Purpose
Power Forward Communities, Inc. (PFC) has initiated a Request for Proposal (RFP) process to support the recruiting and hiring of individuals to fill newly created executive and mid-senior level positions within the organization.

Overview
PFC seeks a contractor to:

- **Summary of Required Services**
  - Support the recruitment and hiring of senior and mid-level staff to hold key positions in PFC’s operating structure. The contractor will finalize job descriptions, perform initial resume screenings, conduct initial interviews and background checks, schedule interviews with PFC hiring managers for final consideration, and provide post-hire onboarding support.

- **Eligibility on Bidding**
  - We seek a contractor who has demonstrated experience in supporting similar projects that required recruitment and hiring of executive and mid-senior level staff.

- **Period of Performance**
  - The initial term is 12 months but may vary based on need.

About Power Forward Communities
PFC is a coalition of the country’s most trusted community development and housing organizations, including Enterprise Community Partners, Habitat for Humanity International, Local Initiatives Support Corporation (LISC), Rewiring America, and United Way Worldwide. PFC is a recipient of the National Clean Investment Fund (NCIF) grant from the Environmental Protection Agency (EPA) to spearhead affordable and accessible residential decarbonization throughout the country, with a specific focus on low-income and disadvantaged communities. PFC expects to deploy roughly $2B in funding over the next seven years.
PFC Roles

- Compliance
  - Comply with all EPA obligations (i.e., PFC is the prime awardee); interface directly with EPA.
  - Set minimum standards by which coalition members support fulfillment of EPA obligations.
  - Measure and enforce performance against those standards.
- Coordination
  - Coordinate and share out coalition member activity and serve as connective tissue to realize the benefit of the sum-of-its parts.
  - Serve as leader in supporting industry-wide standards for financial products/technical assistance.
  - Use scale to benefit purchasing power for coalition members’ benefit.
- Allocation
  - Allocate resources optimally and make decisions, in coordination with coalition members, to achieve greatest impact.
  - Measure performance of its coalition members related to impact and resource allocation.

Coalition Members Roles

- Develop and deploy financial products (“financial product deployment”).
- Build the market for those financial products and home/property-based decarbonization activity (“market building”).
- Satisfy all obligations in subrecipient agreement, report accurate/timely performance data related to activity, and conform to PFC’s minimum standards to support fulfillment of EPA obligations.

Project Overview

Given that both Power Forward Communities and the National Clean Investment Fund (“NCIF”) are at the inception stage, it is necessary to hire executive and mid-level staff to lead the critical functions of the organization.

Scope of Work

PFC seeks a contractor to perform, at minimum, the following activities as part of its scope of work:

- Finalize senior and mid-level job descriptions (Chief Financial Officer, Chief Legal and Risk Officer, VP of Human Resources, Compliance Director, Coalition Member Coordinator, Quality Assurance Manager, etc.);
- Pursue active recruitment for certain critical positions as identified;
- Perform resume reviews;
- Prepare assessments of initial screenings;
- Recommend candidates for final interviews (with hiring manager);
- Schedule interview with hiring manager; and,
- Provide post-hiring onboarding support, as needed.

Should you believe other activities are necessary as part of a scope of work to perform the above activities, please list those out as well.
Budget

- We do not have a firm budget for this scope of work and look forward to the market helping to inform the cost estimate.
- We intend to issue one award to one talent acquisition company, but we could award multiple if warranted based on need.
- We are open to different billing structures, including fixed price, cost reimbursement (with profit margin negotiated), and time and materials.
  - If cost reimbursement or time and materials methodology is chosen, please provide a detailed build-up of your proposed cost.

Proposal Materials

Responses should include the following (please ensure that each numbered section is its own attached file in the submitted response):

