

REQUEST FOR PROPOSALS

SCHOOL ENERGY MANAGERS PROJECT

Administered by

KSBA – Kentucky School Boards Association

Proposal Deadline: April 30, 2010

This project funded by the American Recovery and Reinvestment Act through the combined efforts of the following organizations: Kentucky Department for Energy Development and Independence, the U. S. Department of Energy and the Kentucky School Boards Association.



REQUEST FOR PROPOSALS SCHOOL ENERGY MANAGERS PROJECT FUNDING

Issue Date: March 19, 2010

Proposal Due Date: April 30, 2010

The Kentucky School Boards Association ("KSBA") is seeking proposals from its member districts to receive funding from the School Energy Managers Project ("SEMP") to facilitate employment of Energy Managers for a twenty-two month period beginning July 1, 2010 and ending April 30, 2012. Districts with existing Energy Managers may submit an alternative proposal to employ an Energy Curriculum Coordinator or for other energy efficiency support.

BACKGROUND

The Kentucky General Assembly passed House Bill 2 in 2008 which requires school districts to respond to rising energy costs by focusing on the management of its various uses of energy. The bill was codified into law as KRS 160.325 and became effective July 15, 2008.

In mid-2009 Governor Steve Beshear announced that the Commonwealth would receive more than \$68 million in American Recovery and Reinvestment Act ("ARRA") funding through the U.S. Department of Energy to enhance and develop energy efficiency and renewable energy programs across the state. The goal behind ARRA funding is to enhance energy independence, expand educational opportunities, and stimulate local economies for the creation of "green collar" jobs.

KRS 160.325 required school districts to enroll in the Kentucky Energy Efficiency Program for Schools ("KEEPS") by January 1, 2010. KEEPS is administered by the Kentucky Pollution Prevention Center ("KPPC"), based at the University of Louisville J.B. Speed School of Engineering (<https://louisville.edu/kppc/keeps>). KPPC previously completed a two-year pilot program whereby it assisted five school districts and three universities in reducing energy consumption and lowering operating expenses. Pursuant to KRS 160.325 boards of education are required to report data on energy usage, costs and savings measures to KPPC through the KEEPS program. Beginning on or before December 1, 2011 KPPC is required to report annually to the Department for Energy Development and Independence and the Legislative Research Commission on the status of the development of energy management plans by those boards of education and the anticipated savings to be obtained by those plans.

KEEPS is funded by a \$4.8 million grant from the ARRA that will provide technical assistance to Kentucky's 174 public school districts. Through KEEPS, KPPC offers a package of tools, training, coaching and expertise to assist participants in developing a systems approach to energy management. Using the ENERGY STAR® Seven Step Guidelines for Energy Management, KPPC has compiled available resources specific to Kentucky schools to help analyze and understand their energy consumption, which includes everything from lighting usage and heating/air conditioning issues to natural gas usage and best environmental management practices.

In order to comply with the KRS 160.325 requirements, districts will need to designate personnel to assemble information, access technical resources and formulate and implement an EMP. Available under the ARRA is funding of \$5.05 million to assist districts by providing funding and support for Energy Managers at the school district level. KSBA has entered into a Memorandum of Agreement ("MOA") with the Energy and Environment Cabinet ("EEC") dated March 1, 2010 to facilitate funding for district Energy Managers. Through KSBA, school districts may submit proposals to hire Energy Managers. Pursuant to the MOA, KSBA will award districts funds to pay for up to 75% (\$41,250) of an Energy Manager's salary and fringe benefits in year one (July 1, 2010 to June 30, 2011) and 50% (\$22,900) in year two (July 1, 2011 to April 30, 2012). School districts with an existing Energy Manager may submit a proposal to fund an Energy Curriculum Coordinator who would develop energy efficiency lessons for students or submit a funding request for incremental support for its ongoing energy efficiency activities, excluding major capital expenses.

Project funding will enable employment of up to forty-nine (49) Energy Managers and seven management, coordination and support positions. To facilitate equitable and efficient utilization of Project funds for the Commonwealth's 174 public school districts KSBA will entertain certain districts employing Energy Managers to make their manager available to other like-size or neighboring districts through Sharing Agreements. As a result, effective utilization will occur. For example, if nine Energy Managers serve seventy-three districts with four or fewer schools, seventeen Energy Managers serve seventy-three districts with between five and nine schools, eight Energy Managers serve sixteen districts with between ten and fourteen schools and fifteen full time Energy Managers serve the remaining twelve districts with more than fourteen schools the project will be able to effectively serve all 174 Kentucky public school districts. Districts may submit proposals for any combination of partners which will result in every district in the Commonwealth having the opportunity to be a participant.

KSBA ASSISTANCE

KSBA will coordinate and administer the SEMP through the Project Director and four regional Project Coordinators. The regional Project Coordinators will collaborate with school districts in contiguous KSBA Regions and assist with the employment, training, coaching and the establishment, monitoring and evaluation of performance goals of the

Energy Managers. The Project Coordinators will coordinate with KEEPS for assigned districts regarding the planning and scheduling of technical and training services provided to districts by KEEPS to facilitate the development of each District's Energy Management Plan ("EMP"). The Project Coordinators will facilitate the development of Energy Manager Sharing Agreements between districts collaborating on services provided by an Energy Manager and assist districts with the compliance requirements of KRS 160.325 and the MOA.

