



**Green Jobs Task Force
Legislative Coordinating Commission/Minnesota State Legislature**

72 State Office Building St. Paul, MN 55155-1201 (651) 296-9002 TDD (651) 296-9896

**Request for Proposals
Administrative Services Contract for Green Jobs Task Force
September 2, 2008**

I. Background

The Green Jobs Task Force (“the task force”) is soliciting proposals from qualified individuals and organizations interested in providing administrative and related services in connection with the creation of a statewide action plan to optimize the growth of the green economy. The task force was created by the Minnesota Legislature in 2008 for that purpose. The task force consists of Minnesota legislators, executive branch officials, and private citizens.

A copy of the two pieces of legislation that created the task force is provided in the Appendix of this request for proposals. Those laws are:

- Laws 2008, chapter 356 (S.F. 3096), section 3, subdivision 1; and section 15
- Laws 2008, chapter 363 (H.F. 1812), article 6, section 3, subdivision 4; and section 12

It is highly recommended that persons considering submitting a proposal read that legislation.

II. Purpose

The purpose of this contract is to provide administrative services requested by the Green Jobs Task Force related to the preparation of the statewide action plan referenced in section I.

The individual or individuals who will perform this contract must:

- 1) Be extremely efficient and well-organized
- 2) Have a knowledge base in the subject area
- 3) Have good writing skills, and preferably good web skills
- 4) Have demonstrated administrative skills
- 5) Have the ability to work well with a very diverse group of participants

- 6) Be able to work effectively in a political environment

Specific tasks will likely include:

- 1) Perform organizational and logistical work such as maintaining a mailing list, arranging meeting spaces, preparing and sending notice of meetings, and providing copies of materials to be provided at meetings
- 2) Receive and respond to telephone, email, and other communications regarding the task force from task force members, members of the public, and other interested parties
- 3) Provide and manage a website for the task force
- 4) Provide paper and other supplies for task force purposes
- 5) Arrange for or provide an email address for task force business
- 6) Prepare a suggested budget for the task force, keep track of expenditures, and process requests for payment
- 7) Create, recommend, and administer an outreach plan to involve the public in the work of the task force
- 8) Assist in retaining a consultant for market analysis of the potential for creating green jobs and coordinate with the work of that consultant
- 9) Attend all task force meetings and record the actions taken at the meeting
- 10) Draft the report containing the statewide action plan formulated by the task force
- 11) During the legislative session that begins January 6, 2009, and ends May 18, 2009, track legislative activity relating to the task force's recommended statewide action plan and assist in coordinating the related activities of task force members
- 12) Perform other administrative and related duties as requested by the co-chairs of the task force

The consultant will report to the co-chairs of the Green Jobs Task Force. The consultant will perform only work that has been assigned by the co-chairs.

The consultant must be available to begin work as soon as possible. The statewide action plan must be completed by January 15, 2009.

The consultant must be available to assist with presentations to legislative committees and coordinate on possible revisions to the action plan legislation during the 2009 legislative session, which begins January 6 and ends May 18.

III. Proposal Contents

The proposal to perform the tasks listed in Section II should demonstrate the consultant's capabilities to carry out the tasks listed in Section II, including the personal skills described above the list of specific tasks. The proposal should, at a minimum:

- 1) Describe the consultant's experience in administration of boards, committees, task forces, or similar groups
- 2) Describe the consultant's knowledge of and experience with environmental issues, public policy formulation, and the legislative process
- 3) Provide an explanation of how the tasks in Section II will be accomplished.
- 4) List the personnel to be employed on the project, describing their relevant experience and education, their roles, and hourly rates, and the minimum number of hours estimated to complete the work. The number of task force meetings and their length is not yet known, so the proposal need not include the number of hours spent on meetings.
- 5) Describe the consultant's overall cost proposal to carry out the assigned tasks
- 6) Provide resumes for each professional staff who would participate in the project
- 7) Provide names of contact persons, phone numbers, and names of organizations for whom the consultant has provided similar services in the past