1. Cover Letter – on company letterhead (should include the name, title, address, telephone number, and e-mail address for point of contact for the respondent organization).
2. Qualifications – include the contractor’s qualifications to conduct the scope of work activities, expertise, knowledge, and experience. Experience should include examples of conducting similar or related work.
3. Project Approach – narrative of contractor’s proposed approach, including:
   a. The process and specific activities to be conducted to achieve the stated goals.
   b. A timeline for the activities.
   c. Milestones and a detailed list of deliverables tied to activities.
   d. A detailed projected budget for each task, along with a proposed payment schedule tied to project milestones or deliverables (if applicable).
4. Project Budget – detailed submission and/or labor rate or price listing of all rates for all individuals who will work on the project (if applicable).
5. Engagement Team – resumes and bios for each individual on the specific engagement team we will be working with on a day-to-day basis, including information about experience with similar projects and professional qualifications.
   a. Approach to diversity of engagement team specifically and, more generally, whether any disadvantaged business enterprise (“DBE”) will be subcontracted as part of your approach to fulfilling our scope requirements.
6. References – based on the past projects identified in the qualification form, attach current contact information of clients for whom similar services were provided (no more than three).
7. Disclosure – indicate whether you are presently engaged or plan to be engaged with any other recipient of Greenhouse Gas Reduction Fund dollars, as well as any potential conflicts of interest you foresee, if any.
8. Partner Demographics Questionnaire – See Data Room.
9. Mark-Up of Contract – track changes to Power Forward’s standard contract terms and conditions (forthcoming in the Data Room). Please also note any changes, if any, to Power Forward’s standard insurance requirements (forthcoming in the Data Room).
Selection Criteria

Applicants will be evaluated on the following characteristics:

- Qualifications, Experience and Past Performance – 33%
  - The applicant has the qualifications necessary to successfully complete the scope of work.
  - The applicant has prior experience working on similar projects.
  - The applicant has prior experience working with similar organizations.

- Approach & Work Plan – 33%
  - The proposal demonstrates an understanding of the project objectives and desired results.
  - The proposal illustrates an approach to the scope of work that will likely lead to successful results.
  - The proposal illustrates the contractor’s ability to successfully execute the proposed approach.

- Budget – 34%
  - The proposal includes a detailed budget for each stage of the scope of work.
  - The proposed costs are reasonable.
  - The proposed changes to Power Forward’s standard contract terms and conditions are acceptable.

PFC will select the proposal which it determines will deliver the highest quality service at the best value.

Proposals will be evaluated using the weighted criteria identified above. PFC, in its sole discretion, may request proposal interviews or presentations by meeting with any and all applicants to clarify or negotiate modifications to proposals. However, PFC reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, that the applicant can propose.

Submission Instructions

Proposals are due by 5:00 PM Eastern Standard Time on August 9, 2024.

Inquiries concerning this RFP should be directed to RFP@powerforwardcommunities.org with subject line “Recruiting and Hiring RFP.”

Proposals must be submitted to: RFP@powerforwardcommunities.org.

All costs incurred in the preparation of a response to this RFP are the responsibility of the applicant and will not be reimbursed by PFC.

By submitting a proposal, the applicant commits to the terms and conditions outlined in this RFP. Requests for exception to any terms or conditions must be submitted with the proposal. PFC reserves the right to deny requests for exception to any terms and conditions. Requested exceptions will be factored into PFC’s consideration of award.
Right to Reject

PFC reserves the right, in its sole discretion, to reject any and all responses received in response to this RFP. A contract for the accepted response will be based upon the factors described in this RFP.

Disadvantaged Business Enterprises

PFC is required to make the following good faith efforts whenever procuring construction, equipment, services and supplies to ensure disadvantaged business enterprises (DBEs) have the opportunity to compete for procurements funded by EPA financial assistance. Please advise in the context of your response whether you are a registered DBE and, if not, whether you plan to engage in any subcontractors who are registered DBEs.

Confidentiality

If the applicant deems any materials submitted to be proprietary or confidential, the applicant must indicate as such in the relevant section(s) of the response.

Conflict of Interest

The applicant must disclose, in an attachment to the proposal, any possible conflicts of interest that may result from the award of the contract or the services provided under the contract. Except as otherwise disclosed in the proposal, the applicant affirms that to the best of its knowledge there exists no actual or potential conflict between the applicant, the applicant’s employees or their families’ business or financial interests (“interests”) and the services provided under the contract. In the event of any change in either interests or the services provided under the contract, the applicant will inform PFC regarding possible conflicts of interest, which may arise as a result of such change and agrees that all conflicts shall be resolved to PFC’s satisfaction or the applicant may be disqualified from consideration under this RFP. “Conflict of interest” shall include, but not be limited to the following:

- Giving or offering a gratuity, kickback, money, gift, or anything of value to a PFC official, officer, or employee with the intent of receiving a contract from PFC or favorable treatment under a contract;
- Having or acquiring at any point during the RFP process or during the term of the contract, any contractual, financial, business, or other interest, direct or indirect, that would conflict in any manner or degree with applicant’s performance of its duties and responsibilities to PFC under the contract or otherwise create the appearance of impropriety with respect to the award or performance of the contract; or
- Currently possessing or accepting during the RFP process or the term of the contract anything of value based on an understanding that the actions of the applicant or its affiliates or interests on behalf of PFC will be influenced.

