

# Request for Proposals

## NASEO Energy Emergency Response Playbook for States and Territories

**Solicitation Number: NASEO-2021-RFP-003**

Released: Thursday, September 16, 2021  
Responses Due: Monday, September 30, 2021  
**(Late proposals will not be accepted)**

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**Note on applicants' eligibility: All applicants must meet the U.S. Department of Energy Mandatory Requirements and Standard Provisions.**

## I. Introduction and Background

With funding support from the U.S. Department of Energy's (DOE) Office of Cybersecurity, Energy Security, and Emergency Response (CESER), the National Association of State Energy Officials (NASEO) plans to develop an operational energy emergency response playbook for U.S. Territory Energy offices, remote communities, and State Energy Offices.

Following the 2017 hurricane season, increased support for energy emergency response operations, particularly for U.S. territories and remote communities is needed. Since that time, a number of energy offices updated their Energy Assurance Plans (EAP) with the help of private contractors and with input from NASEO and CESER. Still, a need for more operational and actionable energy emergency response resources that can be referenced by state and territory energy offices during energy emergencies for rapid and effective response remains.

A perennial challenge for state and territory energy offices is staff turnover and lack of familiarity with response protocols, energy landscape, and other nuances. While this information is absolutely critical for energy officials to learn, it can be burdensome to review during time-sensitive energy emergency responses. The goal is to develop a manageable, easy-to-use playbook to distill the most important actions/steps in a way that energy officials with planning and emergency response duties can quickly and easily follow or adapt for their own use.

In support of this need, NASEO has developed two basic response playsheets to be used by energy offices for their own internal adoption and reference. The playsheets differ from the playbook concept in the following ways: the playsheets are generic high-level templates that can serve as quick references during energy emergencies. They are not intended to be substitutes for more robust and state-specific plans, policies, or procedures. The playbook is intended to be formatted in such a way that State and Territory energy offices can leverage the contents of the playbook to better identify, clarify, and outline their own energy emergency response procedures (i.e., the playbook should include "plug and play" or replicable graphics, frameworks, and other tools). The playbook should be comprised of comprehensive action checklists to help State and Territory energy offices format their plans in such a way that they are actionable and operational, as appropriate. It is important to note that the structures and responsibilities of State Energy Offices as they pertain to energy emergency response are unique and may differ significantly from state to state. As such, the playbook should provide guidance that is useable at basic, intermediate, and advanced levels.

NASEO seeks to complete the operational response playbook with contract support, which will include:

- Key elements of energy planning and emergency response efforts such as data monitoring/tracking; timelines of no-notice and anticipated events, expected actions; contact information of appropriate individuals and organizations by responsibility or subject matter expertise; clearly-defined legal authorities, responsibilities and processes; checklists; if-then flowcharts; communication coordination protocols; considerations for messaging; mutual assistance/aid procedures; and cyber-specific actions and considerations
- Steady state *and* emergency actions

- Instructions for territories and remote communities on where to find, monitor, interpret, and use relevant energy data in an emergency
- Hazard-specific response recommendations/best practices

While state energy emergency response structures vary, there are common key elements and actions that are useful to all. This playbook will not seek universal applicability but will identify a multitude of effective (plug and play elements with templates) actions that state and territory energy offices can take when responding to energy emergencies.

## II. Objectives

The overall objectives of this consultancy are to research, draft, revise, finalize, and publish a detailed Energy Emergency Response Playbook for U.S. State and Territory Energy Offices with special consideration and contingencies developed for U.S. Territories (islands).

The playbook must be written for non-technical audiences within governors' offices, public utility commissions, and state energy offices. Content must clearly identify and articulate general actions and hazard-specific contingencies (supported by specific instances, anecdotes, or examples) that can be taken by appropriate state energy entities during energy emergency response. Content should focus on graphics, templates, flow charts, if-then diagrams, and other emergency response protocols. Content and resources should be in digital form and available for state and territorial entities to adopt and include in state plans.

## III. Approach

The *Subcontractor* will work with staff from NASEO to develop an operational playbook focused on state and territory energy office energy emergency response and should focus on energy source (e.g., electricity, natural gas, petroleum) delivery disruptions or interruptions from all hazards including but not limited to: hurricanes, earthquakes, winter storms, wind-related hazards, extreme heat/cold, drought, flooding, physical attacks, and cyberattacks. The final playbook will be **no longer than 20-25 pages** in total.

The playbook will contain multiple sections providing instructional guidance for how to monitor, analyze, and response to energy emergencies, envisioned as the sections in the following outline. Each energy source (i.e., electricity, natural gas, liquid fuels) will have its own response flow.

