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Request for Proposals (RFP) Financial, Accounting, and Subrecipient Monitoring for the HyVelocity Hydrogen Hub - Administrative Activities Support

Regional Clean Hydrogen Hubs | Award No. DE-CD0000038

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1.0 Background Information

1.1 Project Background and Objective

[GTI Energy](#) is a leading technology development organization. Our trusted team works to scale impactful solutions that shape energy transitions by leveraging gases, liquids, infrastructure, and efficiency. We embrace systems thinking, innovation, and collaboration to develop, scale, and deploy the technologies needed for low-carbon, low-cost energy systems.

In October 2023, the Department of Energy (DOE) Office of Clean Energy Demonstrations selected for award negotiations the \$1.2 billion Gulf Coast Hydrogen Hub demonstration project to the [HyVelocity Hub](#), an industry-led hub administered by GTI Energy, which will leverage the world’s largest concentration of existing hydrogen production and end-use assets in Texas and Southwest Louisiana to deliver the benefits of clean hydrogen and good-paying jobs to local

communities. HyVelocity is led by seven [core industry participants](#) -- AES Corporation, Air Liquide, Chevron, ExxonMobil, Mitsubishi, Orsted, and Sempra Infrastructure. [Read the full HyVelocity press release.](#)

GTI Energy is seeking a qualified service provider (Contractor) to assist in the administration of the HyVelocity Hub Project. Pending federal award, it is anticipated that one contract will be awarded for Phase one with a term of 18 months, with options for renewal for future phases potentially totaling 12 years. Future phases may be negotiated as the work under the Award progresses into such future phases.

1.2 GTI Energy Project Team Leads

The following table illustrates GTI Energy’s lead administrative project team.

Team Member / Role	Organization
Kate Jauridez (Government Contracts Manager)	GTI Energy
Lisa Foster (Director, Financial Services)	GTI Energy

1.3 Scope of Work

GTI Energy, a nonprofit organization, is soliciting proposals from qualified service providers to assist with a portion of the administrative activities associated with the administration of this DOE award. These activities will include subrecipient monitoring, and financial and accounting services, in compliance with the terms of the negotiated Award from DOE, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R 200 and 48 C.F.R 31.2).

It is anticipated that the qualified service provider will provide subrecipient monitoring and financial support services on behalf of HyVelocity for eight subrecipients. The award value, including federal share and cost share, for Phase 1 is estimated in the tens of millions of dollars.

1.4 Roles and Responsibilities

The selected service provider will be responsible for the following tasks within each of the two categories below, with oversight by a GTI Energy designated official:

1. Subrecipient Monitoring:

- Review and assess HyVelocity’s subrecipient monitoring procedures and practices in accordance with the regulatory requirements.
- Annually review HyVelocity’s subrecipient monitoring procedures and practices to confirm continued compliance with regulatory requirements.
- Verify the subrecipients’ ability to appropriately manage federal funding:
 - Perform a risk assessment of each subrecipient;
 - Perform ongoing monitoring based on the risk assessments;
 - Obtain, from subrecipients, their current policies and procedures, assess systems, and compliance with any other subaward requirements;

- Identify potential problem areas and assist the subrecipient in complying with applicable laws and regulations;
- Assess if the subrecipient has a continuing capacity to carry out the approved program or project, as needed;
- Assist subrecipients in resolving compliance problems through discussion, negotiation, and the provision of technical assistance and training;
- Determine if a subrecipient is carrying out its activities in a timely manner and in accordance with the subaward, and report deficiencies to the Government Contracts Manager immediately upon identification;
- Provide adequate follow-up measures to validate that performance and compliance deficiencies are corrected by subrecipients and not repeated;
- Verify subrecipients' indirect costs are appropriately managed and are allowable.
- Verify that required programmatic records are maintained to demonstrate compliance with applicable regulations and requirements.
- Verify subrecipients have audits, as required under 2 C.F.R. Part 200 Subpart F; and 2 C.F.R Part 910 Subpart F.
- Provide recommendations to Government Contracts Manager when results of a subrecipient's audits, on-site reviews, or other monitoring require adjustments to the subrecipient agreement.
- Offer recommendations for how to address subrecipient noncompliance as needed (i.e., enforcement actions).
- Maintain issue log and provide weekly updates for any unresolved problems.

