



**EFFICIENCY MAINE TRUST
REQUEST FOR QUALIFICATIONS
TO PROVIDE VARIOUS
RESEARCH, EVALUATION, AND VERIFICATION SUPPORT SERVICES
RFQ EM-005-2018**

**Date Issued:
August 15, 2017**

**Closing Date:
February 16, 2018**

SECTION 1 – RFQ INFORMATION AND INSTRUCTIONS

1.1 Title and Purpose

RFQ EM-005-2018 Efficiency Maine Trust Request For Qualifications To Provide Various Research, Evaluation, and Verification Support Services.

Efficiency Maine Trust (the Trust) is soliciting services from qualified firms or individuals to provide research, evaluation and verification support services. Interested parties are asked to present their qualifications to provide one or more of the following services: economic modeling, program evaluation (including, but not limited to, project verification and baseline documentation), program design, and interval data analysis. This RFQ is expected to establish a pool of prequalified professionals to assist the Trust with discrete projects.

1.2 Designated Contact Person for this RFQ

Nat Blackford
Efficiency Maine Trust
168 Capitol Street, Suite 1
Augusta, Maine 04330
Phone: (207) 213-4163
Email: nat.blackford@efficiencymaine.com

1.3 Proposal Schedule

Event	Date/Deadline
RFQ Issued	August 15, 2017
Questions Due	August 30, 2017
Responses to Questions Posted	September 1, 2017
Submissions Due at Efficiency Maine Trust office	February 16, 2018 by 3:00pm local time
Anticipated Decision Date	February 20, 2018
Anticipated Contractor Start	Dependent on the project

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.ufficiencymaine.com/opportunities>

1.4 Questions

Questions regarding this RFQ must be submitted by email to the Designated Contact Person at the address 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: RFQ EM-005-2018 Questions. Responses to questions will be posted on the Trust's website.

1.5 Proposal Submittal Deadline

Qualification packages must be delivered to the designated contact person specified in section 1.2 of this RFQ by the due date and time specified in section 1.3. Proposals received after the deadline will not be considered. Packages 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 qualifications package. Further details regarding proposal requirements are provided in section 5 of this RFQ.

1.6 Cost of Proposal Preparation

Costs incurred in the preparation of any qualifications package in response to this RFQ are the sole responsibility of the bidder.

1.7 Anticipated Contract Term

The anticipated start date of the contract is October 6, 2017 through June 30, 2019, subject to annual review by the Trust.

1.8 Anticipated Budget

The budget for each project will depend upon the nature and duration of the tasks required to complete the project. Each project will be executed through a specific Statement of Work (SOW) on a time-and-materials basis with a not-to-exceed maximum value for each individual SOW. Where appropriate, fixed-price contracts may be negotiated. It is anticipated that individual SOW budgets for smaller projects will range from \$2,000 to \$50,000. Larger projects may be sent to the prequalified list of consultants for estimates and assigned based on experience, expertise, capacity, concept, availability, and cost.

1.9 Prequalification Decision

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

1.10 Selection 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>

Prequalified contractors may be asked to assist the Trust on a variety of research, evaluation, and verification projects. The Trust will request support based on past experience or

qualifications for the task, or request quotes for specific SOWs, or will notify the list of potential contractors about a project and select a contractor based on availability.

SECTION 2 – BACKGROUND INFORMATION

2.1 Efficiency Maine Trust

The Trust is the independent, third-party administrator for energy efficiency programs in Maine. The Trust’s mission is to lower the cost and environmental impacts of energy in Maine by promoting cost-effective energy efficiency and alternative energy systems. The Trust does this primarily by delivering rebates on the purchase of high-efficiency lights and equipment 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 RFQ Background

The Trust’s current strategic plan – Triennial Plan III (Fiscal Years 2017-2019) – covers eight main programs: (1) Commercial and Industrial (C&I) Custom; (2) C&I Prescriptive; (3) C&I New Construction; (4) Small Business Initiative; (5) Consumer Products; (6) Home Energy Savings Program; (7) Low Income Initiatives; and (8) Renewable Resource Fund.

