



Request for Proposals (RFP): RFP\_SFA\_001  
Solar for All Procurement and Compliance Consulting  
Services

Milestone	Date
RFP launch date	March 26, 2025
Questions Due	April 2, 2025, by 11:59pm Eastern Time
Answers Posted	April 7, 2025
<b>Proposals Due</b>	April 25, 2025, by 11:59pm Eastern Time
<u>Selection Notifications</u>	April 30, 2025
Memorandum of Understanding Execution	May 2, 2025

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## **BACKGROUND**

On April 22, 2024, *EnergizeNC*, North Carolina’s Solar for All (SFA) coalition, was selected by the U.S. Environmental Protection Agency (EPA) for \$156 million in funding through the Greenhouse Gas Reduction Fund (GGRF). The coalition is led by the North Carolina Department of Environmental Quality’s State Energy Office, in collaboration with the North Carolina Clean Energy Technology Center, North Carolina Clean Energy Fund, and Advanced Energy. After a planning and design period, the *EnergizeNC* coalition anticipates launching a program in late 2025 to transform solar energy growth statewide, enabling the rapid deployment of distributed solar and associated storage with meaningful benefits to low-income and rural communities across the state.

Our mission at NCCEF is to accelerate investment in clean and efficient energy solutions and increase climate resilience in North Carolina, particularly to the benefit of underserved populations. We partner with public and private investors, foundations and other non-profit organizations to deploy sustainable financing solutions that will create long-lasting environmental, economic and social benefits.

## **RFP PURPOSE**

NCCEF seeks proposals from qualified vendors to provide compliance and grants management support services to NCCEF as we execute tasks under contract to NCDEQ for *EnergizeNC*, North Carolina’s Solar for All program. This contract will support the newly hired full-time Grants Administrator in establishing systems that will meet all relevant procurement and compliance standards and minimize risk of non-compliance.

**To be considered, proposals must be submitted by the deadline of 11:59pm Eastern Time on April 25, 2025. This is a strict deadline. No proposals will be accepted after this deadline.**

## **SCOPE OF WORK**

### **Timeline**

The anticipated period of the contract for services under this RFP will be for approximately three months from May 2025 through July 2025

### **Services**

The selected vendor(s) will be responsible for developing or updating systems and processes that NCCEF will implement internally to ensure compliance with rules for grant compliance under federal and North Carolina State requirements, including Administrative Requirements, Cost Principles, and Audit Requirements The selected vendor will further be responsible for developing

systems processes to ensure compliance with the Federal Flow-Down Requirements under the Solar for All grant.

- **Review Existing Financial Management Systems:** Review NCCEF chart of accounts and Cash Management systems. Identify any gaps or misalignment with federal grant reporting requirements. Review existing processes and internal controls, including tracking expenditures, cost allocation, and reimbursements. Identify any needed changes to ensure proper segregation of duties, authorization, and documentation for financial transactions. Develop process for allowability of costs under federal regulations (2 CFR Part 200 Subpart E - Cost Principles) and NC DEQ regulations.
- **Data Management and Record Keeping:** Review existing system for secure and organized storage of all grant-related documentation (financial, programmatic, administrative). Create retention policies that comply with federal regulations and best practices. Advise on data or cyber security measures to protect any sensitive grant information.
- **Policy and Procedure Development:** Review existing NCCEF policies and procedures, identify any needed additional policies needed for all aspects of federal grant compliance, including but not limited to procurement, travel, equipment management, conflicts of interest, time and effort reporting, and audit requirements. Ensure policies and procedures are easily accessible and understood by staff.
- **Training and Capacity Building:** Provide comprehensive training to NCCEF staff on all newly implemented systems, policies, and procedures related to federal grant compliance. Develop user-friendly training materials. Offer ongoing support and guidance to staff as needed during the initial implementation phase and beyond.
- **Regulatory Agency Communication:** NCCEF staff will be responsible for direct interactions with the EPA and NC Department of Environmental Quality (DEQ) regarding compliance, reporting, and any other federal or state grant-related requirements. The selected vendor is expected to provide the necessary documentation, data, and support to assist NCCEF in fulfilling these obligations but will not be responsible for direct engagement with regulatory agencies.

## COMPENSATION

Compensation will be determined through a competitive bidding process. Payments will be made upon an agreed upon schedule and will be aligned with the federal grant drawdown schedule. Vendors must submit invoices detailing completed work, which will be reviewed and approved prior to disbursement. Payment will be contingent upon compliance with federal grant requirements and availability of funds within the grant disbursement cycle. Bidders should clearly present their pricing (e.g., line-item pricing, hourly rates, and total project cost) to ensure transparency and facilitate the appropriate allocation of funds.

## PROPOSAL REQUIREMENTS

Proposal submissions should not exceed 10 pages, 1” margins, 12-point font, single-spaced (excluding attachments).

Commitment to Disadvantaged Business Enterprises (DBEs): In accordance with 40 CFR Part 33 and as part of our commitment to best practice procurement practices, vendors must demonstrate good faith efforts to engage and subcontract with Disadvantaged Business Enterprises (DBEs), including minority-owned, women-owned, and other small, disadvantaged businesses.

