

DELAWARE COUNTY ELECTRIC COOPERATIVE, INC.

REQUEST FOR QUOTES FOR

Grant Compliance, Administration, and Implementation Services

Quotes Due:

Tuesday, August 11, 2026, by 3PM

I. PURPOSE

Delaware County Electric Cooperative, Inc. (DCEC) is seeking qualified professional firms (“Consultant”) to submit a quote to provide professional Grant Compliance, Administration, and Implementation Services to a consortium of rural electric cooperatives across New York, New Jersey, and Pennsylvania (“Proposals” or “Quotes”). Pursuant to the Bipartisan Infrastructure Law, six Rural Electric Cooperatives obtained a US Department of Energy (DOE) grant, “Resilience to Intense Storm and Invasive Species-Triggered Grid Disruptions” (RESIST Grid Disruptions or “RESIST Projects”) to implement a series of projects across three states. The RESIST Projects will utilize a DOE grant in the amount of approximately \$27.4MM plus a cost share of approximately \$9.1MM, on which DCEC has been designated the Prime Recipient (Lead) for the six consortium Cooperatives.

Proposals shall conform to the provisions set forth herein. The objective is to enter an initial one (1)-year “Setup Phase” Contract which may be extended by DCEC at its discretion for an “On-going Compliance Phase” (time & materials) contract.

DCEC contact (Contact) for this Request for Quote (RFQ) is the sole point of contact for this procurement. All communication shall be in writing and submitted to the Contact as designated below. Consultants are not permitted to communicate with other DCEC staff or officials about this RFQ, except during pre-proposal meetings and/or interviews, unless otherwise directed by the Contact. Direct written questions and/or correspondence related to this RFQ to:

Janelle Linehan, Lead Project Manager E-mail: janelle.linehan@dce.coop

Consultants interested in participating in this RFQ should immediately provide the Contact with a telephone number and an e-mail address for dissemination of addenda and/or supplemental information, as applicable. Failure to provide said contact information may result in late notifications and/or incomplete proposals.

A. Deadline for Submitting Questions

Any questions regarding the RFQ must be submitted to the Contact referenced above no later than Thursday, July 30, 2026, by 2PM. Reference the RFQ Title, “RFQ: RESIST,” when making inquiries in the subject of the email.

B. RFQ Schedule

Request for Quotes Released July 6, 2026
Virtual Bidder Conference.....July 30, 2026 by 1PM
Deadline for Submitting Questions.....July 30, 2026 by 2PM
All Bidder question responses posted on DCEC’s website by.....August 4, 2026
Deadline for Submitting Quote.....August 11, 2026 by 3PM

C. Minimum Qualifications and Experience

The successful bidder should have proven experience in providing professional services and should, at minimum, have the following:

- 1) Possess ten (10) years of experience in grant compliance, administration, and implementation.

- 2) Knowledge and experience of administrating consortium grants at the Federal and State levels, with the capabilities of getting paperwork done and approved.
- 3) Past experience and references assisting an electrical or other public utility with grant writing services and demonstrated past grant administrative success.
- 4) Ability to perform, facilitate, and assist with annual audits required in the federal grant process.
- 5) Ability to guide a consortium of rural electric cooperatives through compliance system building, purchasing, tracking, and oversight where team members are working on various projects both together and individually.

II. **BACKGROUND**

DCEC is located in the western Catskill Mountains of New York State, and all six Cooperatives are located in rural locations. The other team members are: Claverack Rural Electric Cooperative (PA); Oneida-Madison Electric Cooperative (NY); Otsego Electric Cooperative (NY); Steuben Rural Electric Cooperative (NY); and Sussex Rural Electric Cooperative (NJ).

The RESIST Projects are the result of collaboration between six Rural Electric Cooperatives across New York, Pennsylvania, and New Jersey. All projects will center on electrical grid upgrades that include advanced metering infrastructure, data system upgrades, line upgrades and grid hardening, ROW management contracts, as well as the training to monitor and implement the new technologies deployed.

