EFFICIENCY MAINE TRUST
REQUEST FOR PROPOSALS FOR
LOAD MANAGEMENT INNOVATION PILOTS

RFP EM-012-2019

<u>Date Issued: May 21, 2019</u>
<u>Revised: May 30, 2019</u>

<u>Closing Date: June 20, 2019 - 3:00pm local time (Augusta, ME)</u>

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Separate attachments:
Attachment A – Proposal Cover Sheet Form
Attachment B – Standard Agreement
Attachment C – Project Proposal Cost Form

SECTION 1 –RFP INFORMATION AND INSTRUCTIONS

1.1 Title and Purpose

RFP EM-012-2019 – Load Management Innovation Pilots.

Through this RFP, the Efficiency Maine Trust (the Trust) seeks one or more qualified bidders or bid teams to develop and implement one or more pilot projects that demonstrate electric load management technologies and strategies. These projects will fall under and be funded through the Trust's Innovation Program.

The Trust's primary area of interest for this RFP is load shifting and/or demand response projects at commercial and industrial facilities not currently participating in a demand response program at ISO-NE. The Trust will give preference to technologies and strategies that reduce peak demand without active dispatch or interventions on the part of the customer. Ideally these projects should demonstrate interventions that shave peak load with little to no impact on the facility's normal business operations.

The Trust welcomes proposals that fall outside this specific area of interest, provided that they demonstrate an innovative use of a technology or management approach to achieve electric load management that is not commonly employed in Maine. Proposals involving fossil fuel-fired gensets will not be considered.

1.2 Designated Contact Person for this RFP

Jack Riordan, Strategic Initiatives Manager
Efficiency Maine Trust
168 Capitol Street, Suite 1
Augusta, ME 04330-6856
Phone: (207) 213-4147
Email: jack.riordan@efficiencymaine.com

1.3 Schedule of Activities

Event	Date/Deadline
RFP Issued	May 21st, 2019
Question Period Closes	May 27th, 2019
Responses to Questions Posted	May 29th, 2019
Proposals Due at Efficiency Maine Trust Office	**June 20th, 2019 3:00 p.m. local time (Augusta, ME)**
Anticipated Award Date	June 27th, 2019

Schedule changes: The Trust reserves the right to modify this schedule at its discretion. Any changes or additional information regarding the RFP schedule and pre-bid activities, including responses to questions, will be posted on the Trust's website at: http://www.efficiencymaine.com/opportunities

1.4 Questions

Questions regarding this RFP must be submitted by email to the Designated Contact Person listed in section 1.2 prior to the close of the Question Period specified in section 1.3. The subject line of the email should be: RFP EM-012-2019 Questions. Responses to questions will be posted on the Trust's website.

1.5 Proposal Submittal Deadline

Proposals must be received at the Trust's office by the due date and time specified in section 1.3. Any proposal received after the deadline will not be considered. Proposals must be complete when submitted; changes or additions will not be accepted after the specified due date and time unless requested by the Trust. Each bidder is responsible for ensuring the timely receipt of its proposal. Further details regarding proposal requirements are provided in Section 5 of this RFP.

1.6 Cost of Proposal Preparation

Costs incurred in the preparation of any proposal in response to this RFP are the sole responsibility of the bidder.

1.7 Anticipated Contract Term

The anticipated term of the contract is June 30, 2019 through June 30, 2020. The Trust is open to longer terms should the technology and/or strategy require more time to deliver benefits.

1.8 Anticipated Contract Budget

The total budget for the award(s) to be made under this solicitation is $422,000 and may be allocated towards a single award or among several awards. The individual contract(s) will be compensated on a fixed-price or time and materials not-to-exceed basis. The Trust has a preference to award multiple contracts under this RFP.

1.9 Contract Award

The Trust will notify all bidders of the contract award decision by email. The anticipated award date is specified in section 1.3. The Trust reserves the right to negotiate the final terms and conditions of the contract award with a winning bidder whose proposal is selected by the Trust, and to reject any winning bidder with whom the Trust cannot agree to terms and conditions meeting the Trust's needs, in the Trust's sole judgment.

1.10 Contracting Process

The selection process is governed by the Efficiency Maine Trust Rule Chapter 1: Contracting Process for Service Providers and Grant Recipients, which can be found on the Trust's website: http://www.efficiencymaine.com/docs/Chapter-1-Contracting-Process-for-Service-Providers-and-Grant-Recipients.pdf

1.11 Related Requests for Proposals

None.

