

January 29, 2008

**REQUEST FOR QUALIFICATIONS:**

**WEBINAR HOSTING, MEETING PLANNING, SPEAKER LOGISTICS**

Dear Prospective Proposer:

You are invited to submit a qualifications, to be received no later than February 12, 2008, to the CONEG Policy Research Center, Inc. (hereafter called the Center) in accordance with this Request for Qualifications and the attached documents. Please note that qualifications should be addressed to:

Rick Handley  
Director, Northeast Regional Biomass Program  
CONEG Policy Research Center, Inc.  
400 N. Capitol Street, NW, Suite 382  
Washington, D.C. 20001  
nrbbadmin@sso.org

Any questions regarding technical matters should be directed to Mr. Rick Handley at (202) 624-8464 or email nrbbadmin@sso.org. Any questions regarding contractual matters should be directed to Anne Stubbs at (202) 624-8450 or email coneg@sso.org.

The Center plans to award a contract on behalf of the National Biomass Partnership<sup>1</sup> to the most highly qualified proposer based on the proposer's qualifications and must demonstrate experience in the following key areas:

- Meeting planning including site selection and all on-site Logistics;
- Speakers liaison (e.g., travel arrangements, meeting presentation logistics);
- Webinar presentations (sized for up to 200 participants via the Internet and telephone; and
- Post-meeting follow-up (e.g., meeting summaries).

Particular emphasis will be placed on qualifications regarding experience with webinar technology and arrangements.

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<sup>1</sup> The National Biomass Partnership is a collaboration of five regional biomass energy programs that works closely with four regional governors' organizations and the National Association of State Energy Officials (NASEO). It encompasses all 50 states, two U.S. territories and the District of Columbia.

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Teaming with other individuals or organizations is allowed. It is contemplated that a reimbursable/not-to-exceed type of contract will be awarded.

We look forward to the receipt of your qualifications.

Sincerely,

A handwritten signature in black ink, appearing to read "Rick Handley". The signature is written in a cursive, flowing style.

Rick Handley  
NRBP Director

Attachments

## **OBJECTIVE**

The National Biomass Partnership (Partnership), representing 50 states, two territories and the District of Columbia, proposes to organizing a one day national forum on cellulosic ethanol in response to general request from states for current and objective information on the status of cellulose-to-ethanol technologies. In addition to addressing the states' request, the Partnership forum will include information on the future of ethanol, including how the ethanol, petroleum, and automobile industries might respond to a significant increase in the federal Renewable Fuel Standard (RFS).

The forum will be hosted by the Partnership in Washington, D.C. in March 2008. The program will be live, and through the use of a webinar, state biomass representatives and their guests will be able to view presentations, hear speakers, and participate in a Q & A session. In addition, the Partnership expects to invite a limited number of guests from the Washington, D.C. area to be part of a live audience for the program.

The Partnership is seeking a qualified consultant to assist it in making all necessary meeting arrangements and providing technical support including all on-site meeting logistics, support to speakers, and technical support related to hosting an Internet-based webinar.

The selected consultant will be responsible for working with the Northeast Regional Biomass Program (NRBP) director to complete the following tasks:

- draft invitation letters to invited speakers;
- draft a webinar meeting announcement for distribution by the Biomass Partnership;
- arrange for a webinar that will meet all the program content requirements of the Partnership;
- ensure that all necessary local meeting arrangements and technical equipment are in place and will meet the requirements of the webinar;
- assist speakers from outside Washington, DC with appropriate travel arrangements and securing reimbursement from the Partnership host organizations;
- prepare background materials (i.e., speaker bios, agenda, and technical information for guests on how to participate in the webinar including appropriate protocol) for distribution by the Partnership;
- prepare a meeting summary (e.g., introduction, purpose and objective of the meeting, agenda, biographical information on the speakers, all presentations, and summary notes including Q & A sessions).

## **SCOPE OF WORK**

Liaison with Speakers: Working with the NRBP's program director, draft invitation letters for technical speakers and panel participants. Mail final letters and follow-up with invited speakers to secure their participation. Prospective technical speakers and panel members will be identified by the Partnership. The draft invitation letters will provide full details of the program and what will be expected of each speaker. Following selection of speakers and panel members by the Partnership, the consultant will be responsible for follow-up and on-going contact with the

speakers to ensure that the speakers will meet an aggressive schedule for the webinar and that all presentations are complete and compatible with the webinar format. The consultant will assist, as necessary with speaker travel arrangements to DC. It is anticipated that four to five participants may require travel assistance. Travel expenses for speakers are NOT part of the allocated budget for this event.

