

**Request for Proposals
NASEO Online Training on Electric Regulatory Constructs and
Engagement for State Energy Offices**

Solicitation Number: NASEO-2026-RFP-010

**Released: Wednesday, June 24, 2026
Responses Due: Wednesday, July 15, 2026**

National Association of State Energy Officials
1812 North Moore Street, Suite 1810
Arlington, Virginia 22209

Note on applicants' eligibility: All applicants must meet the [DOE Mandatory Requirements and Standard Provisions](#). This includes having a current registration in SAM.gov and providing assurance that the applicant is not a debarred or suspended entity.

General Information

Overview

The National Association of State Energy Officials (NASEO) is the only national nonprofit organization representing the governor-designated energy directors and their offices – the State Energy Offices – from the 56 States and Territories across the nation. Formed by the states in 1986, NASEO facilitates sharing of best practices among states, serves as a technical and policy resource for states, and advocates the interests of State Energy Offices to Congress and federal agencies.

Most State Energy Offices play an important role in formulating and implementing electricity policies and programs. Increasingly, these intersect with regulatory considerations for investor-owned utilities (and to a certain extent consumer-owned utilities), particularly as states grapple with the impact of large loads, how utility rate design impacts state policies, new generation needs, and regulatory proceedings that directly affect affordability considerations. It is therefore beneficial for newer or less experienced State Energy Office staff to increase their expertise in utility regulatory processes to engage effectively with utility filings, rate cases, and long-range planning documents on behalf of their governors.

Purpose of this Request for Proposals

To address this need, NASEO requests proposals (RFP) from qualified organizations to support the development of a self-paced online training program delivered through LearnWorlds, a cloud-based learning management and course delivery platform. The training will be structured as a multi-module online course, with each module combining recorded video instruction, supporting documents, knowledge checks, and interactive elements hosted within the LearnWorlds environment. By leveraging LearnWorlds, the training will be accessible to State Energy Office staff on demand, allowing participants to complete modules at their own pace, bookmark progress, and access supplementary resources—without the scheduling constraints of a live event.

Timing and Resources

Proposals should discuss the proposing organization's expertise, subject matter familiarity, relevant experience, and ability to carry out the activities described in this RFP. For the purposes of proposal evaluation and approval, as well as execution of the services, all prices, costs, and conditions shall remain firm and valid for a ninety (90) day period, commencing on the day of the proposal due date. Upon award of the contract, all prices shall be firm and valid for the duration of the contract. The estimated RFP timetable is:

ACTION	DATE
RFP Issued	Wednesday, June 24, 2026
Questions on the RFI Due	Wednesday, July 1, 2026
Written Proposals Due	Wednesday, July 15, 2026
Proposal Evaluation Complete (estimated)	Friday, July 24, 2026
Proposal Award Notification (estimated)	Friday, July 31, 2026
Contract Awarded/Subcontractor Start Date (estimated):	Monday, August 17, 2026

Proposal Submission

Proposals must be submitted to:

Kirsten Verclas

Senior Managing Director

National Association of State Energy Officials

Email: kverclas@naseo.org

The funds utilized by NASEO to support this work have been provided to NASEO by the U.S. Department of Energy's (DOE) Office of Electricity. The funding agreement between DOE and NASEO will be incorporated in the final contract between NASEO and subcontractor. All requirements of the DOE funding agreement with NASEO shall be controlling, including, but not limited to, federal reporting and the propriety and form of expenses and costs.

