

**OKLAHOMA SUSTAINABILITY NETWORK – REQUEST FOR PROPOSALS
FOR
A PROFESSIONAL PROJECT ADMINISTRATOR
TO PROVIDE COMPREHENSIVE GRANT PROJECT MANAGEMENT FOR AN
OKLAHOMA DEPARTMENT OF COMMERCE GRANT RECIPIENT**

Position Title: Project Administrator

Project Title: Oklahoma’s Building Codes – A Foundation for Energy Efficiency

The Oklahoma Sustainability Network, hereinafter referred to as “OSN,” is requesting technical assistance and grant management from a professional Project Administrator to carry out the ‘back office’ functions and co-manage the grant compliance with OSN’s Grant Project Director for its Department of Commerce – State Energy Office Grant, entitled “Oklahoma’s Building Codes: A Foundation for Energy Efficiency.” The consultant will be required to help the client identify implementation opportunities and recommended improvements.

The OSN reserves the right, in its sole discretion, to reject any and all proposals, to waive any irregularity or informality in any response, and to accept or reject any item or combination of terms.

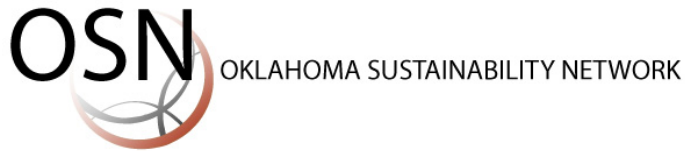
The OSN shall have no financial responsibility for any costs or losses incurred by the Applicant in responding to the Request for Proposal.

Application Deadline – February 25, 2010 5:00 p.m. Central Standard Time

Interested applicants need to apply preferably by email to Kim Cooper-Hart, Oklahoma Sustainability Network (OSN) Past President at kimcooperhart@oksustainability.org or via certified surface mail to this address:

Oklahoma Sustainability Network
c/o Kim Cooper-Hart
510 NE 34th Street
Oklahoma City, OK 73118

No late applications will be considered. Clarification on the OSN proposal requirements are available by contacting Kim at 405 306 6765.



**OKLAHOMA SUSTAINABILITY NETWORK – REQUEST FOR PROPOSALS
FOR
A PROFESSIONAL PROJECT ADMINISTRATOR TO PROVIDE GRANT
MANAGEMENT SERVICES FOR AN OKLAHOMA DEPARTMENT OF COMMERCE
GRANT**

Proposals are due February 25, 2010 5:00 p.m. Central Standard Time

Oklahoma Sustainability Network
c/o Kim Cooper-Hart
510 NW 34th St.
Oklahoma City, OK 73118
405 306 6765
kimcooperhart@oksustainability.org

**Each Proposal should be clearly marked PROPOSAL FOR PROJECT
ADMINISTRATOR**

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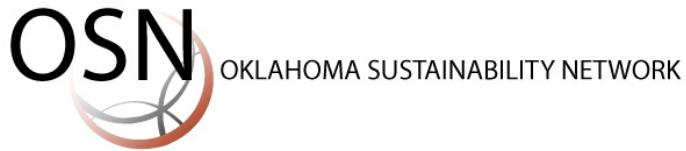
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A. INTRODUCTION

The Oklahoma Sustainability Network (OSN) invites qualified professionals with considerable experience in community outreach, understanding of municipal governance and building codes, comprehensive program marketing and management, grant compliance, and evidence of ability to perform successfully as a change agent with diverse and potentially challenging stakeholders.

The OSN will use this Request for Proposal (RFP) for the selection of an individual professional project director.

Project Details: This project and this contract position is funded by the State Energy Program (SEP) through its participation in the American Reinvestment and Recovery Act (ARRA) with the U.S. Department of Energy and is therefore subject to substantial reporting and compliance terms and conditions, which should be strictly followed in full compliance with all Department of Commerce and federal Department of Energy requirements. For further details, please refer to the American Recovery and Reinvestment Act and the Oklahoma Department of Commerce.

The OSN was awarded an SEP energy efficiency grant to focus on modernizing building codes in selected Oklahoma communities and develop a workforce to compete in an energy wise economy. OSN is a designated 501(c) 3 organization and a non-profit corporation registered in the State of Oklahoma. Visit the OSN website at www.oksustainability.org for a copy of the SEP grant application, project goals, budget, and state and federal requirements.

B. GENERAL

All proposals shall be submitted at no cost to the address provided herein. The OSN will not reimburse for any costs associated with developing an application and this RFP does not commit the OSN or the State of Oklahoma to procure or contract for services.

The OSN reserves the right to reject any and/or all proposals offering services if, in its opinion, it does not meet the standard of quality established by this Request for Proposal.

C. CONTACTS

Clarification on the OSN proposal requirements are available by contacting Kim Cooper-Hart, preferably via email at kim.cooper-hart@oksustainability.org | 405 306 6765 | 510 NW 34th Street Oklahoma City, OK 73118

D. GOALS / SCOPE OF WORK

The OSN is requesting professional, technical grant assistance from a qualified Project Director on an as needed basis.

