

Request for Proposals  
NASEO Senior Advisor for Buildings

Solicitation Number: NASEO-2025-RFP-001

Released: Tuesday, April 8, 2025  
Responses Due: Tuesday, April 15, 2025

National Association of State Energy Officials  
1300 17<sup>th</sup> Street North  
Suite 1275  
Arlington, Virginia 22209

**Note on applicants' eligibility: All applicants must meet the [DOE Mandatory Requirements and Standard Provisions](#). This includes having a current registration in SAM.gov and providing assurance that applicant is not a debarred or suspended entity.**

## Introduction

The National Association of State Energy Officials (NASEO) works to support State and Territory Energy Offices as they develop and operate buildings programs through its Buildings Committee and associated activities. NASEO facilitates peer learning amongst its members on key energy issues to identify market barriers, engage private sector and program partners, and share solutions for effective and innovative programs. NASEO seeks a *Senior Advisor* to work with NASEO to provide expertise and support to help execute NASEO's buildings projects and deliverables. The *Senior Advisor* will have knowledge of the programmatic, policy, and technical aspects of state, federal, and private-sector building initiatives, with expertise in voluntary market transformation and labeling programs, and well as public buildings energy efficiency.

## Objective

The objective of the *Senior Advisor* is to work with NASEO to support and develop NASEO deliverables, as well as provide guidance and offer direction for future development of NASEO's building program activities under a cooperative agreement with the U.S. Department of Energy (DOE) Building Technologies Office.

## Expected Deliverables

The *Senior Advisor* will be responsible for the following deliverables and support:

1. Supporting NASEO's Buildings Committee  
The *Senior Advisor* will provide support for NASEO's work on peer-to-peer learning among states on various buildings topics. The *Senior Advisor* will help provide direction on program resources, work products, meetings, and webinars in an advisory capacity, and to proactively offer ideas for financing topics the larger Buildings Committee can explore. On a case-by-case basis, and especially for high-priority items, NASEO will develop web content or other educational resources (such as written briefings, resolutions, or memos) for dissemination to NASEO's membership. The *Senior Advisor* may review resources for accuracy and content.
2. Supporting State Program Design and Implementation  
The *Senior Advisor* will provide strategic guidance to NASEO staff members as they work to help State and Territory Energy Offices better identify, pursue, leverage, and implement buildings programs and policies. Support may include but is not limited to: meeting with NASEO staff to discuss questions, opportunities, and

engagements; creating resources at the request of NASEO and the states; and assisting NASEO in helping states understand program design and implementation, opportunities for communicating the value of energy improvements, and financing energy improvements. Topic areas of interest may include: voluntary market transformation and labeling programs, public buildings energy efficiency, building energy codes, building workforce development, and other policies and programs.

## Period Of Performance

It is envisioned that this contract will be initiated on May 15, 2025, and concluded on September 15, 2025. NASEO will host a kick-off meeting with the *Senior Advisor* to discuss the scope of work in further detail once a selection has been made.

### **Compensation**

The *Senior Advisor* shall invoice NASEO monthly for actual work completed. NASEO shall reimburse the Senior Advisor for hours spent in the execution of the work (not to exceed the total approved task budget shown in the final contract agreement) once NASEO has received payment from DOE. The *Senior Advisor* will submit a monthly invoice by the fifth of each month of the agreement.

### **Rejection of Proposals and Incurred Costs**

This Request for Proposals (RFP) does not obligate NASEO to award an agreement. All costs incurred in response to this RFP are the responsibility of the respondent. NASEO reserves the right to reject any or all submitted proposals not in conformance with this RFP or for other causes. NASEO reserves the right to request new proposals or to cancel all or part of this solicitation.

## Contract Requirements

The funds for this work have been provided through a cooperative agreement between NASEO and DOE. The underlying terms and conditions of the cooperative agreement between DOE and NASEO will be provided to the *Senior Advisor* and incorporated in the awarded subcontract. All requirements of the DOE contract shall be controlling, including, but not limited to, federal reporting and the propriety and form of expenses and costs. The contract shall be issued following approval from DOE and will become effective when signed and dated by NASEO and the Senior Advisor.

## Responding to the RFP

Please submit responses to the RFP to Maddie Koewler by email at [mkoewler@naseo.org](mailto:mkoewler@naseo.org). RFP responses are due no later than Tuesday, April 15, 2025.

Responses shall include and fully address the following:

- Cover letter
  - Assurance that applicant is not a debarred or suspended entity
  - Hourly billing rate and assurance all customers are quoted the same billing rate
- Resume (please identify any foreign nationals included in the proposal)
- Description of relevant experience including prior work on state and local energy financing as well as working with relevant state agencies (in particular with State and Territory Energy Offices)

Please limit the cover letter and the description of relevant experience to 2 pages in 11-point font. Resumes do not count toward the page limit.

**Note: Late proposals will not be accepted.**

## Selection and Required Qualifications

NASEO will select a *Senior Advisor* through a competitive selection, which will include consideration of the following:

- Experience working with State and Territory Energy Offices or other relevant state agencies.
- Relevant experience working on buildings policy and programs at the state and local level.
- Quality of academic and professional experience in relevant field.
- Flexibility of availability.

The NASEO Evaluation Team will use the following criteria in assessing all responses to this RFP:

### **Technical Experience and Applicant Qualifications (90 percent of total score)**

- Relevant experience in proposed topics in the energy sector, particularly working with State Energy Offices and other state agencies.
- Expertise in voluntary market transformation and labeling programs and an understanding of public buildings energy efficiency activities.
- Adequate level of technical knowledge to meet the demands of the project.
- Quality of academic and professional experience in relevant field.

**Program and Policy Factors (10 percent of total score)**

- Direct experience in working with State Energy Offices.
- Direct experience in working with other building program stakeholders, including the U.S. Department of Energy.