Scope of Work

The training is intended to achieve the following objectives:

- Equip State Energy Office staff with a foundational and applied understanding of utility rate design, including cost-of-service principles, rate structures, and the policy implications of various rate design choices.
- Build familiarity with regulatory constructs governing utility operations, including the roles of state public utility commissions (PUCs), the nature of the regulatory compact, and relevant federal regulatory frameworks.
- Strengthen the capacity of State Energy Offices to meaningfully engage with utility regulatory proceedings, including docketed rate cases, integrated resource plans, and other formal and informal engagement opportunities.
- Develop practical skills for reviewing and interpreting utility filings, identifying key documents and data within those filings, and formulating informed comments or testimony.
- Introduce participants to data needs and analytical frameworks for evaluating utility rate proposals and planning assumptions, including load forecasting, avoided cost methodologies, and demand-side resource modeling.
- Deliver training in a format accessible to all State Energy Office staff on demand, using the LearnWorlds platform to enable self-paced learning, progress tracking, knowledge assessments, and completion certificates.
- Create a durable, reusable training resource that NASEO can maintain, update, and re-deploy for future cohorts of State Energy Office staff over time.

The subcontractor shall provide expert support across four primary tasks:

1. Instructional design and curriculum development;
2. Course build-out and content production for the LearnWorlds platform and potentially uploading course content directly into LearnWorlds;
3. Supplementary resource development; and
4. Post-launch evaluation and follow-up.

Each area is described in detail below.

Task 1: Instructional Design and Curriculum Development

The subcontractor shall develop a comprehensive online training curriculum structured as a multi-module course suitable for the LearnWorlds platform. At a minimum, the curriculum shall cover

the following substantive content areas, each constituting a discrete course module with defined learning objectives, lesson content, and embedded assessments (additional topics can be included in the subcontractor's proposal):

Module 0: Introduction to Regulatory and Policy Structures on the State and Federal Level

- Distinction of policy and regulation.
- The role of policy to direct regulatory action.
- State policy and regulatory landscape, the role of the State Energy Offices, Governors' Offices, and Public Utility Commissions.
- Federal policy and regulatory landscape, the role of the U.S. Department of Energy, the U.S. President, and the Federal Energy Regulatory Commission (FERC).
- Structure and jurisdiction of state PUCs versus federal regulators – FERC and U.S. Environmental Protection Agency) – including how jurisdiction intersects and where State Energy Offices can most effectively engage.

Module 1: Regulatory Constructs and the Utility Regulatory Framework

- Overview of the regulatory compact: the nature of the franchise, cost-of-service regulation, and the role of the rate of return.
- Key regulatory processes: rate cases, general rate proceedings, performance-based regulation, and alternative regulatory frameworks.
- Overview of emerging regulatory constructs, including grid modernization proceedings, beneficial electrification dockets, and interconnection reform proceedings.
- Section covering consumer-owned utilities and how their rates are set, specific challenges for consumer-owned utilities in addressing the changing electricity sector

Module 2: Rate Design Principles and Policy Implications

- Fundamentals of utility rate design: cost-of-service studies, class cost allocation, and rate structures (flat, tiered, time-varying, demand charges, etc.).
- Policy implications of rate design decisions, including impacts on state energy policy goals.
- Emerging rate design considerations: volumetric vs. fixed charges, distribution system charges, virtual net metering.
- Embedded case studies illustrating the policy tradeoffs of specific rate design choices and state regulatory responses (for example a case study on large load tariffs).

Module 3: Engaging with Utilities and Regulatory Proceedings

- Identifying opportunities for State Energy Office engagement such as formal intervenor status, technical conferences, stakeholder advisory committees, and informal meetings with utility staff.
- How to navigate a rate case through understanding the docket process, key filings and their purpose (applications, testimony, discovery, briefs), and procedural timelines.
- Strategies for building productive working relationships with utilities, commission staff, and other stakeholders.
- Ethical and legal considerations for State Energy Office participation in regulated utility proceedings.
- How to engage consumer-owned utilities specifically.

Module 4: Understanding Utility Filings and Data

- Anatomy of a utility rate filing: what to look for in applications, workpapers, cost-of-service studies, and proposed tariff sheets.
- Issuing data requests and discovery: how to identify data gaps, formulate effective data requests, and interpret utility responses.
- Key data sources for regulatory analysis: FERC Form 1, U.S. Energy Information Administration forms, state commission databases, and utility-provided data.

