

STATE OF ILLINOIS  
REQUEST FOR QUALIFICATIONS  
ILLINOIS POWER AGENCY  
PROFESSIONAL SERVICES - RACIAL DISPARITY STUDY CONSULTANT  
Reference Number 24-RFQ-03

The Illinois Power Agency (“Agency” or “State”) is issuing this Request for Qualifications (“RFQ”) seeking qualified and knowledgeable experts or expert firms (“Offerors”) to conduct a complete, comprehensive, and legally supportable Racial Disparity and Availability Study to assess the presence and impact of racial discrimination or disparities in Illinois’ clean energy economy. The opportunity to serve as the Agency’s Racial Disparity Study Consultant represents a premier opportunity for the selected firm to contribute to the Agency’s mission of enhancing equity within Illinois’ clean energy economy.

A brief background and description are set forth below. The Agency welcomes responses from qualified Offerors able and willing to meet these requirements. Evaluation of responses to this RFQ will form the basis for determining recipients for a Request for Proposals (“RFP”) that will include more detailed and specific requirements.

**Background**

The Illinois Power Agency Act requires that the Agency, in consultation with the Department of Commerce and Economic Opportunity, Department of Labor, and any other relevant agencies, commission and publish a disparity and availability study that “measures the presence and impact of discrimination on minority businesses and workers in Illinois’ clean energy economy,” including activity outside of the Agency’s programs, utilizing consultants and subject matter experts (20 ILCS 3855/1-75(c-15)(2)(B)). The study will review the State’s clean energy economy regarding access, participation, and utilization of contractors, with a special emphasis on minority-owned business enterprises and minority/disadvantaged workers, with the goal of analyzing whether race or gender has been a barrier to equitable access for all business owners and workers.

Section 1-75(c-15)(2)(B) of the Illinois Power Agency Act expressly exempts the selection of a consultant to conduct this study from the bidding requirements contained in Section 20-10 of the Illinois Procurement Code (30 ILCS 500). Like other selection processes for consultants conducted by the Agency that are exempt from those requirements (e.g., Procurement Administrators, Procurement Planning Consultants, and Program Administrators), this process will be conducted in two parts consisting of an initial Request for Qualifications and a subsequent Request for Proposals issued to qualified respondents to the Request for Qualifications.

**Project Description**

The Agency seeks a Racial Disparity Study Consultant (“Consultant”) who will design, conduct, and publish a racial disparity and availability study of the Illinois’ clean energy economy. Broadly, the racial disparity and availability study the Agency is commissioning should: (1) evaluate whether there exists a presence of discrimination in Illinois’ clean energy economy; (2) if so, evaluate the impact of such discrimination on minority businesses and workers; and (3) develop recommendations to the Illinois Power Agency, Department of Commerce and Economic Opportunity, Department of Labor, and other relevant agencies to effectively remedy any discrimination detected.

The Racial Disparity and Availability Study will also encompass a thorough examination the Agency's programs and procurements, particularly the Equity Accountability System. The Equity Accountability System, established under the Illinois Power Agency Act (20 ILCS 3855/1-75(c-10)), includes: (1) a minimum equity standard for all applicants to the Illinois Shines Program, the Self-direct Program, and competitive procurements of Indexed RECs from utility-scale projects; (2) the Equity Eligible Contactor category within the Illinois Shines program; and (3) optional bid adjustments for competitive procurement processes. For more information about the Equity Accountability System, refer to Chapter 10 of the [2024 Long-Term Renewable Resources Procurement Plan](#).<sup>1</sup>

Additionally, the Racial Disparity and Availability Study will delve into the workforce and economic development programs overseen by the [Department of Commerce and Economic Opportunity](#), aiming to assess their effectiveness in providing equitable, statewide access to quality training, jobs, and economic opportunities across the clean energy economy. By scrutinizing these initiatives comprehensively, the study aims to shed light on any existing racial disparities or discriminatory practices within Illinois' clean energy economy, thereby informing targeted recommendations to promote equity and access.