The overarching RESIST Projects contemplates that the six Cooperatives will operate together on some projects, while other projects are unique to a single Cooperative. Therefore, each Cooperative must perform its own “first-level” administration and record-keeping on RESIST Project expenditures, while DCEC acts as the overall project lead. **Therefore, the successful bidder will help implement a system that allows for standardized, decentralized compliance data collection and storage, so that each Cooperative (with assistance from the successful bidder) may compile and submit required information to the DOE with minimal “repackaging” of data.**

See the referenced “Scope of Work Bid Specifications” document for more details.

This is a five-year project. However, the majority of the work will occur in the first 12 months, with on-going support as needed throughout the duration of the project. The successful bidder will assist DCEC in setting up an overarching compliance and accounting system that can be implemented by Cooperative personnel, drafting/reviewing a set of contract templates for use throughout the RESIST Projects, as well as provide ongoing guidance and support on specific compliance questions and needs, such as Davis Bacon compliance or other grant-specific requirements.

Consultant fees to be paid under this RFQ will not be paid from grant funds.

III. **SCOPE OF SERVICES**

Refer to the “Scope of Work Bid Specifications” document for Scope of Work.

IV. QUOTE FORMAT

The quote shall consist of two parts:

- (1) TECHNICAL PROPOSAL: "Setup Phase" (flat fee/lump sum contract);
- (2) FEE PROPOSAL: "On-Going Compliance Phase" (time & materials contract).

Proposals must be typed or printed legibly in ink.

Quotes are to be prepared in such a way as to provide a straightforward and concise description of capabilities to satisfy the requirements of this RFQ. Emphasis should be concentrated on conformance to the RFQ instructions, responsiveness to the RFQ requirements, and on completeness and clarity of content.

Each section of the Technical Proposal shall be labeled per the numbering system shown below.

- A. Technical Quote/Proposal Table of Contents.** Clearly identify all material contained in the Quote by section, sub-section, and page number. All pages of the Quote or Proposal, including enclosures, attachments, exhibits, or any other supplemental information must be clearly and consecutively numbered and labeled accordingly.

Tab 1 - Cover Letter. The Cover Letter shall be on company letterhead, signed by a duly authorized officer, employee, or agent of the Consultant. The Cover Letter shall include the following information:

- a. A statement that the Quote is submitted as a response to this RFQ.
- b. An introduction of the Consultant including: legal name; address and telephone number of office headquarters, along with the local office; type of business entity [sole proprietor, partnership, or corporation (including the state of incorporation)]; and date founded.
- c. A brief discussion of general background and qualifications and a description of any special knowledge or capabilities material to the services requested in the RFQ. Be sure to include whether the Consultant has done work for the public utility sector in the last five (5) years.
- d. A statement addressing any proprietary information that might be contained in the Quote.
- e. Indicate which individual(s) by name, title, address, and telephone number are authorized to negotiate and execute an Agreement with DCEC on behalf of the Consultant.
- f. A statement that Consultant has read and understands the RFQ in its entirety, including, without limitation, the scope and nature of the work, all appendices, attachments, exhibits, schedules, and addendum, as applicable. Should the Consultant have any objections or qualifications to the RFQ, they must be clearly stated in the Cover Letter, specifically referencing the section number, paragraph, and page number of the objection.

However, making an objection does not relieve the Consultant from complying with the requirements of the RFQ.

Tab 2 - Executive Summary Provide an executive summary, which gives in brief, and concise terms, a summary of the Quote.

Tab 3 - Approach to the Scope of Work. Provide a proposed approach to the Scope of Work from the Consultant's perspective. Describe the proposed approach and methodology to performing the work. Information should demonstrate the Consultant's:

- a. Knowledge of the subject area;
- b. Knowledge of the technical and functional needs;
- c. Proposed strategy to accomplish the work; and
- d. Issues pertinent to this RFQ that are not addressed elsewhere.

