

RENEWABLES FORWARD

A Diversity, Equity & Inclusion Initiative

DEI Clean Energy Framework & Guidelines Project Request for Proposal

Proposal Due Date: COB November 17th, 2023

Project Overview

Renewables Forward (RF) proposes to create, in collaboration with all clean energy industry partners, a DEI Framework that informs specific, business-oriented actions to advance diversity, equity and inclusion within the clean energy industry. Chris Nichols, the Executive Director of Renewables Forward, is managing this project in collaboration with a DEI Project Working Group comprised of representatives from various clean energy trade association partners, including American Clean Power, Solar Energy Industry Association, National Hydropower Association, and Clean Energy Buyers Association. The DEI Working Group also includes Industry Stakeholder Members from several clean energy companies. This Working Group will oversee the execution of the Framework Project.

The Framework Project is designed for rapid development of a Framework for Action to advance Diversity, Equity and Inclusion in the Clean Energy industry by April 15, 2024 (6-month duration).

Project Goals

The goal of the project is to create a resource to advance DEI across the clean energy industry that is inclusive of all clean energy industry technologies. This Project will align DEI objectives with business metrics to accelerate the adoption and make rapid progress against goals. It will also help organizations sustain their DEI practices and help reduce reporting burdens. The Project will provide resources to companies that provide information on how they can achieve their DEI goals, while creating a standardized measurement tool of DEI metrics with aggregated reporting in order to increase accountability and transparency within the industry.

The DEI Framework Project consists of four components:

1. A **DEI Clean Energy Framework for Action** that is business-oriented and specific to the clean energy industry (see examples, Exhibit A)
2. An online **DEI Resource Library** with guidance, models, tools, and resources that can inform clean energy organizations at any point in their DEI maturity.
3. **Guidelines for Clean Energy Industry measurement and reporting** of DEI actions and progress by industry stakeholders (assumed to be measured annually). This should include project templates for public reporting, by stakeholder or aggregated by industry.

4. A communications-focused **Adoption Campaign** with elements and branding resources to encourage adoption of the DEI Framework by stakeholders within each Industry Partner Association (American Clean Power, Solar Energy Industry Association, National Hydropower Association, and Clean Energy Buyers Association).

Scope of Work (select which work segments your company is applying for)

Renewables Forward (RF) and the DEI Working Group will be accepting proposals for work from consulting firms for each of the four components of the DEI Framework Project. **Firms may apply for one or more of the project components.** Firms submitting proposals must select which project component(s) they are applying for and ensure submissions are specific and address the unique requirements of the project component(s).

Component 1: DEI Clean Energy Framework for Action

This Framework will comprise of simple, incremental action stages to advance an organization's DEI maturity. It should be appropriate for each industry within Clean Energy and aligned with unique workforce and reporting needs. The Framework is intended to provide sufficiently detailed guidance to support company compliance/alignment with Inflation Reduction Act tax incentives.

There should be written content to support each Action Stage with "how to" resources that will be linked to a DEI Resource Library. These Action Stages should be aligned to SMART Objectives. This Framework should include a clear, easy to understand visual example. **NOTE:** "Roadmap" is another term used for "Framework" – incremental, sequenced action steps with supporting guidance.

The Project Working Group will support this project component by confirming definitions and metrics for DEI appropriate to the industry, along with guidance for directives. Consultants who take on this project component should expect to work with the material provided by the Project Working Group.

Component 2: DEI Resource Library

The Clean Energy DEI Resource Library requires collecting and organizing existing DEI resources from energy, business, and public sources. The Resource Library must distinguish between resources that serve particular energy industries more effectively. It should also include business resources from adjacent disciplines. The Resource Library should highlight tools that support IRA incentives, ESG reporting, and more to aid employers. It should also highlight tools and actions with public identification of under-resourced communities.

The trade associations represented within the Working Group will provide the Project's consultants with the resources currently used within their associations. The firm working on this project component will be responsible for expanding, organizing, and scaling the collection of these resources to create a functional DEI Resource Library that is accessible online.

Component 3: Guidelines for Industry Measurement and Reporting

The Measurement and Reporting component of this project requires development of a standard of aggregated metrics to be collected annually showing organization's DEI projects. It should begin with conventional metrics like Race and Gender with the ability

to expand over time to include other dimensions like age, disability status, sexual orientation, educational experience, Union status, Veteran status, Board composition, vendor and supply chain demographics, DEI policies, etc. This project will define metrics for Equity, including examples like investment in community support, wealth-building, outreach, etc. Finally, this project component requires the development of a graphic icon to show standardized industry DEI reporting.