To meet these goals, the Agency seeks Offerors that, at minimum, can successfully execute the following tasks:

- Design rigorous research methodologies tailored to the objectives and scope of the racial disparity and availability study.
- Develop benchmarks, key relevant metrics to the objectives of the study
- Develop a project plan, including engaging relevant stakeholders in the energy industry, agencies, government, community organizations, and affected individuals.
- Research, collect, and analyze qualitative and quantitative data from the energy industry and other sources for the study.
- Document and report on the process, including the rationale for the benchmark, methodologies used, and any stakeholder feedback for a clear and transparent process.
- Compile the findings of the study into a comprehensive report with recommendations, including race-conscious remedial actions as consistent with State and federal law, to effectively remedy any discrimination detected.
- Present the findings of the study to relevant stakeholders through public meetings, workshops, webinars, or other dissemination channels.
- Collaborate with the Agency and other stakeholders throughout the study process, including soliciting input and feedback to ensure the study's relevance and effectiveness.
- Coordinate with the Department of Commerce and Economic Opportunity, the Department of Labor, and other relevant agencies to successfully conduct this study.

The first step in this process is determining whether Offerors are qualified. The Agency seeks a consultant that can meet the following qualifications:

- Prior experience and proficiency in designing and conducting disparity and availability studies or similar research projects, particularly within the context of governmental agencies or public policy.
- Familiarity with the policies and research surrounding disparity and availability studies, including knowledge of relevant laws and legal frameworks.

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<sup>1</sup> Available at: <https://ipa.illinois.gov/content/dam/soi/en/web/ipa/documents/final-2024-long-term-renewable-resources-procurement-plan-19-apr-2024.pdf>.

- Experience developing and implementing a thorough and comprehensive methodology for assessing racial disparities, including data collection, analysis, and interpretation.
- Proficiency in analyzing complex data sets, along with the ability to interpret data, identify patterns, draw meaningful conclusions, and provide actionable recommendations.
- Ability to present findings clearly and effectively through written reports, presentations, and data visualization tools to various audiences, including policymakers, industry professionals, and community members.
- Ability to engage with diverse stakeholders and facilitate productive discussions around sensitive topics related to discrimination and equity.
- Experience coordinating with and working with multiple stakeholders from different, government entities, agencies, and organizations with varying levels of priorities or interests.
- Minimum one team member who has an understanding of legal case law related to diversity programs and disparity studies as well as expertise in legal risks and mitigation of those risks; minimum one team member with extensive statistical or qualitative research experience; minimum one team member with experience in qualitative evidence collection and analysis methods.

The purpose of this RFQ is to determine if Offerors meet these qualifications. Qualified Offerors will be invited to respond to a subsequent RFP that will provide an opportunity for the Offerors to describe in more detail their proposed approaches to the tasks listed above, provide what specific resources the Offeror has available to execute those tasks, and propose pricing to conduct the Racial Disparity and Availability Study. The Agency will score responses to the RFP to determine the Offeror best suited to serve as the Agency's Racial Disparity Study Consultant.

Please read the entire Solicitation package and submit a Submittal of Qualifications in accordance with the instructions. All forms and signature areas contained in the submittal package must be completed in full and submitted with the technical proposal, which combined will constitute the Submittal. Do not submit the instructions pages with offers. Offerors should retain the Instructions and a copy of the Submittal of Qualifications for future reference.

**INSTRUCTIONS FOR SUBMITTING QUALIFICATIONS**

**I.1 HOW TO ENTER INFORMATION:** Type information in the spaces provided or select the appropriate check box. If the information requested does not apply to the Offeror, then enter “N/A” into the text field. Please enter the requested information or N/A into every field. If appropriate, provide a brief explanation of why the field is not applicable.

**I.2 PUBLISHED PROCUREMENT INFORMATION:** Although this Solicitation is exempt from the Illinois Procurement Code, the Agency will use State websites to disseminate information about this Solicitation. The State publishes procurement information, including updates, on the [Illinois Procurement Bulletin](#), [Illinois Public Higher Education Procurement Bulletin](#), [Transportation Procurement Bulletin](#), or the [Illinois Capital Development Board Bulletin](#), (collectively and individually referred to as “Bulletin”). The Agency will also post this solicitation and related documents and announcements to its [website](#). Procurement information may not be available in any other form or location. Offeror is responsible for monitoring the Bulletin selected by the Agency for this procurement. The Agency will not be held responsible if Offeror fails to receive the optional e-mail notices.

