



Michigan Saves[®]

Request for Proposal for a
Management Services Agreement
July 15, 2024

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1. Introduction

Michigan Saves is a 501(c)(3) nonprofit green bank dedicated to accessible, equitable, and just investments in energy efficiency and clean energy to support healthy and thriving communities. Established in 2009 through a grant from the Michigan Public Service Commission (MPSC), Michigan Saves believes in 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.

Michigan Saves was initially endowed with a \$6.5 million trust fund from the Michigan Public Service Commission (MPSC) to create a credit enhancement known as a loan loss reserve fund (LLR). Michigan Saves supplemented the initial loss reserve with U.S. Department of Energy grants in 2010 and 2012. As the nation's first nonprofit green bank, Michigan Saves has supported over \$550 million in clean energy improvements and served nearly 40,000 Michiganders. With our best-in-class loan loss reserve fund, Michigan Saves currently leverages every dollar of public investment with at least \$30 in private investment and deploys 59 percent of financing in low-to-moderate income communities.

Michigan Saves manages a statewide network of more than 1,000 authorized contractors with expertise in energy efficiency and onsite renewable energy systems. Additionally, Michigan Saves makes innovative, affordable financing for energy improvements through a network of authorized residential lenders, which are credit unions, and commercial lenders, such as banks, financial institutions, and equipment leasing companies. Lastly, through a network of community and utility partners, Michigan Saves accelerates demand for greater energy efficiency and renewable energy through education and communication.

1.1 Background

Michigan Saves (www.michigansaves.org) was established in October 2009 with initial funding from the Michigan Public Service Commission (MPSC). Since its inception, Michigan Saves has operated under a Management Service Agreement rather than directly employing staff, delegating roles such as program design, implementation, fundraising, and administrative functions to external vendors. Through this arrangement, Michigan Saves currently has sixteen staff members. For detailed information about current staffing, please visit the [“About Us”](#) page on our website.

Governance for Michigan Saves is provided by a 12-member board of directors, which includes a nonvoting member appointed by the chair of the MPSC (Michigan Public Service Commission). This organizational structure enables Michigan Saves to efficiently utilize external expertise while ensuring effective oversight through its board. In 2022, the Board of Directors approved a new [strategic plan](#) focusing on five primary objectives.

1.2 Purpose of the RFP

Michigan Saves is seeking bidders for its Management Service Agreement to provide leadership, administrative and program oversight. Michigan Saves objective is to select the vendor who most

fully meets the requirements identified in this RFP. Companies are invited to take part in this process and provide a proposal that satisfies Michigan Saves requirements.

Within the RFP is the information related to the needs and requirements of Michigan Saves. Bidders are invited to respond to this RFP by describing how it can meet the requirements set out in this RFP and by providing the associated information as requested. Responses to this RFP will be evaluated using the criteria and scoring outlined within this RFP document.

1.3 Minimum Bid Requirements

To be considered further, the bidder must submit responses for the following minimum requirements. As part of the process, this information will be reviewed first and if the minimum requirements are not met, the remaining parts of the bid will not be reviewed:

1. Bidders must have meaningful experience with administering state and/or federal grants: The bidder should specify the number of years and the types of state and/or federal grants they have successfully administered. The bidder should explain its process, including any relevant systems or methodologies used to effectively administer grants.
2. The bidder must have meaningful experience with clean energy policies: The bidder should detail its experience in clean energy policies, citing specific projects or initiatives it has been involved in. The bidder should demonstrate its understanding of current clean energy policies and how it would stay updated with evolving regulations and best practices.
3. The bidder must have meaningful experience working in the financial sector with specific focus on loan rules and regulations. The bidder should specify the number of years it has worked in the financial sector and the number and types of loans they have administered.
4. The bidder must have experience in managing a large statewide network of partners and/or contractors. The bidder should specify the number of years it has successfully managed a large network of partners and/or contractors and the structures and processes they have utilized to ensure compliance and collaboration.
5. No conflicts of interest as defined by 2 CFR 200.318(c)(2) and 2 CFR 180.905: The bidder must affirm that there are no conflicts of interest as per the specified federal regulations (2 CFR 200.318(c)(2) and 2 CFR 180.905). The bidder should provide a statement explaining their policies and procedures for identifying and managing potential conflicts of interest.
6. Signed Appendixes A and B.

1.4 Scope of Work

Following are the primary functions and services of Michigan Saves that will be included in the Management Services Contract.

1.4a Management Services

1.4a1 Business Operations

The bidder should be structured to provide and maintain effective and efficient business operations, including, but not limited to:

- Providing and maintaining all communication technologies for the exclusive use of Michigan Saves including, but not limited to, telephone lines, a mailing address, web/teleconference lines, email, URLs, a secure file transfer system, and facsimile.

