



REQUEST FOR PROPOSALS (RFP)

Building Energy Code Working Group Facilitation

Questions and Answers

Question 1: How many quarterly reports are expected?

Answer 1: It is anticipated that the contract will be in place sometime in July or August and will go through December 31, 2024. Therefore, the contract will span 2 quarters.

Question 2: Can you share links to previous quarterly reports and legislative reports?

Answer 2: The Quarterly report template is provided at the end of the responses. The legislative report submitted by last years Building Energy Code Study Committee is available at: <https://publicservice.vermont.gov/efficiency/building-energy-standards/building-energy-code-working-group>

Question 3: Can you provide an estimated range of hours required per meeting?

Answer 3: It is currently estimated that the Working Group will have five meetings and they will be scheduled for 2.5 hours, but that is subject to change should the Working Group determine more meetings/time is needed.

Quarterly Report Template

The Contractor shall submit a Quarterly Report by the 15th day of the month following each calendar quarter ([January 15](#), [April 15](#), [July 15](#), [October 15](#)) using [the template below or something similar that consists of these reporting items](#). The Final Report must follow the same template but should describe the full project. Both reports must provide a concise narrative assessment of the status of work, including the following information:

Contractor: _____

Contract Number: _____

Quarterly Report Number: _____

Period Covered by Report: From _____ to _____
(month/date/year) (month/date/year)

Program/Contractor Contact: _____

Phone: _____ **Email:** _____

1. Goals & Objectives for the Project:

A written comparison of the actual project accomplishments with the project goals and objectives established for the reporting period; if goals and/or objectives for the reporting period were not met, a detailed description of the variance shall be provided.

2. Work Accomplished in the Reporting Period:

The Contractor shall provide a narrative identifying what was accomplished under these goals and objectives established for this reporting period, including major activities, significant results, major findings or conclusions, key outcomes, or other achievements, including number of meetings held and number of participants at each meeting.

3. Work Scheduled for the Next Reporting Period:

The Contractor shall provide a brief description of the work scheduled for the next quarter.

4. Actual or Anticipated Problems/Delays & Actions Taken or Planned to Resolve Them:

Describe any changes during the reporting period in project approach and the reasons for these changes. Remember, significant changes to the project objectives and scope require prior approval by the PSD Administrator. Describe any actual or anticipated problems or delays and any actions taken or planned to resolve them.

5. Cost Status:

The Contractor shall provide a summary of approved budget, actual costs incurred for the period, and total expenses to date. If cost sharing is required, the cost breakdown shall show the DOE share, recipient share, and total costs. (The Contractor may use its own forms or spreadsheets to present this information.)

6. Additional Information:

The Contractor shall provide any additional information that the PSD Administrator should be made aware of.