IV. General Instructions for Submitting Proposals

- 1) Submit the proposal electronically to lcc@lcc.leg.mn or by hard copy to:
Green Jobs Task Force Consulting Proposal
Greg Hubinger
Director, Legislative Coordinating Commission
72 State Office Building
St. Paul, MN 55155
Phone: (651) 296-2963
- 2) The Legislative Coordinating Commission must **receive** the proposals by 4:00 p.m., September 19, 2008. Late submittals may not be considered.
- 3) All questions and other communication concerning this Request for Proposals should be directed:

Greg Hubinger
Director, Legislative Coordinating Commission
72 State Office Building
St. Paul, MN 55155
Phone: (651) 296-2963

V. Conditions of the Selection Process and of the Resulting Contract

- A. The task force reserves the right to reject any and all consultant proposals received as a result of this Request for Proposals, or to negotiate separately with any

consultant in any manner necessary to serve the best interests of the Green Jobs Task Force.

- B. The task force reserves the right to require a consultant to make an oral presentation of its proposal to the task force or to staff designated by the co-chairs of the task force to permit a better understanding of the specifics of a consultant's proposal.
- C. The task force is not responsible for any cost incurred by the consultant in responding to this Request for Proposals.
- D. Payment for any contract entered into as a result of the Request for Proposals will be made on a monthly basis after receipt of billings accompanied by the appropriate verification of work time and satisfactory completion of tasks to billing date. In accordance with Minnesota Statutes 3.225, subdivision 6, paragraph (b), no more than 90 percent of the amount due under the contract may be paid until the task force's authorized agent has certified that the consultant has satisfactorily fulfilled the terms of the contract.
- E. All contractors and subcontractors must conform to the labor laws of the State of Minnesota, and to all other laws, ordinances and legal requirements affecting the work in this state. The consultant must conform with and agree to the provisions of Minnesota Statutes, Section 181.59, which prohibits discrimination in the hiring of labor by reason of race, creed, or color. That statute reads as follows:

181.59 DISCRIMINATION ON ACCOUNT OF RACE, CREED OR COLOR PROHIBITED IN CONTRACT.

Every contract for or on behalf of the State of Minnesota, or any county, city, town, township, school, school district, or any other district in the state, for materials, supplies, or construction shall contain provisions by which the contractor agrees:

- (1) That, in the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no contractor, material supplier, or vendor, shall, by reason of race, creed, or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates;
- (2) That no contractor, material supplier, or vendor, shall, in any manner, discriminate against, or intimidate, or present the employment of any person or persons identified in clause (1) of this section, or on being hired, prevent, or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed or color
- (3) That a violation of this section is a misdemeanor; and
- (4) That this contract may be cancelled or terminated by the state, county, city, town, school board, or any other person authorized to grant the contracts for employment, and all money due, or to become due under the contract, may be forfeited for a second or any subsequent violation of the terms or conditions of this contract.

- F. In accordance with Minnesota Statutes, section 176.182, the consultant must provide to the task force acceptable evidence of compliance with the worker's compensation insurance coverage requirement of Minnesota Statutes, section 176.181, subdivision 2.
- G. If the amount of this contract exceeds \$100,000 and the consultant has employed more than 40 full-time employees in this state or in the state in which the consultant has its primary place of business on a single working day in the 12 months immediately preceding the due date for the proposal, the consultant must comply with the affirmative action plan requirements of Minnesota Statutes, section 363A.36, as follows:
 - (a) If the 40 full-time employees were employed in Minnesota, consultant must, prior to submission of the proposal, either have a certificate of compliance issued by Minnesota Commissioner of Human Rights or that commissioner must have received from the consultant an application for such a certificate. Prior to signing a contract resulting from a successful proposal, the consultant must have the certificate of compliance.
 - (b) If the consultant did not have more than 40 full-time employees in Minnesota but did have that number in another state in which the consultant has its primary place of business, the consultant must, prior to signing a contract resulting from a successful proposal, either have a certificate of compliance issued by the Minnesota Commissioner of Human Rights or certify that the consultant is in compliance with federal affirmative action requirements.

Minnesota Statutes, section 363A.073 and Minnesota Rules, parts 5000.3400 to 5000.3600 are hereby incorporated into this Request for Proposals and will be incorporated into any resulting contract, by reference.

