EFFICIENCY MAINE TRUST
REQUEST FOR PROPOSALS FOR TECHNICAL SERVICES TO DEVELOP A SPREADSHEET TOOL

RFP EM-007-2018

Date Issued: January 31,2017

Closing Date: February 16, 2018 - 3:00 pm local time

TABLE OF CONTENTS

Separate attachments:
Attachment A – Proposal Cover Sheet and Team Commitment Form
Attachment B – Limited Scope Services Agreement
Attachment C – Project Proposal Cost Form
Attachment D - Lighting Savings and Cost-Benefit Analysis Calculation Example.xlsm

SECTION 1 – RFP INFORMATION AND INSTRUCTIONS

1.1 Title/Purpose

RFP EM-007-2018 – Request for Proposals for Technical Services to Develop a Spreadsheet Tool.

The Efficiency Maine Trust ("Trust") seeks a qualified bidder or team of bidders that can develop a Microsoft Excel-based lighting assessment tool that will provide a platform to develop and submit applications for prescriptive lighting retrofit projects. The intended users for this tool are trade allies (lighting designers, suppliers, and installers), known as Qualified Partners (QPs), that participate in Efficiency Maine's Commercial and Industrial (C&I) Prescriptive Program.

1.2 Designated Contact Person for this RFP

Laura Martel
Efficiency Maine Trust
168 Capitol Street, Suite 1
Augusta, ME 04330-6856
Phone: (207) 213-4143
Email: laura.martel@efficiencymaine.com

1.3 Schedule of Activities

Event	**Date/Deadline**
RFP Issued	**Error! Reference source not found.** 31, 2017
Question Period Closes	February 6, 2017 4:00pm local time
Responses to Questions Posted	February 8, 2017
Proposals Due at Efficiency Maine Trust Office	**February 16, 2018 - 3:00 pm local time**
Anticipated Award Date	February 20,2017
Anticipated Contractor Start	February 26, 2017

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 Efficiency Maine Trust 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 above. The subject line of the email should be: RFP EM-007-2018 Questions. Responses to questions will be posted on the 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, except for any clarifications requested of bidders by the Trust. Each bidder is responsible for ensuring 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 February 26, 2018 through December 31, 2018.

1.8 Anticipated Contract Budget

The proposal should be bid as Time and Materials with a Not-to-Exceed maximum or Fixed Cost type contract and explicitly state which contract type applies to the quoted price.

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 of service providers and grant recipients 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

SECTION 2 – BACKGROUND INFORMATION

2.1 Efficiency Maine

The Trust is the statewide program administrator for market-based Demand-Side Management (DSM) programs in Maine. The Trust's mission is to lower the cost and environmental impacts of energy in Maine. The Trust does this primarily by delivering incentives on the installation and operation of high-efficiency equipment and weatherization to help customers save electricity, natural gas and heating fuels throughout the Maine economy. The Trust is an independent, quasi-state agency established by Maine statute. It is governed by a stakeholder Board of Trustees with oversight from the Maine Public Utilities Commission.

2.2 Background and Context

In preparation for a new program year, which commences on July 1, 2018, the C&I Prescriptive (CIP) Program is considering an approach to providing incentives for retrofit lighting projects that are developed by QPs. The purpose of this RFP is to obtain technical services to develop a lighting assessment tool using the Microsoft Excel platform for use by QPs to develop and submit applications for individual lighting retrofit projects.

Efficiency Maine program activities are data-driven and program success hinges on the capacity to measure and verify the energy and cost savings derived from projects. The ability to capture, store, view, analyze, and report program activities is critical to Efficiency Maine's performance of key functions (including future program design and delivery, performance measurement, program evaluation and demonstration of results to stakeholders).

2.3 Additional Sources of Information

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

TITLE	LOCATION (link)
Efficiency Maine Trust website	www.efficiencymaine.com
Efficiency Maine Trust 2017 Annual Report	https://www.efficiencymaine.com/docs/FY2017-Annual-Report.pdf
Technical Reference Manuals	http://www.efficiencymaine.com/docs/EMT-TRM_Commercial_Industrial_Multifamily_v2018_3.pdf
Example Savings and Benefit/Cost Calculations	Lighting Savings and Cost-Benefit Analysis Calculation Example.xlsm

SECTION 3 – SCOPE OF WORK

3.1 Overview and Objectives

The Trust seeks a qualified bidder or team of bidders to create a Microsoft Excel-based lighting assessment tool that will provide the platform during the development, customer proposal, and submittal of individual prescriptive lighting retrofit projects. The tool will be used by a contractor to define the lighting project and determine program eligibility of proposed lighting upgrades.