### **Reviews of Energy Assurance Plans (EAP) and Background Material**

NASEO will provide the *Subcontractor* with an initial list of State EAPs and other resources from which examples may be gathered for review. NASEO will also provide the *Subcontractor* with a high-level draft of earlier drafts of the playbook to be used for reference. **Note:** while the earlier draft has information that may be referenced for context, its format and style is not to be replicated.

### **Playbook Drafting and Publication**

Following the review and discussion with NASEO and select states, the *Subcontractor* will draft the operational playbook and send it to NASEO for review and comment. Based on feedback, the

*Subcontractor* will revise the playbook and prepare a final draft for NASEO. Upon NASEO approval, the *Subcontractor* will finalize the playbook and a stand-alone executive summary for subsequent publication and distribution by NASEO. The subcontractor shall not have the right to reproduce, utilize portions of, or publish the material or playbook without NASEO's express written permission.

### **Digital Design and Development**

The *Subcontractor* will ensure that the final produce is useable in both a digital and physical/printed format. Interactive graphics or features should not be developed.

## **IV. Statement of Work, Timeline, and Expected Deliverables**

It is envisioned that this project will be initiated in October 2021 and conclude in December 2021. the *Subcontractor* will be responsible for the following tasks and deliverables:

### **Task 1: Literature Review**

The *Subcontractor* will conduct a literature review of state and territory EAPs to document the current state of actionable and operational EAPs; to identify replicable best practices, processes, and formats; and to identify areas where new energy-emergency response-flows or guidance might be necessary. The *Subcontractor* will determine which existing examples or response guidance subsections to include in the playbook as best practice examples which could be applied to other state or territory energy offices with minor adjustments.

### **Task 2: Interviews with Relevant Stakeholders**

The *Subcontractor* will interview state and territory energy offices entities to gain insight and context on what makes an actionable EAP helpful during responses. NASEO will assist the *Subcontractor* in identifying relevant parties to interview. The *Subcontractor* will provide a summary of interview responses to NASEO. Insights gleaned during the literature review and built upon during interviews will be used to create the playbook.

### **Task 3: Workshop and Development of Initial Draft**

The playbook content will be developed under three broad categories: People, Policy, and Plan (of Action). Prior to drafting, the *Subcontractor* will meet with NASEO and DOE to determine content, tone, and format of the playbook. The elements listed below will fit into each of the aforementioned categories. During the initial workshop, NASEO, DOE and the *Subcontractor* will determine how each of these elements will be formatted, organized, and displayed.

- **Introduction, Purpose, and Goals**
- **List of State, Local or Territory Prioritization and Triage Determination Strategies**
  - Vulnerable/at risk areas, facilities, or demographics (LMI, ESL)
- **Energy Emergency Response Authorities and Information**
  - Legal Authorities
  - Roles and Responsibilities (R&R)
  - Management Decision Process
  - Emergency Communication Procedures
  - Monitoring Energy Supply, Demand, and Prices

- Methods for assessing the consequences and severity of energy emergencies and tracking the rate of recovery.
- **Energy Emergency Response Assets (i.e., list of what actions and information are needed to request these resources)**
  - Local resources, capabilities, and assets
  - Mutual aid resources, capabilities, and assets of neighboring counties/ municipalities
  - Mutual aid resources, capabilities, and assets of neighboring states/territories
  - Federal resources, capabilities, and assets
  - Territorial/community resources, capabilities, and assets
  - Linkages to other states and federal response plans and procedures
- **Electricity, Natural Gas, and Liquid Fuels/Petroleum Contingency Sections**
  - Electricity, (including renewables used to produce electricity)
  - Natural gas
  - Liquid fuels, petroleum products and biofuels
  - Linkages to non-government private sector response plans and procedures

Additionally, the *Subcontractor* will create infographics that readily describe key findings for use within the playbook. These infographics will also be included in a stand-alone executive summary, prepared by the *Subcontractor*, which will accompany the release of the playbook. (e.g., “if-then” diagrams matching consequences or anticipated consequences with appropriate response or active mitigation actions and assets).

#### **Task 4: Iterative Review/Revisions**

Upon completion of the initial draft, the *Subcontractor* will provide a copy to NASEO for review and comment. NASEO may choose to send the initial draft to select, relevant internal stakeholders. The *Subcontractor* will incorporate feedback and provide a second draft of the playbook to NASEO. NASEO will provide the second draft to DOE for review and comment. NASEO also may opt to send the second draft to select, relevant external stakeholders for review and comment.

For planning purposes, the *Subcontractor* should build 3 weeks into the deliverables schedule to accommodate internal and external reviews and revisions. More time may be needed to accommodate external reviewers’ availability.

Upon receiving feedback on the second draft, the *Subcontractor* will revise the playbook and provide a final draft to NASEO. NASEO will provide both the final draft and the executive summary to DOE for final document review. That review process can take up to four weeks, which should be reflected in the deliverables schedule.