**I.3 SOLICITATION CONTACT:** The individual listed below shall be the single point of contact for this Solicitation. Unless otherwise directed, Consultants should only communicate with the Solicitation Contact. The Agency shall not be held responsible for information provided to or from any other person.

Solicitation Contact: Tanvi Shah	Phone: (312) 814-1492
Agency: Illinois Power Agency	Fax: 312-814-0926
Street Address: 105 W. Madison Street, Suite 1401	TDD: 866-846-5276
City, State Zip: Chicago, IL 60602	
Email: tanvi.shah@illinois.gov	

Questions or comments regarding this RFQ should be timely directed in writing to the Solicitation Contact identified above. Do not discuss the Solicitation or any qualification, directly or indirectly, with any State officer or employee other than the Solicitation Contact.

**I.4 OFFEROR QUESTIONS AND AGENCY RESPONSE:** All questions, other than those raised at any Offeror conference, that pertain to this Solicitation must be submitted in written form and submitted to the Solicitation Contact no later than June 7, 2024, 5 PM Central Prevailing Time (“CPT”). Questions received and Agency responses may be posted as an Addendum to the original Solicitation on the Bulletin and will be posted to the Agency’s website; only these written answers to questions shall be binding on the Agency. Offerors are responsible for monitoring the Bulletin.

**I.5 SUBMISSION DUE DATE, TIME, AND ADDRESS FOR SUBMISSION:** Submittal of qualifications shall be directed to the address provided below and shall be received no later than the Submittal Due Date & Time specified below.

Submittal Due Date & Time:

Date: June 21, 2024

Time: 5 PM CPT

Hard Copy Submittals Must Be Sent To:

Agency: Illinois Power Agency
Attn: Tanvi Shah
Address: 105 W Madison Street, Suite 1401
City, State Zip: Chicago, IL 60602
Solicitation Title & Reference # 24-RFQ-03 Request for Qualifications – Racial Disparity Study Consultant Offeror Name: _____

(Place label containing information above outside of sealed envelopes/containers if submitting response in hard copy.)

**I.6 INSTRUCTIONS FOR SUBMISSION OF QUALIFICATIONS:** Responses to this RFQ must be submitted either:

(1) By email sent to the email address listed above. The email should have a subject line with the Solicitation title, and Offeror’s name. The email should contain as attachments (in PDF or Word format): Section 1 – Submittal of Qualifications Check List; Section 2 – Technical Proposal.

Or

(2) As a single sealed envelope/container clearly labeled with the Solicitation title, and Offeror’s name delivered to the address listed above. One original and one electronic copy of the Submittal of Qualifications package must be provided. The package shall contain the following two sections: Section 1 – Submittal of Qualifications Check List; Section 2 – Technical Proposal.

**I.7 GOVERNING LAW AND FORUM:** Illinois law and rule govern this Solicitation and any resulting contract. Offeror must bring any action relating to this Solicitation or any resulting contract in the appropriate court in Illinois. This document contains statutory references designated with “ILCS” (Illinois Compiled Statutes). Vendor may view the full text at ([www.ilga.gov/legislation/ilcs/ilcs.asp](http://www.ilga.gov/legislation/ilcs/ilcs.asp)). Section 1-75 of the Illinois Power Agency Act (20 ILCS 3855/1-75) is applicable to this Solicitation.

**I.8 PUBLIC RECORDS AND REQUESTS FOR CONFIDENTIAL TREATMENT:** Submittals of Qualifications become the property of the Agency. Submittals of Qualifications, including late submissions, will not be

