

REQUEST FOR BIDS**Municipal Investment Fund (MIF) – Financial Consultant**

**1 E. Armour Boulevard
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<https://metroenergy.org>**

Due: November 14, 2025, at 4:00PM CST

RFB – Municipal Investment Fund (MIF) – Douglas County Solar
[REQUEST FOR BIDS: Public-Private Partnership for Clean Energy - Metropolitan Energy Center](#)

RFB Issue Date:	October 31, 2025
RFB Questions Deadline:	November 8, 2025
RFB Submission Deadline:	November 14, 2025
Expected Date for MEC Selection Notification:	November 26, 2025
Updates, Q&A, etc.:	metroenergy.org/procurement

Disadvantaged businesses currently registered with a Kansas-City-area municipality, or the states of KS or MO are encouraged to apply to this solicitation. Disadvantaged business means Minority, Women's, Disabled, Small-and-Local Business Enterprises.

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General Information

Objective

This Subgrant from ICLEI- Local Governments for Sustainability U.S.A, Inc (ICLEI USA) is to further National Clean Investment Fund (NCIF) purposes of reducing emissions of greenhouse gases and other air pollutants; delivering benefits of greenhouse gas- and air pollution-reducing projects to American communities, particularly low-income and disadvantaged communities ("LIDACs"); and mobilizing financing and private capital to stimulate additional deployment of greenhouse gas- and air pollution-reducing projects.

Metropolitan Energy Center (MEC) and Douglas County (DGCO) will partner to engage a third-party consultant in forming a coalition that will guide and support the development of a Public-Private Partnership (PPP) plan and a strategic pipeline of projects. This PPP initiative will prioritize clean energy and energy efficiency investments across a range of community-serving infrastructure, including affordable single-family and multifamily housing, community centers, nonprofit organizations, places of worship, and Douglas County-owned facilities. Given the unique challenges of implementing microgrids in Kansas, the plan will also incorporate targeted research and exploration of microgrid solutions as a key component.

This project is in line with MEC's core values of community-based projects that aim to increase the accessibility of clean energy for all. This initiative and its procurements also falls in line with the priorities of our organization, as MEC aims to implement long-term solutions to the obstacles of high energy burdens and smaller/regional businesses being shutout of the clean energy realm. Through the creation of the PPP plan, more organizations and more individuals will be able to benefit from the dollars invested in this initial project phase.

Offerors are required to submit written bids that present the offeror qualifications and understanding of the work to be performed. The offeror's submission should be prepared simply and economically and should provide all the information it considers pertinent to its qualifications for the Specifications listed herein. Emphasis should be placed on completeness of services offered and clarity of content.

It is expected that this bid will secure the consultant services outlined herein for the period from November 29, 2025, through March 31, 2026.

Funding Allocations

Funds are available for immediate scheduling.

Eligible Entities

We invite bids from contractors or consulting firms with experience in:

- Energy efficiency planning and program development
- Financial modeling and public-private partnership structures
- Affordable or multifamily housing management, development, or retrofits
- Prior work with nonprofit organizations and public-sector partners is strongly preferred.

Service Awards

MEC reserves the right to make no awards for service.

Scope of Services

Overview

Metropolitan Energy Center (MEC) seeks a financial consultant to participate in periodic meetings with MEC and the designated representative(s) of the award administrator ICLEI. MEC reserves the right to determine the frequency of such meeting based upon the progress of the Services. The Subrecipient agrees to maintain a list of risks and issues relating to the Services, including, but not limited to: mitigation methods, responsible party identification, and deliverable status, and the Subrecipient agrees to alert MEC within three (3) days after learning of such risks and issues.

Contractual constraints for applicants to consider:

- A. Must agree to the requirements laid out in the scope of work,
- B. Must be able to complete all work before or by March 31, 2026
- C. Contractual bid amount must be no more than the \$26,000 price ceiling.
- D. Prior work with nonprofit organizations and Public Private Partnership plans is strongly preferred.

Scope of Services

The Offeror(s) shall agree to perform the services as described in Attachment A: Scope of Services.

Requirements

Any resulting contract shall not constitute an employment relationship between MEC and Offeror. Personnel providing the services shall be considered independent contractors and be responsible for all payroll taxes, workers' compensation, payroll reports, applicable insurances, and other employer federal and state requirements for contract personnel.

