

Northeast HERS Alliance
RFP Policies and Procedures Description

Introduction:

The Northeast HERS Alliance ("Alliance") is a Residential Energy Services Network ("RESNET") accredited Training Provider that has offered HERS Rater training courses ("Rater Trainings") since 1998. NEHERS also runs a monthly webinar series for raters which provides CEUs on topics relevant to being a rater and serves as a technical resource and networking base for raters in the Northeast. As of 2023, NEHERS also runs an apprenticeship-style mentorship program for under-represented demographics (people of color, women, low income, etc...) to enter the HERS industry via the entry-level RFI and HERS Modeler pathways.

The Board of Directors of the Alliance created a Training Management Committee ("TMC") consisting of Board Members who are not affiliated with any Training Provider members of the Alliance. The TMC shall have the authority to act on behalf of the Alliance in all matters related to the Alliance training program RFPs unless such actions are specifically reserved for the Board of Directors.

Alliance RFP Review Policies:

The Board of Directors of the Alliance has established the following policies regarding the review of RFPs:

- From time to time the Alliance shall determine when it wishes to issue an RFP related to creating a new training or curriculum.
- From time to time the Alliance shall initiate an RFP to create a new training or curriculum.
- The Proposals shall be in accordance with RESNET Standards and RESNET-approved Training curriculum.
- Proposals to create a new training or for curriculum development must be qualified according to criteria established by the Training Committee. The TMC shall have sole discretion in determining if a proposal meets the criteria.
- The Proposal shall include material that will demonstrate to the TMC's satisfaction that the proposed training or curriculum meets the requirements of the RFP. Such documentation might include detailed course outlines, history of previous courses run, data on passing rates of students who have trained under the curriculum, testimonials and other objective evidence of the curriculum's quality.
- The award of contracts shall be determined by the TMC according to criteria determined by the Board of Directors.
- NEHERS reserves the right to negotiate final price and is under no obligation to accept any bids.

PROPRIETARY & CONFIDENTIAL

- A proposal that is awarded a contract shall provide to the Alliance a copy of a certificate of insurance showing coverage of a minimum of \$1,000,000 in Professional Liability Insurance
- The Alliance may reject any proposal submitted in response to a Request for Proposal if the TMC deems that is in the Alliance's best interests to do so.
- Any costs incurred by an applicant in preparing a Proposal are their own responsibility.
- The decision of the TMC on the award of RFPs is final and may not be appealed to the Board of Directors.

Award Criteria:

All proposals shall be kept in confidence and shall not be seen by anyone other than members of the Board or Staff. The TMC will select the strongest proposal.

Alliance Responsibilities:

- Submit application for CEUs to RESNET
- Establish a schedule of trainings (and locations, if applicable).
 - Arrange for catering and other services, if applicable.
- Establish prices for training classes and establish policies for less than full time attendance
- Marketing and promotion of training classes
 - The Alliance shall market its training classes through emails, website announcements, RESNET listings and other means.
- Registration and collection of fees
 - The Alliance may provide incentives for early payment of fees
- Hosting training video recordings/content on our website or Teachable platform.
- Hosting the CEU quizzes on our website which automatically generate a letter to the provider when a rater passes a quiz.

Trainer Responsibilities:

- Provide a Principal Trainer who is listed on the RESNET website as a Rater in good standing
- Provide NEHERS with the slide deck(s), trainer resume(s), and one 10-question quiz per class, needed for NEHERS to submit the CEU application paperwork
- Work with NEHERS and RESNET to ensure that CEU credits are approved.
- Provide webinar hosting and recordings for online course (if virtual)
- Provide or arrange for all audio visual equipment requirements (if in person)
- Provide confirmation of student attendance to NEHERS within 24 hours of the training