The main components of the lighting assessment tool are as follows:

- Document baseline conditions
  - Existing lighting inventory including the type, quantity, age and location of existing fixtures,
  - Location, area (sq. ft.) and space type where fixtures are installed,
  - Hours of use per year for each fixture/location combination,
  - Seasonal schedule of the business, and,
  - Reason for the lighting upgrade;
- Document the scope of the upgrade
  - Proposed lighting fixtures including the type, quantity, and any ancillary materials,
  - Mapping between existing lighting fixtures and appropriate replacement fixtures,
  - Proposed controls (including the type and quantity),
  - Mapping between the controls and the fixtures they control,
  - Material and labor costs for each fixture and control to be installed,
  - Incentives for fixtures and controls (per Efficiency Maine program),
  - Conditions that require special equipment or extra labor for the installation, and
  - Additional tasks to be performed not directly related to the lighting upgrade;
- Calculate project material and labor costs;
- Calculate project energy savings per Efficiency Maine TRM;
- Determine project's cost-effectiveness per Efficiency Maine benefit-cost formula;
- Produce a written customer statement of work
  - Measure descriptions, material & labor costs, taxes, and energy savings,
  - Other material & labor cost not directly associated with the lighting retrofit measure, and,
  - Efficiency Maine Incentives offer(s) with associated terms and conditions;
- Produce a written bill of material for purchase of equipment, including material description, quantity, material costs and taxes;
- Produce a written customer project acceptance report; and
- Generate an upload file (.csv) for the Efficiency Maine Reporting and Tracking database (per the upload template).

Efficiency Maine will provide all assumptions and supporting data. The task for winning bidder will be to develop the spreadsheet tool itself.

3.2 Task by Task Description

The Trust is looking for a contractor to bid on the entire scope of work; proposals should reflect all the components laid out in this RFP:

Task 1: Project Kickoff Meeting. The contractor, in consultation with the Trust, will organize and facilitate a Project Kickoff Meeting to be held at the Trust's offices with virtual participation as appropriate. The purpose of the meeting is for the Trust and the contractor to establish a common understanding of the deliverables, the overall project schedule, and expectations regarding the conduct of the program, and to provide the foundation for development of the work Plan. At a minimum, this meeting should include discussion of the proposed statement of work and schedule, initial data requests, and communication protocols and expectations.

Task 1 Deliverables: *Kickoff Meeting materials*

Task 2: Microsoft Excel Tool Development. The selected contractor will develop the tool with the functionality as described in section 3.1.

Task 2 Deliverables: *Lighting Assessment Tool*

Task 3: Benefit-Cost Model. Efficiency Maine currently uses a cost-benefit analysis tool (CBAT) to analyze and report measure savings and evaluate cost-effectiveness, in terms of benefit-cost ratios. The selected contractor will be expected to integrate the current benefit-cost model within this tool to serve as a lighting project "go or no-go" function. See Lighting Savings and Cost Benefit Analysis Calculation Example.xlsm file for an implementation of lighting measure savings calculations and the benefit cost analysis.

Task 3 Deliverables: *Lighting Assessment Tool*

Task 4: Support and Training. The selected contractor will be required to provide support and training to Efficiency Maine staff and others as designated during a beta testing period. The Trust will look for an explanation of how and when training will take place and require contractor experience in providing this training.

Task 4 Deliverables: *Training Material; User Guides (Standard and Configuration).*

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.

- **Conflict of Interest.** In order to avoid conflicts of interest and ensure independence of the data recorded in the database, no entity involved in: (1) any aspect of the design, implementation or delivery of programs or (2) in the installation, technical assistance analysis, application or commissioning of measures or (3) evaluation of the database or programs contained therein, may be involved in the maintenance of the database.

- **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.