2. Financial and Accounting Services:

- Maintain accurate records of financial activities within an accounting system approved by GTI Energy. The Accounting system should be able to generate reporting at a level of detail that allows for current and cumulative tracking of funds to expenditures adequate to establish that such funds have been used according to the federal statutes, regulations and terms and conditions of the award.
- Perform monthly financial reconciliations to support account balances.
- Provide assistance with annual audits (Audits to be performed by independent third party):
 - Federal Award compliance audits in accordance with 2 C.F.R Part 910 Subpart F.
 - Financial statement audits.
- Prepare monthly and quarterly HyVelocity financial statements and reporting for GTI Energy and HyVelocity Partner review.
- Provide invoice training to subrecipients at the time of subaward.
- Conduct the review and approval process of invoices submitted monthly by subrecipients in accordance with HyVelocity's defined administrative policies, including but not limited to the following.
 - Verify adherence to all applicable federal cost principles and inclusion of adequate supporting documentation for billed costs and reported cost share.

- Track cost share, assuring contractually required cost share is met on each invoice and total cost share percentage by the end of each budget period.
- Verify invoiced costs were incurred during the award budget period and within the approved budget amounts.
- Obtain appropriate review and certification signatures.
- Provide ongoing training and support to subrecipients as needed to assist with questions and issues encountered during invoice processing.
- Prepare and submit monthly invoicing to DOE, in accordance with HyVelocity’s defined administrative policies.
- Process receipt of payments from DOE and issue timely payments to subrecipients.
- Process payables and receivables for non-award operating costs such as insurance, taxes, audit, bank fees, and legal costs.
- Prepare or obtain and upload the Federal Assistance reporting deliverables, including but not limited to:
 - SF-428 Annual Property Reporting
 - SF-425 Quarterly Federal Financial Reporting
 - FFATA filing in FSRS as required
 - Uniform Commercial Code (UCC) Financing Statements as required
 - Annual DOE For-Profit Compliance Audit
- Provide other administrative services as may be requested to assist with project success.
- Maintain issue log and provide weekly updates for any unresolved problems.

1.5 Project Schedule:

- RFP Issuance Date: July 26, 2024
- Proposal Submission Deadline: August 19, 2024, at 5:00 pm CST
 - Late submissions will be rejected without review
- Anticipated Award Date: October 1, 2024
- Anticipated Award Duration (Phase 1) 18 Months

GTI Energy will consider written inquiries and requests for clarification of the content of this RFP received from potential Bidders. The deadline for the submissions of questions is August 8, 2024, at 5:00 pm CST. Please submit questions to HyVAdmin@gti.energy.

GTI Energy reserves the right to modify the RFP should a change be identified that is in its best interest. Please check the website periodically for any changes that may be posted.

2.0 General

2.1 Definitions

The following terms used herein are defined as:

- GTI Energy: an Illinois, non-for-profit organization and its representatives

- DOE: U.S. Department of Energy and its representatives
- Subrecipients/Participants: The current participating members for the HyVelocity Hydrogen Hub are AES Corporation, Air Liquide, Chevron, ExxonMobil, Mitsubishi, Orsted, and Sempra Infrastructure, and GTI Energy.
- Bidder: The service providers who respond to the RFP by submitting a proposal.
- Contractor: The selected Bidder awarded an agreement resulting from this RFP.
- Key Personnel: Lead technical expert(s)
- Prime: Prime Award Recipient

2.2 Legal Requirements

The selected Bidder resulting from this RFP shall be considered a Contractor under the Cooperative Agreement Number DE-CD0000038 between Prime and the U.S. Department of Energy (DOE). Therefore, certain contract provisions from the Cooperative Agreement must be flowed down to the successful bidder. Certain contract provisions from the agreement between GTI Energy and Prime must also be flowed down to the successful bidder. The Bidder represents that the services furnished under this Agreement are commercially available services that are offered in your regular course of business.

