

REQUEST FOR PROPOSAL

GRANT WRITING SERVICES CHANNEL

IMPLEMENTATION PERIOD: JANUARY 1, 2023 – DECEMBER 31, 2023

Issued by: Leidos

Issued Date: September 7, 2022

Proposals Due: October 28, 2022

TASK 1: INTRODUCTION AND SUMMARY	2
TASK 2: CHANNEL BIDDING GUIDELINES.....	2
TASK 3: REQUIREMENTS FOR GRANT WRITING SERVICES CHANNEL	3
TASK 4: GOAL OF THE CHANNEL	3
TASK 5: SOLICITATION PROCESS AND REQUIREMENTS	3
TASK 6: PREPARING AND SUBMITTING PROPOSAL.....	5
TASK 5: PROPOSAL EVALUATION CRITERIA.....	8

Task 1: Introduction and Summary

Leidos, prime implementer of the Ameren Illinois Energy Efficiency Program, issues this Request for Proposal ("RFP") for a subcontractor to complete grant writing services to support the Market Development Initiative, as included as part of Ameren Illinois' 2022-2025 Energy Efficiency Plan, which was approved by the Illinois Commerce Commission ("ICC") in Docket No. 21-0158 and may be updated, modified or supplemented from time to time, including to reflect any subsequent Orders or stakeholder considerations (the "Plan" or "2022 Plan"). The Plan comprises the time-period of January 1, 2022, through December 31, 2025.

The Ameren Illinois service territory spans 43,700 square miles across the lower three-quarters of Illinois. AIC serves approximately 1.2 million electric and 806,000 natural gas customers across 1,200 communities. AIC's delivery system includes about 4,500 miles of electric transmission lines, 45,400 miles of distribution lines, 18,000 miles of natural gas transmission and distribution mains and 12 underground natural gas storage fields.

The following is a summary of this RFP. Details and instructions related to these items follow this section. Bidders should carefully review these guidelines and seek guidance or clarification, as appropriate.

- The purpose of this RFP is to solicit and select one implementer to implement the grant writing services channel for the Market Development Initiative.
- The request for grant writing services to support the Ameren Illinois Energy Efficiency Program's Market Development Initiative including identifying and applying for available grant dollars for community partners (non-profits and community action agencies). All bidders must be eligible to apply for all grant dollars, including state and federal grant money. Any possible conflicts of interest must be disclosed within submitted proposal along with work-around process to remove this barrier.
- The implementation period for the Channel is January 1, 2023, to December 31, 2023, with a yearly option for renewal.
- Leidos will assess the proposals on proven company experience, ability to service the Ameren Illinois service territory, approach to the scope of work set forth in this RFP, proven data tracking system/technology, strength/experience of staff assigned to the Initiative, financial stability of the company, supplier diversity, and diverse supplier spend.
- By responding to this RFP, Bidders agree that they will treat as confidential any information marked as confidential by Leidos and provided in connection with this RFP, and that Bidders will only use information marked confidential for the sole purpose of preparing a proposal in response to this RFP.

Task 2: Channel Bidding Guidelines

Bidder(s) must demonstrate successful experience and expertise to deliver the initiative.

Bidder(s) must demonstrate they are financially stable and provide strong references from previous clients where similar work has been performed. In addition, it is imperative that Bidder(s) understand and address the unique challenges of operating within the AIC service territory. These challenges include: a large geographic area interspersed with ineligible areas served by municipal or cooperative sources, and a substantial rural population.

Task 3: Requirements for Grant Writing Services Channel

The following elements must be included in the RFP Response:

- Methodology on submitting ready-to-submit grants, project proposals or funding requests
- Payment structure containing number of grants submitted, and value of funding requests
- Proposed customized grant development practices and assistance that can be offered
- Grant identification process and proposal development process including the ability to apply for all grant funding types
- Disclosure of any conflicts of interest surrounding applying for state and federal grant funding along with solution to remove this barrier
- Identify specific tactics relating to funding advertisements and assistance process
- Provide technical assistance for grant writing
- Propose marketing and outreach strategies pertaining to community partner communication
- Provide a detailed implementation strategy containing milestones, associated resources

Task 4: Goal of the Channel

Bidders must provide a breakdown of their proposed budget by completing all fields below. Bidder may submit additional supporting documentation or detail if needed. Supplier compensation will be based on pay-for-performance structure based on the number of ready-to submit full grant proposals, project proposals, or funding requests submitted in coordination with community partners. Please include a fixed unit price per proposal submitted along with X% due upon submittal and X% due upon acceptance.

Table 1: Program Year 2023 Pay-for-Performance Structure

2023 MILESTONE NOT-TO-EXCEED PAYMENT STRUCTURE	
SERVICES DESCRIPTION	TOTAL BUDGET
Milestones	\$
TOTAL BUDGET	\$

Funding Request Minimum: If all milestones are not met, the balance of the subcontract value up to a certain value will be reimbursable based on the total submitted funding request value.