returned. **All submittals of qualifications will be open to the public under the Illinois Freedom of Information Act ("FOIA") (5 ILCS 140) and other applicable laws and rules, unless Offeror requests in its Submittal of Qualifications that the Agency treat certain information as confidential.** A request for confidential treatment will not supersede the State's legal obligations under FOIA. The Agency will not honor requests to keep entire Offers confidential. Offerors must show the specific grounds in FOIA or other law or rule that support confidential treatment. Regardless, the Agency will disclose the successful Offeror's name, the substance of the Offer, and the price upon final contract award. If Offeror requests confidential treatment, Offeror must submit one additional copy of the Submittal of Qualifications with proposed confidential information redacted. This redacted copy must describe the general nature of the material removed and shall retain as much of the Submittal of Qualifications as possible. In a separate attachment, Offeror shall supply a listing of the provisions identified by section number for which it seeks confidential treatment, identify the statutory basis under Illinois law for exemption from public disclosure, and include a detailed justification for exempting the information from public disclosure. Offeror will hold harmless and indemnify the Agency for all costs or damages associated with the Agency defending Offeror's request for confidential treatment. Offeror agrees the Agency may copy the Submittal of Qualifications to facilitate evaluation, or to respond to requests for public records. Offeror warrants that such copying will not violate the rights of any third party.

**I.9 RESERVATIONS:** Offeror must read and understand the Solicitation and tailor the Submittal of Qualifications and all activities to ensure compliance. The Agency reserves the right to amend the Solicitation, reject any or all Submittals, and waive minor defects. The Agency may request a clarification, inspect Offeror's premises, interview staff, request a presentation, or otherwise verify the contents of the submittal, including information about subcontractors and suppliers. The Agency will make all decisions on compliance, evaluation, terms and conditions, and shall make decisions in the best interests of the Agency and in accordance with rules and other applicable state and federal statutes and regulations. This competitive process may require that Offeror provide additional information and otherwise cooperate with the Agency. If an Offeror does not comply with requests for information and cooperate, the Agency may reject the Submittal of Qualifications as non-responsive to the Solicitation. Submitting a Submittal of Qualifications does not entitle Offeror to an award or a contract. The Agency's posting Offeror's name in a Bulletin notice does not entitle Offeror to a contract. The Agency is not responsible for and will not pay any costs associated with the preparation and submission of any Submittal of Qualifications. Short listed Offeror(s) shall not commence and will not be paid for any billable work prior to the date all parties execute the contract.

**I.10 AWARD:** The Agency is not obligated to award a contract pursuant to this Solicitation. As a result of this Solicitation and any subsequent RFP, the Agency may select the winning Offeror based on the winning proposal and may award a contract to the winning Offeror. If the Agency issues an award, the award will be made to the Responsible Offeror whose offer best meets the specified requirements and evaluation criteria.

**I.11 INCORPORATION OF 24-RFQ-03 BY REFERENCE:** This Solicitation (24-RFQ-03) and Offeror's Submittal of Qualifications will be incorporated and made part of any subsequent contract by reference.

**I.12 PREQUALIFICATION TO RESPOND TO SUBSEQUENT RFP:** Based on the evaluation of responses to this Solicitation, only qualified Offerors will be invited to respond to any subsequent RFP.

**I.13 EVALUATION PROCESS:** The Agency determines how complete and satisfactorily submittals meet the Responsiveness and Responsibility requirements. Submittals that fail to meet minimum Responsiveness

and Responsibility requirements will not be considered for subsequent evaluation. The Agency considers the information provided when evaluating submittals. If the Agency finds a failure or deficiency, the Agency may reject the submittal or reflect the failure or deficiency in the evaluation.

**RESPONSIVENESS:** A responsive Offeror is one whose submittal conforms in all material respects to this Solicitation and includes all required information. The Agency will determine whether the submittal conforms in all material respects to this Solicitation. Minor differences or deviations that have negligible impact on the suitability of the Offeror to meet the Agency’s needs may be accepted or corrections allowed. The Agency will determine whether Offeror’s Submittal of Qualifications complies with the instructions for submitting qualifications. Except for late submissions, the Agency may require that an Offeror correct deficiency(ies) as a condition of further evaluation.

**RESPONSIBILITY:** A responsible Offeror is one who has the expertise, experience, qualifications, and capability in all respects to perform fully the requirements stated on this Solicitation and who has the reputation, integrity and reliability that will assure good faith performance. The Agency determines whether the Offeror is a “Responsible” Offeror. The Agency may additionally consider the following:

A “prohibited bidder” includes a person assisting the Agency in determining whether there is a need for contract, unless such information was part of a response to a publicly issued Request for Information. Additionally, a person who assisted the Agency by reviewing, drafting, or preparing this Solicitation, a Request for Proposal or Request for Information or who provided similar assistance is deemed a prohibited bidder.