- A. The Offeror will assign a single point of contact to coordinate and assist in any service requests, availability, scheduling, billing, contract compliance requirements, reports and problem solving. When requested, the Offeror must meet periodically with MEC to discuss service requirements.
- B. The Offeror will be paid based on invoices submitted. Invoices shall be submitted by the Offeror to MEC on a periodic basis as specified in your price bid and agreed to by MEC. Invoices may be presented no more frequently than monthly, upon completion of tasks. The invoices should include the services provided and dates of service. MEC shall not be liable for invoices that cannot be substantiated by the Offeror.
- C. The cost of travel shall be included in pricing.

Response Format & Bid Requirements

General Instructions

To be considered, each Offeror must submit a response to this RFB using the format provided below. Bids should be prepared simply and economically providing a straightforward, concise description of the Offeror's ability to meet the requirements of the RFB.

Responses should be organized into the following Sections:

- A. Cover Page (identify Authorized Negotiator)
- B. Organizational Profile (2 pages maximum)
- C. Two (2) References
- D. Agreement to Scope of Services
- E. Price Bid

Bids, including cover page and table of contents, if provided, will consist of an electronic file responding to the narrative requirements. Each will be submitted on 8.5 x 11 – inch page format with 11- or 12-point font in black text. No hard copy bids will be accepted. Digital bids in PDF format must be sent to Greg Betzwieser at greg.betzwieser@metroenergy.org.

Any confidential/proprietary information should be readily identified, marked and included in ONE (1) additional attached document, separate from the rest of the bid (see Administrative Information-A. Proprietary/Confidential Information).

Criteria for Evaluation

All bids will be reviewed by a Review Committee consisting of MEC staff and other members offering technical evaluations and assistance, as necessary. Offerors will be notified when and if additional information or documentation is required. All information required to complete the bid for funding is provided in this RFB. Any additional information pertaining to submissions, including email and phone calls, will not be considered once the review process is under way.

The Review Committee will assess bids based on the criteria outlined below. Across all categories, the primary consideration is the overall quality of the submission—specifically, how clearly and concisely it presents all required information. Each category includes a maximum point value, indicated to the right.

CATEGORY	Points
ORGANIZATIONAL PROFILE	30
REFERENCES	30
AGREEMENT TO SCOPE OF SERVICES	10
PRICE BID	30
TOTAL	100

The following describes the elements that should be included in each of the bid sections and the weighted point system that will be used for evaluation of the bids.

A. Cover Page Contents - Required

1. Full name and address.
2. Name, email and phone number of bid contact.
3. If applicable, state MBE and/or WBE certifications
4. Identify the Authorized Negotiator. Provide the name, phone number, and email address of the person(s) in your organization authorized to negotiate an agreement with MEC.

B. Organizational Profile – 30 points

1. Indicate whether you operate as an individual, partnership, or corporation.
2. Include the name of executive and professional personnel by skill and qualification that will be employed in the work. Qualifications and capabilities of any employee/subcontractors must also be included.
3. State history of the firm, in terms of length of existence, types of services provided, etc. Identify the technical details that make the firm uniquely qualified for this work.
4. Describe MBE/WBE status and certifications. If the Offeror is certified as MBE or WBE with a local municipality/state, give type of certification, date of certification and history. Submit evidence that the certification is current.

C. References – 30 points

A list of two (2) client references must be provided. It shall include the reference's name, address, telephone number, and contact person, as well as description of Offeror's work for the reference.

D. Agreement to Scope of Services – 10 points

State your agreement to Attachment A: Scope of Services. You may Agree or Agree with Exceptions. If you highly recommend deviation from the scope as written, you must provide a full description of the exceptions to the scope, including which lines are removed or modified and what lines are added. Failure to provide a full description of any exceptions will result in a determination of ineligibility for selection.

E. Price Bid - 30 points

Offeror will prepare and submit a price bid based on cost.

Questions

Offerors are encouraged to submit questions in writing to Greg Betzwieser at Metropolitan Energy Center at greg.betzwieser@metroenergy.org by **November 8, 2025**. MEC will try to respond to all questions publicly via an FAQ on its website, metroenergy.org/procurement, by **November 10, 2025**. Emails should use the subject line: "Query for Municipal Investment Fund (MIF) – Financial Consultant RFB". There will be no Pre-Bid Meeting for this solicitation.

Bid Submission

Bids must be received by **November 14, 2025**. MEC is not responsible for technical or transmittal issues when submitting a bid. All bids with a MEC inbox timestamp of **4:00 PM CST** or after will automatically be disqualified from the current selection round with no exceptions.

