Request for Qualifications

Market Development Initiative General Support

Implementation Period November 5, 2018 – December 31, 2021

Issued By:



**Issued:**

**October 3, 2018**

**Responses Due:**

**October 26, 2018 at 4:00 PM (Central Time)**

300 Liberty Street

Peoria, IL 61602

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**Request for Qualifications (RFQ)**

Market Development Initiative General Support

**Implementation Period:**

**November 5, 2018 – December 31, 2021**

# Introduction and Summary

Ameren Illinois Company (“AIC”) issues this Request for Qualifications (“RFQ”) pursuant to Sections 8-103/8-104 of the Illinois Public Utilities Act, 220 ILCS 5/8-103 et seq. (the “Act”).

In December 2016, the Governor of Illinois signed the Future Energy Jobs Act (FEJA) and Public Act 99-0906 was enacted. Public Act 99-0906 significantly modifies the energy efficiency landscape in Illinois by establishing utility savings targets that encourage measures with longer lives and includes utility administration of the income qualified energy efficiency programs, previously administered by the Department of Commerce and Economic Opportunity. AIC filed its new four-year energy efficiency portfolio plan (covering period of January 1, 2018 through December 31, 2021) (the “Plan”) on June 30, 2017. As a result, [Docket 17-0311](https://www.icc.illinois.gov/docket/CaseDetails.aspx?no=17-0311) was opened, with a Final Order issued by the Illinois Commerce Commission (“ICC”) on September 12, 2017. AIC submitted the revised and final compliance filing on October 11, 2017.

Ameren Corporation is a Fortune 500 company that trades on the New York Stock Exchange under the symbol AEE. Ameren Corporation, located in St Louis, Missouri, is the parent company of AIC, which is based in Collinsville, Illinois.

The AIC service territory spans 43,700 square miles across the lower three-quarters of Illinois. AIC serves approximately 1.2 million electric and 806,000 natural gas customers across 1,200 communities. AIC's delivery system includes about 4,500 miles of electric transmission lines, 45,400 miles of distribution lines, 18,000 miles of natural gas transmission and distribution mains and 12 underground natural gas storage fields.

Find more information regarding AIC please refer to [www.AmerenIllinois.com](http://www.AmerenIllinois.com).

The following is a summary of this RFQ. Details and instructions related to these items follow this section. Bidders should carefully review these guidelines and seek guidance or clarification, as appropriate.

* The purpose of this RFQ is to solicit and select one or more supporting vendors for AIC’s Market Development Initiative hereinafter referred to as "Program".
* The Program supports the energy efficiency portfolio through community-based initiatives that aim to reach customers in underserved communities and ensure job creation in local communities. Additional detail on the Program is provided in Section 2 of this RFQ.
* The implementation period for the Program is January 1, 2018 to December 31, 2021, with the additional support from successful Bidder(s) to begin in Q4 of 2018, on or around November 5, 2018, and may continue throughout the remainder of the implementation period. Each calendar year during the Program shall be referred to as a “Program Year”.
* AIC will assess the responses based on proven company experience, ability to serve the AIC service territory, strength/experience of staff assigned to the Program, financial stability of the company, and supplier diversity.
* Bidders may team with other firms to optimize support of the Program, either as subcontractors or joint bidders. AIC intends to and reserves the right to award contracts to more than one Bidder and may require the successful Bidder to subcontract with a preferred vendor for support of the Program.
* By responding to this RFQ, Bidders agree that they will treat as confidential any information marked as confidential by AIC and provided in connection with this RFQ, and that Bidders will only use information marked confidential for the sole purpose of preparing a response to this RFQ.
* Contract negotiations may be with AIC or with one of its implementation contractors. In addition, the implementation contractor may have direct oversight of the Program.

## Regulatory Background

This RFQ and any contract(s) subsequently awarded hereunder are subject to modification or termination in the event that ICC Commission Orders, laws, rules or regulations governing the Program, RFQ and subsequent contracts are amended or changed.

This Program may be considered by the ICC as a component of the Plan.

## Program Term

The program term to support the Program is over approximately four years, beginning on or around November 5, 2018 and ending December 31, 2021.