- H. As required by Minnesota Statutes, section 270C.65 subdivision 3, a consultant must provide to the LCC either its federal taxpayer identification number or its Social Security number and its Minnesota tax identification number (if applicable). This information may be used in the enforcement of federal and state tax laws. Supplying these numbers could result in action to require consultant to file state tax returns and pay delinquent state tax liabilities. This contract will not be approved unless these numbers are provided. These numbers will be available to federal and state tax authorities and state personnel involved in approving the contract and the payment and audit of state obligations. These numbers will not be made available to any other person without the express written permission of the consultant.
- I. The consultant must agree to comply with the Government Data Practices Act, Minnesota Statutes, chapter 13, as it applies to all data provided by the task force in accordance with this agreement and as it applies to all data created, gathered, generated, or acquired in accordance with this agreement.

All work product and interim and final reports prepared by the consultant in the performance of its obligations under this agreement are the property of the task force and must be remitted to the task force upon completion or termination of this agreement. The consultant must not use, willingly allow the use of, or cause to have

the materials used for any purpose other than performance of the obligations under this agreement without the prior written consent of the task force.

- J.** Work would begin within the timeframe set in the signed contract between the task force and the consultant. The signed contract will terminate upon full performance by both parties of the contract agreement.

- K.** This contract may be terminated by the task force as permitted under Minnesota Statutes 3.225, subdivision 6, in whole or in part, whenever the task force determines that termination is in the interest of the task force. The task force will pay all reasonable costs associated with this contract that the consultant has incurred up to the termination date of the contract and all reasonable costs associated with termination of the contract.

Appendix

CHAPTER 356--S.F.No. 3096

An act

relating to energy; creating programs for government energy conservation investments; removing rulemaking requirement for certain loan and grant programs; establishing microenergy loan program; authorizing issuance of state revenue bonds; modifying provision allowing guaranteed energy savings contracts; modifying or adding provisions relating to green economy activities; creating Green Jobs Task Force; requiring reports; appropriating money; amending Minnesota Statutes 2006, sections 116J.8731, subdivision 4; 216C.09; Minnesota Statutes 2007 Supplement, sections 116J.575, subdivision 1a; 471.345, subdivision 13; proposing coding for new law in Minnesota Statutes, chapters 16B; 116J; 216C; repealing Laws 2007, chapter 57, article 2, section 30.
BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA

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Sec. 3. **[116J.437] COORDINATING ECONOMIC DEVELOPMENT AND ENVIRONMENTAL POLICY.**

Subdivision 1. **Definitions.** For the purpose of this section, "green economy" means products, processes, methods, technologies, or services intended to do one or more of the following:

(1) increase the use of energy from renewable sources, including through achieving the renewable energy standard established in section 216B.1691;

(2) achieve the statewide energy savings goal established in section 216B.2401, including energy savings achieved by the conservation investment program under section 216B.241;

(3) achieve the greenhouse gas emission reduction goals of section 216H.02, subdivision 1, including through reduction of greenhouse gas emissions, as defined in section 216H.01, subdivision 2, or mitigation of the greenhouse gas emissions through, but not limited to, carbon capture, storage, or sequestration;

(4) monitor, protect, restore, and preserve the quality of surface waters, including actions to further the purposes of the Clean Water Legacy Act as provided in section 114D.10, subdivision 1; or

(5) expand the use of biofuels, including by expanding the feasibility or reducing the cost of producing biofuels or the types of equipment, machinery, and vehicles that can use biofuels, including activities to achieve the biofuels 25 by 2025 initiative in

sections

41A.10, subdivision 2, and 41A.11.

For the purpose of clause (3), "green economy" includes strategies that reduce carbon emissions, such as utilizing existing buildings and other infrastructure, and utilizing

mass

transit or otherwise reducing commuting for employees.

