

REQUEST FOR VENDORS TO SUPPORT MEDIUM-DUTY ELECTRIC VEHICLE FLEET PLANNING AND IMPLEMENTATION

The Efficiency Maine Trust (the Trust) is developing a list of qualified vendors to assist businesses, non-profits, and governmental entities in planning, implementing, and reporting on their medium-duty electric vehicle fleets and associated infrastructure. In particular, the Trust will refer interested individuals to the list if they need support in adopting their first medium-duty (Class 4-6) electric vehicle fleet and charging stations. Interested parties would be responsible for selecting, contracting with, and paying vendors. The Trust does not anticipate entering into a contractual relationship with vendors on the list as a result of this solicitation.

SECTION 1 - INFORMATION AND INSTRUCTIONS

1.1 Designated Contact Person

Hogan Dwyer, Program Assistant
Efficiency Maine Trust
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1.2 Key Dates

Release Date – October 25, 2023
Submissions Due – December 22, 2023

1.3 How to Submit a Response

Responses must be submitted via the [EV Fleet Vendor Request for Listing form](#) by the due date listed in section 1.2. Respondents may submit qualifications for one or more service areas outlined in section 3 and must clearly indicate the service areas for which they are applying. The submission must include the following contents, which should be presented in the following order:

A. Cover Letter (1 page maximum)

Briefly describe your organization or personal background (for individuals), including relevant qualifications. Please add the table below in the cover note indicating the services areas you are qualified to provide in your response.

Service Areas Offered		
Planning	Fleet electrification plan	Yes/No (circle one)
	Site-specific charging infrastructure implementation plan and engineering	Yes/No (circle one)
Implementation Support	Charging infrastructure installation facilitation	Yes/No (circle one)
	Electric vehicle procurement	Yes/No (circle one)
	Fleet staff training	Yes/No (circle one)
Evaluation and Verification	Fleet charging data and vehicle use analysis	Yes/No (circle one)
	Project documentation	Yes/No (circle one)

B. Response

Describe qualifications and provide examples of relevant work for the services areas listed in section 3.1. Examples might include descriptions of past projects or case studies, stamped design drawings or site plans, and examples of engineering analysis.

C. Resumes of Key Personnel

Provide resumes for key personnel. Please include any specific training and/or certifications related to electric vehicles and electric vehicle supply equipment (e.g., Electric Vehicle Infrastructure Training Program/EVITP).

D. Appendices

Where applicable, provide links (URLs) to relevant reports, technical drawings, site plans, or case studies related to topics covered in the response. Where online access is not possible, please provide electronic copies in the response email. Any materials provided may be shared with entities interested in finding a qualified vendor.

1.4 Vendor Selection

This request is not a formal procurement from the Efficiency Maine Trust. Rather, the Trust is soliciting vendors who are interested in being included on a list of service providers for use by Maine businesses, municipalities, and others looking to electrify their fleets. Trust staff will review submissions for demonstrated experience in the relevant service categories described above. Trust staff will not score submissions, but may decline to add a vendor to the list if they do not adequately demonstrate experience with a particular service category or categories. The Trust reserves the right to reject any response that does not meet the submission requirements. The Trust will notify all applicants by email when the list has been posted. Listed contractors have no guarantee of receiving work.

1.5 Reservation of Rights

The Trust reserves the right to cancel or extend the listing process at any time, and to issue updates. The Trust also reserves the right to reject noncompliant submissions in response to this request. The Trust, in its sole discretion, reserves the right to recognize and waive minor informalities and irregularities found in applications received in response to this request. Issuance of this request does not commit the Trust to make a list. The Trust will not pay any costs or expenses incurred by a respondent in connection with preparation of a response to this request.

1.6 Listing Term

The Trust will post the list on its website and make it available to interested Maine entities. The Trust anticipates adding to the list as qualified firms apply. The Trust reserves the right to remove any firms found to no longer be offering the services listed.

1.7 Confidential Information

Information provided to the Trust is subject to the Maine Freedom of Access Act (FOAA), 1 M.R.S. §§ 401 et seq., unless there is a specific confidentiality exemption in the Efficiency Maine Trust Act, 35-A M.R.S. §10106. Respondents should assume that all information submitted in response to this Request for Listing will be considered public records available for public inspection pursuant to the Maine FOAA following posting of the list.

SECTION 2 - BACKGROUND INFORMATION

2.1 Efficiency Maine Trust

The Efficiency Maine Trust (Efficiency Maine or the Trust) is the independent, quasi-state agency established to plan and implement energy efficiency programs in Maine. Through its suite of nationally recognized programs, Efficiency Maine provides consumer information, marketing support, demonstration pilots, discounts, rebates, loans, and other initiatives to promote high-efficiency equipment and operations that help Maine's homes, businesses, and institutions reduce their energy costs and lower their greenhouse gas emissions. The result is job growth, better grid reliability, improved energy independence, a stronger local economy, and critical progress toward meeting the State's climate change goals. Efficiency Maine is governed by a Board of Trustees with oversight from the Maine Public Utilities Commission.

2.2 Electric Vehicle Initiatives

The Trust administers programs to expand availability of electric vehicle (EV) charging infrastructure (also referred to as EV supply equipment [EVSE]) and the adoption of EVs in Maine. Its programs provide instant rebates for eligible vehicles at participating car dealers in Maine as well as mail-in rebates for electric vehicles purchased directly from manufacturers without dealerships in Maine; the Trust also encourages the purchase of multiple vehicles for vehicle fleets (for more information, <https://www.energymaine.com/electric-vehicle-rebates/>). The Trust also administers grants to fund the installation of EV charging infrastructure in Maine (<https://www.energymaine.com/at-work/electric-vehicle-charging/>).

2.3 Fleet Electrification

Through its work with municipalities, businesses, non-profit organizations, and other vehicle fleet owners, the Trust seeks to connect vehicle fleet owners with consultants who can support various aspects of fleet electrification – from site planning to procurement to case studies. Qualified vendors will be added to the resources available to fleet owners on the Trust's website in order to better support their transition to electric vehicles.

SECTION 3 - DESCRIPTION OF SERVICE AREAS

3.1 Service Areas

Below are brief descriptions of the main service areas that may be of interest to businesses, non-profit organizations, and governmental entities. In several cases, the Trust provides examples of specific tasks that could be helpful. Respondents can offer to provide services in one or more areas.

A. Planning

- i. Fleet electrification plan – Take inventory of existing fleet, propose approach for vehicle replacement with electric versions.
- ii. Site-specific charging infrastructure implementation plan and engineering – Assess charging and electric service needs, determine appropriate charging equipment needed, create electrical service upgrade designs (if needed), design station layout that minimizes cost and optimizes operational efficiency.

B. Implementation Support Services

- i. Facilitate charging infrastructure installation – May include, but is not limited to, selecting installers, managing communications with the local electric utility, providing electrical engineering for points of interconnection, and ensuring installation according to electrical design and construction documents.
- ii. Support procurement of fleet EVs.
- iii. Train fleet staff on use and maintenance of vehicles and chargers.

C. Evaluation and Verification

- i. Analyze fleet charging data and vehicle use to calculate monetary savings and greenhouse gas emissions reductions.
- ii. Document project and results (e.g., corporate case studies, metrics for grant reporting).