

Request for Proposals
NASEO Senior Advisor on Tribal-State Coordination

Solicitation Number: NASEO-2025-RFP-001

Released: September 8, 2025
Responses Due: 5:00 p.m. ET, September 23, 2025

National Association of State Energy Officials
1812 North Moore Street, Suite 1810
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 the applicant is not a debarred or suspended entity.

I. Introduction and Background

As the membership association for the 56 governor-designated State and Territory Energy Offices, the National Association of State Energy Officials (NASEO) engages states on a wide range of policy and program issues, including electricity, energy security and resilience, energy project funding and financing, energy-based economic development, and key energy end-use sectors such as buildings, industry, and transportation.

Increasingly, states' energy policy and program processes warrant coordination with or buy-in from Tribal communities. Tribal sovereignty and Tribal Nations' unique governance structures have prompted many State Energy Offices to seek best practices and strategies for improved coordination and relationship-building with Tribal Nations on energy programs, policies, and investments, particularly as they pertain to electricity generation, transmission, and distribution.

To address this need, NASEO, with funding support from the U.S. Department of Energy (DOE) Office of State and Community Energy Programs (SCEP), is working to support State Energy Offices interested in coordinating with Tribal partners on energy policy, program, and project design, development, and implementation by identifying key stakeholders and resources, connecting State Energy Offices with experts, and compiling best practices for coordination and relationship-building.

NASEO seeks a *Senior Advisor* to work with NASEO to share expertise, provide input on deliverables, and help guide NASEO's overall approach to support State Energy Offices interested in improved coordination with Tribal Nations on energy policy, program, and project design and implementation. The Senior Advisor will have knowledge of Tribal sovereignty and experience facilitating partnerships and navigating intergovernmental relationships between Tribal Nations and state governments, ideally with experience in the energy sector.

II. Objectives

The objective of the *Senior Advisor* is to work with NASEO to support NASEO deliverables, as well as provide guidance and offer input for future development of NASEO's Tribal-state coordination activities under a cooperative agreement with SCEP.

III. Expected Deliverables

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

1. Providing input on NASEO deliverables related to Tribal-state coordination

The *Senior Advisor* will review and provide feedback on deliverables NASEO develops to help support State Energy Offices interested in coordinating with Tribal Nations.

2. Supporting NASEO's Tribal Coordination Working Group

The *Senior Advisor* will provide support for NASEO's new Tribal Coordination Working Group, which will bring together State Energy Offices and invited guests for monthly virtual discussions on how states can work with Tribal Nations on a range of energy topics and initiatives. The *Senior Advisor* will participate in planning meetings and the Working Group meetings themselves in an advisory capacity, offering direction on key topic ideas to explore, resources to highlight, and potential speakers to invite.

3. Helping guide NASEO's overall approach to Tribal-state coordination

The *Senior Advisor* will advise NASEO on the current approach to and future direction of NASEO's work to support the State Energy Offices interested in coordinating and partnering with Tribal Nations on energy policies, programs, and planning.

IV. Period of Performance

This project is estimated to last from October 15, 2025, through November 30, 2025, with the possibility of extension*

V. Project Budget

The proposed project budget should reflect a time and materials consulting agreement. This is a competitively bid project; costs should be feasible and prudent. The *Senior Advisor* must submit cost proposals by task for the entire Statement of Work using the DOE Office of Energy Efficiency and Renewable Energy (EERE) budget justification spreadsheet which is a separate file available for download [from DOE's website](#). NASEO may request changes to the proposal if the proposed scope exceeds the available budget.

Compensation

The *Senior Advisor* shall invoice monthly for actual work completed. NASEO shall reimburse the *Senior Advisor* for actual milestones achieved and 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 and progress report 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.

VI. Contract Requirements

The funds for this work have been provided through a cooperative agreement between NASEO and DOE's Office of State and Community Energy Programs. 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*.

VIII. Responding to the RFP

Please submit responses to the RFP to Grace Lowe by e-mail at glowe@naseo.org. RFP responses are due no later than 5:00 p.m. ET on Tuesday, September 23, 2025.

Responses shall include and fully address the following:

- Cover letter (should include the following):
 - Unique Entity Identification Number
 - SAM.gov registration expiration date
 - Assurance that applicant is not a debarred or suspended entity
- Resumes (please identify any foreign nationals included in the proposal)
- Description of relevant experience including prior work supporting intergovernmental relationship-building between Tribal Nations and state agencies.
- Proposed approach and treatment of the tasks with a view toward expected deliverables
- Proposed Budget by Task Deliverables

The budget should be completed using the [DOE EERE budget justification spreadsheet](#). Please note that there is no cost-share requirement, applicants can use either the 3-year or 5-year budget justification and add all costs for their proposal under Budget Period 1.

Please limit the cover letter, the description of relevant experience, and the narrative that addresses the proposed approach and development of the project tasks to **2 pages in 11-point font**. Resumes and the proposed budget do not count toward the page limit.

Note: Late proposals will not be accepted.

IX. Senior Advisor 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 Energy Offices, other relevant state agencies, and/or Tribal Nations.
- Relevant experience supporting intergovernmental relationship-building between Tribal Nations and state agencies, either on energy-focused topics or more broadly.
- Knowledge of Tribal sovereignty and governance structures.
- Knowledge of energy policy, program, or project development and implementation; working for or with a utility or energy developer is a plus
- Competitive budget proposal.
- 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 (70% of total score)

- Relevant experience, particularly working with or on behalf of Tribal Nations and/or State Energy Offices and other state agencies.
- Adequate level of technical knowledge to meet the demands of the project.
- Quality of academic and professional experience in relevant field.

Proposed Approach for Implementation (20% of total score)

- Proposal responds to the outlined topics in the RFP.
- Existing resources / Senior Advisor availability to meet needs of flexible deployment.
- Overall quality and professionalism of the proposal (well written, structured, and organized) and materials are provided in the format requested.

Budget (10% of total score)

- Given the scope, is the estimated cost of the proposal appropriate?
- Does overall cost reflect an efficient value for the level of effort?
- Is the level of effort for each task appropriate?