SECTION 2 – BACKGROUND INFORMATION

2.1 Efficiency Maine Trust

Efficiency Maine is the independent administrator for programs to lower the cost and environmental impacts of energy in Maine. Our programs promote energy conservation and alternative energy systems by delivering financial incentives on the purchase of high-efficiency upgrades to help customers save electricity, natural gas and heating fuels throughout the Maine economy. The Trust is governed by a stakeholder Board of Trustees with oversight from the Maine Public Utilities Commission.

2.2 Innovation Program Background and Context

The Trust's Innovation Program provides funding to support pilot projects that demonstrate new types of energy efficiency, conservation, or alternative energy measures or new strategies for promoting such measures. The program focuses on measures or strategies that show significant potential to be cost-effective and provide energy or greenhouse gas savings but that are not yet well understood or established in the marketplace. The measures piloted may or may not prove to be cost-effective or popular in the Maine marketplace. Part of the purpose of the Innovation Program is to use smaller pilot projects to generate findings of cost-effectiveness and market demand before making larger investments on incentives and program delivery.

2.3 Program Goals, Objectives and Requirements in the Third Triennial Plan

In its Third Triennial Plan (TPIII), the Trust identified Distributed Energy Resources (DERs) and the "smart grid" as a significant area of opportunity for exploration through the Innovation Program. TPIII noted that periods of peak demand have given rise to concerns about prices, grid stability and grid reliability. Indeed, Maine's electric utilities are making significant investments in transmission and distribution infrastructure to meet grid reliability needs. The Trust is therefore interested in exploring cost-effective ways to help Maine consumers reduce the inefficient use of the grid by managing load to favorably impact peak demand.

At the same time, the Trust would like to build on its experience with the Boothbay Non-Transmission Alternative (NTA) Pilot Project, which was conducted from 2013-2015, and explore potential NTA resource procurement options for the future. As with all NTA initiatives, the Boothbay NTA Pilot Project sought to reduce peak load in a targeted geographical area through the procurement of various DERs, obviating the need for more costly transmission and distribution infrastructure upgrades. Though the Trust's involvement in the Boothbay NTA Pilot Project was limited to passive DERs in the form of LED lighting upgrades, it is interested in investigating a wider range of options.

The Trust's recent Load Management Innovation Pilots RFP (RFP EM-011-2018) was its first attempt to gain more familiarity with the DER space. It sought projects that would expand the Trust's knowledge of ways in which a third party can actively, or through automated controls, adjust appliance operations to avoid periods of peak demand or pricing. The RFP focused on energy storage projects paired with solar installations, as well as projects involving the Trust's existing energy efficiency measure offerings. The

Trust is awaiting the results of the pilot projects awarded under this original RFP, but recognizes that there remains significant opportunity for exploration.

2.4 Additional Sources of Information

Following are links to additional information that may bidders may find helpful in preparing a response to this RFP:

TITLE	LOCATION (link)
Efficiency Maine Trust website	http://www.efficiencymaine.com/
Most recent Efficiency Maine Trust Annual Report	https://www.efficiencymaine.com/docs/EMT-FY18-Annual-Report.pdf
Efficiency Maine Trust Commercial/Industrial and Multifamily Technical Resource Manual	https://www.efficiencymaine.com/docs/EMT-TRM_Commercial_Industrial_Multifamily_v2019_4.pdf
Efficiency Maine Trust Residential/Retail Technical Resource Manual	https://www.efficiencymaine.com/docs/EMT-TRM_Retail_Residential_v2019_3.pdf

SECTION 3 – SCOPE OF WORK

3.1 Overview and Objectives

As mentioned above, the Trust recognizes that there remains significant opportunity for exploration in the DER space. To that end, the Trust is now releasing this RFP (RFP EM-012-2019). The primary interest area for this solicitation is electricity load shifting and/or demand response projects at commercial and industrial facilities not currently participating in ISO-NE's demand response program. The Trust prefers technologies and strategies that will reduce peak demand without active dispatch or interventions on the part of the customer. Ideally these projects should demonstrate an intervention that shaves peak load with little to no impact on the facility's normal business operations.

The Trust welcomes proposals that fall outside this specific area of interest, provided that they demonstrate an innovative use of a technology or management approach to achieve peak electricity load shifting. Proposals involving fossil fuel-fired gensets will not be accepted.