Tab 4 - Consultant Team. Identify the principal staff and support staff who will be performing the work required. Include an organizational chart if necessary. Provide a work history resume for each of the staff, including applicable training, licensing, and/or certifications, descriptions of projects worked upon, dates, project costs, and duties performed by the individual on the projects. Include the same information for any sub-consultants proposed, and provide the name, address and telephone number of the sub-consultant, the type of work to be performed, and the percentage of the total work of the proposal.

Tab 5 - Consultant References. Provide a minimum of two (2) references of recent demonstrated experience in providing consulting services similar in nature and size to the Scope of Work, and especially include any utility references. Provide a short description of the work performed, dates of service, names, addresses, telephone numbers, fax numbers, locations, remedies, and contract amount. If sub-consultant(s) are proposed, provide references of recent demonstrated experience in providing consulting services similar in nature and size to the Scope of Work, and include any recent references.

Tab 6 - Addenda. Include signed addenda in chronological order, as applicable.

B. Fee Proposal

The Fee Proposal shall be prepared in the following manner.

One (1) copy of the Fee Proposal, submitted as a separate document, shall be submitted with the quote package, and clearly marked as follows: FEE PROPOSAL FOR RFQ_[Bidder Name].

Proposals without a separate Fee Proposal will not be accepted. The elements of the Fee Proposal shall include, but not be limited to the following:

- a. An hourly rate and reimbursement schedule, valid for the entire contract period, for each classification of firm personnel assigned and for each classification of

anticipated reimbursements, as follows:

1. Company Title
2. Staff Person Name
3. Professional Certifications (if any)
4. Standard Hourly Billing Rate

V. PROPOSAL/QUOTE SUBMISSION

The deadline for submitting a quote electronically is **3PM on Tuesday, August 11, 2026.**

Any quotes received after this time will not be accepted. The Technical Proposal should be signed.

Technical and fee proposals should be submitted electronically, as separate documents, via email at: janelle.linehan@dce.coop.

VI. SELECTION PROCESS

A. Evaluation

Fee Proposals will remain sealed and held until all responsive Technical Proposals are evaluated and ranked. The evaluation process will be as follows:

1. A panel designated by DCEC will perform an evaluation and assign a score to each responsive Technical Proposal.
2. If necessary, Interviews may be conducted by a panel designated by DCEC at its discretion. Upon the conclusion of the interviews, the panel will evaluate the participating Consultants and assign an interview score to each.
3. Once the ranking of the Consultants has been determined, the Fee Proposals of the top three ranked firms will be opened by the Contact or his/her designee. Thereafter, DCEC may begin negotiations (if required) with the Consultant obtaining the highest combined score. Should negotiations with the highest ranked Consultant fail, DCEC will cease further efforts in reaching an Agreement and commence negotiations with the Consultant who received the next highest score. DCEC will continue negotiations with Consultants in order of the next highest ranking until negotiations are successful.
4. Upon selection of the successful Consultant, DCEC will make recommendations for award to the consortium partners. Award of this service is subject to consortium partner approval.
5. The selection process will conclude upon execution of a Contract in the form as prescribed by DCEC, and will comply with all terms and conditions contained therein. A proposed contract is attached with this RFQ.

B. Selection Criteria

Proposals will be evaluated against the criteria listed below, scored out of 100 possible points:

1.1. Evaluation Criteria #1: Cost

- i. Setup Phase (40%): The Bidder with the lowest cost will receive the full points. The remaining Bidders will receive a score based upon the following formula:
 - 1. $CS = (LPC/PC \times 50)$
 - 2. CS = Compared cost score for proposers
 - 3. LPC = Lowest proposed cost for all proposer
 - 4. PC = Proposer's cost
- ii. On-going Compliance Cost (10%): Bids should be submitted for ongoing compliance based on 150 hours/year of compliance work. Ensure that your bid breaks out the hourly rates and work totals for different personnel. The bidder with the lowest cost will receive full points. The remaining Bidders will receive a score based upon the following formula:
 - 1. $CS = (LPC/PC \times 50)$
 - 2. CS = Compared cost score for proposers
 - 3. LPC = Lowest proposed cost for all proposer
 - 4. PC = Proposer's cost

1.2. Evaluation Criteria #2: Experience (20%)

The evaluation team will review recent experience with similar projects.