The issuance of this RFP in no way shall constitute a commitment by GTI Energy to award a contract.

GTI Energy shall reserve the right to accept or reject, in whole or part, all proposals submitted and/or cancel this RFP if it is determined to be in its best interest.

All materials submitted in response to this RFP shall become the property of GTI Energy. Selection or rejection of a proposal shall not affect this right.

3.0 Bidding Information

3.1 Bid Opportunity

A competitive proposal is the official response by a Bidder to a Request for Proposal (RFP) solicitation where competitive negotiation procedures will be used to evaluate and select the proposal judged to be the most highly rated on the basis of merit, experience, price, and price-related factors. In the competitive proposal process, price will not necessarily be the predominant factor in the award decision.

3.2 Bid Submission Requirements

Company Background and Experience: The Bidders should give a brief description of their company including brief history, corporate or organization structure, and number of years in business.

This section should provide a detailed discussion, by category, of the Bidders prior experience in providing services similar in scope and function to the proposed efforts. Provide a brief description of the project, length of effort, and the total project cost. Bidders should provide three client industry-relevant references.

For each client cited, the Bidder should provide a client reference including name, title, company name, address, email address, and engagement duration. GTI Energy reserves the right to pursue additional contacts for reference information regarding the clients the Bidder cites.

All work must be performed in the United States.

Proposed Staff Qualifications: The Bidder should provide detailed information, by category, about the experience and qualifications of the assigned personnel considered key to the success of the project that will be contributing to the completion of the items outlined in the Scope of Work.

Bidders should submit a resume for each of the assigned Key Personnel, by category. The resume(s) should include education, training, technical experience, functional experience, relevant and related experience. This should also specifically include the role and responsibilities of each person proposed in the RFP, their planned level of effort, and their anticipated duration of involvement. Will the identified individual(s) be dedicated to this project or working on multiple projects. Outline a plan for escalating issues if additional resources are needed.

If any Foreign Nationals will be involved in this work, you must identify the specific role that such individual or individuals would perform along with the relevant country or countries of citizenship.

Key Personnel should have a preferred minimum of ten years of experience and other proposed staff should have a preferred minimum of three years of experience in: monitoring subrecipients and reviewing and preparing invoicing under federal Cooperative Agreements; working with federal compliance and reporting requirements; preparing and analyzing financial records.

Bidders should clearly describe their ability to meet or exceed the qualifications set forth in this RFP.

Bidders Approach and Methodology: Proposals should include enough information to satisfy evaluators that the Bidder has the appropriate experience, knowledge and qualifications to

perform the scope of services as described herein. Bidders should respond to all requested areas.

The Bidder should provide a breakdown by category – Subrecipient Monitoring and Financial and Accounting Services:

- Provide an understanding of the nature of the project and how its proposal will best meet the needs of GTI Energy.
- Define a functional approach in providing the services and the tasks necessary to meet requirements.
- Provide a proposed project work plan that reflects the approach and methodology, tasks and services to be performed, deliverables, timetables, and staffing.
- Provide an explanation of any additional tasks to be performed, which are deemed necessary by the Bidder for successful project completion; explanation of deviation from and/or deletion of any tasks listed in the Scope of Services. Identify in a separate attachment.
- Identify any tasks within the Scope of Services the Bidder is unable to perform.
- Identify any potential risks and approaches to mitigate those risks.
- Provide detailed pricing information.
- Provide a sample monthly status report to be submitted to the Government Contracts Manager, summarizing subrecipient monitoring and financial activities completed in the previous month.
- Describe process efficiencies that will be utilized in this effort.
- Systems in place (Subrecipient Monitoring and Financial Services):
 - What systems will be used for the SOW (i.e. financial software and tracking of subrecipient monitoring). How long have the systems been in place?
- Written business continuity and disaster recovery plan.
- Written information security plan for confidential information.
- Must disclose in writing any potential financial or organizational conflicts of interest, pursuant to [The Department of Energy Interim Conflict of Interest Policy](#).
- Provide Unique Entity Identifier (UEI).
- Provide Certificate of Insurance (minimum coverage amounts reflected in Appendix A).