Component 4: Adoption Campaign

The Adoption Campaign component of this project requires the design of a communication campaign designed to promote the adoption of the entire DEI Framework Project. The campaign will be implemented by each industry Partner to secure company commitments to act on DEI Framework actions, including measurement of DEI progress against objectives.

Project Schedule

The DEI Framework Project is designed for rapid development of a Framework for action to advance Diversity, Equity and Inclusion in the Clean Energy industry (6 months duration). The Project includes the creation of an online DEI clean energy resource library and measurement and reporting guidelines. Following the development of the DEI Framework, the DEI Framework Project Working Group will conduct an adoption campaign within each Partner organization.

Specific deliverables and schedules will be negotiated between RF and the Supplier to support delivery of a Framework, resource library, data collection (measurement) process design, and communication strategy / collateral support for the DEI Framework Project adoption campaign, with review and Partner Board approvals, by April 15, 2024.

Current Barriers to Success

- Limited timeline and need for rapid development.
- Products must apply to multiple industry stakeholders with diverse needs.
- Products that provide actionable, effective DEI practices across a range of organizational DEI behavior maturity.

Evaluation Metrics & Selection Criteria

- **Technical Ability:** Firms must demonstrate an overall comprehension of project objectives and should highlight their experience working in the Clean Energy Industry. Firm must also demonstrate experience supporting organizations in DEI efforts.
- **Consulting Team Quality:** Firms should highlight the depth of experience within the team that will be supporting this project. Details of the team structure and availability to meet project requirements should be provided. Firms should consider providing at least two references that speak to their quality of work.
- **Budget Requirements:** Firms should provide a detailed explanation of billable rates for consulting services along with a transparent breakdown of costs.
- **Demonstrated DEI Commitment:** Firms should provide proof of a strong internal, organizational commitment to DEI principles including but not limited to a DEI value statement or other proof of DEI accreditation or certification. Firms must demonstrate a meaningful dedication to DEI practices in order to be considered for this opportunity.

Selected proposals will then advance to an interview stage. Interviews will be conducted in a 10-day time period and require a presentation of the proposal, and an opportunity for Q&A.

Award Information

Timeline

- Renewables Forward will offer a 30 min webinar Q&A on Wednesday, November 15th at 2:30pm ET for interested vendors.
- Submissions due COB (5pm EST) November 17th, 2023.
- 1 week – 10 days internal review process/interview period.
- Selection of proposals to be completed by late November 2023.

Estimated award amount: For bidders' awareness, the maximum project budget including scope of components 1,2,3 & 4 is \$120,000. Per Task estimates to be delineated with Consulting bidders.

Renewables Forward's Executive Director, Chris Nichols, will also be hosting a short Zoom Q&A on **Wednesday, November 15th at 2:30 pm ET** to answer any outstanding questions prior to the submission deadlines. To receive a link to attend the Zoom Q&A session OR to submit any follow-up questions, please contact Divya Ramoo at dramoo@sleepergroup.com.

Please use this link to access the [official RFP Submission Page](#).

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Exhibit A: Framework Examples from Other Sources

Council for Energy Workforce Development: DE&I ROADMAP for Industry



The DE&I Roadmap was developed by the energy utility industry trade associations as guidance for their industries, organizations and workforces. Available from: <https://cewd.org/dei-roadmap-for-change>