SCOPE OF WORK - ENERGY MANAGERS:

Energy Managers will focus on establishing energy performance as a core value in the school district by utilizing a systematic approach. They will be responsible for developing the district's Energy Management Plan ("EMP") and the identification of anticipated savings as required by KRS 160.325. The EMP would include an energy policy, energy goals, operating procedures, and baseline energy use measurement, benchmarking, evaluation and monitoring procedures. Each Energy Manager will assist with the development of a communication plan, the creation of a school district energy team, and Energy Star certifications. Each Energy Manager will oversee a comprehensive review of the district's facilities to identify cost reducing measures from implementation of energy efficiency initiatives, utilizing technical resources provided by the KPPC and by utility service providers. Using the assessments, the Energy Manager will direct the formulation of the district's EMP. Additionally, Energy Managers will participate in professional development opportunities to better understand the relationship between energy management in school districts and its relationship to educational, financial and environmental goals and objectives.

ENERGY MANAGER PLACEMENT

In order to place Energy Managers throughout the Commonwealth on an equitable basis, the following described criteria will be followed by KSBA in awarding funding to successful districts individually or in partnership with like-size or neighboring districts.

- Funding for nine (9) Energy Managers will be available for districts with four or fewer schools.
- Funding for seventeen (17) Energy Managers will be available for districts with between five and nine schools.
- Funding for eight (8) Energy Managers will be available for districts with between ten and fourteen schools.
- Funding for fifteen (15) Energy Managers will be available for districts with fifteen or greater schools.

- Districts with fifteen or more schools may submit a proposal for funding for full time Energy Managers.
- Fayette County may submit a proposal for funding for up to two Energy Managers.
- Jefferson County may submit a proposal for funding for up to three Energy Managers.
- Districts with an existing Energy Manager may submit an alternate proposal for an Energy Curriculum Coordinator or funding for incremental support of energy efficiency activities.

Funding is not available for existing positions.

PROPOSAL REQUIREMENTS

1. Cover Page (use form provided)
2. Table of Contents
3. Description of the district, including name of superintendent or designee, office location and number of school buildings.
4. Description of current energy management activities.
5. Energy Manager(s), designee, or none at this time. Time spent on task by Energy Manager and status of Energy Management Plan.
6. Budget (twenty-two month period) (Use template provided on KSBA Website <http://ksba.org/>)
7. Proposed arrangement for sharing of Energy Manager with similar size or neighboring districts. A "Lead District" would be the fiscal agent and employ the Energy Manager.
 - a. Collaborating districts and description thereof.
 - b. Status of each participating district's Energy Management Plan.
 - c. Cost and time sharing formula.
 - d. Budget by item 6 above categories.
8. Plan for post-grant Energy Manager employment.

9. Plan for post-grant provision of training and certification for their Energy Manager.
10. Plan for inclusion of energy efficiency in their curriculum.
11. Districts with an existing Energy Manager cannot use funding for any existing position, but may submit a plan for a Energy Curriculum Coordinator or funding any or all of the following:
 - a. Professional development of staff and faculty (such as an existing Energy Manager to become a Certified Energy Manager);
 - b. Upgrade or purchase of energy tracking software;
 - c. Additional training pertaining to district's energy management system ("EMS");
 - d. Incentive program for individual schools as a reward for reducing consumption and saving energy; Ron to check with Amanda???
 - e. Purchase of energy management tools such as energy team kits for students; or
 - f. Energy team leader (teacher) within the schools.
 - g. Other Energy Management Plan support.

Any remaining funds after the requests for Energy Managers will be considered for distribution on an equitable basis for the above listed items.

Districts may submit a supplemental proposal(s) which will be considered in case primary proposals do not utilize all of the available SEMP funding.

PROPOSAL REVIEW

Proposals will be reviewed by KSBA and EEC staff. Do not include confidential or propriety information. In making funding decisions, the following criteria will be considered:

1. Strength of the proposal in meeting the objectives of the MOA.
2. Commitment to and feasibility of a proposed Sharing Arrangement with other districts where applicable.
3. Strength of post-grant plan for employment and certification of Energy Manager beyond grant period.
4. Plan for inclusion of energy efficiency in curriculum.

KSBA reserves the right to ensure that awarded proposals are consistent with the intended distribution of funding as stated in the MOA. Submitters may also be asked to make changes to proposals before an award is given.

FUNDING AWARDS

All funds awarded from this RFP will be cost-reimbursable. Awards will be made and must be used in the twenty-two month period beginning July 1, 2010 and ending April 30, 2012. No funds will carry forward into a subsequent period.

AGREEMENTS

KSBA and each district will execute an appropriate agreement setting forth the conditions for grant funding and compliance. All aspects of this process and any subsequent agreements shall comply with the provisions of the MOA.

Please submit one (1) electronic copy and five (5) printed original copies of the full proposal. A full proposal consists of the items listed above plus a cover page. The original signed copy must accompany one of the five (5) printed original copies. Electronic files should be submitted in Adobe PDF format. Hard copies must be postmarked and electronic copies must be received by 5:00 PM (ET) on April 30, 2010. Copies and questions are to be submitted to:

Ronald L. Willhite
Director
School Energy Managers Project
Kentucky School Boards Association
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Frankfort, KY 40601

ron.willhite@ksba.com

502-783-0058

Copies of this RFP, the MOA, budget template and Frequently Asked Questions ("FAQ") can be accessed on the KSBA website <http://ksba.org/> under "Services - Energy Management.

Cover Page
Proposal in Response to KSBA RFP
School Energy Managers Project

Submitted by: _____
(School District)

Organization Address: _____

Project Title **(limited to this space only)**
(ex. Energy Manager Funding on Energy Plan Support)

Superintendent: _____
(Lead District/Fiscal Agent)

Address: _____

Phone Number: _____ Fax Number: _____

E-mail Address: _____

Sharing Districts: _____

Proposed Start Date: _____ End Date: April 30, 2012

Total Funding Requested: \$ _____

Authorizing Signatures:

School Board Chairperson

Superintendent/Board Secretary

Date

Date