



Michigan Saves[®]

The Nation's First Nonprofit Green Bank

Request for Proposals (RFP) for Community Listening Session Facilitation Services

Summary

Michigan Saves seeks one or more consultants to organize and facilitate community listening sessions in Detroit, the Upper Peninsula, Flint, and Benton Harbor. These learnings will be the basis of what the organization will consider as we develop new, more equitable services and lending strategies that will expand our reach into communities historically kept from the benefits of energy efficiency.

Overview of Michigan Saves

Michigan Saves, the nation's first nonprofit 501(c)(3) green bank, promotes accessible, equitable, and just investments in energy efficient and clean energy improvements to support healthy and thriving communities. We make energy improvements easier for Michigan energy consumers by stimulating and supporting investment in energy efficiency measures and renewable energy systems in Michigan homes, businesses, and public buildings. Established in 2009 through a grant from the Michigan Public Service Commission, Michigan Saves envisions an equitable transition to a carbon-free Michigan where everyone has access to the benefits of clean energy and climate-resilient solutions. Michigan Saves is part of this transformation by offering the financing solutions and contractor network that make energy efficiency and renewable energy improvements easy and affordable and by advancing a more energy-conscious culture in Michigan.

Purpose of RFP

Michigan Saves residential financing programs serve those who are above income thresholds for state and federal income-qualified, weatherization and energy assistance programs. After 13 years of operation, Michigan Saves has surpassed \$400 million in financed projects, with more than half of the residential lending in communities with low to moderate incomes. There are, however, many residents and business owners that face high energy costs that do not have access to financing solutions that are easy to use, accessible, and equitable.

Our goal is to develop new ways to drive more low-cost capital and other funding into disadvantaged communities by taking an equitable approach to program development and meeting the needs of these communities.

Scope of Work

Michigan Saves is seeking a community organization or member to work with us to design listening sessions in Detroit, the Upper Peninsula, Flint, and Benton Harbor and facilitate open, honest conversations. We want to meaningfully engage with and learn from homeowners, renters, small business owners, and those who have not been able to benefit from energy efficiency and renewable energy improvements in their homes and businesses. These conversations will guide Michigan Saves as we determine how to help residents and small businesses make decisions that support energy efficiency, renewable energy, and healthy, thriving communities.

The respondent should propose the details of the scope of work, with the winning respondent(s) working with Michigan Saves to finalize the details for the priority communities.

For each community you propose to work in, please present a process that includes:

- Session format and structure (e.g., focus group, roundtable)
- Number of sessions
- Method of recruiting participants
- Number of individuals in each session
- Method for recording and summarizing information

Work will start in February 2022 and should be complete by the end of May 2022.

Submission Requirements

To respond to this RFP, please submit a narrative that:

- Specifies the community or communities in which you are selecting to work: Detroit, the Upper Peninsula, Flint, and/or Benton Harbor.
- Demonstrates your or your organization's previous experience and knowledge of the selected community or communities. Previous engagement around energy efficiency and lending topics is not necessary.
- Describes your approach to community engagement and the expertise of the individuals who will be assigned to this scope of work.
- Demonstrates understanding of the services sought in this RFP.
- Includes a timeline and budget for the scope of work proposed. Please consider onsite childcare, refreshments, and venue costs in your budget.

Please also complete the Request for Vendor Information form (attached).

You may include additional information that you believe Michigan Saves should consider. All responses will be treated as confidential. Michigan Saves is not liable for any costs incurred by applicants in responding to this RFP.

Evaluation and Selection

Michigan Saves will establish a committee to evaluate and rate all proposals based on the criteria prescribed in this RFP. Please submit responses via email to Nishaat Killeen at nkilleen@michigansaves.org by 5:00 PM EST on January 17, 2023. After reviewing responses, Michigan Saves may interview and engage in negotiations regarding the scope of work and roles with one or more respondents and may make multiple awards.

Upon completing the selection process under this RFP, Michigan Saves will notify the winning respondent by February 9, 2023. All other proposers who were not selected will also be notified.



Michigan SavesSM

Request for Vendor Information

Michigan Saves is committed to engaging with vendors that reflect the diversity of the many communities we serve. Our Diverse Vendor Program is an intentional opportunity for Michigan Saves to support our mission and break down barriers to growth that exist for minority business owners and ensure that everyone—without exception—has access to the benefits of energy efficiency.

Vendor Name: _____

Date: _____

Signature: _____

Please check all that apply to your company:

- Disability-owned Business Enterprise
 - People with disabilities own and control at least 51 percent of the company.
- Lesbian, Gay, Bisexual, and Transgender Business Enterprise
 - LGBTQ+ individuals own and control at least 51 percent of the company.
- Minority-owned Business
 - Minority group members own and control at least 51 percent of the company.
- Service-disabled Veteran-owned Business
 - Service-disabled veterans own and control at least 51 percent of the company.
- Social Enterprise Business
 - A for-profit or nonprofit organization or venture that achieves its primary social or environmental mission using business methods.
 - Surplus is principally reinvested in social activities, not driven by need to maximize profit for shareholders and owners.
- Supported Business
 - Over 50 percent of the business's workforce are disabled individuals.

- Veteran-owned Business
 - Veterans own and control at least 51 percent of the company.
- Women's Business Enterprise
 - Women own and control at least 51 percent of the company.
- Women-owned Small Business
 - The company must be a small business.
 - Women own and control 51 percent of the company.
- None of these

Michigan Saves understands that the complex, and at times high-cost, diverse business certification process can present inequitable barriers for small businesses and thus does not require diverse business certification from a national, state, or locally recognized third-party certification agency. Please self-certify if any of the above apply to your business.

While Michigan Saves does not guarantee business to any vendor, we are committed to providing diverse companies an opportunity to compete on a fair and equal basis for our business.