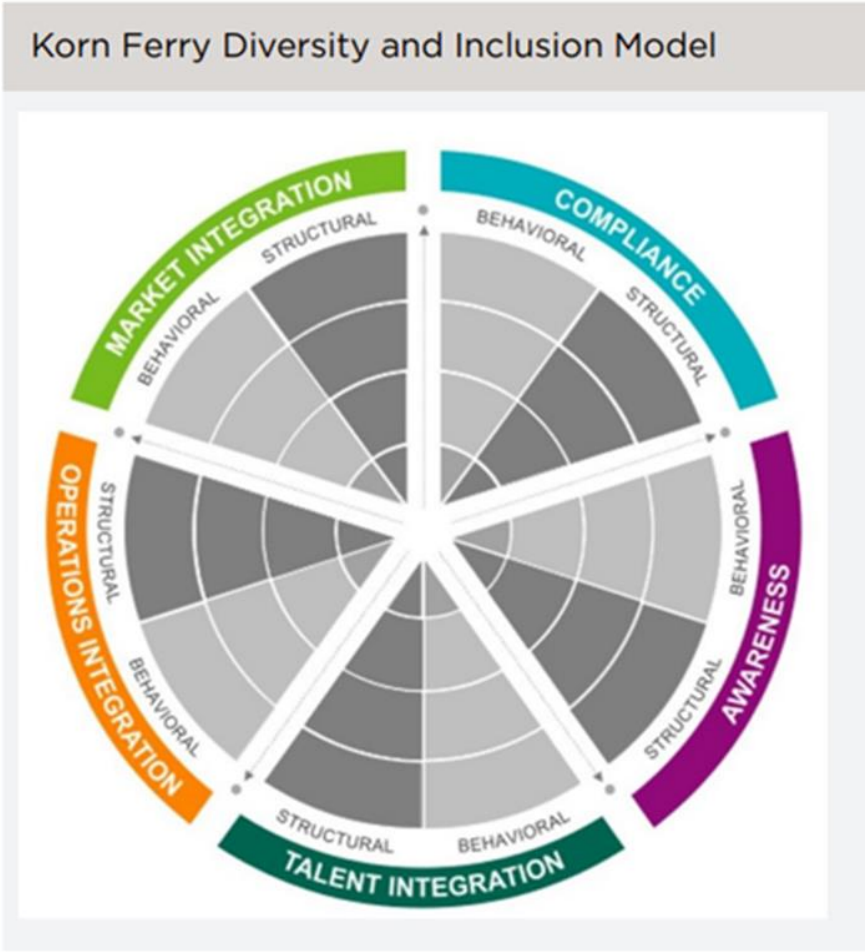


DE&I ROADMAP for Industry Change

with introduction by Accenture



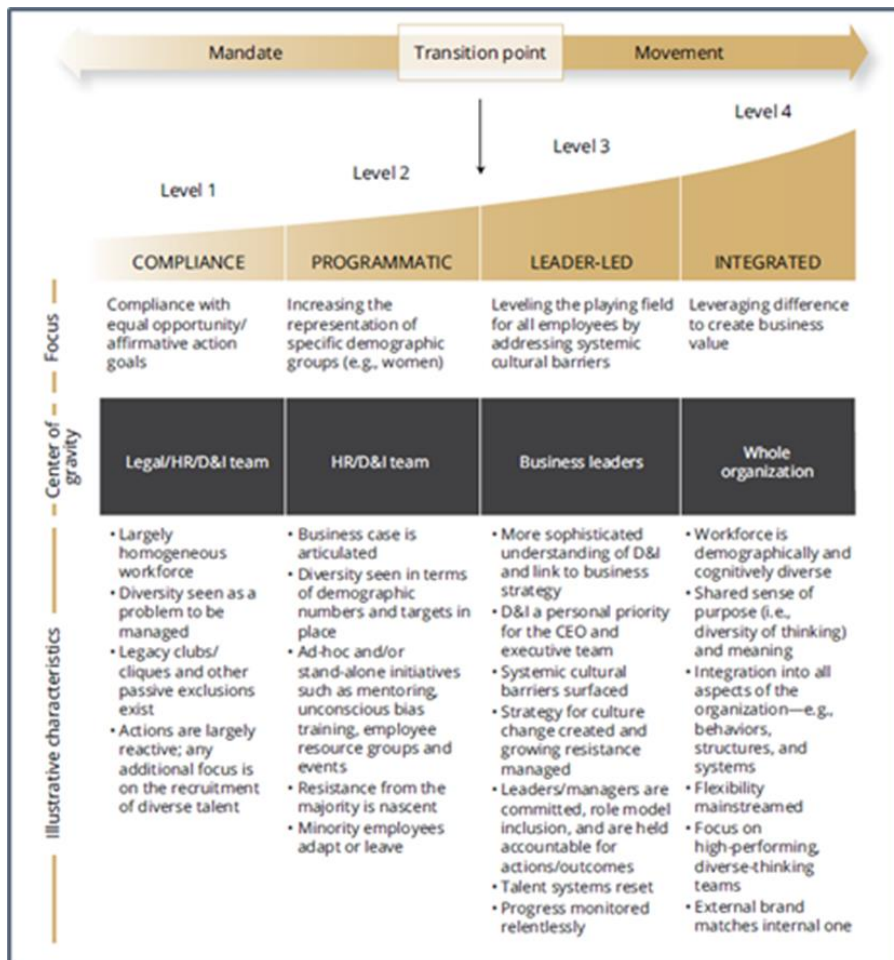
Full publication of the *CEWD DE&I Roadmap* includes in-depth resources and recommendations for utility industry action.



