

# **Request for Proposals**

**NYPA**

## **Clean Energy Workforce Training Initiative**

**Q24-7567NF**

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**Issued by:**

**New York Power Authority**

**123 Main Street, White Plains, New York 10601**

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## INTRODUCTION

The New York Power Authority is issuing a Request for Proposal (“RFP”) inviting qualified NYS based training providers (such as technical high schools, community colleges, universities, trade associations, manufacturers, and others) who can collaborate to develop technical training opportunities, hands-on experience, paid internships and full-time jobs for people entering the clean energy workforce.

## 1. DEFINITIONS

**Apprenticeship** – an employer-driven, occupational training model. Apprenticeship programs provide on-the-job training from an experienced mentor and related classroom instruction on the technical and academic aspects of a job. The training is rooted in industry skill standards and competencies and is typically registered by the DOL. Apprenticeship programs help companies successfully recruit, develop, and retain a highly skilled workforce for the jobs they need filled.

**Authority (or NYPA)** – as used herein, means the New York Power Authority

**Authority sites** – a list of the Authority’s sites is available at <https://www.nypa.gov/power/generation/all-generating-facilities>

**Certification** - a voluntary system of standards usually set by key stakeholders and subject matter experts that trainees/employees can choose to meet in order to demonstrate accomplishment or ability in their target industries.

**Clean Energy Workforce Training (or CEWT)** – the NYPA initiative that will be funded through this and other NYPA RFPs

**Community-Based Organization** - a public or private organization aimed at making desired improvements to a community's social health, well-being, and overall functioning, and represents a community or significant segments of a community; and provides services to individuals in the community, based on input from community members.

**Disadvantaged Communities (DAC)** - includes those communities who meet the criteria established to identify a disadvantaged community adopted by the Climate Justice Working Group under the Climate Leadership and Community Protection Act. The criteria identify individuals based on a geographic component or an income component. An explanation of the criteria is available at <https://climate.ny.gov/Resources/Disadvantaged-Communities-Criteria>

**DOL** – Department of Labor

**Hands-On Experience or Experiential Learning** - knowledge or skills acquired through direct or personal interaction with subject matter experts, such as industry employees, coaches, and mentors. Hands-On Experience may be acquired through on-the-job training, classroom or online training, Technical Training, soft-skills training, or a combination thereof.

**Internships** - paid, professional, structured learning experiences that offer meaningful practical work related to a student’s field of study or career interest. Internships allow students to obtain

real-world experience in the workplace to prepare them for entry into the job market. Internships may include a combination of hands-on experience, on-the-job and/or Technical Training.

**Job Placement Assistance** - services provided by Training Providers and recruiters to help individuals find work. Examples of job placement services include career coaching, resume writing, mock interviews, vocational counseling, and job or internship placement because of strategic partnerships with employers.

**NYS** – New York State

**On-the-Job Training** - a form of training provided at the workplace during which trainees/employees are introduced to their work environment and acquire the skills they need to perform their work on the job. This may include the development of professional/"soft" skills such as communication, leadership, or team management or "hard" skills using machinery, equipment, tools, computer technologies, and other materials.

**Pre-apprenticeship** - a program or set of services designed to prepare individuals to enter and succeed in an apprenticeship program. By definition, a pre-apprenticeship program has a documented partnership with at least one apprenticeship program. Quality pre-apprenticeship programs are a starting point toward a successful career path for under-represented job seekers (such as disadvantaged women and men, individuals with disabilities, and others) who may not be aware of this approach to obtain good jobs with opportunities for advancement. Pre-apprenticeships help individuals meet the entry requirements for apprenticeship programs and ensure they are prepared to be successful in their apprenticeship.

**Priority Populations** for purposes of this RFP include:

- At risk populations;
- Homeless individuals;
- Incumbent or unemployed fossil fuel workers;
- Individuals who are at least 17 years of age and reside in Disadvantaged Communities who are not likely to be college bound;
- Individuals with disabilities;
- Low-income individuals, whose household's total income is below or at 60% of the State Median Income, or whose household has been determined eligible for or is receiving assistance through the Home Energy Assistance Program (HEAP), Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), or other human service benefit programs;
- Previously incarcerated individuals;
- Single parents;
- Sixteen- to 24-year-olds who are enrolled in or have completed a comprehensive work preparedness training program such as those offered by Boards of Cooperative Education Services (BOCES), technical high schools, Conservation Corps, YouthBuild, and AmeriCorps. The training program must include a combination of rigorous clean energy education with Hands-On Technical Training. (Eligibility of work preparedness programs under this category will be considered on a case-by-case basis); and
- Veterans;

**RFP** – Request for Proposal

**Technical Training** - delivery of competency-based, hard-skilled training courses to meet critical energy efficiency and clean technology industry needs.