- **Program Transition.** The Trust expects the winning bidder to work with all preceding and succeeding contractors to accomplish a smooth transition. The transition must be performed in an organized and efficient manner with a minimum of disruption to customers, vendors, trade allies, contractors, and other energy-efficiency service partners.

4.2 Efficiency Maine Trust Responsibilities

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

- Providing project oversight and contract management;
- Reviewing, commenting on and approving all deliverables; and
- Reviewing and approving, or rejecting, invoices.

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-007-2018 – Request for Proposals for Technical Services to Develop a Spreadsheet Tool."

The proposal submission must include:

- One (1) signed original document that is unbound and includes all sections, forms and appendices (electronic and stamped signatures are not acceptable);
- Two (2) *bound* hard copies of the entire original; and
- One (1) electronic copy on CD-ROM of the complete proposal; files on the CD-ROM 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 should state the page number, the name of the bidder, and the RFP number.
- Each page should have one-inch margins.
- Unnecessary attachments (i.e., any attachments beyond those sufficient to present a complete, comprehensive, and effective proposal) will not influence the evaluation of the proposal.
- Proposals must adhere to prescribed page limits specified in section 5.4. The Trust values succinct proposals; page limits define the upper bound on page count; fewer pages are acceptable and appreciated. 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 and Team Commitment

- 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 (6 pages maximum)

- ***Overview:*** Provide an overview of the proposed approach. Describe how the project is to be implemented to fulfill the objectives of the evaluation, as specified by the Trust, and the requirements of the Scope of Work (RFP Section 3).
- ***Task-by-Task Work Plan:*** Specify the proposed work plan for accomplishing each individual task and sub-task specified in the Scope of Work, including the proposed approach, methods, activities, and associated deliverables.
- ***Schedule and Deliverables:*** Provide a chart or outline detailing the proposed schedule for the project, including proposed timelines for each task and sub-task and associated deliverables.

6. Staffing, Management and Qualifications (3 pages maximum)

- ***Overview:*** Briefly describe the overall staffing plan and management approach to the evaluation project, including coordination with subcontractors when applicable.
- ***Organizational chart:*** Provide an organizational chart of the proposed team for the evaluation project. The chart should identify key team members, their project roles, and illustrate relationships between the individual staff and the organizations (Trust, the evaluation 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 program evaluation projects completed. (Resumes must be included in a separate appendix).
- ***Corporate qualifications:*** Describe the corporate qualifications of the lead bidder in reference to the proposed project, including relevant program evaluation projects and reports completed. Provide the same 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 (3 pages maximum plus Excel Cost Form)

- ***Price Bid:*** Provide a Time and Materials with a Not-to-Exceed maximum or Fixed Price bid for fulfilling the requirements of this RFP. The bid should reflect an understanding that under the resulting contract agreement the winning bidder will be required to complete all tasks specified in that agreement without charges above the total agreement price.
- ***Narrative:*** Provide a narrative explanation of the project budget/cost proposal, including the total price, price for each task, 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; and total costs by task. All related expenses must be included and itemized on this form; any costs not included on this form will be disallowed.

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).

- ***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.

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 AVAILABLE POINTS
1. Statement of Work	20
2. Staffing, Management and Qualifications	30
3. Project Cost/Budget	35
4. Overall Quality and Responsiveness	15
TOTAL	**100**

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 Trust's expectations for the database?
    - Does the Statement of Work reflect best practices in database design and maintenance?
    - Does the proposal include sufficient data integrity and disaster recovery protocols?
    - Does the proposal include sufficient technical support for the Trust and delivery teams.

2. **Staffing, Management and Qualifications**
    - Is the proposed project 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 project?
    - How qualified are the proposed organizations (lead bidder and subcontractors) in terms of demonstrated experience and capacity to execute this type of project?

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?
    - How do the quoted rates compare to other comparable proposals?

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 Trust's priorities for the database?

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 – Limited Scope Service Agreement.** This is the standard document that will complete the agreement for services between the winning bidder and the Trust.

7.3 Billing

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.

7.4 Termination of Contract

Termination of the agreement by the Trust is governed by section 7 of the Limited Scope Services 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 Efficiency Maine Trust website under Documents and Services:
http://www.efficiencymaine.com/docs/Chapter-1-Contracting-Process-for-Service-Providers-and-Grant-Recipients.pdf