Cost Proposal: The bidders shall provide costs in a format similar to the Bid Pricing Form presented in Figure 1 and, in addition, provide detailed information on the following as part of their proposal.

Figure 1

Subrecipient Monitoring Position/Title Add names for key personnel	Hourly Rates	Number of Hours	Total Cost
Subtotal - Labor			
Other items of cost - must specify			
		Subtotal	
Financial and Accounting Services Position/Title Add names for key personnel	Hourly Rates	Number of Hours	Total Cost
Subtotal - Labor			
Other items of cost - must specify			
		Subtotal	
		Total Proposal Cost	0

Profit cannot exceed 10% of Total Proposal Costs

3.3 Bid Evaluation Criteria

The bid evaluation criteria for Phase 1 of the HyVelocity Hydrogen Hub is listed below:

- Costs (overall expected cost and the cost breakdowns - *profit cannot exceed 10%*)
 - Number of hours for each position.
 - Hourly rates for each position.
 - Other items of cost.
 - All costs must be reasonable, allowable, and allocable, and comply with the appropriate cost principles.
- Experience (ability to demonstrate qualifications, skills utilized for similar services)
 - Key Personnel should have a preferred minimum of ten years of experience.
 - Other proposed staff should have a preferred minimum of three years of experience.
 - Backup personnel in the event of separation of identified Key Personnel.
 - Will individual(s)/team be dedicated to this project, or working on multiple projects?
- Systems in place (Subrecipient Monitoring and Financial Services)

- What systems will be used for the SOW and length of time the systems have been in place?
- Capabilities
 - Ability to meet or exceed each of the tasks identified within the RFP.
 - Number and type of exceptions.
- Industry-relevant references (three).
- Completeness (responds to all requested areas of this RFP).
- Exceptions to Certifications – Appendix A.

GTI Energy will conduct a comprehensive and impartial evaluation of all proposals. Each proposal will first be analyzed to determine overall responsiveness and completeness. Failure to comply with the instructions that do not satisfy the bid requirements may deem a proposal non-responsive and may, at the discretion of GTI Energy, be eliminated from further consideration. The proposal evaluation and selection process will be based upon the evaluation of the information provided, analysis will be applied to each category (overall cost, schedule, capabilities, and experience) to produce a score for each criterion. The sum of these scores will provide an overall rating to be compared against other bidders. Each bidder should provide detailed responses including reference to any existing “in house” procedures, policies, etc. as they reference all requirements of this RFP.

Failure to provide information to the criteria may deem a proposal non-responsive and may, at GTI Energy’s discretion, be eliminated from further consideration. GTI reserves the right to conduct other evaluations and measurements of the bidder’s responses as may be required in order to make an informed decision.

There will be no public opening for this RFP.

GTI Energy plans to review submissions and may conduct interviews with selected Bidders it determines can best meet the requirements outlined below. Negotiations will be held on both the scope and the cost, to select the firm that GTI Energy believes can best satisfy its requirements at rates it perceives are reasonable for the services provided.

3.4 Bid Submittal Instructions:

The bidder should submit an electronic version to GTI Energy by 5:00 pm Central Time on the bid due date. Electronic copies should be emailed to HYVADMIN@GTI.ENERGY.

3.5 Exceptions and Clarifications:

The bidder shall identify any exceptions to the scope of work as defined in this RFP as a separate attachment. Please identify the specific section that the exception applies to or that needs to be further clarified.

4.0 Links

- Example DOE (OCED) [Cooperative Agreement Standard Terms and Conditions](#). Subject to change.
- Code of Federal Regulations [2 CFR Part 200](#), [2 CFR Part 910](#), and [48 CFR Part 31.2](#)
- [National Policy Requirements](#)

5.0 Appendices

5.1 Appendix A: Certification Statement

Appendix A: CERTIFICATION STATEMENT

The undersigned hereby acknowledges she/he has read and understands all requirements and specifications of the Request for Proposals (RFP), including attachments.