Through these pilots, the Trust is seeking data that can provide a sense of the real and/or potential benefits associated with these projects. The bidder(s) should therefore include in their proposal a methodology to measure the benefits of the intervention. Below are some guiding principles for this methodology.

- Benefits can accrue on either the customer side (e.g., lower energy costs), the utility side (e.g., lower peak demand), or both.
- Analyses can explore one or several value streams, including time-of-use (TOU) billing, demand charge management, or another similar concept.

- Analyses can include real or theoretical parameters. For example, if a customer or appliance is not subject to TOU rates, an analysis could include opportunities for setting TOU rates to achieve additional benefits. In such cases, the analyses should indicate the threshold at which the additional parameter renders the measure cost-effective. Note: The analysis must include some real parameters (not theoretical only).
- The methodology should include a description of any data the bidder(s) would need to calculate the benefits and note if the data is not publicly or readily available. The Trust will provide the selected bidders(s) data from its cost-benefit analysis tool so the benefits reported by the pilot will be consistent with the benefits reported by the Trust in its annual report.
- Data from the pilot should be provided in a Microsoft Office Excel or Access file or other appropriate format approved by the Trust.

3.2 Primary Pilot Tasks

The Trust will contract with the selected bidder(s) to deliver the pilot. This work includes, but is not limited to, the following primary tasks:

Primary Tasks:

- Recruiting participants for the pilot.
- Procuring and installing DERs.
- Where applicable, educating the participant on the use of the DER and the terms and conditions of the pilot.
- Tracking the participant's use of the DER in order to calculate the benefit and costs of the pilot.
- Performing cost-benefit analysis.
- Reporting results to the Trust.

3.3 Proposal Task Descriptions

The bidder(s) are expected to propose how they will perform the following tasks:

Task 1: Project Kickoff Meeting.
The bidders(s), in consultation with the Trust, will organize and facilitate a Kickoff Meeting at the Trust's offices to establish a foundation for the pilot, review the proposed statement of work and schedule, consider any revisions or adjustments that may be necessary, and establish communication protocols.

Task 1 Deliverables: *Kickoff Meeting materials*

Task 2: Pilot Implementation Plan.

The contractor(s) must develop a detailed Pilot Implementation Plan that details the specific approach, schedule, implementation, and quality assurance plan for each task, sub-task and deliverable required in their pilot proposal and discussed in this RFP.

Task 2 Deliverables: *Pilot Implementation Plan*

Task 3: Project Management and Reporting.
The bidders(s) will manage all aspects of the pilot, including management of all tasks, oversight of any subcontractors, and submission of all deliverables. Management of the pilot should be designed to deliver high-quality, on-time, on-budget services to the Trust. As part of this ongoing task, the bidders(s) will, at a minimum:

- Implement formal and informal communication strategies (e.g., status reports) throughout the contract period to maintain effective and timely communication with the Trust;
- Prepare interim memos documenting key findings as they are reached; and
- Prepare comprehensive draft and final reports on the pilot.

Task 3 Deliverables: *Monthly Project Status Reports; Draft and Final Pilot Reports; Draft and Final PowerPoint Presentation.*

3.4 Project Deliverables

The bidders(s) will be responsible for timely completion of all requirements specified in the Scope of Work. Specific deliverables to be completed by the bidders(s) will include, but are not limited to, the following:

1. Interim reports to the Trust in the form of conference calls, emails, and/or memos.
2. Draft and final Pilot Implementation Plan that outlines the approach used by bidders(s) to implemental their proposal.
3. All customer-facing instruments, documents, or protocols to ensure they meet the Trust's standards.
4. Monthly Project Status Reports
5. Original data files and final, cleaned project data and analysis files resulting from the pilot.
6. Draft and final report summarizing the results of the pilot.
7. Draft and final presentation summarizing the results of the pilot to the Efficiency Maine Board of Trustees.

The bidders(s) must commit to completing all tasks within the time frame established in the approved Pilot Implementation Plan. The bidders(s) is responsible for providing Efficiency Maine with electronic copies of all deliverables in Microsoft Office software format or other appropriate format approved by Efficiency Maine.

SECTION 4 – GENERAL RESPONSIBILITIES AND REQUIREMENTS

4.1 Contractor Responsibilities

The winning bidder will be responsible for adhering to the following requirements:

- **Confidentiality.** All the Trust's customer information is confidential, and the winning bidder, its staff, and its subcontractors will be required to sign a nondisclosure agreement before any customer data is released to the contractor. See http://legislature.maine.gov/statutes/35-A/title35-Asec10106.html for additional information on related confidentiality restrictions.