Other factors that the Agency may evaluate to determine Responsibility (including those found outside the Submittal of Qualifications) include, but are not limited to: political contributions, certifications, conflict of interest, financial disclosures, past performance in business or industry, references, compliance with applicable laws, financial responsibility, insurability, effective equal opportunity compliance, and payment of prevailing wages if required by law.

**CRITERIA FOR EVALUATION OF RESPONSIBILITY:** The table below shows elements of expertise, skills, experience, and qualifications.

<b>Threshold Criteria to Evaluate Responsive and Responsible Offerors</b>
(A) Prior experience and proficiency in designing and conducting disparity and availability studies or similar research projects, particularly within the context of governmental agencies or public policy.
(B) Familiarity with the policies and research surrounding disparity and availability studies, including knowledge of relevant laws and legal frameworks.
(C) Experience developing and implementing a thorough and comprehensive methodology for assessing racial disparities, including data collection, analysis, and interpretation.

(D) Proficiency in analyzing complex data sets, along with the ability to interpret data, identify patterns, draw meaningful conclusions, and provide actionable recommendations.
(E) Ability to present findings clearly and effectively through written reports, presentations, and data visualization tools to various audiences, including policymakers, industry professionals, and community members.
(F) Ability to engage with diverse stakeholders and facilitate productive discussions around sensitive topics related to discrimination and equity.
(G) Experience coordinating with and working with multiple stakeholders from different, government entities, agencies, and organizations with varying levels of priorities or interests.
(H) Minimum one team member who has an understanding of legal case law related to diversity programs and disparity studies as well as expertise in legal risks and mitigation of those risks; minimum one team member with extensive statistical or qualitative research experience; minimum one team member with experience in qualitative evidence collection and analysis methods.

**I.14 SELECTION OF OFFERORS:** The Agency will select the Responsive and Responsible Offerors who meet the threshold requirements listed in the above evaluation. Those Responsive and Responsible Offerors that wholly meet threshold criteria will be placed on a short list of pre-qualified Offerors. Offerors on the short list, will be invited to submit a response to the RFP. Only RFP responses from invited Offerors will be accepted by the Agency.

**I.15 MINORITY, FEMALE, AND PERSONS WITH DISABILITY PARTICIPATION AND UTILIZATION PLAN:** Any subsequent RFP solicitation will contain a 30% goal to include businesses owned and controlled by minorities, females, and/or persons with disabilities in the State’s procurement and contracting processes.

**The Agency takes this goal very seriously, and failure to submit a Utilization Plan that meets this goal in response to any subsequent RFP as instructed in such solicitation will render the offer non-responsive and thus will be summarily rejected by the Agency.** The [Illinois Commission on Equity and Inclusion](#) certifies minority-owned, women-owned, and persons with disabilities-owned businesses for the State of Illinois Business Enterprise Program ("BEP"). [Requirements for BEP certification](#) are available on the BEP website.

The BEP program offers a [primer video](#) on completing [Utilization Plans](#), and [guidance on good faith efforts](#). The Utilization Plan is not required as part of the response to this RFQ. It will be a required component of any subsequent RFP. The Agency strongly encourages Offerors to carefully review the Utilization Plan template and familiarize themselves with the requirements for developing an acceptable Utilization Plan. If the Offeror is a BEP certified vendor, the entire goal is met and no subcontracting with a BEP certified vendor is required; however, Offeror must submit a Utilization Plan indicating that the goal will be met by self-performance.



**I.16 SUBCONTRACTING:** Subcontractors are allowed. For the purposes of this section, subcontractors are those specifically hired to perform all or part of the work that is the subject of this Solicitation. If subcontractors are to be utilized, in preparation to any subsequent RFP, offerors must identify subcontractors with an annual value of more than \$50,000 and the expected amount of money each will receive under the contract.