Module 5: Utility Planning and Modeling

- Overview of integrated resource planning (IRP): purpose, statutory requirements, key modeling assumptions, and how states use IRPs to advance policy goals.
- Evaluating utility load forecasts: understanding demand growth assumptions, energy efficiency savings estimates, and emerging load (data centers, electrification).
- Avoided cost methodologies: how utilities estimate the value of demand-side and distributed resources, and policy levers for influencing these estimates.
- Integrated distribution system planning (IDSP): locational capacity needs, hosting capacity analysis, and how IDSP intersects with distributed energy resource deployment.
- How to critically evaluate utility planning models: common assumptions, sensitivities, and how to identify modeling gaps or biases that may not reflect state policy priorities.

Task 2: Course Build-Out and Content Production

The subcontractor shall be responsible for building and configuring the full online course for deployment through LearnWorlds, including all content production and setup tasks:

- Develop a detailed course map/storyboard and instructional design plan prior to production, including module structure, lesson sequencing, learning objectives for each lesson, and a description of all interactive elements. This plan shall be submitted to NASEO for approval before content production begins.
- Develop relevant Knowledge, Skills, and Abilities.
- Produce recorded video lessons for each module using external software compatible to LearnWorlds. Videos shall be clear, professionally narrated, and appropriately paced for a professional government audience. Each individual lesson video should generally not exceed 10–15 minutes in length.
- Build each module for the LearnWorlds course environment, allowing NASEO to easily upload and organize all lesson videos, supplementary documents (PDFs, reference guides, annotated filings), and downloadable resources using the LearnWorlds content editor.
- Develop and embed knowledge checks and module assessments for LearnWorlds' quiz and assessment features. Each module shall include at least one knowledge check (e.g., multiple-choice or short-answer questions) to reinforce key learning points and gauge participant comprehension.
- Develop a plan for LearnWorlds' progress tracking and course completion settings, including lesson completion requirements and any prerequisites between modules, to support NASEO's ability to monitor participant progress through the platform's analytics dashboard.
- Design completion certificates for LearnWorlds to be issued to participants upon successful completion of the full course, consistent with NASEO branding and certificate design.
- Research potential Continuing Education Unit accreditation options
- Ensure all course content is formatted and optimized for browser-based delivery, consistent with LearnWorlds' layout templates and design standards. Depending on the contractor's familiarity with LearnWorlds, potential to upload the final content directly into the platform.

- Coordinate with NASEO on any platform configuration decisions, including course access settings (e.g., private/invitation-only enrollment), NASEO branding elements, and the course landing page or description.

Task 3: Supplementary Resource Development

In support of the online course, the subcontractor shall develop the following supplementary resources, all of which shall be formatted for upload and distribution within the LearnWorlds course environment:

- A Regulatory Engagement Reference Guide for State Energy Offices—a practical, plain-language PDF document summarizing key regulatory concepts, common proceedings, sample questions to pose to utilities, engagement strategies, and a glossary of regulatory terms. The guide will be uploaded as a downloadable resource within the LearnWorlds course and designed for use by State Energy Office staff beyond the course itself.
- At least three (3) annotated illustrative case studies drawn from recent state regulatory proceedings, highlighting how State Energy Offices or other state actors have effectively engaged in utility proceedings on rate design, IRP, or grid planning. Case studies shall be developed with NASEO input, formatted as PDFs, and embedded within the relevant course modules in LearnWorlds.
- A curated Resource Library—a structured document or linked index compiling publicly available reference materials, model filings, state examples, and analytical tools relevant to regulatory engagement, organized by module topic. The library shall be formatted as a downloadable PDF or web-accessible document and made available within the LearnWorlds course.