The Triennial Plan states the following objectives for its evaluation, measurement, and verification activities:

- To provide data-driven research, analysis and reports to inform program design and delivery strategies, verify program results, and ensure ongoing program and organizational improvement;
- To meet statutory requirements for independent evaluations;
- To satisfy market rules for the sale of energy-related resources; and
- To continuously improve the Trust’s capacity to timely and accurately track the status of efficiency projects, measure energy savings, generate reports, and maintain confidential treatment of customer information.

This RFQ will develop a pre-qualified pool of professionals to perform ongoing analyses of Triennial Plan III activities. In addition, this pool of professionals will be used to support the development of the Trust’s next Triennial Plan (IV).

2.3 Additional Sources of Information

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

TITLE	LOCATION (link)
Efficiency Maine Trust website	www.energymaine.com
Efficiency Maine Trust 2016 Annual Report	http://www.energymaine.com/docs/FY2016-Annual-Report.pdf

TITLE	LOCATION (link)
Efficiency Maine Trust – Triennial Plan (as proposed)	http://emtplan.com/wp-content/uploads/2015/05/FY17-19-PLAN-APPENDICES-FINAL.pdf

SECTION 3 – POTENTIAL SERVICES AND ASSIGNMENTS

The Trust is seeking contractor(s) to provide services across the following areas:

3.1 Economic Modeling

Examples include but are not limited to:

- a. Quantifying achievable energy efficiency potential for a specific measure or set of measures;
- b. Developing and critiquing of energy price forecasting; and
- c. Analyzing capital investment criteria by businesses and institutions considering energy efficiency investments.

3.2 Program Evaluation

The Trust will not be selecting vendors from this list to complete full evaluations of its programs but will be selecting vendors that can support discrete tasks relating to program evaluation including, but are not limited to:

- a. Designing and implementing free ridership and spillover surveys;
- b. Reviewing program delivery processes; and
- c. Analyzing program and or market data to determine appropriate baselines for measures or categories of measures.

3.3 Program Design

Examples include but are not limited to:

- a. Writing and editing program manuals;
- b. Researching regional and national best practices; and
- c. Researching and drafting new Technical Reference Manuals.

3.4 Interval Data Analysis

Examples include but are not limited to:

- d. Disaggregating interval data to identify different loads; and
- e. Conducting virtual energy audits.

Contractor(s) may bid to provide services in one or more of these areas, and must indicate which services they are offering to provide under this bid as well as their qualifications and rates associated with the specific services.

SECTION 4 – GENERAL RESPONSIBILITIES AND REQUIREMENTS

4.1 Contractor Responsibilities

The winning bidders 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 may be required to work cooperatively with the Trust's call center contractor.
- **Conflict of Interest.** In order to avoid conflicts of interest and ensure independence in the conduct of the program evaluation, no entity involved in: (1) any aspect of the design, implementation or delivery of the program being evaluated, (2) in the installation, technical assistance analysis, application or commissioning of a measure being evaluated, or (3) currently under contract with the Maine Public Utilities Commission for services related to Efficiency Maine Trust, may be involved in the conduct of the evaluation.

4.2 Efficiency Maine Trust Responsibilities

The Trust, through its designated manager for a given project or activity, will oversee and manage all work undertaken by the winning bidder, including but not limited to:

- Providing project oversight and management;
- Reviewing, commenting on and approving deliverables;
- Reviewing and approving, or rejecting, invoices;
- Providing guidance and direction regarding project implementation; 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

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

5.2 Submittal Requirements

Bidders must deliver an electronic version of the qualification package and a single, unbound, hard copy to the designated contact person specified in section 1.2 of this RFQ by the due date and time specified in section 1.3. Bidders may deliver the electronic version by email, but any email must be clearly marked, with the subject line "**RFQ EM-005-2018 Submission.**"

Bidders who applied to and were prequalified through RFQ EM-008-2017 are encouraged to apply for RFQ EM-005-2018. Note that this RQF contains an additional service area: interval data analysis.