#### **Task 5: Delivery of Final Playbook**

Once DOE has completed its final review, NASEO will discuss any proposed changes with the *Subcontractor*, who will then proceed to finalize the playbook. Pending timely reviews/revisions, the *Subcontractor* will submit the final playbook and executive summary to NASEO by December 15, 2021.

NASEO’s communications department will complete copyediting and layout following final submission by the *Subcontractor*. The playbook will be publicly available in electronic and printed formats by early 2022.

**Project Schedule (Estimated)**

<b>Task</b>	<b>Estimated Deliverable Date*</b>
<b>Kickoff Meeting</b>	October 20, 2021
<b>Task 1: EAP Landscape Review Due</b>	November 4, 2021
<b>Task 2: Interviews with Relevant Stakeholders Completed</b>	November 4, 2021
<b>Check-in Meeting</b>	November 5, 2021
<b>Task 3: Initial Draft Due</b>	November 24, 2021
<b>Task 4: Iterative Review/Revisions</b>	November 29 - December 10
<b>Check-in Meeting</b>	December 2, 2021
<b>Task 5: Delivery of Final Playbook</b>	December 15, 2021

\* The deliverable timeline may change depending on timeliness of internal and external review. Final document review by DOE may also delay final deliverable date.

**V. Period of Performance**

This project is estimated to last from October 20, 2021, to December 15, 2021.

**VI. Project Budget**

The budget should reflect a firm fixed price consulting agreement. This is a competitively bid project; costs should be feasible and prudent. The *Subcontractor* must submit cost proposals by task for the entire Statement of Work.

NASEO may request changes to the proposal if the proposed scope exceeds the available budget.

**Compensation:** NASEO shall reimburse the *Subcontractor* for completed task deliverables (not to exceed the total approved task milestone cost shown in the final approved budget included in the final contract agreement) once NASEO has received payment from DOE. The *Subcontractor* will submit a monthly invoice and progress report by the tenth of each month of the agreement.

**Rejection of Proposals and Incurred Costs**

This Request for Proposals (RFP) does not obligate NASEO to award an agreement. All costs incurred in response to this RFP are the responsibility of the respondent.

NASEO reserves the right to reject any or all submitted proposals not in conformance with this RFP, or for other causes. NASEO reserves the right to request new proposals or to cancel all or part of this solicitation.

**VII. Contract Requirements**

The funds for this work have been provided through a cooperative agreement between NASEO and the U.S. Department of Energy’s Office of Cybersecurity, Energy Security, and Emergency Response. The underlying terms and conditions of the cooperative agreement between DOE and NASEO will be provided to the *Subcontractor* and incorporated in the awarded subcontract. All requirements of the

DOE contract shall be controlling, including, but not limited to, federal reporting and the propriety and form of expenses and costs. The contract shall be issued following approval from DOE and will become effective when signed and dated by NASEO and the *Subcontractor*.

### VIII. Responding to the RFP

Please submit responses to the RFP to Campbell Delahoyde by e-mail at [cdelahoyde@naseo.org](mailto:cdelahoyde@naseo.org). **RFP responses are due no later than 5:00 pm EST on September 30, 2021.** Please limit the narrative that addresses the proposed approach and treatment of the project tasks and proposed budget to 6 pages in 11pt. font. Responses shall fully address the following:

- Cover letter
- Resumes
- Description of relevant experience, including emergency response planning and interview experience
- Proposed approach and treatment of the tasks and sub-tasks with a view toward expected deliverables
- Proposed Budget by Task Deliverables

**Note: Late proposals will not be accepted.**

### IX. Subcontractor Selection and Required Qualifications

NASEO will select a *Subcontractor* through a competitive selection, which will include consideration of the following:

- Experience working with State Energy Offices or other relevant state agencies.
- Relevant experience working on energy emergency planning and response.
- Competitive budget proposal.
- Quality of academic and professional experience in relevant field.
- Flexibility of availability.

The NASEO Evaluation Team will use the following criteria in assessing all responses to this RFP.

#### **Technical Experience and Applicant Qualifications (30% of total score)**

1. Relevant experience in proposed topics in the energy sector, particularly working with State Energy Offices and other state agencies.
2. Adequate level of technical knowledge to meet the demands of the project.
3. Quality of academic and professional experience in relevant field.

#### **Proposed Approach for Implementation (40% of total score)**

1. Proposal responds to the outlined topics in the RFP.
2. Existing resources / subcontractor availability to meet needs of flexible deployment.
3. Overall quality and professionalism of the proposal (well written, structured and organized) and materials are provided in the format requested.

#### **Budget (30% of total score)**

1. Given the scope, is the estimated cost of the proposal appropriate?
2. Does overall cost reflect an efficient value for the level of effort?
3. Is the level of effort for each task appropriate?