



# Request for Proposals

## Executive Director Services

*Community Renewable Energy Association*

### Submission deadline:

Wednesday, October 7, 2020 at 5:00 p.m.

### Issuing Office:

Community Renewable Energy Association  
Brian Skeahan  
Executive Director

[brian.skeahan@community-renewables.org](mailto:brian.skeahan@community-renewables.org)

802 Chenoweth Loop Road  
The Dalles, OR 97058

**Legal Advertisement**

**Community Renewable Energy Association**

**Request For Proposals:**

**Professional Services Contract**

**Executive Director Services**

**Proposals Due Wednesday, October 7, 2020 at 5:00 p.m.**

The Community Renewable Energy Association (hereafter referred to as "CREA" is seeking proposals from qualified independent contractors and firms to perform executive director services for CREA. The initial term would be one year, beginning November 1, 2020, and may be extended for an additional year subject to satisfactory performance. It is anticipated that the total contract will fall within the limits of ORS 279B.070.

Closing Date and Time is Wednesday, October 7, 2020 at 5:00 p.m.

Minority-owned, Women-owned, and Emerging Small Business enterprises are encouraged to submit Proposals in response to this solicitation and will be afforded full opportunity and will not be discriminated against on the grounds of race, color, or national origin.

The CREA Executive Committee reserves the right to reject any and all Proposals and to waive irregularities.

CREA may cancel the procurement or reject any or all proposals.

Proposals must be delivered via email to the following office:

Community Renewable Energy Association  
Brian Skeahan  
Executive Director  
802 Chenowith Loop Road  
The Dalles, OR 97058  
[brian.skeahan@community-renewables.org](mailto:brian.skeahan@community-renewables.org)

**I. GENERAL INFORMATION**

**A. Purpose**

The Community renewable Energy Association (CREA) is seeking proposals from qualified independent contractors and firms to perform Executive Director services for CREA.

**B. Background**

CREA is a governmental entity formed through intergovernmental agreement. It currently operates as an intergovernmental entity pursuant to Oregon Revised Statutes Chapter 190. CREA was formed to promote, foster, and advance the economic application and public understanding of community based renewable energy. Members include counties, a city, irrigation districts, and renewable energy developers. CREA is governed by a seven-member executive committee, four of which must be representatives of governmental entity members. A copy of the current CREA Intergovernmental Agreement (IGA) and Bylaws may be found at <https://www.community-renewables.org>.

**C. Project Budget**

CREA has appropriated funds to fund this RFP. CREA will pay the selected Contractor a fixed sum per month for services provided under this agreement. In addition, the selected Contractor will receive reimbursement for costs incurred while traveling on business for CREA billed at the allowable mileage and per diem rates allowed and posted by the Federal government. The current CREA Executive Director estimates that he spends approximately 192 to 256 hours per month performing executive director services for CREA.

**D. Project Management**

The primary contact for this Request For Proposals (RFP) is Brian Skeahan, the current CREA Executive Director who is leaving service, or his designee. All questions and clarifications must be in writing and directed to: Brian Skeahan, Executive Director, at [brian.skeahan@community-renewables.org](mailto:brian.skeahan@community-renewables.org)

**E. Schedule**

Advertisement/Release of RFP Document	Friday, September 25, 2020, to Wednesday, October 7, 2020
Written Questions and Request for Change Due date	Friday, September 23, 5:00 p.m., Pacific Time
Last Day to Issue Addenda	Monday, October 5, 2020
Proposal Due Date	Wednesday, October 7, 2020 at 5:00 pm, Pacific Time
Submission to Committee for approval	Friday, October 9, 2020
Notice of Intent to Award	Monday, October 12, 2020
Tentative Contract Period	November 1, 2020, to October 31, 2021

## **F. Association Rights and Responsibilities**

CREA may negotiate with a prospective contractor in response to this procurement to clarify its quote or offer, or to effect modifications that will make the quote or offer more advantageous to CREA.

After Contract Award, the CREA Executive Committee, shall be responsible for coordination of the work and contract management.

## **II. QUALIFICATIONS AND SCOPE OF WORK**

### **A. Purpose of Executive Director:**

Organize, plan, and direct the activities and operations of the Community Renewable Energy Association (CREA).

### **B. Essential Functions of Executive Director:**

Provide leadership in implementing the organization's vision, goals and objectives in conjunction with the CREA Board of Directors and Executive Committee. Establish operational targets in compliance with overall goals and objectives. Plan and develop programs, services and activities based on the organizations high level strategic vision.

Attend CREA Board, Executive Committee, and various other meetings, providing input and receiving direction or other information.

Prepare and present initial and revised budget requests. Monitor and approve expenditures for compliance to approved budget. Develop grant requests and solicit funds for organization services.

Expand CREA membership by identifying potential new membership among Oregon counties, cities, irrigation districts, renewable generation developers and organizations with goals commensurate with the CREA.

Research and draft legislative and rulemaking proposals. Prepare testimony for presentation to legislative committees and state agencies. Work with policymakers and other officials in preparing and amending legislation and rules to achieve CREA's goals and objectives. Monitor progress of relevant legislation and rulemaking.

Confer with members to identify and help resolve problems in various areas, e.g. organizational structure, finance, human resources, legal, intergovernmental relationships, etcetera. Identify and develop new and additional sources of revenue.