**I.17 TIMELINE:** The Agency plans to follow the timeline below to contract for a consultant to conduct the Racial Disparity and Availability Study:

- RFQ Issued: May 13, 2024
- RFQ Offerors Conference Call: June 6, 2024, 2 PM CPT
- Deadline to submit written questions: June 7, 2024, 5 PM CPT
- **RFQ Responses due: June 21, 2024, 5 PM CPT**
- Offerors notified of eligibility: July 12, 2024 (tentative)
- RFP Issued: July 19, 2024 (tentative)
- RFP Responses Due: August 30, 2024 (tentative)
- Selected Offeror notified: September 27, 2024 (tentative)

## 1. SUBMITTAL OF QUALIFICATIONS CHECK LIST

By completing and signing this form, the Offeror makes a Submittal of Qualifications to the Agency that the Agency may accept. Offeror should also use this form as a final check to ensure that all required documents are completed and included with the submittal. Offeror must mark each blank below as appropriate. Offeror understands that failure to meet all requirements is cause for disqualification.

### CHECK LIST:

**1.1. SOLICITATION REVIEW:** Offeror reviewed the Solicitation, including all referenced documents, laws, and instructions, completed all blanks, provided all required information, and demonstrated how it will meet the requirements of the Agency.

Yes      No

**1.2. INCORPORATION OF 24-RFQ-03 BY REFERENCE:** Offeror acknowledges that this Solicitation (24-RFQ-03) and Offeror's responses to it will be incorporated and made part of any subsequent contract by reference.

Yes      No

**1.3. ADDENDA:** Offeror acknowledges receipt of any and all addendums to this Solicitation and has taken those into account in making this Submittal of Qualifications.

Yes      No      N/A

**1.4. SUBMISSION OF TECHNICAL PROPOSAL – Section 2:** Offeror is submitting a complete and responsive Technical Proposal, Section 2, in a properly labeled email or container, to the correct email address or location, and by the due date and time.

Yes      No

**1.5. EXPERTISE, EXPERIENCE AND STAFF:** Offeror has the required expertise, skill, experience staff, and ability to meet the requirements of the Agency in Section 2.2 through Section 2.5.

Yes      No

**1.6. OFFEROR QUALIFICATIONS:** Offeror has responded affirmatively to all qualification questions contained in Section 2.4.

Yes      No

**1.7. OFFEROR STATEMENT OF QUALIFICATIONS:** Offeror has provided an accurate and complete statement of qualifications in Section 2.5.

Yes      No

**1.8. OFFEROR SIGNATURE:** An authorized representative of the identified Offeror has signed this Submittal of Qualifications, bottom of Section 2.

Yes      No

## 2. SPECIFICATIONS, QUALIFICATIONS AND STATEMENT OF OFFEROR QUALIFICATIONS

**2.1. GOAL:** The Agency seeks a qualified consultant to conduct a complete, comprehensive, and legally defensible Racial Disparity and Availability Study to measure the presence and impact of discrimination on minority businesses and workers in Illinois' clean energy economy. The Racial Disparity Study Consultant will design, conduct and publish a racial disparity and availability study assessing the State's clean energy economy regarding access, participation, and utilization of contractors, with a special emphasis on minority-owned business enterprises and minority/disadvantaged workers, with the goal of analyzing whether race or gender has been a barrier to equitable access for all business owners and workers.

Broadly, the racial disparity and availability study should: (1) evaluate whether there exists a presence of discrimination in Illinois' clean energy economy; (2) if so, evaluate the impact of such discrimination on minority businesses and workers; and (3) develop recommendations to the Illinois Power Agency, Department of Commerce and Economic Opportunity, Department of Labor, and other relevant agencies to effectively remedy any discrimination detected.

**2.2. EXPERTISE, EXPERIENCE AND SERVICES REQUIRED:** The Agency seeks Racial Disparity Study services from qualified Offerors that have the following experience:

- (A) Prior experience and proficiency in designing and conducting disparity and availability studies or similar research projects, particularly within the context of governmental agencies or public policy.
- (B) Familiarity with the policies and research surrounding disparity and availability studies, including knowledge of relevant laws and legal frameworks.
- (C) Experience developing and implementing a thorough and comprehensive methodology for assessing racial disparities, including data collection, analysis, and interpretation.
- (D) Proficiency in analyzing complex data sets, along with the ability to interpret data, identify patterns, draw meaningful conclusions, and provide actionable recommendations.
- (E) Ability to present findings clearly and effectively through written reports, presentations, and data visualization tools to various audiences, including policymakers, industry professionals, and community members.
- (F) Ability to engage with diverse stakeholders and facilitate productive discussions around sensitive topics related to discrimination and equity.
- (G) Experience coordinating with and working with multiple stakeholders from different, government entities, agencies, and organizations with varying levels of priorities or interests.
- (H) Minimum one team member who has an understanding of legal case law related to diversity programs and disparity studies as well as expertise in legal risks and mitigation of those risks; minimum one team member with extensive statistical or qualitative research experience; minimum one team member with experience in qualitative evidence collection and analysis methods.