# Program and Bidding Guidelines

Bidder(s) must demonstrate successful experience and expertise to support the broader implementation of the Program. It will be critical that the winning Bidder(s) brings experience supporting community-based, market development and/or energy efficiency initiatives.

It is imperative that Bidder(s) understands and addresses the unique challenges of operating within the AIC service territory. These challenges include: a large geographic area interspersed with ineligible areas served by municipal or cooperative sources, a substantial rural population, a customer base which is over 50% low to moderate income, and participation in the Program by multiple, diverse community-based organizations with unique characteristics and operating procedures, and limited energy efficiency experience.

Bidder(s) must demonstrate they are financially stable as outlined in Attachment F in Section 4.2.8 and provide strong references from previous clients where they have performed similar work (in Table 1 of Section 4.2.4).



## Program Description

The Market Development Initiative supports AIC’s goal of serving customers and delivering energy efficiency funds to underserved communities. The Program consists of partnerships with local organizations and the design and implementation of customized projects that achieve the Program goals. Implementation is currently underway, managed directly by AIC staff.

The Program is delivered through multiple community-based organizations with custom-designed projects targeted to the different segments or markets throughout the AIC service territory.

This RFQ is intended to establish a network of vendors to deliver services for a selection of projects and activities that support the successful implementation of the Program. After award as a participating vendor through this solicitation, the successful Bidder(s) may be selected by AIC to provide general support, or project-based support, for the Program on one or more projects. Projects may include but are not limited to:

1. Market analysis, including the development, management and conducting of customer focus groups
2. Development and delivery of technical, energy efficiency-industry or other related trainings to community-based organizations and/or individual participants in the Program
3. One-on-one community-based organization oversight, project management assistance, project implementation support and/or mentorship
4. Project management of similar, local projects across one or more community-based organizations
5. Development of Program-wide operations, expectations and an implementation plan for replicable projects (for example, developing the framework and implementation of a structure for community-based organizations to offer apprenticeship-type training curriculums to job seekers in the energy efficiency industry)

Bidder(s) should outline any specific qualifications, capabilities or past project experience associated with any of the categories above, in the Bidder’s Capabilities and Expertise section of the response to this RFQ. AIC reserves the right to award a specific support project to a successful Bidder as a result of this solicitation.

## Key Program Deliverables

Following selection, the successful Bidder(s) will be engaged on an as-needed basis by AIC to review potential projects and support activities which Bidder may be qualified to support. AIC will identify with the Bidder the potential Program-related support activities and the applicable timeline and due date. The Bidder will coordinate with AIC to develop the project-level scope of work, deliverables and milestones, implementation timeline, estimated hours, the assigned staff necessary to complete the tasks, and a not-to-exceed budget using the billing rates approved through the solicitation process. The Bidder will coordinate with AIC to draft a project implementation plan, to be approved by AIC prior to commencing work.

Bidder will be responsible for completing deliverables and milestones as agreed to in the implementation plan, tracking labor and expenses incurred, and managing the implementation within the not-to-exceed budget. Bidder shall be proactive in elevating delays or issues prior to missing deadlines.

AIC will evaluate project-level performance, which will influence future selection of Bidder for additional projects throughout the Program Term.

## Key Considerations

The following key considerations should be noted as high priority to AIC and addressed in the Bidder’s response:

* The unique characteristics of the AIC service territory. Within the State of Illinois, AIC serves 33% of the public utility customers across a service territory that encompasses 76% of the state resulting in an area-wide customer density of approximately 27 customers per square mile. Additionally, AIC has over 25 electric cooperative or municipalities that are either adjacent or overlap AIC’s service territory. A map of the AIC territory can be found in Exhibit 1.
* AIC’s goal of encouraging and supporting supplier diversity. Supplier diversity is a strong emphasis for AIC and Bidders should make every attempt to foster partnerships that support this goal. The partnerships with the current and future community-based organizations in the Program are essential to AIC achieving this goal, and successful Bidders will be expected to assist each organization in achieving their individual project goals, as applicable.
* AIC’s goal to reach and serve its customer base that has traditionally been hard to reach, including low to moderate income, rural, and/or elderly customers.
* AIC’s goal to ensure job creation in local communities within the service territory, specifically in economically unserved or underserved communities.