Monitor state and federal agency activities relevant to CREA priorities. Coordinate and supervise work of CREA contract legal counsel on matters that come before the Oregon Public Utilities Commission and the Federal Energy Regulatory Commission.

Coordinate activities and act as liaison with a wide variety of energy related organizations and agencies.

Maintain cooperative working relationship with members, staff, stakeholders, and the public.

Developing educational programs, coordinating and running workshops, and working with partners on community development.

Follow all safety rules and procedures for work areas.

### **C. Auxiliary Job Functions:**

Maintain proficiency and expertise by attending meetings, reading materials and meeting with others in areas of responsibility.

### **D. Qualification Requirements:**

Mandatory Requirements: Broad knowledge of state and federal energy policy, problems and practices; state and federal legislative and lobbying process; laws, rules and regulations affecting renewable energy and its development; intergovernmental relationships; budgeting; and principles of supervision and personnel practices. Bachelor's degree, or equivalent experience, in an area relevant to CREA, and more than seven years experience including at least three years of responsible management or administrative experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

Special Requirements/Licenses: Possession of valid driver's license.

Desirable Requirements: Previous experience leading an advocacy organization; practical experience with development of energy projects.

## **III. PROPOSAL PROCESS**

### **A. Obtaining Proposal Documents**

The Request for Proposal package may be obtained from CREA website [www.community-renewables.org](http://www.community-renewables.org) or by contacting Brian Skeahan at [brian.skeahan@community-renewables.org](mailto:brian.skeahan@community-renewables.org).

### **B. Ownership, Public Records**

All Proposal materials received will become the property of CREA. This RFP and each original Proposal response, shall be kept by CREA for a period of six years and shall be made part of a file or record, which shall be open to public inspection.

If a Proposal contains proprietary information or trade secrets that the Proposer does not want disclosed to the public or used by CREA for any purpose other than evaluation of Proposer's offer,

each sheet of such information must be marked with the following legend:

*"This data shall not be disclosed outside CREA or be duplicated, used or disclosed in whole or in part for any purpose other than Proposal evaluation. If a contract is awarded to the Proposer as a result of, or in connection with, the submission of such information, CREA shall have the right to duplicate, use or disclose this information to the extent provided in the contract. This restriction does not limit CREA's right to use information contained herein if it is obtained from another source."*

The above restriction shall not include cost or price information, which must be open to public inspection.

#### **IV. Conflict of Interest**

Proposals shall identify any clients or work performed by Proposer for other clients or entities in the area of energy policy, environmental policy, land use, or utilities that may constitute a conflict of interest with the work of CREA. By submitting a proposal proposer acknowledges and agrees to obtain permission or a conflict waiver from the CREA executive committee for work with other clients regarding the afore mentioned subject areas.

A Proposer filing a Proposal thereby certifies that no officer, agent or employee of CREA who has a pecuniary interest in this Proposal has participated in the contract negotiations on the part of CREA, that the Proposal is made in good faith without fraud, or, collusion, and that the Proposer is competing solely in its own behalf without connection with, or obligation to, any undisclosed person or firm.

#### **V. REQUIRED INFORMATION**

##### **A. Ability to Perform**

As part of your response, you must present satisfactory evidence indicating your ability to meet the scope of work as detailed in this RFP. To this end, your response must include the following information: Your proposal must clearly respond to the following:

1. The name, address and telephone number of your company.
2. Your current and past experience as it relates to the **Qualifications and Scope of Work** listed above.
3. A minimum of three related business references, including names, addresses and phone numbers plus a description of the type of work you performed for them.
4. The Proposer shall demonstrate its legal capacity to do business in the State of Oregon. Include your federal tax identification number.
5. Disclose any/all judgments, pending or expected litigation, or other real or potential financial reversals that might materially affect the viability or stability of the proposing organization, or warrant that no such condition is known to exist.

## **B. Pricing**

Please provide a quote for the monthly fee you propose to charge for the work to be provided.

## **C. Selection/Evaluation Process**

The selection process will involve the following steps:

1. The CREA Executive Committee, or their designee, will evaluate responses to this RFP. Emphasis will be placed on identifying firms whose qualifications best meet the project's scope of work.
2. Interviews with finalists will be held at the discretion of CREA.
3. Based on an evaluation of all materials pursuant to the above criteria, CREA will award the contract to the responsible proposer whose proposal CREA determines is the most advantageous to CREA.
4. CREA will pursue the development of a service agreement covering fees, timetable, performance standards, etc. If an agreement cannot be reached, staff will consider the next most advantageous proposal.

## **VI. PROFESSIONAL SERVICES CONTRACT**

Should CREA select a firm in response to this RFP, a professional service contract will be required. The contract will be negotiated between the selected Proposer and CREA Legal Counsel Rob Bovett. While some of the contract terms will be as required by law, the other terms will largely reflect the Scope of Work as described above, and other terms will be negotiable.

### **A. Inquiries**

Inquiries regarding this proposal should be directed to Brian Skeahan, [brian.skeahan@community-renewables.org](mailto:brian.skeahan@community-renewables.org)

### **B. Reasonable Inquiry**

CREA may conduct any reasonable inquiry to determine the responsibility of the proposer. The submission of a proposal constitutes permission by the proposer for CREA to verify all information contained therein. If CREA deems it necessary, additional information may be requested from any proposer. Failure to comply with any such request may disqualify a proposer from consideration.