

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: December 12, 2022

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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 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.
 - Note: Any possible conflicts of interest must be disclosed within the 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 and the approach to the scope of work set forth in this RFP.
- 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.

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 utilizing the suggested matrix 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
- Identification of specific tactics related to funding advertisements and assistance process
- Detail related to technical assistance for grant writing
- Proposed marketing and outreach strategies pertaining to community partner communication
- Detailed implementation strategy containing milestones and associated deliverables

Task 4: Goal of the Channel

Bidders must provide a breakdown of their proposed budget by completing all fields below. Bidders may submit additional supporting documentation or detail if needed. Supplier compensation will be based on a 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. The not-to-exceed budget for this effort is \$75,000.

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

2023 MILESTONE NOT-TO-EXCEED PAYMENT STRUCTURE	
SERVICES DESCRIPTION	TOTAL BUDGET
Milestones (Per Milestone Cost)	\$
TOTAL NOT-TO EXCEED BUDGET	\$75,000

An example of the milestone table is below: this should be the price per proposal or funding request. An example would be \$5,000 per ready-to submit full grant proposal, project proposal or funding request for a target of 15 for submission in 2023.

Milestone	Due Date	Payment Amount
Milestone 1. Ready-to-Submit full grant proposal, project proposal or funding request in coordination with AIC community partners	As required in coordination with Leidos technical representative	\$

Funding Request Minimum: *If all milestones are not met, the balance of the subcontract value up to \$75,000 will be reimbursable if Supplier submits requests totaling \$300,000 or more..*

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
UPDATED RFP RELEASE DATE	November 14, 2022
BIDDER QUESTIONS DEADLINE	November 18, 2022
RESPONSES TO QUESTIONS ISSUED	November 22, 2022
BIDDER PROPOSAL(S) SUBMISSIONS DUE	December 12, 2022
PROPOSAL REVIEW AND BID DISCUSSIONS	December 13 th – December 16 th 2022
ANNOUNCEMENT DATE: PENDING SUBCONTRACT NEGOTIATIONS	December 19, 2022

RFP Questions, Inquiries, Clarifications

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

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 December 12, 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. 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 Channel. A Bidder's response must demonstrate sufficient experience of the scope of work and must contain all Task 3 requirements. 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
- 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

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.

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. 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"

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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

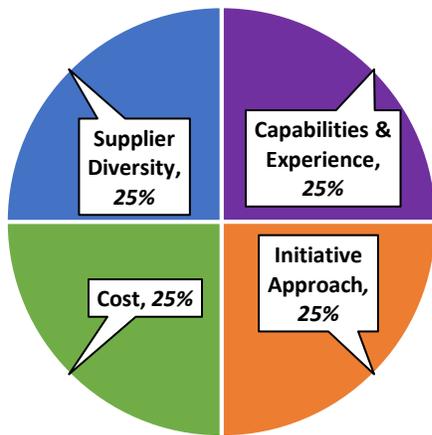
Exhibit C – Leidos Subcontract (Mandatory). Bidders will be required to complete the Leidos subcontract and submit this with their RFP proposal.

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 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:



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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.