

NASEO-2022-RFP-001 Frequently Asked Questions (FAQs)

Following are questions NASEO has received from applicants with their respective answers. If you have additional questions regarding [NASEO-2022-RFP-001](#), please contact Campbell Delahoyde (cdelahoyde@naseo.org)

- **Question:** How many pages or documents will be provided by NASEO as part of the literature review?
 - **Answer:** Depending on the consultant's familiarity with state energy security and energy assurance planning broadly, the total number of resources that NASEO will provide for the review will vary. The awardee will have some discretion as to how many additional resources are reviewed, as long as the intent of the literature review is achieved.

- **Question:** Are there page limitations or expectations for the final written products?
 - **Answer:** As mentioned in the RFP, the summary of the literature review should not exceed four [4] pages. For the other products, while NASEO has no page number parameters for the final written products, the products should be brief to be accessible for practitioners while still achieving the intended outcome.

- **Question:** How flexible is the timeline and period of performance? Would a schedule with all four webinars in May and June be acceptable?
 - **Answer:** The period of performance has been set by the U.S. Department of Energy and cannot be changed. The timeline for each of the tasks may be modified with concurrence between NASEO, DOE, and the consultant.

- **Question:** Does NASEO have a budget in mind for this work?
 - **Answer:** Please provide best estimate based on the timeline and scope provided. NASEO will follow up with any questions or concerns regarding the proposed budget.

- **Question:** Is it part of the scope to define "energy security," "equitable energy security," "energy equity," "resilience," and "assurance"? If not, what definitions does NASEO want to use?
 - **Answer:** It is expected that the contractor will work with NASEO to identify appropriate definitions for additional terms within the context of the project. Please refer to [NASEO's Energy Assurance Planning Page](#) and the U.S. Department of Energy's [Energy Assurance Page](#) for general definitions and additional related contextual resources.

- **Question:** Will NASEO need to submit an invoice to DOE every month for approval and will there be a delay in obtaining payment for work done as result? Section in reference: Section VI – Compensation paragraph states: "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."
 - **Answer:** NASEO submits monthly invoices to DOE for its various programs and projects and standard practice is that subcontractors receive payment once NASEO has received payment for the appropriate invoice from DOE.

- **Question:** Within the form in the Summary of Budget Category Costs Proposed, there is a section for “Cost Share.” Is there an anticipated level of “match” from the proposers for this project? If yes, is there an identified percentage expectation of cost share for this project? As a team, we were unable to locate any mention of a Cost Share component in the solicitation document.

 - **Answer:** NASEO does not expect the contractor to provide cost- share

- **Question:** Can we obtain a copy of the terms and conditions to review prior to putting forth a bid? Section in reference: Section VII – Contract requirements paragraph states: “The funds for this work have been provided through a cooperative agreement between NASEO and the DOE’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.”

 - **Answer:** NASEO does not provide copies of the specific terms and conditions for our agreements to anyone but approved subcontractors. However, a copy of the typical terms and conditions that DOE attaches to most grants and cooperative agreements can be found on their [website](#).

- **Question:** The RFP says to limit the "narrative that addresses the proposed approach and treatment of the project tasks and proposed budget to 6 pages in 11pt. font". However, the budget justification spreadsheet that I am referring to is more than 6 pages - should we just include a summary of the overall budget and then the more detailed budget spreadsheet as an attachment?

 - **Answer:** Please consider the budget justification form separate from the proposed approach narrative.

- **Question:** Is the EERE T 540.132 01 Budget Justification (3 BPs) spreadsheet the correct form to use for the budget portion of a proposal?

 - **Answer:** Yes, applicants can use either the [3-year or 5-year budget justification](#) and add all costs for their proposal under Budget Period 1.