Task 4: Post-Launch Evaluation and Follow-Up

Following the launch and initial enrollment period of the online course, the contractor shall:

- Develop and configure a post-course participant survey for LearnWorlds to be administered automatically upon course completion. The survey shall assess participant satisfaction, content quality, perceived learning gains, and readiness to engage in regulatory proceedings.
- Work with NASEO to review LearnWorlds platform analytics—including module completion rates, quiz scores, time-on-lesson data, and enrollment figures—to assess course engagement and identify content areas that may benefit from revision or supplementation.
- Compile survey results and platform analytics into a brief (2–3 page) post-launch evaluation memo, summarizing key findings and providing recommendations for content updates, additional modules, or future training activities.
- Support NASEO in making any post-launch corrections or updates to course content within LearnWorlds, including fixing errors, refreshing out-of-date references, or improving lessons based on participant feedback, for a period of six (6) weeks following the course launch date.
- Participate in a post-launch debrief call with NASEO staff to review course performance, discuss follow-on needs, and identify opportunities for additional regulatory training topics or peer learning activities.

Task 5: Project Management

- Report on activities and expenditures on a monthly basis.
- Maintain regular communication with NASEO's designated project lead, including participation in bi-weekly check-in calls during the contract period.

- Submit all draft deliverables and course content in a timely manner, allowing adequate time for NASEO review and revision cycles prior to deadlines.
- Proactively identify and communicate any risks, delays, or technical issues—including platform-related challenges—that may affect the quality or timing of deliverables.

Anticipated Deliverables and Timeline

#	Deliverable	Target Milestone	Notes
1	Course Map and Instructional Design Plan (draft)	Week 3	Submitted to NASEO for review and approval before production begins
2	Course Map and Instructional Design Plan (final)	Week 5	Incorporating NASEO feedback; approved plan governs all subsequent production
3	Draft video lessons and lesson content for Modules 1–3	Week 9	NASEO review period of 5 business days; includes embedded quizzes and documents
4	Draft video lessons and lesson content for Modules 4–5	Week 11	NASEO review period of 5 business days
5	Regulatory Engagement Reference Guide (final PDF)	Week 11	Uploaded as downloadable resource in LearnWorlds
6	Three (3) Annotated Case Studies (final PDFs)	Week 11	Embedded within relevant modules in LearnWorlds
7	Curated Resource Library	Week 11	Formatted and uploaded to LearnWorlds
8	Fully built course (all modules, quizzes, certificates, completion settings)	Week 13	All content revised per NASEO feedback; QA testing complete; course ready for enrollment
9	Course Launch and Test Participant Enrollment	Week 14	NASEO manages test participant outreach and enrollment; subcontractor supports any launch issues
10	Post-completion survey configured and active in LearnWorlds	Week 14	Triggered automatically upon course completion
11	Post-Launch Evaluation Memo	Week 20	2–3 pages; incorporates survey results and LearnWorlds analytics
12	Post-Launch Debrief Call with NASEO	Week 20	Scheduled with NASEO project lead

Project Budget

The proposed project budget should reflect a times and materials 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 using the [DOE budget justification spreadsheet](#) which is a separate file available for download from DOE's website.

Compensation

The subcontractor shall invoice monthly for actual work completed. NASEO shall reimburse the subcontractor for actual milestones achieved and hours spent in the execution of the work (not to exceed the total approved task budget shown in the final contract agreement) once NASEO has received payment from DOE. The subcontractor will submit a monthly invoice (along with supporting time records for personnel hours) and progress report by the tenth day of each month of the agreement. The total maximum budget allocated for the subcontractor must not exceed \$175,000.

Rejection of Proposals and Incurred Costs

This RFP does not obligate NASEO to award a subcontract. 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. NASEO reserves the right to request new proposals or to cancel all or part of this solicitation.

