in the RFP, the respondent may provide detailed information about the deliverable and how much it will cost. In this case, the budget may exceed \$40,000.

2. Approximately how many firms are identified in datasets held by RICC/OER? Do these datasets identify the NAICS code for each firm, or otherwise categorize firms by activity?

The contact list from Commerce RI contains over 50 firms and may include the NAICS code. The contact list from the OER contains over 200 contacts and does not include the NAICS codes. National Grid has a database of approximately 800 contacts of organizations that participate in their programs– and the chosen consultant would partner with National Grid and their consulting team to access these organizations. This contact information is not public and cannot be shared publicly – though a summary listing of many of the organizations which participate in National Grid energy efficiency programs is available in the Energy Efficiency and Resource Management Council’s annual report. This report is public and can be provided to the consultant.

3. Do these datasets contain contact information? If so, what type – phone or email?

90-95% of the firms listed in the Commerce RI provided datasets will have both phone and email. The other 5-10% will have either a phone number or an email address.

4. The list of data points references new positions and hires. Can you confirm whether the baseline for these data points is the beginning of 2015 or 2014, or another date?

The baseline of data points regarding new positions and new hires will be January 1, 2015.

5. Does OER prefer that consultant staff to be present to deliver any or all of the three required presentations in person?

At least one of the presentations will need to be in person. Alternative methods for presenting remotely can be made available for other presentations.

6. Will RICC/OER allow for sharing of the study results with survey participants?

Yes, Commerce RI will allow for sharing of the study results with survey participants after the final report is complete and publically posted.

7. Is there a target response rate for the clean energy survey? Or, put another way, what does the Rhode Island Commerce Corporation consider to be an "adequate" response rate (as mentioned on Page 5 of the RFP)?

There is no stated target response rate for the survey. Ideally, we would want a response rate that is representative and will provide statistically significant result and to be similar to a Clean Energy Industry Jobs report done in a neighboring state which was 23%.

8. Does Commerce RI (through the REF program) or OER, maintain a database of the renewable energy manufacturers/service providers who have been vendors through REF's programs to date? If so, will that information be available for the consultant team to make use of?

REF and OER maintain a list of installers and developers who have come through the REF and DG programs to date. This list will be made available to the consultant team as part of the data sets provided by REF and OER.

9. Is Commerce RI/OER interested in "*place-of-work*" jobs anchored in Rhode Island, regardless of whether positions are held by a MA or CT commuter?

Commerce RI is interested in firms and jobs based in Rhode Island regardless of where an employee lives.

10. Given the budget for this study, please clarify the expectation for what should *inform* the projection of "*potential clean energy employers in Rhode Island in the near future*".

The RFP did not contain this quote. If the question is about Task 1, the firms will be identified by Commerce RI, OER, and other datasets purchased by the applicant.

11. Task 2 of the Scope of Work deals with preparation of a Summary Report and Task 3 describes the presentations of the Report, including creation of a slide deck. To assist us in allocating our budget, we request that Commerce RI and OER clarify:

- A. All deliverables that will be required from the Consultant

Deliverables that be required are:

- a. Complete and comprehensive database of clean industry companies with datasets from Commerce RI, OER, and datasets purchased by the Applicant.
- b. Survey questions
- c. Draft report
- d. Final report
- e. Slide deck
- f. 3 presentations (at least one of which is in person)

- B. What data sets you will expect to receive from the Consultant and in what format

Commerce RI will expect any datasets purchased by the Applicant for the purpose of the RI Clean Energy Industry Report will be shared to both Commerce RI and OER in Excel format.

- C. Whether the Summary Report is to be submitted as a draft narrative or as near final text with exhibits

Draft narrative

- D. What the process will be for the Consultant to work with the project team to finalize the Summary Report

Throughout the process there would be a kick off meeting with the project team, regularly scheduled conference calls, and as needed conference calls. The draft report will be read and edited by project management staff.

- E. Whether Commerce RI and OER will employ their own graphic design specialist to finalize the Report for distribution

Commerce RI will employ a graphic designer for the final report prior to publication.