



MEMORANDUM

TO: Interested Parties

FROM: Workforce Development Council of Seattle-King County

DATE: May 24, 2010

SUBJECT: RFQ #10-06 REQUEST FOR QUALIFICATIONS FOR ENERGY EFFICIENCY SUPPLY CHAIN STUDY

BACKGROUND

The Workforce Development Council of Seattle-King County (WDC) is a nonprofit corporation whose mission is to support a strong economy and ensure the ability of each person to share in our region's prosperity. Established in 2000 by the King County Executive and the Mayor of Seattle, the WDC is led by a board of directors with a private-sector majority. The WDC oversees a wide range of employment and training programs, serving thousands of King County adults, youth, and businesses each year. To learn more about the WDC, please visit the WDC website at www.seakingwdc.org.

PROJECT SCOPE AND CONDITIONS

The Workforce Development Council of Seattle-King County is a participant of the Northwest Energy Efficiency Opportunities Project (NEWOP) funded by SkillUp Washington. SkillUp Washington seeks to increase the number of low-income individuals in the region who receive postsecondary training or credentials. NEWOP initiatives focus on identifying opportunities in a growing energy efficiency sector; working with industry representatives to understand what employers need; and increasing available training opportunities to allow individuals to begin a career in energy efficiency.

The purpose of this RFQ is to identify and procure services to develop and implement a study that will inform future investments in workforce development activities related to the Commercial Energy Efficiency sector.

We are interested in a supply chain study that identifies the highest value-added component parts (materials, machinery) needed in a commercial energy efficiency retrofit, and uses that information to develop an analysis of which physical products may be well-suited for manufacture and export from the Puget Sound region. This study would include:

- Inventory of the physical components needed by firms performing commercial building energy analysis and retrofits;
- Survey of which parts are already produced in the Puget Sound area;
- Survey of what is manufactured elsewhere, or is in demand for current and future retrofits, that would fit well with our region's market niche (i.e. high value-added or technology-based manufacturing);
- Analysis and recommendations for Puget Sound energy efficiency supply manufacturing which would increase our region's competitiveness in the energy efficiency sector and increase regional employment in high value-added manufacturing.

The study will be completed by August 15, 2010. Proposals submitted will include a final budget not to exceed \$35,000.

If chosen to develop the proposed content, the study conductor will prepare a project plan and schedule for approval by the WDC within 2 weeks of the contract date.

The WDC seeks services for individuals or organizations with experience and knowledge in the following areas:

- Demonstrated ability to prepare a multi- faceted analysis
- Direct experience with similar successfully completed projects
- Familiarity with identifying and understanding the dynamics of industry clusters
- Demonstrated ability to create and comply with a plan, timeline, and budget for a research project
- Demonstrated familiarity with manufacturing and economic analysis and related workforce development a plus

APPLICATION REQUIREMENTS

If you are interested in being considered as a potential study conductor, please submit the following materials to the WDC by the close of business on ***Wednesday, June 9, 2010.***

- Statement of Qualifications
- Two professional references
- Cover letter explaining your experience and suitability for this project
- Summary of your related subject matter expertise
- Brief synopsis of examples of similar studies you have developed
- Total budget for the project including hours and hourly rate and any additional expenses for materials, travel, etc.

The WDC makes no commitment to contract with service providers procured through this RFQ, but will consider utilizing service providers selected through this RFQ for future needs on an as-needed basis. The selection process for this RFQ will be based upon quality of information provided, expertise in the subject matter, cost effectiveness, and review of references. No one area is weighted more than the others.

PROPOSAL SUBMISSION

Please send two (2) copies of your response in a sealed envelope to arrive no later than 5:00 pm, June 9, 2010 addressed to:

Tess Suarez RFQ#10-06
Workforce Development Council of Seattle-King County
2003 Western Avenue Suite 250
Seattle WA 98121-2162

**Late responses will not be considered and will be returned unopened.
If you have questions, please email operations@seekingwdc.org. No phone calls please.**

**The Workforce Development Council of Seattle-King County
is an Equal Opportunity Employer and Provider of Employment And Training Services**
Auxiliary aids and services are available upon request to individuals with disabilities
TDD/Washington Telecommunications Relay Service 1-800-833-6384