1.3. Evaluation Criteria #3: Supervisory Qualifications (10%)

The evaluation team will assess the experience of the Key Personnel supplied by the Bidder.

1.4. Evaluation Criteria #4: Small and Historically Disadvantaged Business (10%)

Evaluation points will be awarded to Bidders who are small businesses (contractor financials show less than 1,500 employees and less than \$40 million in revenue), certified minority-owned firms, certified women business, certified service-disabled veteran owned small businesses, or certified Veteran Owned Small Businesses.

1.5. References (10%): References will be verified and all responses considered.

VII. QUESTIONS

All questions regarding this RFQ shall be submitted by email to: Janelle Linehan, via email at: janelle.linehan@dce.coop by **Thursday, July 30, 2026, by 2PM**. The date and time when questions must be submitted are also shown in "Section I. B – RFQ Schedule" of this RFQ.

VIII. SUBMITTAL PROCEDURES

Submittals shall comply with all conditions, requirements and specifications contained herein, with any departure constituting sufficient cause for rejection of the proposal at DCEC's sole discretion. Any and all costs incurred in the preparation and presentation of this submittal shall be borne solely by the respondent. All submittals received shall become the property of DCEC and will not be returned.

Quotes are preferred to be submitted electronically to Janelle Linehan, Lead Project Manager via email at janelle.linehan@dce.coop. Please use subject: "Your Company Name – RESIST RFQ".

IX. GENERAL ADMINISTRATIVE INFORMATION

- 1. Each respondent understands and agrees that DCEC, its departments, their officers, employees or agents shall not be liable for:

- a) Any costs incurred by a respondent in the preparation, delivery or presentation of a proposal.
 - b) Any costs incurred by a respondent in meeting the criteria as a result of making or submitting a proposal or subsequently in entering into a formal agreement with DCEC; and
 - c) Any errors, inaccuracies or misstatements related to the information or data supplied to any consultant by DCEC. The use of such information or data provided by DCEC, its officers, employees or agents is intended to be used at the sole discretion and risk of the firm in the preparation of a proposal pursuant to this RFQ only.
2. The selected firm shall comply with any and all applicable Federal and State laws pertaining to employment.
 3. DCEC reserves the right to accept, reject, modify or cancel in whole or in part, this RFQ.
 4. DCEC reserves the right to accept or reject any or all proposals, negotiate modifications to proposals that it deems acceptable, to request and consider additional information from any proposer, and to waive minor irregularities and technical defects in this proposal process. DCEC reserves the right to seek new proposals when it determines that it is in the best interest to do so.
 5. Grant implementation and administrative cost will be paid to the consultant after seeking reimbursement from the granting agency.

X. AUTHORITY TO WITHDRAW

DCEC reserves the right to withdraw this RFQ without prior notice. DCEC makes no representation that any agreement will be awarded to any firm as a result of having responded to this request. DCEC expressly reserves the right to reject any and all proposals in response to this RFQ without indicating a reason for such rejection. All costs incurred in the preparation of the proposal, submission of information and/or selection of a proposal prior to the award and/or execution of a signed contract shall be borne by respondent. All proposals submitted to DCEC in response to this RFQ shall become the property of DCEC, shall be considered public information, and will not be returned.

XI. AWARD CONTRACT

DCEC may award contracts to more than one firm. The contract will be based upon the negotiated specific rates of compensation.