The OSN seeks a talented and experienced individual to direct the activities for its ARRA Grant, which may include the following requirements:

The Project Administrator reports to the Oklahoma Sustainability Network Board of Directors and will work closely with the Project Director to accomplish the project objectives and ensure compliance with federal and state requirements.

Accomplishing the project goals for OSN's Energy Efficiency project (OEE) will require a Project Administrator commitment of approximately .25 FTE for two years. OSN does not provide an office and the project budget has minimal allowances for office equipment and supplies.

The Project Administrator will plan, direct and coordinate the activities of the "back office" team and the Project Director will plan, direct and coordinate the activities of the "front office" team.

- I. Overall Management:
 - a. Advise OSN on federal and state grant compliance requirements and provide professional services to accomplish same
 - b. Oversee project to ensure proposed objectives are being achieved.
 - c. Interact in team approach with fellow Consultants and individuals involved in said Grant, to leverage strategies and contact opportunities.
 - d. Advise OSN on contract issues, provide negotiating tips and make recommendations.

- II. Program Planning and Development:
 - a. Coordinate project technical assistance and on-site review with consultants and funding source.
 - b. Draft Consultant agreements and help coordinate consultants' tasks with measurable objectives and milestones to encourage and maintain high standards for success.
 - c. Assist in preparation of policies and procedures to comply with funding requirements, as Project Administrator position is primarily responsible for said compliance throughout the duration of the grant.
 - d. Provide one on one consultation with project consultants.
 - e. Provide detailed reporting and accounting as required by OSN's leadership.

- III. Program Tracking and Budget Management:
 - a. Set-up and maintain files on-line: Application, General Correspondence, Contract, Project Activity, Financial Management, Procurement/Purchases, Reports, Work Products/Equipment, Audit and Closeout, and Monitoring/Technical Assistance, as well as other reports and/or e-files deemed necessary by OSN.
 - b. Track Program progress and ensure milestones are met on schedule.
 - c. Document project results and provide information for internal uses, as well as press releases, news articles or electronic mediums such as email or website.
 - d. Track budgets and provide periodic reports for internal and external purposes.

- e. Prepare requests for payment, monthly, quarterly and annual reports, as well as closeout documents.
- f. Continuously monitor program effectiveness; including quantifying deliverables as promised in grant application, such as energy efficiencies, forecasted savings, etc.
- g. Help develop and design effective program strategies and implement improvements to said program strategies, as needed.
- h. OSN may require additional duties, necessary for the success of the grant program, other than those listed herein this document.

IV. Other duties as necessary and determined to benefit the client(s) or to meet the requirements of the funding source:

- a. The selected Project Administrator must be available for face-to-face meetings with Grant Project team staff and/or OSN leaders, in Oklahoma City, during the contract period. Funding for travel reimbursement is available, but limited.
- b. In order to satisfy the requirements of ARRA, OSN reserves the right to amend these performance expectations at any time.
- c. There are no plans and specifications accompanying this request for proposal. The applicant consultant(s) providing services will be required to demonstrate his/her experience in areas that will help the OSN achieve the program goals/scope specified above.

Essential job functions include selecting and managing the budget and agreements for contractors, service providers and the Project Coordinator position reporting directly to the Project Director, analyzing construction trends and energy consumption statistics, conducting community outreach and engaging municipal leadership to modernize building codes; overseeing the development and delivery of courses and seminars outlined in the project objectives, serving as university liaison and integrate internships into the OEE, overseeing the public relations / communications and marketing, serving as the OEE's primary public contact, including press releases, interviews, commentary, and public speaking.

The Project Director will, in conjunction with the Project Administrator draft consultant agreements and help coordinate consultants' tasks with measurable objectives and milestones to encourage and maintain high standards for success.

The Project Director will, in conjunction with the Project Administrator, manage all resources required to deliver the outcomes of this project and prepare and submit required reports required by federal and state entities and the OSN board, and coordinate project technical assistance and on-site review with consultants and funding source.

E. STATEMENT OF QUALIFICATIONS AND EXPERIENCE

The selected applicant will be a professional individual or a firm with considerable experience in grants administration and program planning, development and tracking.

All responses must contain information in the following areas. The submittal of additional information that would be beneficial to the OSN in the proposal selection process is encouraged.

General Information:

- Name and Address
- Telephone number, fax number and/or email address.
- Name of firm associated with, and present position (if applicable).
- Provide proof of self-insurance or professional liability coverage

Qualifications

- Provide a detailed overview of your qualifications. Include your resume with listed experience in grant administration and program development and execution.
- Demonstrate the ability to provide the leadership, technical support and guidance needed as outlined in section D: Goals and General Scope of Work.
- Indicate any specialties or unique projects including areas of energy efficiency, resource conservation, power generation issues, environmental impact analysis, alternative energy, and sustainable building design, if applicable.
- List all professional certifications and all professional memberships relevant to the RFP at hand. Attach the resume(s) of any personnel expected to perform or take part in the work described in your proposal.

