

Questions and Answers for RFQ EM-008-2017

1. **Q: On page 1, the RFP states that interested parties are to “present their qualifications to provide one or more of the following services: economic modeling, program evaluation, program design, project verification, and baseline documentation.” In Section 3 – Potential Services and Assignments, the Trust lists three areas: Economic Modeling, Program Evaluation, and Program Design. Would you please provide guidance on how we should address *project verification* and *baseline documentation*? Are they part of the three main areas or stand-alone?**

A: “Project verification and baseline documentation” is part of the “Program Evaluation”. Bidders should present qualifications for project verification and baseline documentation as part of their submission to the Program Evaluation section.

2. **Q: Regarding item 3.1(b) “Developing and critiquing of energy price forecasting”, would you please clarify the types of energy prices forecasts that will be analyzed? Will the analysis include wholesale, retail and/or ISO-NE spot reserve market forecasts?**

A: The Trust is looking for general qualification in this project area. One potential project under this area of expertise might be to assist the trust in evaluating alternatives to the [Avoided Energy Supply Cost](#) that might be put forward by the Trust’s stakeholders and regulators.

3. **Q: Regarding item 3.1(c) “Analyzing capital investment criteria by businesses and institutions considering energy efficiency investments”, does this refer to the criteria that are considered for investing in energy efficiency measures? If not, would the Trust please indicate to what the criteria pertain?**

A: This refers to the criteria that are considered for investing in energy efficiency measures from the customer’s perspective.

4. **Q: Regarding section 3.2 Program Evaluation “The Trust will not be selecting vendors from this list to complete full evaluations of its programs...”, if a company submits and is selected for a RFP for a full evaluation like RFP EM-007-2017 Home Energy Savings Program Impact Evaluation does that present a conflict or in any way affect selection for providing services under RFQ EM-008-2017?**

A: Working on a full evaluation like the 2017 Home Energy Savings Program Impact Evaluation or any other evaluation does not present a conflict for this RFQ. The intention of this RFQ is to pre-qualify contractors for a variety of projects. To the extent that contractors are working on full evaluations there may be distinct projects that the contractor may not be eligible for.

5. **Q: Regarding section Section 5.4(d) Individual Experience/Qualifications, is there a maximum number of people/pages we can submit?**

A: No, but please be succinct.

6. Q: Regarding section 5.4(f) Hourly Rates and Expenses, can you please confirm that cost should include potential survey costs and travel costs?

A: The Trust only needs hourly rates at this point. When the Trust asks for specific quotes on project contracted through this RFQ we will be requesting travel and expense quotes.

7. Q: Regarding section 5.4(g) References, should we provide three references for each area we are bidding, or three references total?

A: You are only required to provide three references in total.

8. Q: Did the Trust provide Attachment B – Standard Agreement on its website for this RFQ?

A: The Trust initially did not provide Attachment B, but it is now posted on the opportunity page: <http://www.energymaine.com/opportunities/rfq-em-008-2017/>

9. Q: Section 4.1, Section 7.2, Section 7.4, and Attachment A all make reference to “Attachment B – Standard Agreement.” However, Attachment B does not appear to have been provided with the RFQ package. The recent RFP EM-007-2017 for the Home Energy Savings Program Impact Evaluation included an attachment called “Attachment B - General Services Agreement.” Is this the same agreement that would apply to this RFQ (RFQ EM-008-2017)?

A: The agreement is the same as RFQ EM-008-2017 and it is now posted on the opportunity page: <http://www.energymaine.com/opportunities/rfq-em-008-2017/>

10. Q: Section 5.4 states that a completed Team Commitment page is required if the package involves any subcontractors and that a completed, signed Proposal Cover Form should be provided. Does this mean bidders should simply ask subcontractors to complete the Proposal Cover Form and that will constitute the Team Commitment page, or does the Team Commitment page need to provide different information?

A: Bidders should ask subcontractors to complete the Proposal Cover Form, which will constitute the Team Commitment page.

11. Q: Is a Company Profile required for each firm on the team, or just for the prime bidder?

A: A Company Profile should be provided for each firm in the team.

12. Q: If a Company Profile is required for each firm on the team, please confirm that the two page maximum is per profile, not two pages in total for all the profiles.

A: The two page maximum is per profile.

13. Q: Are three references required per firm on the team, or should bidders just provide three references in total for the entire team?

A: Three references are required per firm on the team.

14. Q: Section 1.1 of the RFP states, "Interested parties are asked to present their qualifications to provide one or more of the following services: economic modeling, program evaluation, program design, project verification, and baseline documentation." However, Section 3 only lists three service areas: Economic Modeling, Program Evaluation and Program Design. Can you please clarify the areas in which you would like firms to present their qualifications?

A: Please refer to Question 1.

15. Q: Given that there is no scope of work associated with this RFQ, can you please provide additional information on the other direct cost estimates that you would like bidders to provide.

A: As stated in the RFQ: This RFQ is expected to establish a pool of prequalified professionals to assist the Trust with discrete projects. Trust is looking for qualifications and hourly rates.