**Training Providers** - technical high schools, community colleges, universities, trade associations, manufacturers, vendors, suppliers, distributors, unions, training and job placement intermediaries, community-based organizations and non-for-profit organizations with a demonstrated track record in job training, job preparedness and/or placement.

**Workers** - individuals who design, manufacture, specify, sell, distribute, install, operate, maintain, repair, and inspect clean technologies and systems, and/or who provide energy efficiency services.

## 2. BACKGROUND

NYPA is the nation's largest state public power organization, with 17 generation facilities and more than 1,550 circuit miles of transmission lines. The Authority provides some of the lowest-cost electricity in New York State, which helps support thousands of jobs statewide while reducing public-sector costs.

Enacted in May 2023, subdivision 27-d to the Public Authorities Law authorizes the Authority, as deemed feasible and advisable by the Trustees, to make available up to \$25 million annually to the DOL to fund programs established or implemented by or within the DOL, including but not limited to the office of just transition and programs for workforce training and retraining, to prepare Workers for employment for work in the renewable energy field.

The Authority is committed to enhancing clean energy workforce development initiatives in a holistic manner to support the deployment, use or maintenance of renewable energy in NYS, through (1) the Authority's own initiatives, (2) contracting with public and private sector Training Providers, and (3) in partnership with the DOL. To these ends, the Authority will issue a series of RFPs with specific focus areas in support of its Clean Energy Workforce Training (CEWT) initiative.

The focus area for this initial RFP shall be Training Providers in the vicinity of existing Authority sites, as defined in section 1. Training Providers should have existing programming that will utilize this funding to upskill or re-skill Workers to prepare qualified and/or certified "ready to deploy" Workers with a high probability of job placement with employers in the renewable energy field following their successful completion of the proposed programs. Preference will be given to Training Providers who target Workers residing in a NYS defined DAC and/or Priority Populations with transportation access to job locations.

## 3. OBJECTIVES

The Authority seeks to utilize this initial CEWT RFP to create a diverse, equitable, and inclusive pipeline of skilled talent for the clean energy labor market with a focus on pathways for

employment in the clean energy field for residents of Disadvantaged communities in the vicinity of Authority sites.

Projects funded through this solicitation are intended to build or expand NYS training infrastructure and capacity to develop and deliver clean energy Technical Training, hands-on experience, and job placement assistance to both new and existing Workers, as applicable, ensuring trainees have the skills, experience, and qualifications required to meet industry demand. NYPA in its discretion may give preference to projects that increase access to workforce training and skills development opportunities, as well as providing experiential learning, career pathways and supportive or wrap-around services for residents of Disadvantaged Communities and/or Priority Populations located in the vicinity of Authority sites with transportation access to job locations.

Training providers who can deliver training opportunities, pre-apprenticeships, apprenticeships, and/or certificate programs are encouraged to apply. The funding may be used for program delivery and/or wrap-around services.

#### **4. ELIGIBILITY CRITERIA**

The eligibility for this RFP shall be based on 4 factors – Geographic Boundaries, Technology Areas, Eligible Applicants, and Program Specifications as elaborated below.

##### **4.1 Geographic Boundaries**

All proposed projects must be from entities located within NYS in the vicinity of Authority sites (as defined in section 1). All training beneficiaries must be NYS residents.

##### **4.2 Technology Areas**

The following technology areas are eligible:

- Building automation and controls
- Building electrification/heat pump technologies
- Clean energy manufacturing
- Construction skills including heavy equipment, earth moving, site preparation, drilling, carpentry, roofing, and masonry; plumbing, pipefitting, steam fitting; electrical, electronics and controls; welding; fabrication and mechanics; materials handling
- Electric vehicle (EV) charging station installation and maintenance
- Energy management
- Energy storage
- High-efficiency heating, ventilation, and air conditioning (HVAC) and water heating
- High-efficiency lighting and controls
- High-efficiency water heating
- Insulation and air sealing

- Large-scale, land-based renewable energy generation that is supported through New York's Clean Energy Standard including solar, wind, hydro, geothermal
- Smart grid
- Supportive skills such as basic mathematics, blueprint reading, computer-aided design (CAD) of electrical/mechanical/electronic components, problem solving, regulatory knowledge (land use law and regulations); occupational health and safety including jobsite safety.
- Unmanned Aerial System (UAS or drone) based equipment inspections/land surveys

Proposals that do not meet the technology areas listed above will be rejected.