Timeline and Notification of Selection

- RFP Posting: July 10, 2024 (30-day Notice Period Begins).
- Nondisclosure Agreement (NDA): Respondents must execute NDA (live in data room) in order to receive access to data room, which includes (i) PFC’s NCIF application, (ii) a detailed PPT presentation explaining PFC’s Operating Model, and (iii) an Excel inventory of all of PFC’s
obligations and commitments based on a reading of the EPA’s Notice of Funding Opportunity (NOFO) and PFC’s Application.

- Q&A Calls: July 15 – 19, 2024 (If requested, PFC will host calls with respondents to brief them on PFC’s hiring needs and to answer questions at this stage of the process – an executed NDA will make this conversation most productive).
- Letter of Intent of Submission: July 17, 2024 (while not a requirement to submit a bid, PFC requests that respondents communicate to RFP@powerforwardcommunities.org a non-binding letter of intent to submit a response so that PFC can better plan ahead).
- 30-day Notice Period ends: August 9, 2024.
- Deadline for RFP Responses: 5:00 PM Eastern Standard Time on August 9, 2024.
- Follow-up Questions from PFC to Bidders: Week of August 12, 2024.
- Interviews with Bidders: Week of August 19, 2024.
- Notice of Award: Week of September 2, 2024.
- Contract Execution: Week of September 16, 2024.
- Notify Other Respondents of Non-Award: Week of September 16, 2024.

Applicable Requirements

DUNS and SAM Registration

All contractors receiving federal funds through Power Forward Communities must have or obtain a Dun & Bradstreet (DUNS) number and maintain an active account in the System for Award Management (SAM).

Information on how to register for each is below:

Resources for DUNS Number

The DUNS number is a nine-digit number, issued by Dun & Bradstreet that is assigned to and used by businesses and the federal government to keep track of more than 70 million businesses world-wide. A DUNS number can be obtained free of charge by applying online at http://fedgov.dnb.com/webform or by phone at 1-866-705-5711 from Monday - Friday 7 AM to 8 PM C.S.T.

For Hearing-Impaired Customers Only call 877-807-1679 (TTY Line). It normally takes about 1- 2 business days to receive a number if applied for online and immediately if applied for by phone. The DUNS number is normally available for use 24-48 hours after it has been received. Once entered, and the registration process is completed, the DUNS number will need to be verified by the system.

Resources for System for Award Management (SAM)

The System for Award Management (SAM) is a free web site hosted by the federal government that consolidates the government-wide award reporting systems into one system. SAM streamlines processes, eliminating the need to enter the same data multiple times, and consolidates hosting to make the process of doing business with the government more efficient. The website and information on how to create a user account is found at https://www.sam.gov/SAM/.

To receive an award, contractors must not have active exclusions or delinquent federal debt and may not be currently debarred, suspended, proposed for debarment or declared ineligible for awards by any federal agency.
Additionally, please make sure that your sub-contractors that receive federal funds are aware that they must have a DUNS number and be registered in SAM in order to be in compliance with federal reporting requirements.

**Federal Funding Accountability and Transparency Act (FFATA)**

Contractors must comply (as applicable) with FFATA and provide necessary information to enable PFC to comply with FFATA reporting requirements. Please visit http://www.fsrs.gov for more information.

**High Rate Limitation**

PFC may not provide reimbursement for payment of the salary of a contractor at more than the daily equivalent of the rate paid for the level IV of the Executive Schedule. For more information on the Executive Schedule, please see the Office of Personnel Management (OPM) website at https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2018/executive-senior-level. In order to verify this requirement is being met, PFC may require additional information regarding a breakout of direct and indirect expenses within budgets and rates.

**Data Room**

If you would like access to the Data Room, please email RFP@powerforwardcommunities.org for assistance.

1. Nondisclosure Agreement (live in data room)
2. EPA’s Notice of Funding Opportunity (EPA-R-HQ-NCIF-23) (live in data room)
3. Partner Demographics Questionnaire (live in data room)
4. PFC Standard Terms & Conditions (to come)
5. PFC Contractor Insurance Requirements (to come)
6. PFC’s NCIF Application (access upon executed NDA)
7. PFC Inventory of Obligations and Commitments (access upon executed NDA)
8. PFC Operating Model Overview (access upon executed NDA)