- Providing a document management system which will track, manage and store documents following a defined and secure record retention process.
- Acquiring and maintaining commercial general liability, commercial liability umbrella, professional liability, directors' and officers' insurance, and cyber security insurance.
- Coordinating, administering, and supporting all subcontracts on behalf of Michigan Saves. Currently, this includes legal, financial management, accounting, auditing, and lender support services (loan application systems).
- Coordinating Michigan Saves activities with local, state, and federal officials; utilities; nonprofit organizations; and other stakeholders.
- Attending meetings and making presentations on Michigan Saves programs.
- Developing and maintaining internal policies and procedures.
- Responding to telephone, email, and mail inquiries.

1.4a2 Board of Directors Support

The bidder shall support and collaborate with the Michigan Saves Board of Directors, including but not limited to:

- Meeting support: Attend board and committee meetings, record minutes, and work collaboratively with the board president to plan agendas.
- Member Support: Meet with board members and support their ongoing education and awareness of Michigan Saves initiatives.
- Communication: Maintain working relationships with the board president, executive committee, and committee chairs, and create and send mailings, newsletters, and other materials.
- Lists: Maintain mailing and public relations lists for the board and committees, including website updates.
- Reporting: Create and present quarterly and annual progress reports on strategic plan implementation as defined by the Board of Directors.

1.4a3 Strategic Plan Implementation

The bidder shall implement the Michigan Saves' strategic plan. This shall include, but is not limited to:

- Implementing the five priorities listed in the strategic plan.
- Monitoring the Michigan Saves budget and forecasting a long-term budget, which includes long-term revenue goals.
- Ensuring the organization's commitment to diversity, equity, and inclusion is meaningfully advanced through staffing and program design.

1.4a4 Fundraising

The bidder shall provide fund development services, including, but not limited to:

- Identifying fundraising needs and approaching potential investors and funders.
- Identifying grant and other funding opportunities that align with Michigan Saves strategic plan.
- Applying for identified grant opportunities.

1.4b Program Activities and Deliverables

Michigan Saves develops and manages several financing programs aimed at expediting investments in energy improvements for homes, businesses, nonprofits, and the public sector. One program targets homeowners, offering access to a roster of approved contractors and financing options for home energy upgrades, lead abatement, septic system replacement, and electrification (transitioning from fossil fuels to electricity). Another program caters to building owners, providing a list of authorized contractors and financing for commercial projects. Michigan Saves operating budget is currently \$3 million and anticipates receiving a \$97 million federal grant this year. This financial resource is allocated to support loan programs and administrative costs. These programs are pivotal in promoting energy efficiency and sustainability initiatives throughout Michigan, empowering stakeholders to make impactful investments in their properties while reducing environmental impact and enhancing energy efficiency.

The bidder shall provide the following activities and deliverables in accordance with the strategic plan, which will include, but not limited to:

1.4b1 Program Administration/Contractor & Lender Relations

- Recruiting, training, and maintaining the network of Michigan Saves authorized contractors and lenders ensuring appropriate coverage throughout Michigan.
- Managing quality assurance functions.
- Developing and maintaining IT and reporting capabilities.
- Developing, maintaining, and updating all program forms, guidelines, agreements, and other program information, when needed.
- Monitoring contractors which will include ensuring they complete Specification Sheets, addressing inaccurate or incomplete data, and using data for quality assurance review.
- Collecting payment of the contractor fee from contractors and lenders, as applicable.
- Providing customer assistance helping them with the contractor selection and financing process.
- Working with lenders to evaluate lease denials, loan denials, and related program design options.
- Maintaining regular communications with lenders.
- Administering the loan loss reserve fund and all other agreements with lenders. This will include receiving monthly information from lenders, processing payments for loan defaults and monitoring lender loss reserve allocations.
- Providing loan application and call center services, including responding to inquiries from customers, contractors, and other stakeholders. The bidder must also possess the capability to refer customers to other relevant programs.

1.4b2 Program Tracking and Evaluation

- Developing a database to track activities and results which will help monitor program implementation and identify when financing criteria and/or program parameters need to be adjusted.
- Monitoring and evaluating program performance, including reporting on average and total loan values, total number of loans, approval rates, and energy savings. This information will be presented at each board meeting by the chosen contractor.
- Establishing a tracking system for Detroit-based projects and loan loss reserve commitments complying with the conditions of funding from the Detroit Economic

Development Corporation and The Kresge Foundation. The reports that are required include:

- A quarterly report showing new lending activities for both direct lending and credit enhancement
- A portfolio quarterly report for both direct lending and guarantee activity including details on any loan defaults and guarantee payments
- Annual social impact report describing the use of the loan proceeds during the fiscal year and cumulatively which shows the progress in meeting the loan purpose
- Annual financial statements
- Quarterly unaudited financial statements
- Annual budgets at the beginning of each fiscal year
- Analyzing loan denials and exploring ways to reach low-to-moderate-income (LMI) households that are denied loans.