Milestones: Milestones indicate ready-to-submit full grant proposals, project proposals, or funding requests in coordination with Ameren Illinois community partners. All milestones will be as required in coordination with Leidos technical representatives.

Task 5: Solicitation Process and Requirements

Bidders interested in submitting a proposal in response to this RFP must adhere to the solicitation process set forth in this section. Failure to comply with the requirements and deadlines will result in disqualification.

DESCRIPTION OF ACTION	DUE DATE
RFP RELEASE DATE	September 07, 2022
BIDDER CONFERENCE CALL	September 22, 2022
BIDDER QUESTIONS DEADLINE	September 27, 2022
RESPONSES TO QUESTIONS ISSUED	September 30, 2022
INTENT TO BID DUE	October 03, 2022
BIDDER PROPOSAL(S) SUBMISSIONS DUE	October 28, 2022
PROPOSAL REVIEW AND BID DISCUSSIONS	October 31, 2022 – November 04, 2022

Bidders Conference Call Details

Bidders are encouraged, although not required, to participate in a Bidders' conference call. The conference call will provide interested suppliers with an opportunity to seek clarification on the requirements of this RFP. Following are the schedule and instructions for the conference call:

Date: September 22, 2022

Time: 11:30AM CST – 12:00PM CST

Microsoft Teams: PY2023 Ameren Illinois EE Grant Writing Request for Proposal Bidder's Conference Call

Phone: 1.312.667.7136

Phone Conference ID: 849 711 544#

Meeting ID: Meeting ID: 229 387 227 772

Join on your computer or mobile app

[Click here to join the meeting](#)

RFP Questions, Inquiries, Clarifications

Questions, inquiries and clarifications regarding this RFP must be received by Tod Comin and Katie Miller at tod.j.comin@leidos.com, Kathleen.D.Miller@leidos.com by no later than 5:00 PM Central Time on September 27, 2022. Outside of the Bidders' conference call, all questions, inquiries, and clarifications will be handled by email only and responses distributed to those who have registered and attended the Bidders' conference call.

Intent to Bid

Potential Bidders are required to submit a notification of intent to submit a proposal in response to this RFP. Notification of intent to bid must be received by Tod Comin and Katie Miller at tod.j.comin@leidos.com, Kathleen.D.Miller@leidos.com by no later than 5:00 PM Central Time on October 03, 2022. A completed Exhibit A – General Company Information Form must be submitted with the intent to bid notice. Bidders are responsible for confirming their intent to bid was received if they so choose. Those who submit a signed intent to bid will be provided responses to submitted questions.

RFP Due Date

All proposals must be submitted electronically. All proposals must be sent electronically and be received by Tod Comin and Katie Miller at tod.j.comin@leidos.com, Kathleen.D.Miller@leidos.com no later than 5:00 PM Central Time on October 28, 2022.

Leidos has not committed to any course of action because of the issuance of this RFP and/or its receipt of proposal from any Bidder response to it. Further, Leidos reserves the right to amend or alter this RFP, as appropriate, as well as reject as non-responsive any proposals that do not contain the information requested in this RFP, reject late proposals, and negotiate with one or more suppliers. Leidos is not liable for any Bidder costs, including but not limited to any incurred by any person or firm responding to this RFP or participating in any phase of this RFP, and regardless of whether such Bidder costs are incurred by modifications to this RFP or other delays.

Verification of Receipt of Proposal Submission

It is the Bidder's sole responsibility to ensure that its proposal is received at the address specified in this RFP by the deadline for submission.

Proposal Preparation Cost

The cost of RFP preparation and any on-going expenses incurred during the process leading up to implementation of the Channel will be the sole responsibility of the Bidder(s).

RFP Updates or Cancellation

Leidos reserve the right to make changes, updates or cancel the RFP. Any updates to or the cancellation of this RFP will be communicated ONLY to prospective Bidders who have indicated their intent to bid by the deadline stated in this RFP.

Errors and Omissions

A bidder that discovers an error or omission in its RFP response package may withdraw that package and resubmit a revised version if it does so before the deadline for submission of the RFP responses.

RFP Responses Not Confidential

Leidos does not guarantee that proposals will be kept confidential, including either the proposals submitted in response to the RFP or any contract/purchase order arising from the solicitation. Furthermore, Leidos will not assume any liability to a Bidder or other party of any public disclosure of any proposal or the resulting subcontract/purchase order.

Contract Award

Following the review of all qualified responses, Leidos will notify each Bidder regarding the desire to conduct (or not conduct) further negotiations and/or discussions regarding proposed Channel. Acceptance of any proposal is contingent upon subcontract negotiations. For avoidance of doubt, this RFP creates no contractual relationship between Leidos, and Bidder and implementation of any initiative/channel will be subject to Leidos and Bidder coming to agreement with respect to all subcontract terms and all attachments and flow downs.