- **Project Personnel.** In accordance with Standard Agreement, Rider B, Section 3, Provider Personnel (see Attachment B), no re-deployment or replacement of any Key Personnel may be made without the prior written consent of the Trust.

- **Call Center Coordination.** The winning bidder will be required to work cooperatively with the Trust's call center contractor and assist with call center training, monitoring, and support to ensure maximum customer satisfaction and cost-effective program delivery.

- **Communication and Marketing Coordination.** The winning bidder will be required to work cooperatively with the Trust's Communications Division and any marketing contractors to ensure project marketing materials and messages conform with style guidelines and to ensure message coordination between various media outlets.

- **Database Management and Coordination.** The winning bidder will be required to collect and provide accurate pilot program data and customer information to the Trust.

- **Safety.** The contractor will be responsible for adhering to safety protocols and providing all necessary safety gear for site visits conducted as part of the pilot.

4.2 Efficiency Maine Trust Responsibilities

The Trust, through its designated Program Manager for this contract, will oversee and manage all work undertaken by the winning bidder, including but not limited to:

- Providing project/pilot oversight and management;
- Reviewing, commenting on and approving all deliverables;
- Reviewing and approving, or rejecting, invoices;
- Providing guidance and direction regarding pilot implementation, initiatives and strategies;
- Reviewing pilot data; and
- Making available relevant work products and data that are the property of the Trust.

SECTION 5 – PROPOSAL REQUIREMENTS

5.1 Project Organization and Staffing Requirements

Proposals that include teaming arrangements must designate one party as the lead bidder. Personnel who are proposed shall be the actual contract performers. Bidders may not substitute personnel without prior written approval of the Trust.

5.2 Submittal Requirements

Proposals must be delivered to the Trust by the due date and time specified in Section 1.3 of this RFP to the attention of the designated Contact Person specified in section 1.2. Proposals must be delivered in an envelope or package visibly labeled, "**Response to RFP EM-012-2019 – Load Management Innovation Pilots."**

The proposal submission must include:

- One (1) signed original document that is unbound and includes all sections, forms and appendices;
- Four (4) *bound* hard copies of the entire original, and
- One (1) electronic copy of the complete proposal; files must be provided in Microsoft Office and/or PDF format and a copy of Attachment C must be provided in Microsoft Excel format.

The Trust reserves the right to reject any proposal that does not meet these requirements.

5.3 Format Requirements

Proposals will be evaluated for adherence to the following format requirements:

- Proposals must be typewritten, using a standard font (11 or 12 point).
- Each page must state the page number, the name of the bidder, and the RFP number.
- Each page must have one-inch margins.
- Unnecessary attachments (i.e., any attachments beyond those sufficient to present a complete, comprehensive, and effective proposal) will not be considered the evaluation of the proposal.
- Proposals must adhere to prescribed page limits specified in Section 5.4. Please note that each printed side counts as one (1) page.

The Trust reserves the right to reject any proposal that does not meet these requirements.

5.4 Content and Organization Requirements

The proposal must include the following contents, which should be presented in the following order:

1. Proposal Cover Sheet Form

- Include a completed, signed Proposal Cover Sheet Form, which is provided in Attachment A.
- If the proposal involves any subcontractors, provide a completed Team Commitment page.

2. Letter of Transmittal / Letters of Commitment

- Include a brief Letter of Transmittal, on company letterhead, signed by an appropriate officer of the lead bidder who can bind the company to a contract.
- If the proposal involves any subcontractors, include a letter of commitment from each subcontractor, signed by an appropriate officer of the subcontractor who can bind the company to a contract.

3. Table of Contents

4. Introduction (2 pages maximum)

- Summarize understanding of the services requested in the RFP and proposed approach to fulfilling the requirements of this RFP.
- Briefly describe the proposed project team and qualifications.

5. Statement of Work (8 pages maximum)

- ***Overview:*** Provide an overview of the proposed approach. Describe how the project will be implemented to fulfill the objectives of the pilot, as specified by the Trust, and the requirements of the Scope of Work (Section 3).
- ***Task by Task Program Implementation Plan:*** Specify the proposed Program Implementation Plan for accomplishing each individual task specified in the Scope of Work. Each task-specific plan should outline the approach to the task and specify the relevant methods and deliverables.
- ***Schedule and Deliverables:*** Provide a chart or outline detailing the proposed schedule for the pilot, including proposed timelines for each task and associated deliverables or reports.