Meeting Logistics and Materials: The consultant will prepare a draft meeting agenda, and obtain speaker bios. The consultant will prepare a draft webinar announcement to be distributed by the Partnership that includes an introduction and objective of the webinar, the agenda, and speaker bios. The consultant will also develop a webinar protocol that will be included with the invitation that provides instructions on how to participate in the webinar and rules to follow.

Identify a suitable site in Washington, DC that will accommodate a live one-day (e.g., 6-8 hours) meeting with up to ten speakers, and an audience of up to 40. The site must have the technical capability to support the webinar. Arrange for all on-site logistics including on-site audio visual, food and beverage service. The consultant will be responsible for all on-site costs as part of the available budget.

Webinar Technical Services: The consultant will be responsible for securing all the technical equipment, software and licenses to allow for transmission of all slide and voice presentations to at least 200 off-site participants, and to accommodate a Q & A session among the presenters and on-site and off-site participants.

Post Meeting: The consultant will conduct a number of follow-up activities. These include draft thank-you letters to the speakers and a summary of the webinar including an introduction and objective of the webinar, all technical presentations, panel speakers and questions and answers. The webinar summary shall be provided in electronic format with one (1) hard copy.

## **CORE BUDGET**

The Partnership has a budget not-to-exceed (NTE) \$10,000 which includes all expenses for consultant costs, all on-site meeting logistics, and all webinar-technology related costs including any licences or fees for software. No honorariums will be paid to speakers.

## **EVALUATION CRITERIA**

The Center plans to award a contract on behalf of the National Biomass Partnership to the most highly qualified proposer based on the proposer's qualifications. The qualifications must demonstrate experience in three key areas:

- qualifications and direct experience with convening and hosting a meeting and webinar that will allow up to 200 participants to interact via the Internet and telephone.
- the ability to complete the proposed work on time and within budget;
- for the key individuals involved in the project, experience directly related to the meeting and webinar processes; and

- examples of past Internet-based forums, seminars, or workshops with emphasis on activities that were conducted live.

## **SUBMITTAL FORMAT**

Qualifications may be submitted in hard copy or as an attached file in Microsoft Word.

Qualifications that are referenced only in an email with a link to relevant information will not be accepted. The qualification must provide the following:

- concise descriptions of information submitted in a format that mirrors this request;
- experience in hosting workshops and live Internet webinars;
- brief resumes of key personnel (one to two pages) and their direct, relevant information; and
- budget information that reflects how the available funds would be allocated (see Attachment B).

Please note that qualifications must be addressed to:

Rick Handley  
Director, Northeast Regional Biomass Program  
CONEG Policy Research Center, Inc.  
400 N. Capitol Street, NW, Suite 382  
Washington, D.C. 20001

Electronic submittal must be emailed to: [nrbpadmin@sso.org](mailto:nrbpadmin@sso.org)

The Center will only accept and consider qualifications submitted as described in this section.

## **THE NATIONAL BIOMASS PARTNERSHIP**

The National Biomass Partnership (Partnership) is a collaboration of five regional biomass energy programs that works closely with four regional governors' organizations – the Coalition of Northeastern Governors, the Southern States Energy Board, the Western Governors' Association, and the Council of Great Lakes Governors. With its members representing a constituency of 50 states, two territories and the District of Columbia, the Partnership is uniquely structured to bring together the technical and policy issues that affect biomass development.

The primary objective of the Partnership is effective support of expanded biomass development – carried out through technical assistance, education and outreach, and strong state, regional and national biomass networks.

- With access at the highest levels of state government, the Partnership can facilitate policy and technical solutions for biomass and encourage efficient coordination and integration of biomass into a wide range of state goals – reduced energy imports, enhanced energy security and diversity, greenhouse gas mitigation, rural development, and forest management.
- Over the past 25 years, the Partnership has used its five regional programs to build networks within states, among states in each region, and across regions. These networks contribute to effective communication and coordination of state and federal biomass objectives. By linking biomass stakeholders, these networks also ensure the greatest possible leverage and efficiency of state, federal, and private sector biomass resources.

**BUDGET DETAIL**

The proposed budget, not to exceed \$10,000 inclusive of all costs (staff labor, all meeting and webinar related costs (i.e., meeting space, on-site technology, etc.). Must provide the following cost details:

- Labor
- Travel (as needed)
- Webinar Meeting
  - on-site arrangements
  - technology related
  - program materials
- Related fees/indirect charges
- Total