Contract Requirements

The funds for this work have been provided through a funding agreement from DOE to NASEO. The underlying terms and conditions of the funding agreement between DOE and NASEO will be provided to the subcontractor and incorporated in the awarded subcontract. All requirements of the DOE funding agreement with NASEO shall be controlling, including, but not limited to, federal reporting and the propriety and form of expenses and costs. If selected for award by NASEO, the selection must be approved by DOE prior to NASEO executing the subcontract with the subcontractor. NASEO will be the owner of final deliverables and all files generated by the contractor need to be provided to NASEO in editable file formats.

Responding to the RFP

Please submit responses to the RFP to Kirsten Verclas at kverclas@naseo.org. **RFP responses are due no later than Wednesday, July 15, at 11:59 p.m. ET. Any questions on the RFP should be directed to Kirsten Verclas at kverclas@naseo.org no later than Wednesday, July 1, at 11:59 p.m. ET.** All questions received and answers will be posted to the NASEO RFP website by **July 7, 2026**.

Responses shall include and fully address the following:

- Cover letter (should include the following):
 - Unique Entity Identification Number
 - SAM.gov registration expiration date
 - Assurance that applicant is not a debarred or suspended entity
- Resumes (please identify any foreign nationals included in the proposal)

- Description of relevant experience including prior work on regulatory matters and Learning Management System (LMS) as well as working with relevant state agencies (in particular with State Energy Offices)
- Proposed approach and treatment of the tasks with a view toward expected deliverables
- Proposed Budget by Task
The budget should be completed using the [DOE budget justification spreadsheet](#). Please note that there is no cost-share requirement, applicants can use either the 3-year or 5-year budget justification and add all costs for their proposal under Budget Period 1.

Please limit the cover letter, the description of relevant experience, and the narrative that addresses the proposed approach and development of the project tasks and proposed budget to **10 pages in 11-point font**. Resumes and the proposed budget do not count toward the page limit.

Note: Late proposals will not be accepted.

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 utility rate design, including cost-of-service principles, rate structures, and the policy implications of various rate design choices.
- Familiarity with regulatory constructs governing utility operations, including the roles of state PUCs, the nature of the regulatory compact, and relevant federal regulatory frameworks.
- Extended knowledge with LearnWorks and/or other self-paced online training program.
- Competitive budget proposal.
- Quality of academic and professional experience in relevant field.
- Flexibility of availability and ability to meet a fast-paced schedule.

NASEO will use the following criteria in evaluating all responses to this RFP:

Administrative (applicant must meet these requirements for NASEO to review the proposal)

- Unique Entity Identification Number.
- Current SAM.gov registration.
- Assurance in writing that applicant is not a debarred or suspended entity.

Technical Experience and Applicant Qualifications (40% of total score)

- Demonstrated expertise in utility rate design, state public utility commission proceedings, and utility regulatory policy, with evidence of prior work with state agencies, consumer advocates, or regulatory bodies.
- Prior engagement with or demonstrated understanding of State Energy Office priorities and the policy context in which State Energy Offices operate.
- Familiarity with integrated resource planning processes and utility distribution system planning at the state level.
- Experience developing self-paced online training or eLearning content, including recorded video instruction, interactive assessments, and structured module design for a professional or government audience.

- Working familiarity with the LearnWorlds platform or a comparable LMS (e.g., Teachable, Thinkific, Canvas, Moodle), with the ability to build, configure, and quality-test an online course environment.
- Strong written and oral communication skills, with demonstrated ability to translate complex regulatory and technical concepts into clear, accessible content for a non-specialist audience.

Proposed Approach for Implementation (40% of total score)

- Proposal responds with original content to the outlined topics in the RFP and includes innovative approaches.
- Existing resources / subcontractor availability to meet needs of flexible deployment.
- Overall quality and professionalism of the proposal (well written, structured and organized) and materials are provided in the format requested.

Budget (20% of total score)

- Given the scope, is the estimated cost of the proposal appropriate?
- Does the total cost fall within \$175,000?
- Does overall cost reflect an efficient value for the level of effort?
- Is the level of effort for each task appropriate?