6. Staffing, Management and Qualifications (5 pages maximum)

- ***Overview:*** Briefly describe the overall staffing plan and management approach to the pilot, including coordination with subcontractors where applicable.
- ***Organizational chart:*** Provide an organizational chart of the proposed team for the pilot. The chart should identify key team members, their project roles, illustrate relationships between the individual staff and the organizations (the Trust, the contractor and any subcontractors), and clearly indicate the primary point of contact for the Trust.
- ***Individual qualifications:*** For each staff member that is bid on the project, please provide a brief narrative that includes a description of the individual's role on this project and a summary of his or her relevant skills, qualifications, experience and expertise, including previous projects completed. (Resumes must be included in a separate appendix.)
- ***Corporate qualifications:*** Describe the corporate qualifications of the lead bidder, including brief descriptions of past experience with contracts of similar scope and size; provide a client name and contract value for each and describe how the work is relevant to the current RFP. Provide the same information for each subcontractor.
- ***Financial capability:*** Disclose and provide details regarding any bankruptcy petition (whether voluntary or involuntary), receivership, insolvency event, or similar adverse financial circumstance suffered or incurred by bidder (or any predecessor entity) within the three years preceding the date of submission of this proposal. Disclose and provide details regarding any litigation, arbitration, or administrative proceedings involving bidder within

the three years preceding the date of submission of this proposal in which the amount claimed or adjudged against bidder exceeded $50,000. Upon request, in order to provide the Trust with the ability to judge the bidder's financial capacity and capabilities to undertake and successfully complete the contract, the bidder may be required to submit two years of certified financial statements that include a balance sheet, income statement and statement of cash flow, and all applicable notes for the most recent calendar year or the bidder's most recent fiscal year. If certified financial statements are not available, the bidder should provide either a reviewed or compiled statement from an independent accountant setting forth the same information required for the certified financial statements, together with a certification from the Chief Executive Officer or the Chief Financial Officer, that the financial statements and other information included in the statements fairly present in all material respects the financial condition, results of operations and cash flows of the bidder as of, and for, the periods presented in the statements. In addition, the bidder may be required to submit a bank reference. The bidder may clearly mark financial documents submitted in connection with the proposal as "Confidential Financial Information."

7. Budget/Cost Proposal (2 pages maximum)

- ***Budget:*** Provide either a fixed-price or time and materials not-to-exceed bid for delivering the pilot.
- ***Narrative:*** Provide a detailed narrative explanation of the pilot budget/cost proposal, including the total price, price for each task, incentive structure (if relevant), and any relevant assumptions.
- ***Cost Form:*** Provide a completed Project Proposal Cost Form (Attachment C) detailing the breakout of costs, including: labor hours, hourly rates and costs for all personnel, including any subcontractors; other direct costs (including equipment related specifically to the pilot or incentives required to motivate customers to participate); and total costs. All related expenses must be included and itemized on this form; any costs not included on this form will be disallowed.

8. Appendices

- ***Appendix A – References***: Provide a list of references for the lead bidder and any subcontractors included in the bid. At least three (3) references must be provided for each organization included in the bid. For each reference, please provide current contact information (name, company, telephone number, and email address) and a brief description of the work conducted for the reference and its relevance to the current RFP.

- ***Appendix B – Resumes:*** Provide resumes of key project team members in an Appendix. Key project team members identified in the proposal must be dedicated to the proposed project at the level proposed. Any substitutions of key project team members must be approved by the Trust in writing.

SECTION 6 – PROPOSAL EVALUATION AND AWARD

Proposals that are received by the submission deadline and that meet the requirements established in the RFP will be reviewed and evaluated by a proposal review team. The Trust reserves the right to decide whether a proposal is or is not acceptable in terms of meeting the requirements of this RFP and to accept or reject any or all proposals received.

In evaluating proposals, the Trust reserves the right to take any of the following steps, with respect to either all of the proposals received or to a subset of proposals selected as superior to the others: (1) consult with prior clients on the performance of the bidder or of particular persons proposed for this bid; (2) schedule presentations or interviews with representatives of the bidder or persons proposed for the project; (3) conduct a review of past performance, including a review of reports, analyses, or other materials that would reflect the bidder's performance; and (4) request additional data or supporting material.