Task 6: Preparing and Submitting Proposal

General Instructions

Proposals should provide concise, yet complete, responses. Bidders must address each item outlined in Section 8 – Proposal Format. If an item does not apply, the Bidder must provide an explanation. Bidders should provide sufficient detail to address each item clearly and briefly but should avoid excessive or elaborate submittals. Pages must be numbered and dated. Bidders shall submit a proposal that describes their approach to implement the Program. A Bidder’s response must demonstrate sufficient experience and availability of resources to successfully provide the services described in Task 7 – Statement of Work. The submission of a proposal shall constitute the acknowledgement and acceptance of all the terms, conditions, and requirements set forth in this RFP unless exceptions are noted specifically.

Proposal Format

1. Cover Letter

Bidders shall include with their proposal a cover letter that clearly identifies the name of the organization and any subcontractors that will provide implementation services. The cover letter should be signed by an authorized representative and include the following:

- Name of Company/Team
- Name of Primary Contact at Company
- Contact Information

Request for Proposal: Grant Writing Services in support of Market Development Initiative

- Subcontractor Company Name(s)

2. Table of Contents

Bidders shall include a table of contents in the proposal identifying the main areas of the RFP submission.

3. Executive Summary

Bidder shall provide an executive summary that includes a high-level summary of the proposal as well as a brief description of the proposed approach and enhancements the Bidder is bringing to the Channel they are proposing to implement (limit of 2 pages).

4. Bidder's Capabilities and Expertise

Overview of Company: Bidders shall include an overview of their company that provides the following information:

- Core service offerings and years in operation
- Current or planned business structure (e.g., non-for profit corporate, non-for-profit organization, partnership, etc.)
- Number of employees
- Current or proposed primary office location for this effort
- Diverse Business Enterprise (DBE) certifications, as applicable

Overview of Subcontractors: Bidders shall identify any proposed subcontractors that will be part of the implementation team along with proposed roles and specific experience in that area of work for each of the subcontractors. For every subcontractor, Bidders should provide the following:

- Core service offerings and years in operation
- Number of employees
- Current or proposed primary office location for this effort
- Bidders should describe the value that any subcontractors provide to the proposal team
- Diverse Business Enterprise (DBE) certifications, as applicable

Overall Relevant Project Experience: Bidders shall describe their team's relevant experience, for the past three years, in providing program implementation service with similar breath and scope. For each experience discussed, Bidders must provide the following:

- Company responsible for implementation services
- Program name and location where the program was implemented
- Entity for which the program was implemented and years of implementation
- Program description and scope of work
- Budgeted dollars and actual dollars

Client References: Bidders shall provide three (3) client references including each reference's company name, contact information (name, title, phone number, and email). Each reference must be from a program listed in Bidder's proposal and the corresponding program shall be listed with each reference.

5. Statement of Work

Bidders shall develop a detailed description of how they propose to accomplish each of the tasks listed in Task 7 – Statement of Work of this RFP. Bidders should describe how their approach to Channel delivery and implementation will ensure Ameren Illinois Energy Efficiency Program goals and objectives will be achieved. Bidders shall provide details on how they intend to implement the Channel and should address key strategies that will be used. Bidders should provide a proposed installation schedule that should address Channel planning, launch and operations, focusing on the time required from contract award to full operation.

6. Staffing Plan

Bidders shall describe how the proposed Channel will be staffed and the process used to hire, screen and train staff. Staff will be employed by the selected Bidder but will perform under the rules and guidance of Leidos. The staffing plan must include the following information in the tables provided and supplement the data in the tables with narrative descriptions that address each of the following items:

Key Personnel: Identify key personnel by name, their proposed role, and an initial minimum time period the Bidder guarantees the key person will be 100% dedicated to this contract and scope of work. A key person is anyone whose skills/expertise is critical for the success of the Program. Note: If the Bidder is selected for award, any changes to the identified key personnel described in the proposal must be approved by Leidos.

Roles and Responsibilities: Identify and describe key roles and their primary responsibilities.

Subcontractor Responsibilities: If applicable, describe how subcontractors, will be integrated into the Channel staffing structure, and identify their responsibilities. (If specific subcontractors have not been identified but are planned, use generic identifiers.)

Staff Qualifications: Bidder shall summarize staff qualifications and provide certifications within the RFP proposal submission. This will enable Leidos to determine whether the skills and experience of individuals assigned to the Channel meet the guidelines and are appropriate to the work requirements. Note, if Bidder is selected for award, any changes to the identified key personnel described in the proposal must be approved by Leidos.

