

February 26, 2013

**MEMORANDUM TO THE TRUSTEES**

**FROM THE PRESIDENT and CHIEF EXECUTIVE OFFICER**

**SUBJECT: Energy Efficiency Educational Program in  
New York City Schools – Authorization to  
Award Services Contract to Support Program**

**SUMMARY**

The Trustees are requested to approve the award of a contract for an Energy Efficiency Educational Program in New York City Schools not to exceed the amount of \$600,000 to Gove Group, Inc. located in Pittsburgh, Pennsylvania and the National Theater for Children located in Minneapolis, Minnesota, for a three-year term.

**BACKGROUND**

Section 2879 of the Public Authorities Law and the Authority's Guidelines for Procurement Contracts require the Trustees' approval for procurement contracts involving services to be rendered for a period in excess of one year.

In accordance with the Authority's Expenditure Authorization Procedures, the award of non-personal services, construction, equipment purchase or non-procurement contracts in excess of \$3 million, as well as personal services contracts in excess of \$1 million if low bidder, or \$500,000 if sole-source or non-low bidder, requires the Trustees' approval.

The United States Environmental Protection Agency ("EPA") defines environmental justice as "fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies." Environmental justice describes the efforts to improve the living environment of low-income and minority communities.

On April 24, 2012 the Trustee's approved the Environmental Justice Implementation Plan, which included implementing an Energy Efficiency Educational Program within Environmental Justice Communities working with schools in developing an educational curriculum for students in elementary schools. The curriculum will address where and how electricity is created and transmitted; energy conservation and alternative energy concepts. Communication has been held with the New York State Department of Education to describe the program in detail.

## DISCUSSION

On October 16, 2012, the Authority advertised in the New York State *Contract Reporter* a Request for Proposals (“RFP”) (Q12-5358FS) soliciting firms interested in providing Energy Efficiency and Renewable Program Consulting Services. In response to the notice, 67 firms downloaded the RFP from the Authority’s Web site.

On November 7, 2012, eight firms submitted bid proposals for the program. The bids were reviewed by an evaluation committee consisting of staff from Public Affairs, Energy Efficiency, Marketing and Economic Development and Procurement divisions. The evaluations were based on a number of technical criteria specified in the RFP and the prospective Contractors’ proposed costs. These criteria included the firm’s relevant technical approach, experience in training educators, experience in implementing energy programs, project team organization and experience, proposal content and format, and proposed costs.

Based on a thorough evaluation of the eight proposals, four firms were interviewed. The selection criteria were based on content, type of services to be offered, schedule and costs. As a result of proposed costs, scheduling, offered services and subsequent interviews and reference checks, Authority staff recommends the award of a contract to Gove Group, Inc. and the National Theater for Children because of their unique approach to the educational program. The proposed contractors will work with schools selected by the Authority, employing multiple approaches to provide education to the staff and teachers about energy and ensure that students learn and implement energy efficiency measures. This program will offer teachers, students, parents and communities an opportunity to learn about energy conservation, alternative energy and where energy comes from. Gove Group has served as the Implementation Contractor for the New York State Energy Research and Development Authority’s (“NYSERDA”) Energy Smart Students program from 2008 to 2012.

## FISCAL INFORMATION

Funding for the implementation of the Energy Efficiency Educational Program has been budgeted in the 2013-2016 budgets and will be provided from the Operating Fund.

## RECOMMENDATION

The Vice President – Public and Government and Regulatory Affairs and the Vice President – Environmental Justice recommend that the contract to Gove Group Inc. and the National Theater for Children for the Energy Efficiency educational curriculum be approved and should not exceed the \$600,000 recommended in the Environmental Justice Implementation Plan approved by Trustee’s on April 24, 2012.

For the reasons stated, I recommend the approval of the above-requested action by adoption of a resolution in the form of the attached draft resolution.

Gil C. Quinones  
President and Chief Executive Officer

Att.  
Energy Efficiency Edu Program - Award

## **RESOLUTION**

RESOLVED, That the Trustees authorize the President and Chief Executive Officer, the Vice President Public Government and Regulatory Affairs and the Vice President Environmental Justice to execute agreement and other documents between the Authority and Gove Group Inc. and the National Theater for Children; and be it further

RESOLVED, That the Chairman, the Vice Chairman, the President and Chief Executive Officer, the Chief Operating Officer and all other officers of the Authority are, and each of them hereby is, authorized on behalf of the Authority to do any and all things and take any and all actions and execute and deliver any and all agreements, certificates and other documents to effectuate the foregoing resolution, subject to the approval of the form thereof by the Executive Vice President and General Counsel.