Experience

Provide summaries of a minimum of three (3) reference projects and or relevant professional accomplishments where you provided leadership in project and program management and technical support similar to that which may be required with this RFP:

- Project name and location and contact information.
- Indicate your role in each said project.
- Type of financing used for the project. Please indicate if you were involved in the financial analysis and arrangements.
- List any actual outcomes at project completion in comparison with projected results, if known.
- List any other pertinent information
- Provide a sample "grant program tracking" and "budget compliance" work product, if available.

Working Conditions

- Requires minimal travel within Oklahoma
- OSN does not provide office space
- Project Budget is structured to provide cell phone, email, and virtual amenities for conferencing and workspace

F. COMPENSATION

Payment will be based on a contracted project rate for service and additional costs associated with those services. Consulting services will be provided on an as needed basis and specific tasks will be prioritized based on need, budget and time factors.

- Provide a statement of your hourly rate
- Provide a statement of any additional costs associated with your services such as travel and general expenses, and any proposed discounts or other cost-effective benefits; please refer to the attached Budget Detail for guidance

OSN reserves the right to negotiate lower fees or a different fee structure than proposed.

The total funding available for performing up to five hundred hours of professional service, during the expected two-year grant performance period, is estimated at the rate of \$150/hour for a total of \$75,000. These funds may be awarded to more than one vendor, in contract periods less than two years, with the option to renew.

Please refer to the attached Budget Detail for relevant tasks and travel expenses that the Project Administrator applicant may elect to incorporate into the RFP response. Include the resumes and qualifications of those individuals submitted as part of this proposal to carry out work plan tasks, whether through contractual arrangements or direct employment, under the immediate direction of the Project Administrator applicant.

OSN may, at any time in consultation with its funder, the Oklahoma Department of Commerce – State Energy Office, review vendor performance-to-date, terminate the contract or postpone or delay all or any part of this contract, upon written notice.

G. BUDGET DETAIL

Personnel							
						*	
Total Personnel Expenses						= 0	
Equipment							
						*	
Total Equipment						= 0	
Travel							
Purpose/Destination	Days		Per Diem		Fare/Rate (\$)	Mileage	Totals (\$)
Presentations and project coordination to Oklahoma communities (reimbursable contractor expenses)	200	*	130	+	0.55	* 50,000	= 53,500
Green Build Conference Phoenix 2009 & 2010 or 2011 location tbd	6	*	181	+	700	*)	= 1,786
National Assn Homebuilders 2009 Dallas & 2010 or 2011 tbd	6		200		700		1,900
Additional relevant conference 2009 & 2010 or 2011	6	*	200	+	700	*)	= 1,900
Total Travel							= 59,086
Contractual							
Name or Services			Fee/Rate (\$)		Hours	Totals (\$)	
Project Director			175		* 500	= 87,500	
Program Coordination			65		1000	65,000	
Project Management & Administration			150		500	75,000	
Market & Communications			90		500	45,000	
Website Development & Maintenance			65		500	32,500	
Student Internships			15		1000	15,000	
Accounting / Book keeping			85		100	8,500	
Legal Services for subcontracts and agreements			175		100	17,500	
Course Development for career training			85		300	25,500	
Symposia speaker expense 2 events						20,000	
Symposia facilities and event management						4,000	
						*	=
						*	=
Total Contractual							= 395,500
Supplies							
Description			Unit Cost (\$)		Quantity	Totals (\$)	
Brochures – Printing			25		* 500	= 12,500	
Exhibition booth – 2 each			2		2,000	4,000	
Event facility rentals – community meetings			1500		4	6,000	
Cell Phones			400		3	1,200	
Postage						1,000	
Telecommunication providers (telephones and						4,600	

desktop conferencing to reduce travel)				
Printing, paper, flyers, handouts, documents				2,500
		*	=	
		*	=	
Total Supplies				= 31,800
Other				
Description	Unit Cost (\$)	Quantity	Total (\$)	
Conference registration fees – 3 per year	700	6	4,200	
Office / operational supplies			2,500	
		*	=	
Total Budget				
Total Other				= 493,086

Budget Summary

Funding Category	Funds Requested	Cost Share: Matching Funds and Other In-Kind Contributions	
		Funding	Source of Funds
Personnel:	0		
Fringe Benefits:	0		
Equipment:	0		
Travel:	59,086		
Contractual:	350,500	45,000	Pro Bono Services
Supplies:	31,800		
Other:	6,700		
Totals:	448,086		
Total Project Cost:	493,086	= Funds Requested + Cost Share	
Cost Share Percentage:	9%	= Cost Share / Total Project Cost	

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