Only electronic bids will be accepted. Hard copy bids will not be accepted. Please e-mail your bid to greg.betzwieser@metroenergy.org subject: "**Municipal Investment Fund (MIF) – Financial Consultant–<Organization/Company Name>**". Bids, including cover page and table of contents, will consist of an electronic file responding to the narrative requirements. Again, Confidential/Proprietary information must be readily identified, marked and separated/packaged from the rest of the bid material. MEC requests that all materials be included as attachments to one email. Offerors will receive an e-mail response notification of the receipt of their bid within two business days upon submission.

Administrative Information

A. Proprietary/Confidential Information

Any restrictions of the use of or inspection of material contained within the bid shall be clearly stated in the bid itself. Written requests by the Offeror for confidentiality shall be submitted to MEC in advance of the bid submission deadline, along with the bid material. The Offeror must state specifically what elements of the bid are to be considered confidential/proprietary.

Confidential/Proprietary information must be readily identified, marked and separated/ packaged from the rest of the bid. Co-mingling of confidential/proprietary and other information is not acceptable. Neither a bid in its entirety, nor bid price information will be considered confidential and proprietary. Any information that will be included in any resulting Agreement cannot be considered confidential.

B. Organizational Conflict of Interest – Requirements of this Bid and Subsequent Agreement

Any business entity or person is prohibited from being awarded an Agreement, if the business entity or person has an “Organizational Conflict of Interest”—as described below—with regard to this solicitation and the resulting Agreement. Offerors should provide a brief written statement noting any conflict of interest within the “Organizational Conflict of Interest” section of the Bid.

No person or business entity engaged by MEC to prepare the original bid, or who has access prior to the solicitation to sensitive information related to this procurement process, including, but not limited to requirements, statements of work, or evaluation criteria, will be eligible to directly or indirectly submit or participate in the submission of a Bid for this solicitation. MEC considers such engagement or access to be an Organizational Conflict of Interest, which would cause such business entity or person to have an unfair competitive advantage.

If MEC determines that an Organizational Conflict of Interest exists, MEC has discretionary power to cancel the Agreement award. In the event the Awarded Offeror was aware of an Organizational Conflict of Interest prior to the award of the Agreement and did not disclose the conflict to the procuring Offeror, MEC may terminate the Agreement for default.

C. RFB Response Material Ownership

MEC has the right to retain Offerors’ original RFB Submission and other RFB response materials for its files. As such, MEC may retain or dispose of all copies as is lawfully deemed appropriate. MEC has the right to use any or all information/material presented in reply to the RFB, subject to limitations outlined in the section, Proprietary/Confidential Information. Offeror expressly agrees that MEC may use the materials for all lawful purposes, including the right to reproduce copies of the material submitted for purposes of evaluation, and to make the information available as required by law or regulation.

D. Binding Offer

A Bid submitted in response to this RFB shall constitute a binding offer. Acknowledgment of this condition shall be indicated by the signature of an officer of the Offeror legally authorized to execute contractual obligations and shall bind the Offeror to the bid. By submitting a bid, the Offeror affirms its acceptance of the terms and requirements of this RFB, including its attachments and appendices, without exception, deletion, or qualification, and does so without making its offer contingent. The Offeror further agrees to cooperate with MEC and expedite the contracting process upon notice of award. *MEC reserves the right to make partial awards or no awards.*

E. Debarment and Suspension

By submitting a bid in response to this RFB the Offeror certifies that it, its principals, and proposed sub-contractors (if any):

- Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal debarment or agency;
- Have not within a three-Year period preceding the Due Date of this bid been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or Agreement under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
- Are not presently under investigation for, indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in Paragraph IV.K.2 of the Code of Federal Regulations (CFR); and
- Have not within a three-Year period preceding the Due Date of this bid had one or more public transactions (Federal, State, or local) terminated for cause or default.

If the Offeror is unable to certify to any of the statements in this certification, an explanation must be provided as an attachment to the bid. The inability of the Offeror to provide the certification will not necessarily result in disqualification of the Offeror. The explanation will be considered in connection with MEC's determination whether to select an Offeror.

F. Disclaimer

All statistical and fiscal information contained within this RFB, and any amendments and modifications thereto, reflect the best and most accurate information available to MEC at the time of RFB preparation. No inaccuracies in such data shall constitute a basis for legal recovery of damages or protests, either real or punitive, except to the extent that any such inaccuracy was a result of intentional misrepresentation by MEC.

G. IRS Form W-9

Offeror will be required to provide MEC with an IRS Form W-9.

H. Incurred Costs

MEC is not liable for any cost incurred by the Offeror prior to issuance of a legally executed Agreement, purchase order or other authorized acquisition document.

I. Compliance with all Federal, State and Municipal Laws and Regulations

Successful Offerors shall comply with applicable Federal, State, and local laws and regulations in the performance of all work under resulting Agreement. Offeror shall obtain all Federal, State, and local permits, authorizations, and approvals of all work performed under the Agreement.

Award Determination

Additional information may be requested from Offerors by MEC prior to final award determination. MEC is under no obligation to fund any bid and reserve the right to deny bids for any reason. Bids meeting all the program's general policy guidelines may not necessarily receive an award. MEC reserves the right to delay any decision due to budgetary constraints.

MEC reserves the right to vary from the evaluation criteria listed within this document during the bid solicitation period as necessary or appropriate. Any modifications to evaluation criteria will be posted to

MEC's website. It is the responsibility of the Offeror to check for these changes.

The selection notices are anticipated to be made by November 29, 2025, and Offerors will be notified of the Review Committee's determinations via email. Awardees are expected to sign and return the Agreement to MEC within 2 weeks of receiving the document unless otherwise noted in writing by the MEC Contract Administrator.

For Information:

Greg Betzwieser, Contract Administrator
Metropolitan Energy Center
1 East Armour Boulevard
Suite 150
Kansas City, MO 64111
greg.betzwieser@metroenergy.org

Attachment A: Scope of Services

In consideration of compensation specified elsewhere in the RFB, Subrecipient agrees to perform the following tasks:

1. Meetings and Cooperation

As part of its obligations, Subrecipient will participate in periodic meetings with MEC and the designated representative(s) of the award administrator ICLEI. MEC reserves the right to determine the frequency of such meeting based upon the progress of the Services. The Subrecipient agrees to maintain a list of risks and issues relating to the Services, including, but not limited to, mitigation methods, responsible party identification, and deliverable status, and the Subrecipient agrees to alert MEC within three (3) days after learning of such risks and issues.

2. Reports

3. Tasks and Deliverables

Technical Scope Summary: This Subgrant from ICLEI USA is to further NCIF purposes of reducing emissions of greenhouse gases and other air pollutants; delivering benefits of greenhouse gas- and air pollution-reducing projects to American communities, particularly low-income and disadvantaged communities ("LIDACs"); and mobilizing financing and private capital to stimulate additional deployment of greenhouse gas- and air pollution-reducing projects. Subrecipient will use Subgrant funds to support its Market-Building Activities so as to stimulate the development and financing of Qualified Projects. Types of Qualified Projects may include (but are not limited to) distributed energy generation and storage, zero-emissions transportation, and net-zero buildings. More specifically, Subrecipient will use the Subgrant funds for Market Building Activities needed to develop a public-private partnership plan that uses a "whole community approach" to accelerate the deployment of capital to Qualified Projects. Market Building activities:

- 1) Will build the market for financeable Qualified Projects (as defined by the NCIF Award);
- 2) Are not tied directly to Qualified Project's the Recipient intends to finance; and
- 3) Are necessary and reasonable for the deployment of Financial Assistance to Qualified Projects.

Activity 1- Development of Public Private Partnership Plan: Metropolitan Energy Center (MEC) and Douglas County (DGCO) will collaborate and contract with a third-party consultant on building a coalition that will advise and inform the development of the PPP and pipeline of projects. The PPP will focus on clean energy and energy efficiency investments in affordable housing, including single family and multifamily housing, community centers, nonprofits and places of worship that serve the community, and Douglas County-owned facilities. We will include microgrid research in our PPP because microgrids are challenging in Kansas.

Activity 2- Customer and Contractor Education: MEC and DGCO will work with a marketing firm to take lessons learned throughout this process to 1) improve the tools and resources on its Douglas County Energy Hub, and 2) summarize policy findings for decision-makers. We intend to hire a marketing firm to help flush out the content for the webpage, and make a summarized, printable version of the webpage that can be used to build public awareness of energy efficiency and clean energy, and to assist with the creation of a printable version of the policy findings (primarily on the topic of how Kansas policies affect

the ability/inability to do community solar in Douglas County) that can be shared with decision makers such as state legislators, the Kansas Corporation Commission, and local city and county commissioners in applicable.

Definitions

- i. ICLEI, the organization tasked with overseeing the award recipients and providing them with technical administration, shall be referred to as the “Award Administrator”.
- ii. Metropolitan Energy Center and the Douglas County, KS administration shall be referred to as the “Recipient Organizations”.
- iii. The vendor/contractor selected to perform under this scope of work shall be referred to as the “Subrecipient”.
- iv. All work conducted for this project is confined to the geographical domain of Douglas County, KS and shall be referred to as the “project region”.