Workforce Diversity: Bidder shall summarize how it plans to staff the project in a way that promotes Ameren Illinois' goal to build a diverse energy efficiency workforce and identify a target for a diverse supplier spend and workforce goal.

7. Required Forms, Disclosures and Exceptions

Bidders shall provide their response to the following exhibits and attachments as part of their proposal submission, where applicable. Bidders should append the file name to include the Bidders name. For example: "Exhibit A – General Company Information Form -_Leidos"

Exhibit A – General Company Information Form (Mandatory). Bidder shall submit the General Company Information Form as part of their Intent to Bid.

Exhibit B – Resumes

Exhibit C – Leidos Subcontract (Mandatory). Bidders will be required to complete the Leidos subcontract and submit this with their RFP proposal.

Exhibit D – Data Mapping Questionnaire (Mandatory). Bidder is required to fill out the data mapping questionnaire with as much information as they can complete.

Attachment A – Energy Efficiency Program Services Agreement (PSAA) Flow-down Provisions (Mandatory). The contract awarded to Bidder as a result of this RFP will be subject to the Energy Efficiency Program Services Agreement provided in Attachment A. Any Bidder exceptions to these terms must be specifically objected to by providing redlined version and the rationale as Attachment A of this RFP response. Failure to provide exceptions in the proposal response shall be deemed a waiver of Bidder's right to take exceptions and as an acceptance of all said terms and conditions at time of award.

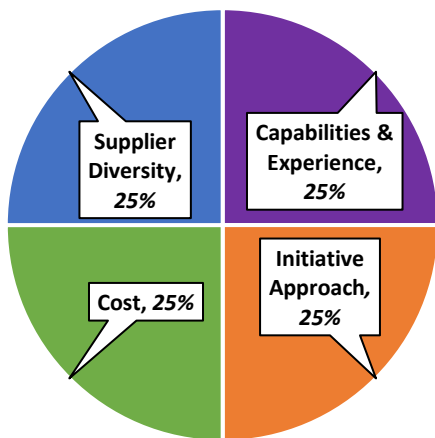
Attachment B – Cyber Security Terms and Conditions (Mandatory). Bidders will be required to have in place security protocols and policies that comply with local, state, and federal law, including the Orders of the Commission, as well as Leidos' policies on electronic data security and interchange as it relates to the security of customer information, and the appropriate treatment of customer information. The contract awarded to Bidder as a result of this RFP will be subject to the Cyber Security Terms and Conditions provided in Program Year 2023 Request for Proposal

Request for Proposal: Grant Writing Services in support of Market Development Initiative
Attachment B. Any Bidder exceptions to these terms must be specifically objected to by providing redlined version and the rationale as Attachment B of this RFP response. Failure to provide exceptions in the proposal response shall be deemed a waiver of Bidder's right to take exceptions and as an acceptance of all said terms and conditions at time of award.

Attachment D – Powered by Diversity Guide. Leidos values diversity and believes in providing equal opportunity to all qualified suppliers, including diverse suppliers (i.e., minority, women, veteran, and disabled veteran owned businesses). As a valued supplier/contractor, Leidos is requesting you share in our commitment to provide qualified diverse suppliers an opportunity to participate in this proposal. Leidos commitment to supplier diversity reflects our belief diverse supplier partnerships are vital to the economic success of our region.

Task 5: Proposal Evaluation Criteria

Leidos will evaluate a Bidder's proposal by first determining whether the information provided meets the submittal requirement set forth in this RFP. If Bidder's proposal passes this initial assessment, the proposal will receive further consideration, which will include review and scoring by an evaluation team comprised of Leidos staff. Proposals will be ranked and scored based on the following criteria:



Capabilities & Experience (25%)

- Necessary resources, including financial strength, staff systems, and strong client recommendations.
- Demonstrates past skill, competence and experience implementing grant writing services.
- Staff members meet all qualifications.

Initiative Approach (25%)

- Approach to the statement of work is clear and reasonable and addresses all of the tasks identified in this RFP. The approach demonstrates specific plans that will meet all of the channel objectives and goals.
- Bidder clearly describes the approach to coordinating with Ameren Illinois and Leidos.

Cost (25%)

- Bidder's total Initiative cost and cost components will be evaluated.
- Bidder's proposed compensation structure will be reviewed based on the ability to tie payments to deliverables and Initiative outcomes.

Supplier Diversity (25%)

- Leidos seeks subcontractor that is certified as Diverse Suppliers (WBE, MBE, VET, LGTBQ+).
- Leidos seeks subcontractors that provide subcontracting opportunities to Diverse Suppliers.
- Bidder's that demonstrate tangible strategies and plans that include, foster, and mentor local diverse business and employees into implementation delivery.

Proposal Review – Clarifications

Leidos may perform clarification interviews or request clarification in writing. Bidders will not be compensated for the time spent or the costs incurred for the interview(s) or for responding to a written request for clarification.