Submissions should include the following two sections, in addition to the attachments listed further below:

### Section 1: History, Qualifications, and Experience

- **Cover Page:** This RFP invites consulting firms of all sizes, including small, individual, and DBE businesses, to submit proposals for procurement and compliance support for the Solar for All initiative. The selected consultant will help ensure adherence to federal and state regulations, streamline procurement processes, and support the successful implementation of solar projects across North Carolina. Firms with experience managing federally funded programs are encouraged to apply. Please include a cover page with your organization’s EIN, unique entity identifier and include a cover page with your UEI from SAM.gov and the primary contact. Please describe any prior experience managing federally funded programs.
- **Personnel & Qualifications:** Provide an overview of your team, highlighting the roles, responsibilities, and relevant experience of key personnel who will support this project. To ensure a capable pool of expertise, we encourage submissions from firms of all sizes, including small, individual, and DBE businesses. Please include resumes for at least (1) and up to five (5) key team members who will be directly involved in delivering procurement and compliance services for the Solar for All initiative. We also request information on back-up staffing to ensure continuity and reliability should key team members be unavailable during project execution.
- **Company Overview:** Provide an overview of your company, including its history, key focus areas, and expertise in federal procurement and compliance. Describe your organizational structure, staffing, and geographic areas of operation. We welcome proposals from firms of all sizes, including small, individual, and DBE businesses, and encourage applicants to highlight their experience managing federal programs. Please detail the depth of the firm’s history or experience supporting federal grants compliance, as this expertise is essential for ensuring adherence to funding requirements and successful program execution.

## Section 2: Technical Proposal

- **Approach:** Describe your plan for developing systems and processes across all key areas of federal and state grant compliance. Provide details on regular reporting mechanisms to track progress, ensure transparency, and meet grant monitoring requirements. You should also describe your strategy for audit readiness, closeout processes, and other relevant processes. This list is not comprehensive but highlights some of the key expectations related to deliverables, tasks, reporting, and compliance. Vendors should anticipate additional requirements to ensure full alignment with federal grant policies, enhance efficiency, and mitigate risks associated with grant administration and execution. Further, describe how your firm will ensure compliance with DBE Good Faith Efforts requirements for any subcontracts you plan under this effort, including identifying and engaging DBE subcontractors and documenting outreach and participation. **Your approach should include a schedule of deliverables and tasks, outlining key milestones, timelines, and dependencies to ensure timely execution.**
- **Organizational Capacity and Scalability:** Explain your organization’s capacity, including staffing, partnerships and other resources necessary to fulfill the contract, if applicable.
- **Technology and Data Management:** Describe any software or data management tools your organization will use. Outline data privacy measures to ensure compliance with federal and state regulations

## ATTACHMENTS

- Professional Resumes and Specific Project References for at least one (1) and up to five (5) key personnel. Please detail the depth of the firm’s history or experience supporting federal and state grants compliance, as this expertise is essential for ensuring adherence to funding requirements and successful program execution. Please use your own professional resume and specific project reference templates.
- Additional attachments may be included but are discouraged and should be kept to a minimum.

## EVALUATION CRITERIA

**Proposal Evaluation Process:** All submitted proposals will be reviewed and evaluated by a selection committee comprised of subject matter experts, procurement professionals, and key stakeholders involved in the *EnergizeNC* Coalition. The evaluation will be based on a set of predefined criteria, including but not limited to, the proposer’s experience and qualifications, past performance in managing federally-funded programs, and cost. Additional consideration will be given to firms with a proven history of federal grants compliance. The committee reserves the right to request additional information, conduct interviews, or seek clarifications as needed.

Proposals will be evaluated based on the following criteria and will be consistently evaluated and scored based on the following factors and relative weights:

Factor	Points Available	Vendor 1	Vendor 2	Vendor 3	Vendor 4
Experience in federal grants compliance	25				
Experience with Solar for All	20				
Team qualifications	20				
Cost	35				
<b>Total</b>	<b>100</b>				

## **SUBMISSION INSTRUCTIONS**

Submit your proposal electronically to [RFP\\_SFA\\_001@EnergizeNC.org](mailto:RFP_SFA_001@EnergizeNC.org) with the subject line “Solar for All Procurement and Compliance Consulting Services RFP\_SFA\_001” no later than 11:59pm Eastern Time on April 25, 2025. Responses must be provided as attachments to an email. It is recommended that attachments with file sizes exceeding 25MB be compressed (i.e., zipped) to ensure message delivery. Late submissions will not be considered. Only electronic responses will be accepted.

NCCEF will not respond to individual submissions or publish publicly a compendium of responses. A response to this RFP will not be viewed as a binding commitment to develop or pursue the project or ideas discussed.

## **QUESTIONS**

All questions regarding this solicitation shall be submitted to [RFP\\_SFA\\_001@EnergizeNC.org](mailto:RFP_SFA_001@EnergizeNC.org) with the subject line “Solar for All Procurement and Compliance RFP\_SFA\_001 Questions” by April 2, 2025, at 11:59pm Eastern Time. NCCEF targets posting answers on its website <https://energizenc.com/> on April 7, 2025.

## **TERMS AND CONDITIONS**

NCCEF reserves the right to accept or reject any or all proposals, and to negotiate with any respondent. All materials submitted as part of the proposal become the property of NCCEF and may be used as deemed necessary. The selected vendor(s) will enter into a formal contract with NCCEF before commencement of any Solar for All activities.

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