OFFICIAL CONTACT. GTI Energy requests that the Bidder designate one contact for any communications. The Bidder should identify the Contact name and fill in the information below:

- A. Official Contact Name: _____
- B. E-mail Address: _____
- C. Phone Number with area code: () _____
- D. US Mail Address: _____
- E. Unique Entity Identifier (UEI) _____

The Bidder shall certify that the above information is true and shall grant permission to GTI Energy to contact the above-named person or otherwise verify the information provided.

By its submission of this proposal and authorized signature below, Bidder certifies that:

1. The information contained in its response to this RFP is accurate.
2. Each of the mandatory requirements listed in the RFP will meet or exceed the functional and technical requirements specified therein.
3. Bidder's quote shall be valid for at least 120 calendar days from the date of proposal's signature below.
4. The Bidder has not been terminated from similar efforts due to allegations of fraud.
5. Neither the Bidder nor its employees have been convicted of falsifying records.
6. **Debarment, Suspension, and Other Responsibility Matters:**
 - This certification verifies that neither the Bidder nor its principals are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.
7. **Lobbying:**
 - The Bidder must certify that no federal funds have been paid or will be paid for lobbying activities.
8. **Drug-Free Workplace Requirements:**
 - This certification assures that the Bidder provides a drug-free workplace and complies with the Drug-Free Workplace Act of 1988.
9. **Non-Delinquency on Federal Debt:**
 - This certifies that the Bidder is not delinquent on the repayment of any federal debt.

10. Conflict of Interest:

- This ensures that the Bidder has procedures in place to identify and address any potential conflicts of interest related to the proposal in accordance with the [Department of Energy Interim Conflict of Interest Policy](#). The Bidder must disclose in writing any potential financial or organizational conflicts of interest.

11. Equal Employment Opportunity (EEO) Certification:

- This certification confirms compliance with EEO laws and regulations, ensuring nondiscrimination in employment.

12. Compliance with the Copeland “Anti-Kickback” Act:

- This certification confirms adherence to the Act, which prohibits kickbacks and requires weekly statements of compliance from contractors.

13. Byrd Anti-Lobbying Amendment Certification:

- If applicable, this certification ensures compliance with the Byrd Anti-Lobbying Amendment, which restricts the use of federal funds for lobbying activities.

14. Financial Management Systems:

- This certifies that the proposer has an adequate financial management system to ensure proper tracking and reporting of funds.

15. Title VI of the Civil Rights Act of 1964:

- This assures compliance with Title VI, which prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving federal financial assistance.

16. Section 504 of the Rehabilitation Act of 1973:

- This certifies compliance with Section 504, which prohibits discrimination on the basis of disability in programs and activities receiving federal financial assistance.

17. Export Control

- It will comply with all applicable U.S. laws regarding export control.

18. Insurance

- Bidder certifies it maintains the following insurance:
 - Workers’ Compensation Insurance as required by law of the state in which the Work is performed, including Employer’s Liability Insurance in amounts of not less than One Million Dollars US (\$1,000,000 US) per accident, each employee, each disease;
 - Commercial General Liability Insurance in amounts of not less than Two Million Dollars US (\$2,000,000 US) per occurrence and Five Million Dollars US (\$5,000,000 US) in the aggregate;
 - Automobile Liability Insurance in amounts not less than One Million Dollars US (\$1,000,000 US) combined single limit (bodily injury and property damage); and

- Professional Liability Insurance in amounts of not less than Five Million Dollars US (\$5,000,000 US) per occurrence.
- Cyber Liability Insurance in amounts of not less than Five Million Dollars US (\$5,000,000).

Provide a separate detailed response to any items the Bidder cannot certify

Authorized Official

Signature _____

Typed or Printed Name: _____

Date: _____

Title: _____

Company Name: _____

Address: _____

City: _____

State: _____

Zip: _____