### 4.3 Eligible Applicants

Eligible Applicants must have a demonstrated track record in energy-related training, job preparedness and/or placement.

Eligible Applicants may include for-profit entities, including corporations; community-based organizations; municipalities; trade associations; labor unions; manufacturers, equipment suppliers, and distributors; renewable energy project developers and owners; firms and subcontractors that support engineering, procurement, construction operations and maintenance; training and job placement intermediaries; and educational institutions, including technical high schools, community colleges, and universities which:

- Have two (2) or more full-time employees or the equivalent of two (2) full-time employees throughout the duration of the contract. Principals of corporations and owners of businesses such as sole proprietors or partners, are not considered to be employees for this eligibility requirement. Cooperative owner employees who do not serve on the board of directors are considered to be employees for this eligibility requirement. An applicant is not eligible to apply if it has no employees or if the Workers are independent contractors, subcontractors or contract employees. However, if an Applicant leases its employees for payroll and tax reporting purposes, and has authority over the hiring, firing and scheduling of Workers, it is eligible for funding consideration;
- Are in good standing with regard to the laws, rules, and regulations of NYS, including regarding Unemployment Insurance, Worker Adjustment and Retraining Notification Act, Public Work, Labor Standards, Safety and Health, NYS Department of State Division of Corporations, Workers Compensation Insurance, and Disability Insurance.

Programs may apply for both the training funds and the supportive service funds (as described in section 4.4) if they are able to demonstrate a successful track record of being able to provide both training and job placement and supportive services to Workers, with a priority on those from Disadvantaged Communities and/or Priority Populations.

Applicants that apply for the training funds may partner with other entities that provide supportive services.

Applicants may consist of individual entities or a team of Training Providers. Applicants are encouraged to partner with and/or demonstrate support from energy-related industry partners or companies.

NYPA in its discretion may give preference to Applicants that include or are led by Minority- and Women-Owned Business Enterprises and/or Service-Disabled and Veteran-Owned Businesses.

#### **4.4 Program Specifications**

This initial CEWT solicitation funds may span across the following activities:

- Delivery of training (online, classroom, on-site, etc.)
- Training labs and equipment purchases for hands-on training
- Hiring and training of trainers
- Test and certification fees
- Certification programs
- Pre-apprenticeships and apprenticeships
- Services to place individuals into paid internships, apprenticeships, full-time jobs, or advanced formal training
- Training in a language other than English

New curriculum development is not eligible for funding as training content and delivery maturity is preferred. The only exception will be made for training directly related to the operation and use of new equipment to the extent funded by this solicitation.

Additionally, the Authority may fund relevant marketing and outreach (up to 10% awarded funding) as well as reasonable wrap-around services such as in-state travel to support eligible training initiatives in the technology areas specified in section 4.2. These wrap-around support services can include:

- Transportation to/from training/job locations
- Assistance in securing stable housing
- Childcare during training hours/job placement
- Food during training hours/job placement
- Career guidance and counseling
- Resume creation/updates and interview preparation
- Referrals to mental health services
- Referrals to substance use treatment
- Essential equipment for training – job-specific tools, uniform, union fees, work boots
- Life-skills training including financial literacy
- Scholarships for students in need of financial assistance for tuition



All training must:

- Be carried out by experienced Training Providers with industry-standard certifications
- Serve eligible individuals (e.g., incumbent Workers, individuals in training programs, or new Workers/new entrants to clean energy). For example, proposals to simply purchase training equipment or develop new curriculum will not be eligible for funding unless they also include the deployment of training.
- Have a thorough recruitment and screening plan to attract candidates to their program
- Include development of a placement plan for candidates
- Be completed within two years from the date of the award.

Proposals that do not meet the Program Specifications listed above will not be eligible for funding.

NYPA in its discretion may give preference to programs that are intended to place trainees in permanent employment positions in NYS.

Proposals that do not meet the program specification areas listed above may be rejected.