6.1 Evaluation Criteria

In evaluating proposals submitted in response to this RFP, the proposal review team will use the following criteria, which are described in subsequent paragraphs:

Scoring Category	Maximum Points Available
1. Statement of Work	35
2. Staffing, Management and Qualifications	25
3. Project Cost/Budget	25
4. Overall Quality and Responsiveness	15
5. Bonus Points for Preferred Areas of Interest	10
Total	**110**

1. **Statement of Work**
    - Does the Statement of Work present a comprehensive, sound approach for accomplishing the requirements of this RFP?
    - Is the Statement of Work thorough, specific and responsive to the requirements and details specified in the RFP?
    - Does the proposal demonstrate a clear understanding of the pilot and the Trust's expectations for the Innovation program?
    - Does the Statement of Work reflect best practices in program delivery?
    - If the proposed pilot is successfully implemented, to what degree will the technology, application or configurations used in the pilot have the potential to deliver future quantifiable, cost-effective, load management and reduced costs for the utility customers and/or the grid in Maine?

2. **Staffing, Management and Qualifications**
    - Is the proposed pilot staffing plan clear, well-defined and appropriate to the substance and scope of the services requested by the Trust?
    - How qualified are the proposed personnel in terms of skills, expertise and experience

relevant to this particular pilot?
- How qualified are the proposed organizations (lead bidder and subcontractors) in terms of demonstrated experience and capacity to execute this type of pilot?

3. **Project Budget/Cost**
   - Are appropriate resources being devoted to the individual tasks and sub-tasks?
   - How does the total bid compare to other comparable proposals?
   - Is the proposed budget consistent with the proposed Statement of Work?
   - To what degree do the budget details reflect cost conservation and the likelihood to successfully complete the project as proposed?
   - Where appropriate/relevant, does the proposal reflect a reasonable incentive structure to encourage participation in the pilot?

4. **Overall Quality and Responsiveness**
   - What is the overall quality of the proposal submission, including but not limited to: completeness, clarity, attention to detail, adherence to instructions and requirements and lack of errors?
   - Does the proposal reflect and respond to the specific attributes of the pilot and the Trust's priorities for the Innovation program?

5. **Bonus Points for Preferred Areas of Interest**
   - Does the proposal fall within the specific areas of interest?

6.2 Contract Award

The Trust will notify all bidders of the contract award decision by email. The anticipated award date is specified in section 1.

The Trust reserves the right to negotiate the final terms and conditions of the contract award with a winning bidder whose proposal is selected by the Trust, and to reject any winning bidder with whom the Trust cannot agree to terms and conditions meeting the Trust's needs, in the Trust's sole judgment.

SECTION 7 – GENERAL CONDITIONS

7.1 RFP Process – Reservation of Rights

The Trust reserves the right to cancel or extend the RFP process at any time. The Trust also reserves the right to reject any and all submissions in response to this RFP and to waive formalities if doing so is in the best interests of the Trust.

7.2 Contract Agreement

A copy of the Efficiency Maine Trust Standard Agreement appropriate to this RFP is provided as **Attachment B – Standard Agreement.** This is the standard document that will complete the agreement for services between the winning bidder and the Trust.

7.3 Billing

The Trust requests that bidders submit a bid that contains either a fixed-price or time and materials not-to-exceed billing proposal.

For bids containing a time and material not-to-exceed proposal invoices submitted for work performed under the resulting contract shall be sufficiently specific to allow the Trust to evaluate charges billed in light of the tasks required. Each invoice must include a clear breakdown, by task where appropriate, indicating the individual personnel who performed work; the date, nature, and duration of work; and the rate charged.

For bids containing a fixed-price proposal, the bidder is responsible for outlining specific milestones, payment amounts, and completion criteria to be included in the resulting contract. Disbursements will be made only once all specified completion criteria have been met.

7.4 Termination of Contract

Termination of the agreement by the Trust is governed by section 7 of the Standard Agreement (see Attachment B).

7.5 Request for Reconsideration

An aggrieved person may request a hearing for reconsideration of a contract award decision by filing a written petition with the Executive Director of the Trust within 14 calendar days of the notification of the contract award. Each petition to reconsider must meet the requirements specified in Efficiency Maine Trust Rule Chapter 1, Contracting Process for Service Providers and Grant Recipients, Section 5(B), which can be found on the Trust's website under Documents and Services: http://www.efficiencymaine.com/docs/Chapter-1-Contracting-Process-for-Service-Providers-and-Grant-Recipients.pdf

7.6 Confidentiality

All bids are treated as confidential until notification of award. Unless subject to a statutory or regulatory confidentiality exemption, bids become public documents after the contract award.