Korn Ferry D&I Maturity Model

“The Korn Ferry Diversity and Inclusion Maturity Model: A new understanding,” by Andrés Tapia, Alina Polonskia, Fayruz Kirtzman, and Gustavo Gisbert. Korn Ferry Tools, 2020

Individual company DEI maturity is measured regularly across the 5 Theme areas. Maturity is measured from the center out.



Deloitte Diversity and Inclusion Maturity Model

“The Diversity and Inclusion Revolution,” by Juliet Bourke and Bernadette Dillon, Deloitte Review, Issue 22, January 2018.



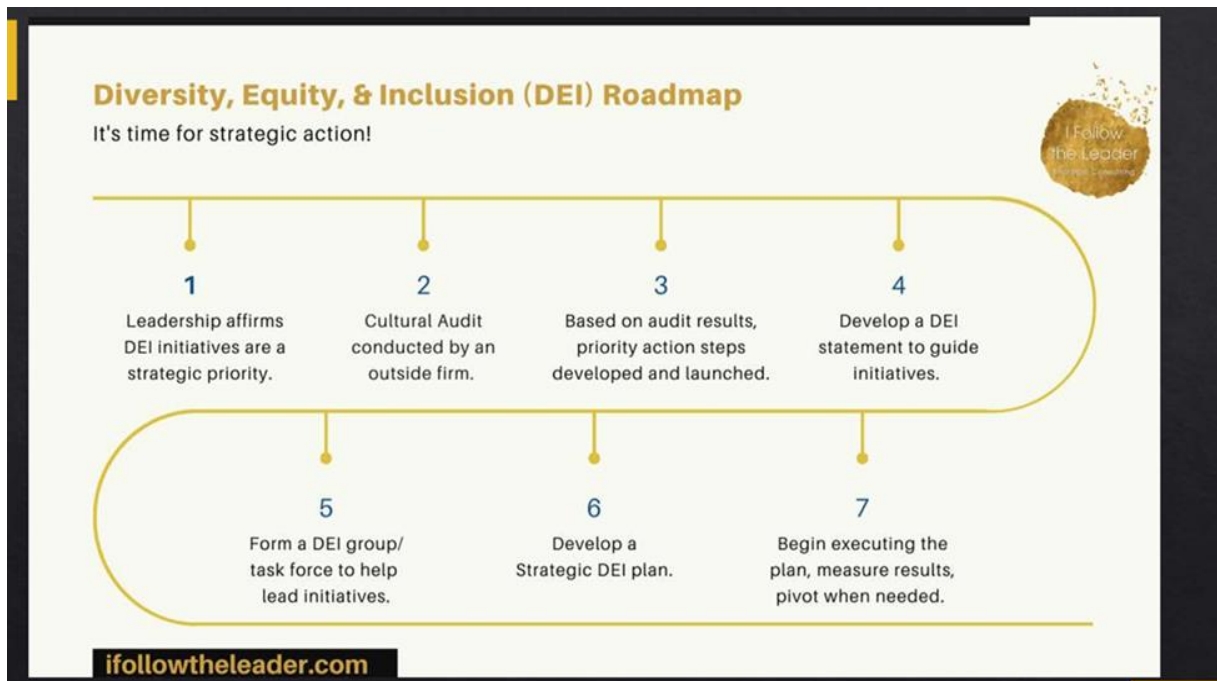
Untapped Reserves 3.0

Advancing Diversity, Equity, and Inclusion in the Energy Sector

September 2023

By Whitney Hughes-Plummer, Andrea Syth, Nikolay Belkov, Alex Wood, Pedro Miras, Dr. Pierce Riemer, and Sarah Beattie

Useful for modeling, not as pointed for clean energy industry use.



Credit: Antoinetta Mosley, Principal, I Follow the Leader

Visual representation of incremental steps for DEI evaluation, program design and measurement.

<https://ifollowtheleader.com>

DEI leader, Certified Diversity Professional. Researcher, Writer, Speaker, Consultant, and Advocate.

From: <https://www.triangledi.org/blog/100-days-of-starting-your-dei-journey>

100 Days Of Starting Your DEI Journey
Dec. 13, 2020