Bidders should include details of previous projects that have successfully addressed these key considerations as well as outline how they will be approached in the Bidder’s Capabilities and Expertise.

# SOLICITATION PROCESS AND REQUIREMENTS

Bidders interested in submitting a response to this RFQ must adhere to the solicitation process set forth in this section. Failure to comply with the requirements and deadlines will result in disqualification.

|  |  |
| --- | --- |
| RFQ Release Date | October 3, 2018 |
| Pre-Bid Bidders’ Conference Call | October 10, 2018 |
| Bidder Questions Deadline | October 15, 2018 |
| Responses to Questions Issued | October 19, 2018 |
| Bidder Response Submission Due | October 26, 2018 |
| Response Review and Bid Discussions | October 26 – November 2, 2018 |
| Selection Date | November 2, 2018 |

\*Estimated dates, subject to change



## Pre-Bid Bidders’ Conference Call

Bidders are encouraged, although not required, to participate in a Pre-Bid Bidders’ conference call. The conference call will provide interested firms with an opportunity to seek clarification on the requirements of this RFQ. Following are the schedule and instructions for the conference call:

Date: Wednesday, October 10, 2018

Time: 2:00 – 3:00 PM CST

WebEx: Market Development Initiative RFQ Pre-Bid Bidders’ Conference Call

Phone: 1-877-668-4490  
Meeting number: 289 268 648

Meeting password: 2TkTpK69  
To start the online meeting visit (or copy/paste the link into your browser):

<https://ameren.webex.com/ameren/j.php?MTID=ma3afa57df49d9087a07815eeeb10e95e>

## RFQ Questions, Inquiries, Clarifications

Questions, inquiries and clarifications regarding this RFQ must be received by Tammy Jackson at TJackson@ameren.com no later than 5:00 PM Eastern Time, 4:00 PM Central Time on October 15, 2018. Outside of the Pre-Bid Bidders’ conference call, all questions, inquiries and clarifications will be handled by email only and responses distributed to those who have registered and attended the Pre-Bid Bidders’ conference call.

## RFQ Due Date

All responses must be submitted both electronically and in hard copy. All responses must be sent electronically and be received by Tammy Jackson at TJackson@ameren.com no later than 5:00 PM Eastern Time, 4:00 PM Central Time on October 26, 2018. If your final proposal exceeds 10 MB, please contact Tammy Jackson at TJackson@ameren.com for an alternate form of electronic submission.

Responses must also be received in hard copy format one (1) copy in a 3-ring binder no later than 5:00 PM Eastern Time, 4:00 PM Central Time on October 26, 2018 to:

Tammy Jackson

Ameren Illinois

300 Liberty Street, 5th Floor

Peoria, Illinois 61602

AIC has not committed to any course of action as a result of the issuance of this RFQ and/or its receipt of response from any Bidder. Further, AIC reserves the right to amend or alter this RFQ, as appropriate, as well as reject as non-responsive any responses that do not contain the information requested in this RFQ, reject late responses, and negotiate with one or more Bidder(s). AIC is not liable for any Bidder costs, including but not limited to any incurred by any person or firm responding to this RFQ or participating in any phase of this RFQ, and regardless of whether such Bidder costs are incurred by modifications to this RFQ or other delays.

## Verification of Receipt of Response Submission

It is the Bidder’s sole responsibility to ensure that its response is received at the address specified in this RFQ by the deadline for submission.

## Response Preparation Cost

The cost of RFQ preparation and any on-going expenses incurred during the process leading up to support of the Program will be the sole responsibility of the Bidder(s).

## RFQ Updates or Cancellation

AIC reserves the right to make changes, updates or cancel the RFQ at its sole discretion. Any updates to or the cancellation of this RFQ will be communicated only to participants in the Pre-Bid Bidders' Conference Call.

## Errors and Omissions

A Bidder that discovers an error or omission in its RFQ response package may withdraw that package and resubmit a revised version, provided that it does so before the deadline for submission of the RFQ responses.