5.3 Format Requirements

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

- Qualifications package 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 RFQ number.
- Each page must have one-inch margins.
- Unnecessary attachments (i.e., any attachments beyond those sufficient to present a complete, comprehensive, and effective qualifications package) will be considered in the evaluation of the package.
- Qualifications package 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

Bidders may submit qualifications for one or more service areas, and must clearly indicate which service areas apply. The qualifications package must include the following contents, which should be presented in the following order:

- a. Proposal Cover Sheet Form:**
 - Include a completed, signed Proposal Cover Sheet Form, which is provided in Attachment A.
 - If the package involves any subcontractors, provide a completed Team Commitment page. Provide a completed, signed Proposal Cover Sheet Form, which is provided in Attachment A to this RFQ.
- b. Letter of Transmittal:** Provide a brief letter summarizing qualifications including area(s) of expertise. (2 pages maximum)
- c. Company Profile:** Provide an overview of the company including location, number of staff, services provided focusing on company, company experience, and company qualifications. (two pages maximum per company on the team)
- d. Individual Experience/Qualifications:** Identify the proposed personnel and their qualifications and capabilities to provide services within the relevant areas identified in section 3 of this RFQ. (one page per person maximum)
- e. Management Approach:** Describe processes to ensure that assigned task orders will be completed on time, on budget, and with high quality and accuracy. (one page maximum)
- f. Hourly Rates and Expenses:** Provide hourly rates and costs for all personnel, including any subcontractors, and other direct costs in an Excel-compatible format. All related expenses must be included and itemized by relevant service area described in section 3.
- g. References:** Provide names, addresses, email addresses, and telephone numbers of representatives of three current or recent clients for whom the firm has provided services related to those in this RFQ (three references per company on the team).
- h. Additional Data:** Provide any additional data considered essential to the qualifications package recognizing that the Trust appreciates and prefers succinct proposals.

SECTION 6 – QUALIFICATION PACKAGE EVALUATION AND DECISION

6.1 Evaluation

The selection team will evaluate the following aspects of the proposals when reviewing and ranking the consultant submittals:

- a. Qualifications and expertise of the firm and relevant experience of proposed personnel;
- b. Quality of portfolio and relevant past projects; and
- c. Rates.

The Trust may at its discretion interview potential candidates or request additional information from select candidates. The Trust may interview references provided.

6.1 Prequalification Decision

The Trust will notify all bidders of the prequalification decision by email. The anticipated decision date is specified in section 1.3. Prequalified contractors may be asked to assist the Trust on a variety of projects. The Trust will request support based on past experience or qualifications for the task, request quotes for specific SOWs, or will notify the list of potential contractors about a project and select a contractor based on availability.

SECTION 7 – GENERAL CONDITIONS

7.1 Reservation of Rights

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

7.2 Contract Term and Compensation

A copy of the Efficiency Maine Trust Standard Agreement appropriate to larger projects under this RFQ is provided as **Attachment B – Standard Agreement**. This format is a standard document that will complete the agreement for services between the winning bidder and the Trust. Depending on the scope and duration of the project, the Trust may also use a shorter version of the standard agreement, subject to negotiation with the selected contractor.

The duration of the prequalification decision with one or more Contractors resulting from this RFQ shall be for up to two (2) years from the date of its execution. The Trust reserves the right to negotiate an additional one (1) year renewal with the selected Contractor(s). Contractor assignments will be based upon the bid hourly rates of the individual service provider(s) within the firm, plus approved expenses. All work assignments will be in the form of a Scope of Work (SOW) issued by the Trust. For a given SOW, the Trust shall have the right to request the services of specific individuals within the Consultant's firm and shall have the right to seek services of other Contractors if the requested individual is not available. Selected Contractors have no guarantee of receiving any SOWs during the term of the contract; there is no obligation of the Trust to provide any equitable distribution of work.

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 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 prequalification decision. 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>