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Sec. 15. **GREEN JOBS TASK FORCE.**

Subdivision 1. **Task force.** (a) A Green Jobs Task Force is created to advise and assist the governor and legislature regarding activities to advance the state's economy, and

to develop a statewide action plan as provided under subdivision 2. The task force shall

be appointed no later than June 30, 2008, and consist of:

(1) three members of the house of representatives, including one member of the minority party appointed by the speaker;

(2) three members of the senate appointed by the Subcommittee on Committees of the Committee on Rules and Administration, including one member of the minority;

(3) seven representatives from state agencies and institutions appointed by the governor, including one member from the Office of Energy Security, one member from

the Department of Employment and Economic Development, one member from the Job

Skills Partnership Board, one member from the University of Minnesota, one member

from Minnesota State Colleges and Universities, one member from the Pollution Control

Agency, and one member from the Department of Natural Resources;

(4) three public members appointed by the governor, including one member representing the manufacturing industry, one member representing a statewide organization dedicated to commerce, and one member representing the Agricultural Utilization Research Institute;

(5) four public members appointed by the speaker of the house of representatives, including one member representing labor, one member representing a statewide environmental organization, one member representing financial institutions or venture

capital, and one member from a local economic development authority from greater Minnesota; and

(6) four public members appointed by the senate Subcommittee on Committees of the Committee on Rules and Administration, including one member from a local economic development authority from the metropolitan area, one member from a statewide organization dedicated to furthering the green economy, one member from

a

firm currently engaged in green manufacturing, and one local workforce development

representative from an area that has experienced significant manufacturing job loss.

(b) The commissioner of commerce, in cooperation with the commissioner of employment and economic development, shall provide staff support to the task force.

The

task force may accept outside resources to help support its efforts.

(c) Each of the legislative appointing authorities must name a cochair of the task force from the legislative members appointed by that authority.

(d) Public members of the task force must be compensated as provided in Minnesota

Statutes, section 15.059, subdivision 3.

Subd. 2. **Duties.** (a) By January 15, 2009, the task force shall develop and present to

the legislature under Minnesota Statutes, section 3.195, and to the governor a statewide

action plan to optimize the growth of the green economy. For the purpose of this section,

"green economy" has the meaning given it by Minnesota Statutes, section 116J.437.

(b) The plan must include necessary draft legislation and budget requests and may include administrative actions of governmental entities, collaborative actions, and actions

of individuals and individual organizations. The plan must be developed following the

analysis described in this paragraph and must be based on the analysis. The analysis must include:

(1) a market analysis of the business opportunities and needs created by the laws enumerated in paragraph (a), including local, state, national, and international markets;

(2) an analysis of the labor force needs related to the market analysis opportunities identified in clause (1), including educational, training, and retraining needs; and

(3) an inventory of the current labor and business assets available to respond to the opportunities identified in clause (1) and the labor needs identified in clause (2).

The task force shall contract for the analysis required by this paragraph.

Subd. 3. **Expiration.** The task force expires June 30, 2009.

EFFECTIVE DATE. This section is effective the day following final enactment.

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CHAPTER 363--H.F.No. 1812

An act

relating to the financing of state government; making supplemental appropriations and reductions in appropriations for early childhood through grade 12 education, higher education, environment and natural resources, energy, agriculture, veterans affairs, military affairs, economic development, transportation, public safety, judiciary, state government, and health and human services; modifying certain statutory provisions and laws; providing for certain programs; fixing and limiting fees; authorizing rulemaking; requiring reports; appropriating money...

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Subd. 4. Energy and Telecommunications

(2,400,000)

(1,250,000)

\$200,000 in the first year is for the solar rebate program. Equipment used to heat hot water at a residential property for domestic use, not including equipment used for a hot tub or swimming pool, is eligible for the solar rebate program. This is a onetime appropriation and is available until spent. Of the amounts appropriated from the special revenue fund in the second year to the commissioner of commerce for renewable energy research under Laws 2007, chapter 57, article 2, section 3, subdivision 6, clause (7), \$500,000 must be used to support the algae-to-biofuels research project at the University of Minnesota and the Metropolitan Council. Money appropriated from the special revenue fund for renewable energy research under Laws 2007, chapter 57, article 2, section 3, subdivision 6, clause (7), may be used for a grant to a cellulosic ethanol facility using paper mill sludge. Of the assessment amount authorized under Minnesota Statutes, section 216B.241, subdivision 1e, up to \$200,000 in the second year shall be used for the required report and activities of the Green Jobs Task Force established in this article. This is a onetime appropriation. Of the amounts appropriated in the second year to the commissioner of commerce from the special revenue fund for environmentally friendly automotive technology projects under Laws 2007, chapter 57, article 2, section 3, subdivision 6, clause (4), up to \$200,000 is for the green economy report and the statewide action plan and other activities of the Green Jobs Task Force established in this article, of which no more than \$50,000 may be spent for the green economy report; \$100,000 is for the city of St. Paul for a