## RFQ Responses Not Confidential

AIC does not guarantee that responses will be kept confidential, including either the responses submitted to the RFQ or any contract/purchase order arising from the solicitation. Furthermore, AIC will not assume any liability to a Bidder or other party as a result of any public disclosure of any response or the resulting contract/purchase order.

## Modification of Request for Qualifications

After the assessment and analyses of responses submitted to this RFQ is completed, AIC reserves the right to modify the requirements and terms of this RFQ.

AIC may also, at its sole discretion, request additional information or resubmission of some or all items from some or all of the initial Bidders.

## Contract Award

Following the review of all qualified responses, AIC will notify each Bidder regarding the desire to conduct (or not conduct) further negotiations and/or discussions regarding responses. Acceptance of any response may be contingent upon ICC approval, pertinent ICC Orders, new legislation passed into law and the execution of a subsequently negotiated, written contract, substantially in the form of Attachment G contained herein or in a form otherwise reasonably determined by AIC. For avoidance of doubt, this RFQ creates no contractual relationship between AIC and Bidder and support approved by the ICC will be subject to AIC and Bidder coming to agreement with respect to all contract terms and all attachments thereto.

# Preparing and Submitting a RESPONSE



## General Instructions

Responses should provide concise, yet complete, responses. Bidders must address each item outlined in Section 4.2 – Response Format. If an item does not apply, the Bidder must provide an explanation. Bidders should provide sufficient detail to address each item clearly and briefly, but should avoid excessive or elaborate submittals. Pages must be numbered and dated.

Bidders shall submit a response that describes their qualifications and capabilities to support the Program. A Bidder’s response must demonstrate sufficient experience and availability of resources to successfully provide support services of the Program. Specific project expectations and a scope of work will be established between AIC and the successful Bidder(s), following award.

The submission of a response shall constitute the acknowledgement and acceptance of all the terms, conditions, and requirements set forth in this RFQ unless exceptions are noted specifically.

## Response Format

### 4.2.1 Cover Letter

Bidders shall include with their response a cover letter that clearly identifies the name of the organization that will provide support services. The cover letter should be signed by an authorized representative and include the following:

Name of Company/Team

Name of Primary Contact at Company

Contact Information

Subcontractor Company Name(s)

Signature of Authorized Representative

### 4.2.2 Table of Contents

### 4.2.3 Executive Summary

Bidder shall provide an executive summary that includes a high-level summary of the qualifications the Bidder is bringing to the Program (limit of 1 page).

### 4.2.4 Bidder’s Capabilities and Expertise

**Overview of Company:** Bidders shall include an overview of their company that provides the following information:

* Core service offerings
* Years in operation
* Current or planned business structure (e.g., non-for profit corporate, non-for-profit organization, partnership, etc.)
* Number of employees
* Number of AIC service territory based employees (identify number to be based in Peoria or Collinsville and number to be based in other areas of AIC territory)
* Current or proposed primary office location for this effort
* Diverse Business Enterprise (DBE) certifications, as applicable

**Overall Relevant Project Experience:** Bidders shall describe their team’s relevant experience, for the past three years, in providing support service with similar breath and scope. For each experience discussed, Bidders must provide the following:

* Company responsible for support services
* Program or project name and location where the program was implemented
* Entity for which the program or project was implemented
* Years of implementation or support
* Program or project description and scope of work
* Budgeted dollars and actual dollars
* Program or project goals and whether goals were achieved, including on time, ahead of schedule, or behind schedule
* Energy saving measures and/or key deliverables included in program or project (if applicable)

Bidders should specifically mention qualifications in comparable service territories.

**Client References:** Bidders shall complete the table below with three (3) client references including each reference’s company name, contact information (name, title, phone number, and email). Each reference must be from a program or project listed in Bidder’s response and the corresponding program or project shall be listed with each reference. List two companies with which Bidder is currently doing business. If possible, list one company with which Bidder worked in the last three years, but with which Bidder is no longer doing business.