1.4b3 Communications and Marketing

- Implementing a strategic marketing plan.
- Updating website and marketing collateral.
- Promoting the program through all partners.

1.4b4 Grant Oversight

- Ensuring all grant objectives are achieved within the defined scope, timelines, and budgets as specified in grant agreements.
- Compiling and submitting grant reports and budget summaries that comply with the stipulated grant criteria.

1.4b5 Evaluate and Recommend Pilot Programs

The awarded contractor shall investigate new financing ideas and opportunities in energy efficiency and renewable energy, aiming to meet specific market demands. This involves thorough research, conceptualization of innovative financing models, and development of pilot programs aligned with the strategic plan.

1.4c Staffing

Based on the above requirements, the bidder must provide an outline of a staffing plan for providing leadership and operations for Michigan Saves and its programs and services.

As Michigan Saves is awarded more grants, the need for further staffing may arise. The bidder shall increase the staffing levels to accommodate the workload associated with this grant, with the approval of the Board of Directors.

1.4 Contract Term

The contract term will be from September 1, 2024, through December 31, 2025. After the initial contract period concludes, there is an option to extend the contract for additional one-year periods.

2. Pricing Details

Bidders must provide the pricing information as a separate document. Please provide the following pricing information:

- a. Personnel Costs: costs for labor directly related to the contract. This should include the salaries for each proposed position.
- b. Fringe Benefits: personnel costs other than direct salary or pay.
- c. Indirect Costs: costs that cannot be charged to a project specific activity. Should include office space (in Lansing, MI and preferably also Detroit, MI), computer equipment, and administrative support.
- d. Other

3. Vendor Instructions

3.1 Structure of the Response

Responses to this proposal must be submitted by August 15, 20224 no later than 5 pm EST. They should be submitted via email to Virginia Gibson at gingibson@workwithhrm.com. **The responses should be written using 11-point font and be no more than 12 pages. The pricing information should be provided as a separate document.**

All responses to this proposal must follow the structure given below:

1. Responses to minimum bid requirements.
2. Completed proposal cover sheet and summary information.
3. Company Profile: Describe general information about your company including your financial situation, organizational structure, management team. (5 points)
4. Describe your company's experience administering clean energy policies similar to Michigan Saves programs and grant implementation and oversight. (5 points)
5. Scope of Work (60 points)
 - a. Management Services (25 points)
 - i. 1.4a1 Business Operations (page 4): Describe how you would support Michigan Saves business operations. (10 points)
 - ii. 1.4a2 Board of Directors Support (page 5): Describe how you would support the Board of Directors. (5 points)
 - iii. Strategic Plan Implementation (page 5): Describe how you would implement the five strategic priorities of the strategic plan within the defined budget. (5 points)
 - iv. Fundraising (page 5): Describe how you would identify grant and funding opportunities. Describe how you would approach potential investors and identify other fundraising opportunities. (5 points)
 - b. Program Activities and Deliverables (35 points)
 - i. Program Administration/Contractor & Lender Relations (page 6): Describe how you would manage contractor and lender relations. Describe how you would recruit new lenders and contractors. (5 points)
 - ii. Program Tracking and Evaluation (page 7): Describe your methodology in tracking and evaluating performance of programs similar to Michigan Saves programs. (10 points)

- iii. Communications and Marketing: Describe your communication and marketing plan to promote Michigan Saves. (5 points)
 - iv. Grant Oversight (page 7): Describe your methodology for ensuring all grant objectives are achieved. (10 points)
 - v. Evaluate and Recommend Pilot Programs (page 7): Describe how you would investigate new financing ideas and opportunities. (5 points)
 - c. Staffing (page 7): Provide an outline of a staffing plan for providing leadership and operations for Michigan Saves and its programs and services. (5 points)
6. Pricing Details (15 points) – provided as a separate document.
7. There is no direct corresponding requirement for this score. Rather, it is an overall assessment of all submitted materials, including supporting documentation. The applicant's proposal demonstrates a strong likelihood that the organization will be optimally managed reflective of the mission and values. (10 points)
8. Provide three customer references (with name and contact information).

3.2 Background

Michigan Saves is the recipient of State and Federal funds; therefore, must procure on an open, competitive basis.