site evaluation of the Ford manufacturing plant and for workforce development and skills assessment of the Ford employees; and \$250,000 is for activities and research for the Green Manufacturing Initiative by a statewide organization dedicated to furthering the green economy and its fiscal agent.

\$1,250,000 is a reduction from the fiscal year 2009 appropriation for E-85 cost share grants. The base for the grant program in fiscal year 2010 is \$1,000,000. The base for fiscal year 2011 is \$0.

\$2,600,000 is a reduction from the fiscal year 2008 appropriation for renewable hydrogen initiative grants.

Sec. 12. GREEN JOBS TASK FORCE.

Subdivision 1. **Task force.** (a) A Green Jobs Task Force is created to advise and assist the governor and legislature regarding activities to advance the state's economy, and

to develop a statewide action plan as provided under subdivision 2. The task force shall

be appointed no later than June 30, 2008, and consist of:

(1) three members of the house of representatives, including one member of the minority party appointed by the speaker;

(2) three members of the senate appointed by the Subcommittee on Committees of the Committee on Rules and Administration, including one member of the minority;

(3) seven representatives from state agencies and institutions appointed by the governor, including one member from the Office of Energy Security, one member from

the Department of Employment and Economic Development, one member from the Job

Skills Partnership Board, one member from the University of Minnesota, one member

from Minnesota State Colleges and Universities, one member from the Pollution Control

Agency, and one member from the Department of Natural Resources;

(4) three public members appointed by the governor, including one member representing the manufacturing industry, one member representing a statewide organization dedicated to commerce, and one member representing the Agricultural Utilization Research Institute;

(5) four public members appointed by the speaker of the house of representatives, including one member representing labor, one member representing a statewide environmental organization, one member representing financial institutions or venture

capital, and one member from a local economic development authority from greater Minnesota; and

(6) four public members appointed by the senate Subcommittee on Committees of the Committee on Rules and Administration, including one member from a local economic development authority from the metropolitan area, one member from a statewide organization dedicated to furthering the green economy, one member from a firm currently engaged in green manufacturing, and one local workforce development representative from an area that has experienced significant manufacturing job loss.

(b) The commissioner of commerce, in cooperation with the commissioner of employment and economic development, shall provide staff support to the task force. The task force may accept outside resources to help support its efforts.

(c) Each of the legislative appointing authorities must name a cochair of the task force from the legislative members appointed by that authority.

(d) Public members of the task force must be compensated as provided in Minnesota Statutes, section 15.059, subdivision 3.

Subd. 2. **Duties.** (a) By January 15, 2009, the task force shall develop and present to the legislature under Minnesota Statutes, section 3.195, and to the governor a statewide action plan to optimize the growth of the green economy. For the purpose of this section, "green economy" has the meaning given it by new Minnesota Statutes, section 116J.437, if enacted.

(b) The plan must include necessary draft legislation and budget requests and may include administrative actions of governmental entities, collaborative actions, and actions of individuals and individual organizations. The plan must be developed following the analysis described in this paragraph and must be based on the analysis. The analysis must include:

(1) a market analysis of the business opportunities and needs created by the laws enumerated in paragraph (a), including local, state, national, and international markets;

(2) an analysis of the labor force needs related to the market analysis opportunities identified in clause (1), including educational, training, and retraining needs; and

(3) an inventory of the current labor and business assets available to respond to the opportunities identified in clause (1) and the labor needs identified in clause (2). The task force shall contract for the analysis required by this paragraph.

Subd. 3. **Expiration.** The task force expires June 30, 2009.