## **5. APPLICATION PROCESS**

Applicants must submit a completed application to the Authority for consideration and evaluation. The following sections are required for all completed applications to ensure review. Applications should not exceed 15 pages. Applicants are strongly encouraged to use the below numbering system as a checklist to ensure completeness and accuracy of applications:

- 5.1 Proposal Cover Page
- 5.2 Scope of Work
- 5.3 Key Performance Indicators (KPIs) to measure success
- 5.4 Training Schedule
- 5.5 Budget with detailed cost breakdown
- 5.6 Resumes of Key Personnel
- 5.7 Other documentation deemed necessary for review such as clean energy course outlines

More detail on the application sections can be found below:

### **5.1 Proposal Cover Page**

This must list the name and business address of the applicant.

### **5.2 Scope of Work**

Applicants must include a detailed Scope with their application. The Scope will describe the work to be completed in the project. Should the proposal be selected for funding, the

activities outlined in this Scope will be incorporated into a Statement of Work which will become the primary contractual document that identifies the project tasks and deliverables and will serve as the basis for payment. A sample Scope of Work template is provided for reference titled "Exhibit A - Supplier Scope of Work Template". Use of this template is not mandatory. Applicants may use their own template if the required details are clearly outlined.

The Scope is an action document that delineates each step or activity in the project to accomplish the outlined tasks. In the Scope, applicants must identify and describe each task that would be funded in whole or in part under this solicitation. Each task must include:

- the specific activities that will be completed for that task,
- the individual or organization (e.g., Contractor or Subcontractor) that will complete each activity in a task, and
- task-specific milestones, expected outcomes or deliverables, and reports that will be submitted to the Authority.
- program sustainability - outline the strategy for sustainability if/when funding is no longer available. Demonstrate alternative funding sources and/or strategies to continue funded activities beyond the contracted period.

Authority funding awarded under this solicitation may be paid based on project-level milestones that will be negotiated prior to contracting. Each Scope must include tasks for the following four required project components. For these tasks, language from the example Statement of Work may serve as a reference.

- 5.2.1 Partnership / Subcontracts (if applicable to the project);
- 5.2.2 Training Delivery (customized description of training as appropriate);
- 5.2.3 Evaluation;
- 5.2.4 KPI Reporting.

All other tasks should be specific to the proposed project and clearly outline activities associated with Authority funding. For example, the Scope may include tasks such as purchasing training equipment, identifying and providing wrap-around services for trainees, etc. depending on the nature of the project.

Applicants are encouraged to reference the sample Scope of Work for suggested deliverables and level of detail for tasks frequently included in projects funded through this type of solicitation. Proposal responses to this RFP should be submitted to : [WorkforceDev@nypa.gov](mailto:WorkforceDev@nypa.gov).

### **5.3 Key Performance Indicators (KPIs) to measure success**

- # of trainees
- # of trainees who started the program

- # of trainees who completed the program
- # of trainees who were placed in jobs
- # of training hours per trainee who started the program
- Cost per trainee for all trainees who start the program
- Cost per contact hour of training delivered

Additional KPIs may be included, as relevant, to demonstrate the anticipated impact of the proposed project.

#### **5.4 Training Schedule**

Applicants must provide a schedule for completing tasks based on the tasks and deliverables outlined in their Scope of Work. This schedule may be listed in weeks or months starting from contract execution through contract completion and may include additional tracking periods related to program objectives.

#### **5.5 Budget with detailed cost breakdown**

Applicants are required to provide a breakdown of costs related to each milestone in their Scope of Work. Applicants are encouraged to utilize a work breakdown structure including personnel, rates, equipment, and hours to build the budget. A sample budget template is provided for reference titled "Exhibit B-Budget with Instructions." Use of this template is not mandatory. Applicants may use their own budget template if the required details are clearly outlined.

#### **5.6 Resumes of Key Personnel**

Provide resumes of all key personnel who will perform activities listed in the Scope of Work. These must be limited to those personnel who will be responsible and/or accountable to the delivery of milestones within the Scope of Work such as credentials for instructors.

#### **5.7 Other documentation deemed necessary for review such as clean energy course outlines**

This includes any supporting material deemed necessary by applicants such as course outlines or syllabi.

## **6. EVALUATION CRITERIA**

Each proposal shall be scored out of 100 points with the following weight applied to each section of the proposal:

6.1 Scope of Work – 40 points

6.2 Training Schedule - 10 points

6.3 Budget with Detailed Cost Breakdown – 20 points

6.4 Organization Profile and Key Personnel Resumes – 10 points

6.5 Other – Focus on DAC/Priority Populations/Job placement guarantees, preferences noted herein – 20 points