The successful bidder shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The successful shall carry out applicable requirements of 40 CFR part 33 in the award and administration of contracts awarded under EPA financial assistance agreements. Failure by the successful bidder to carry out these requirements is a material breach of the contract that may result in the termination of the contract or other legally available remedies.

3.3 General Instructions

Bidders are requested to consider the following instructions when preparing their responses:

- Bidders must address all sections outlined in this RFP
- Bidders must address all items specified in this RFP. Failure to adhere to the specified format may disqualify a bidder from further consideration.

Submission of proposals shall constitute evidence that the bidder has read all of the above-mentioned statements and is free of any uncertainty with respect to conditions that would affect the execution of the contract.

3.4 RFP Changes, Binding Bid Process

Michigan Saves reserves the right to negotiate any or all RFP terms and conditions, and to cancel, amend or resubmit this RFP in part or entirety at any time. Michigan Saves reserves the right to reject any or all of the responses received for any reason, and to decline negotiating and signing a vendor contract with any bidders responding to the RFP. Accordingly, responses should be submitted in the terms most favorable to Michigan Saves. Michigan Saves will consider bidder responses as binding offers by bidders.

3.5 Disqualifications

Statements known to be, or subsequently found to be, inaccurate or misleading may disqualify the bidder from further participation in the evaluation process. To ensure the integrity of the process, bidders shall prevent fraud and abuse. Fraud is defined as an act of deceit or misrepresentation. Abuse involves actions that are inconsistent with accepted business or fiscal practices. Bidders that are found to violate these standards will be disqualified.

3.6 Contracting with Disadvantaged Businesses Enterprises (DBE), Small Businesses and Women’s Business Enterprises (WBE)

Michigan Saves will make an effort to use DBEs, small businesses, and women’s business enterprises whenever possible.

A Disadvantaged Business Enterprise (DBE) means an entity owned or controlled by a socially and economically disadvantaged individual as described by Public Law 102–389 (42 U.S.C. 4370d) or an entity owned and controlled by a socially and economically disadvantaged individual as described by Title X of the Clean Air Act Amendments of 1990 (42 U.S.C. 7601 note); a Small Business Enterprise (SBE); a Small Business in a Rural Area (SBRA); or a Labor Surplus Area Firm (LSAF), a Historically Underutilized Business (HUB) Zone Small Business Concern, or a concern under a successor program. See also 40 C.F.R. § 33.203; 15 U.S.C. § 637(a)(5)–(6).

A Women’s Business Enterprise means a business concern which is at least 51% owned or controlled by women for purposes of EPA's 8% statute or a business concern which is at least 51% owned and controlled by women for purposes for EPA's 10% statute. Determination of ownership by a married woman in a community property jurisdiction will not be affected by her husband's 50 percent interest in her share. Similarly, a business concern which is more than 50 percent owned by a married man will not become a qualified WBE by virtue of his wife's 50 percent interest in his share.

3.7 RFP Schedule

Event	Date
RFP Publication	7/15/2024
Questions from Bidders are Accepted	7/15/2024 – 7/26/2024
Responses to Bidder Questions are Shared via the Michigan Saves website	7/31/2024
Proposal Due Date	8/15/2024 by 5:00 p.m. EST
Anticipated Decision and Bidder Selection	8/20/2024
Contract Start Date	9/1/2024
Contract End Date	12/31/2025

3.8 Contacts

Any questions concerning the Statement of Work or contractual terms and conditions must be submitted by July 26, 2024, via email and directed to:

Name:
Email:

Virginia Gibson
gingibson@workwithhrm.com

4. Appeals

An unsuccessful bidder may appeal a decision within five (5) business days after the notice of non-selection or determination not to award the contract. The protest shall be submitted in writing and submitted no later than the close of business (5:00 pm EST) on the fifth working day after the notice of non-selection. The protest should contain specific grounds for challenging the rejection, including all arguments, materials and/or other documentation that may support the protestor's position.

Within ten (10) business days, the Michigan Saves board chairperson will convene a separate board sub-committee to conduct a second review of the protestor's proposal. Within five (5) business days after this meeting, the protestor will be notified of the outcome of this review.

Appendix A

Certification Regarding Lobbying Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature:	
Title:	
Organization:	

Appendix B

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions

Instructions for Certification

1. By signing and submitting this contract or proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in 22 CFR 513.105. The term “principals” includes, but is not limited to, officers, directors, owners, partners, and principal investigators. You may contact the person to which this proposal or contract is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
6. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.
7. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
8. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is

proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions

1. The prospective lower tier participant certifies, by signing and/or submission of this proposal or contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name of Vendor, Contractor, or Subgrantee:	
Signature:	
Name of Authorized Signatory:	
Title:	
Date:	