**Table 1: Client References**

|  |  |
| --- | --- |
| Client Reference #1 | |
| Program Name |  |
| Company Name |  |
| Company Contact Person |  |
| Contact’s Title |  |
| Contact’s Phone Number |  |
| Contact’s Email |  |
| Client Reference #2 | |
| Program Name |  |
| Company Name |  |
| Company Contact Person |  |
| Contact’s Title |  |
| Contact’s Phone Number |  |
| Contact’s Email |  |

|  |  |
| --- | --- |
| Client Reference #3 | |
| Program Name |  |
| Company Name |  |
| Company Contact Person |  |
| Contact’s Title |  |
| Contact’s Phone Number |  |
| Contact’s Email |  |

### 4.2.6 Staffing Plan

Resumes of key personnel may be included in Attachment B.

**Program Staffing and Hourly Rates**: Bidders shall identify available staff to support the Program, including hourly rates of each staff and/or position. Staff will be employed by the selected Bidder but will perform under the rules and guidance of AIC and/or one of AIC’s implementation contractors. The staffing plan must include the following information in the tables provided and supplement the data in the tables with narrative descriptions that address each of the following items:

* **Key Personnel:** Identify key personnel by name, their proposed role and an estimate of how much of the individual’s time may be allocated to Program projects. A key person is anyone Bidder wishes to assign to Program projects, if selected. If an individual has not been identified, then enter “TBD” under Name for Table 2. Note: If the Bidder is selected for award, any changes to the identified key personnel described in the response must be approved by AIC.
* **Rates and Hours:** Estimate staff hours and list proposed hourly rates by key personnel in Table 2. Roles, responsibilities, and key personnel should be consistent with the descriptions Bidder provides in answer to this and other subsections of the RFQ. Hourly rates should be “all inclusive” with no expectation on the part of Contractor to charge AIC for any additional employee benefits, and will be subject to agreement by AIC and the Bidder during contract negotiations.
* **Staff Qualifications:** Bidder shall summarize staff qualifications by completing Table 3. This will enable AIC to determine whether the skills and experience of individuals assigned to the Program are appropriate to the work requirements. Identify key personnel, their role(s), and qualifications in Table 3. Note, if Bidder is selected for award, any changes to the identified key personnel described in the response must be approved by AIC.
* **Workforce Diversity**: Bidder shall summarize how it plans to staff the project in a way that promotes AIC’s goal to build a diverse energy efficiency workforce, and identify a target for a diverse workforce goal.

**Table 2: Program Staffing and Hourly Rates**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Position Title | Name\*  (or TBD) | Primary Work Location | Estimated Total Hours  (per month) | Hourly Rate ($) | Estimated % of Person’s Time Available |
| Program Executive | Mary Davis | Peoria, IL | 120 | $150 | 5% |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Table 3: Key Personnel Qualifications**

|  |  |  |
| --- | --- | --- |
| Key Personnel Name | Role | Qualifications |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

In addition to Table 3, please provide a narrative description of qualifications of all key personnel listed above. Full resumes or bios may be attached to the response and Attachment B. The Bidder’s score for this section will be based primarily on the content provided within this section and Attachment B will be used only for clarification.

**Organizational Chart:** Bidders should provide an organization chart with the key positions and individuals within the Bidder’s organization that may be allocated to the Program.

### 4.2.8 Required Forms, Disclosures and Exceptions

Bidders shall provide their response to the following attachments as part of their response submission, where applicable. Bidders must include all mandatory attachments with their response.

Bidders should append the file name to include the Bidder’s name. For example: “Attachment D-Conflicts and Disclosures\_AIC.Docs”