The Racial Disparity Study Consultant will be required to complete the following tasks:

- (A) Design rigorous research methodologies tailored to the objectives and scope of the racial disparity and availability study.
- (B) Develop benchmarks, key relevant metrics to the objectives of the study
- (C) Develop a project plan, including engaging relevant stakeholders in the energy industry, agencies, government, community organizations, and affected individuals.

- (D) Research, collect, and analyze qualitative and quantitative data from the energy industry and other sources for the study.
- (E) Document and report on the process, including the rationale for the benchmark, methodologies used, and any stakeholder feedback for a clear and transparent process.
- (F) Compile the findings of the study into a comprehensive report with recommendations, including race-conscious remedial actions as consistent with State and federal law, to effectively remedy any discrimination detected.
- (G) Present the findings of the study to relevant stakeholders through public meetings, workshops, webinars, or other dissemination channels.
- (H) Collaborate with the Agency and other stakeholders throughout the study process, including soliciting input and feedback to ensure the study's relevance and effectiveness.
- (I) Coordinate with the Department of Commerce and Economic Opportunity, the Department of Labor, and other relevant agencies to successfully conduct this study.

**2.4. OFFEROR QUALIFICATIONS:** Please refer to Sections 2.2 above. For each of the Minimum Requirement items in the table below, state by entering Yes or No whether the offeror meets the minimum requirement. Failure to meet any of the requirements will automatically disqualify the Offeror.

<b>Minimum Requirement</b>	<b>Offeror must indicate below whether its staff meet each Minimum Requirement by selecting Yes or No</b>
(A) Prior experience and proficiency in designing and conducting disparity and availability studies or similar research projects, particularly within the context of governmental agencies or public policy.	Yes    No
(B) Familiarity with the policies and research surrounding disparity and availability studies, including knowledge of relevant laws and legal frameworks.	Yes    No
(C) Experience developing and implementing a thorough and comprehensive methodology for assessing racial disparities, including data collection, analysis, and interpretation.	Yes    No
(D) Proficiency in analyzing complex data sets, along with the ability to interpret data, identify patterns, draw meaningful conclusions, and provide actionable recommendations.	Yes    No
(E) Ability to present findings clearly and effectively through written reports,	Yes    No

presentations, and data visualization tools to various audiences, including policymakers, industry professionals, and community members.	
(F) Ability to engage with diverse stakeholders and facilitate productive discussions around sensitive topics related to discrimination and equity.	Yes No
(G) Experience coordinating with and working with multiple stakeholders from different, government entities, agencies, and organizations with varying levels of priorities or interests.	Yes No
(H) Minimum one team member who has an understanding of legal case law related to diversity programs and disparity studies as well as expertise in legal risks and mitigation of those risks; minimum one team member with extensive statistical or qualitative research experience; minimum one team member with experience in qualitative evidence collection and analysis methods.	Yes No

**2.5. OFFEROR STATEMENT OF QUALIFICATIONS:** Please describe Offeror’s background, experience, and qualifications relevant to the role of the Racial Disparity Study Consultant. **Be sure to specifically address each of the eight criteria (A-H) listed in Section 2.4.** Please limit the statement of qualifications to no more than twenty (20) pages (not including resumes of key staff, examples of past studies conducted, or references). Please do not submit marketing materials. The response to this section may also be included as an attachment.

**SIGNATURE OF AUTHORIZED REPRESENTATIVE:** The undersigned authorized representative of the identified Offeror hereby submits this Submittal of Qualifications to perform in full compliance with this Solicitation.

Signature of Authorized Representative:

Printed Name of Signatory:

Date: