

Montgomery County Green Bank Request for Proposals (RFP) for Market Development Consultants

Issued: November 22, 2024

Section 1 – Summary and Instructions

1.1 Purpose

The Montgomery County Green Bank (“MCGB” or the “Green Bank”) seeks a qualified contractor or team of contractors to provide market building, pre-development, and loan pre-qualification services in connection with funds to be received under the Green House Gas Reduction Fund (“GGRF”). Applicants must possess the appropriate qualifications and registrations.

1.2 Designated RFP Contact

All correspondence for this RFP should be directed to:

Tim Zhang
Chief Investment Officer
Montgomery County Green Bank
155 Gibbs Street, Suite 407
Rockville, MD 20850
Email: tzhang@mcgreenbank.org

1.3 Schedule

- RFP Issued: November 22, 2024
- Questions may be submitted on an ongoing basis, with FAQ's posted on a rolling basis to MCGB's website, as needed.
- Due Date: Rolling Approvals

The Green Bank reserves the right to modify this schedule at its discretion. Any changes or additional information regarding the RFP schedule and pre-bid activities, including responses to questions, will be posted on the MCGB website.

1.4 Period of Performance

The Green Bank will award a contract for a duration based on final contracted timelines with prime recipient of GGRF awards.

1.5 Submitting Questions

It is the responsibility of all bidders and other interested parties to examine the entire RFP and to request any clarifications in writing. Questions regarding this RFP must be submitted by email to the

Designated RFP Contact listed in section 1.2. The subject line of the email should be: “Market Development Consultant”. Responses to questions will be posted on the Green Bank website as will all clarifications and amendments released in regard to the RFP. It is the responsibility of all interested parties to check this website periodically to obtain clarifications and amendments.

1.6 Proposal Confidentiality

Proposals will be treated as confidential except as required by law and provided that any information submitted will be shared with the Green Bank’s Board of Directors and outside counsel.

1.7 Contract Award

The Green Bank will notify all bidders of the contract award decision by email. The Green Bank reserves the right to negotiate the final terms and conditions of the contract award with a winning bidder whose proposal is selected, and to reject any winning bidder with whom the Green Bank, in MCOB’s sole judgment, cannot agree to terms and conditions.

1.8 RFP Process – Reservation of Rights

The Green Bank reserves the right to cancel or extend the RFP process at any time, and to issue clarifications and amendments to the RFP. The Green Bank also reserves the right to reject any submissions in response to this RFP. The Green Bank, in its sole discretion, reserves the right to recognize and waive minor informalities and irregularities found in proposals received in response to this RFP. Issuance of this RFP does not commit the Green Bank to make an award. The Green Bank will not pay any costs or expenses incurred by a bidder in connection with the preparation of any proposal or response to this RFP.

1.9 Contract Agreement

A copy of the Green Bank’s Standard Agreement is available on the Green Bank’s website. This is the template that will serve as the basis for the services agreement between the winning bidder(s) and the Green Bank. Alternatively, bidders may provide their own forms of agreement for consideration by the Green Bank. The Green Bank and the awardee(s) may negotiate further terms and conditions as might be appropriate, subject in all events to approval by the Green Bank in its sole discretion. Any contract will include a nondisclosure agreement in form and substance satisfactory to the Green Bank. Certain information regarding Green Bank customers that have participated or that may participate in a Green Bank program shall be deemed confidential and subject to such agreement. Funding for the contract may derive in whole or in part from federal sources and carry with it certain federally prescribed terms and conditions that must be included in contracts using such funds (such as Appendix II to 2 CFR Part 200 “Contract Provisions for Non-Federal Entity Contracts Under Federal Awards” and additional requirements). Any contract award will be subject to the required federal contract flow-down provisions. The Standard Agreement may be revised prior to execution and may be amended from time to time with mutual consent of the parties, to reflect any federal funding requirements associated with the capital funding for the contract.

Section 2 – Background Information

2.1 Montgomery County Green Bank

The Montgomery County Green Bank is a publicly chartered 501(c)3 nonprofit corporation dedicated to accelerating energy efficiency, renewable energy, and clean energy investment in Montgomery County, MD. We partner with the private sector to provide more affordable and flexible financing options for County residents and businesses for clean energy and climate-resilient projects. These projects save energy, lower greenhouse gas emissions, create healthy living and working environments, foster a more resilient economy and environment, and help the County achieve its environmental goals.

2.2 Greenhouse Gas Reduction Fund

In late 2022, Congress passed the Inflation Reduction Act. An important provision of the IRA authorized the U.S. Environmental Protection Agency to implement the Greenhouse Gas Reduction Fund, a historic \$27 billion investment that will be used to capitalize green banks to facilitate development of energy efficiency and clean energy projects. On April 4, 2024, Vice-President Kamala Harris announced the GGRF awardees under the \$14 billion National Clean Investment Fund (NCIF) competition and the \$6 billion Clean Communities Investment Accelerator (CCIA) competition.

Section 3 – Scope of Work for Consultant

The Market Development Consultant will be expected to provide the following services related to the loan products under the NCIF program. This shall include, but may not be limited to, the services listed below.

- a. Develop pipeline of potential borrowers,
- b. Manage relationship with potential borrowers, advising on technical assistance if needed, and explaining parameters of relevant loan products available
- c. Presenting developed projects to MCGB’s underwriting team and collaboratively bringing projects to financial close with MCGB’s team.

Section 4 – Proposal Requirements and Submission

Proposals must be submitted by mail or email to the Designated RFP Contact listed above. Proposals should contain the following:

1. A narrative of the qualifications, staffing and management proposed for the identified sections of the Scope of Work.
2. Organization chart and disclosures, if relevant.
3. The resumes/CVs of relevant individuals who will be engaged in the contract.
4. Compensation required. Please include the consultant’s proposed fee structure.

Section 5 – Evaluation

The Green Bank will evaluate proposals based on the following criteria:

- Demonstrated Experience. Demonstrated experience of consultant for market building and pre-development services as well as robust pipeline of projects. Demonstrated commitment to providing a high level of responsive client service, including positive references for such experience.
- Understanding of and Ability to Perform Scope of Services. Demonstrated understanding of the regulations of the NCIF program, the work required by the scope of services and any additional services necessary for the success of originating loans under this program.
- Personnel. Demonstrated assignment of sufficient, qualified, and experienced professional personnel, with preference given to personnel experienced in providing services such as those contemplated by this RFP.
- Fees. The basis for the cost proposal evaluation rankings will be the total fees charged by the bidder. MCGB does not need to select the lowest cost proposer.