1. **Attachment A** – General Company Information Form (Mandatory). Bidder shall submit the General Company Information Form.
2. **Attachment B** – Resumes
3. **Attachment C** – Budget Template (Mandatory)
4. **Attachment D** – Conflicts and Disclosures. Bidders must provide a list of any known potential conflicts and a disclosure of any professional relationships they have with AIC, any of its entities, implementers and contractors currently engaged by AIC. The presence of such relationships is not necessarily disqualifying, however.
5. **Attachment E** – Critical Items Certification (Mandatory). Bidders must complete and include as Attachment E. Failure to properly complete and include certification may subject the bid to disqualification.
6. **Attachment F** – Financial Data Template (Mandatory). Bidders are requested to demonstrate and verify that they have the financial resources and stability to perform the proposed work.
   1. Bidders shall complete the Financial Data Template provided in Attachment F as well as provide the last three years of audited financial statements for the firm and any significant subcontractors, including profit and loss statements, cash flow statements, and balance sheet (e.g., SEC form 10-K is acceptable).
   2. A public or non-profit entity shall provide adequate information comparable to the information required above, that allows an assessment of financial status and capability.
   3. In the event a Bidder is forming a new organization to bid on this response or has been in business for less than three years, the Bidder should provide comparable documents from investors, partners, and/or principals.
7. **Attachment G** – Energy Efficiency Program Services Agreement (Mandatory). The contract awarded to Bidder as a result of this RFQ will be subject to AIC’s Energy Efficiency Program Services Agreement provided in Attachment G, which can be modified at any time. Any Bidder exceptions to these terms must be specifically objected to by providing redlined version as Attachment G of this RFQ response. Failure to provide exceptions in the response shall be deemed a waiver of Bidder’s right to take exceptions and as an acceptance of all said terms and conditions at time of award.
8. **Attachment H** – Cyber Security Terms and Conditions (Mandatory). Bidders will be required to have in place security protocols and policies that comply with local, state and federal law, including the Orders of the Commission, as well as AIC’s own policies on electronic data security and interchange as it relates to the security of customer information, and the appropriate treatment of customer information, each of which can be modified at any time. The contract awarded to Bidder as a result of this RFQ will be subject to AIC’s Cyber Security Terms and Conditions provided in Attachment H. Any Bidder exceptions to these terms must be specifically objected to by providing redlined version as Attachment H of this RFQ response. Failure to provide exceptions in the response shall be deemed a waiver of Bidder’s right to take exceptions and as an acceptance of all said terms and conditions at time of award.
9. **Attachment I** –Supplier Diversity Worksheet (Mandatory). AIC values diversity and believes in providing equal opportunity to all qualified suppliers, including diverse suppliers (i.e., minority, women, veteran, and disabled veteran owned businesses). As a valued supplier/contractor, AIC is requesting you share in our commitment to provide qualified diverse suppliers an opportunity to participate in this response. AIC’s commitment to supplier diversity reflects our belief that diverse supplier partnerships are vital to the economic success of our region.
10. **Attachment J** – Supplier Risk Assessment Screening Questionnaire (Mandatory)
11. **Attachment K** –Other Supporting Documentation. Additional supporting documentation is to be included under this section to support the Bidder’s response. Documentation must be clearly labeled and referenced in the Bidder’s response.

## Response Checklist

**Table 4: Response Submittal Checklist**

|  |  |
| --- | --- |
| **Response Submittal Checklist** | |
|  | Cover Letter (Section 4.2.1) |
|  | Table of Contents (Section 4.2.2) |
|  | Executive Summary (Section 4.2.3) |
|  | Bidder’s Capabilities and Expertise (including client references) (Section 4.2.4) |
|  | Staffing Plan (Section 4.2.6) |
|  | Required Forms, Disclosures and Exclusions (Section 4.2.8) |
|  | Attachment A: General Company Information Form |
|  | Attachment B: Resumes |
|  | Attachment C: Budget Template |
|  | Attachment D: Conflicts and Disclosures |
|  | Attachment E: Critical Items Certification |
|  | Attachment F: Financial Data Template |
|  | Attachment G: Energy Efficiency Program Services Agreement |
|  | Attachment H: Cyber Security Terms and Conditions |
|  | Attachment I: Supplier Diversity Worksheet |
|  | Attachment J: Supplier Risk Assessment Screening Questionnaire |
|  | Attachment K: Other Supporting Documentation |

# Vendor Selection and Criteria



## Evaluation Criteria

AIC will evaluate a Bidder’s response by first determining whether the information provided meets the submittal requirement set forth in this RFQ. If Bidder’s response passes this initial assessment, the response will receive further consideration, which will include review and scoring by an evaluation team selected by AIC. Responses will be ranked and scored based on the following criteria:

|  |
| --- |
| I. Bidder Capabilities & Experience (40%) |
| Bidder Capabilities: Bidder has necessary resources, including financial strength, staff, systems, and a process to effectively support AIC’s Market Development Initiative (“Program”) and demonstrates strong client recommendations.  Overall Project Experience: Bidder demonstrates past skill, competence and experience in supporting energy efficiency and/or community-based initiatives with similar breadth, technical skill set and scope.  Related Project Experience: Bidder demonstrates relevant experience supporting a community-based, market development and/or energy efficiency initiative in similar service territories, market sectors, and with similar community-based organizations, if applicable.  Staff Qualifications: Key staff members identified in Staffing Plan demonstrates the appropriate experience and qualifications to successfully support the Program, and support the goal to build a diverse energy efficiency workforce. |
| II. Cost (30%) |
| Overall Cost: Bidder’s labor rates for proposed staff, and available capacity (hours available to be allocated to support potential projects), will be evaluated. |
| III. Supplier Diversity (30%) |
| Prime Contractor: AIC seeks prime contractors that are certified as Diverse Suppliers (WBE, MBE, VET, LGBT)  Subcontractors: AIC seeks contractors that provide subcontracting opportunities as Diverse Suppliers (WBE, MBE, VET, LGBT). Therefore, AIC seeks that Bidders clearly demonstrate a business plan to include Diverse Suppliers.  Local Diverse Business Inclusion: Bidders that demonstrate tangible strategies and plans that include, foster, and mentor local diverse business and employees into the Program delivery. |

## Response Review – Clarifications

AIC may perform clarification interviews or request clarifications in writing. Bidders will not be compensated for the time spent or the costs incurred for the interview(s) or for responding to a written request for clarification.

# Exhibit

Exhibit 1—AIC Service Territory Map

[AIC SERVICE TERRITORY MAP](https://amplify-mainland.my.salesforce.com/sfc/p/A0000000ISmv/a/2A0000008k0h/4ckUM3EP0b5R_QAnvaU2nnlBlgVpYMtmfi2MfgtXu8M)

# Attachments

Bidders should submit, in completed form, the following forms, certifications, templates and questionnaires and those Attachments that are applicable to the Bidder’s proposal:

**Attachment A**—General Company Information Form (Mandatory)

[**ATTACHMENT A: GENERAL COMPANY INFORMATION FORM**](https://amplify-mainland.my.salesforce.com/sfc/p/A0000000ISmv/a/2A0000008k0c/t2MiG8dogUYhKt9h.9p6lkXd1qPm9psq7jwrL8z3jXY)

**Attachment B**—Resumes

[**ATTACHMENT B: RESUMES**](https://amplify-mainland.my.salesforce.com/sfc/p/A0000000ISmv/a/2A0000008k0m/_qAXGoFIYx20RqZtt4MUcZMQF_dltpN6vsMldTCHPPk)

**Attachment C**—Budget Template (Mandatory)

[**ATTACHMENT C: BUDGET TEMPLATE**](https://amplify-mainland.my.salesforce.com/sfc/p/A0000000ISmv/a/2A0000008k0r/HDd4HJEGLy8U_xLo.pF93ZvbNxh77ffIOlkwAhCxGIw)

**Attachment D**—Conflicts and Disclosures

**[ATTACHMENT D: CONFLICTS AND DISCLOSURES](https://amplify-mainland.my.salesforce.com/sfc/p/A0000000ISmv/a/2A0000008k0w/UHJfwAl67QHNpvgvC3XslN58_flhLN4.kne5cPGyfWM)**

**Attachment E**—Critical Items Certification (Mandatory)

**[ATTACHMENT E: CRITICAL ITEMS CERTIFICATION](https://amplify-mainland.my.salesforce.com/sfc/p/A0000000ISmv/a/2A0000008k11/cMpH.qCLRRiBDdUiLSAFH48D5sMdAVntRFx.q.SFKXk)**

**Attachment F**—Financial Data Template (Mandatory)

[**ATTACHMENT F: FINANCIAL DATA TEMPLATE**](https://amplify-mainland.my.salesforce.com/sfc/p/A0000000ISmv/a/2A0000008k16/591Cyf46mbeuzCDZHynl7GI0Y2VM9drOozYzAJpN6zk)

**Attachment G**—Energy Efficiency Program Services Agreement (Mandatory)

**[ATTACHMENT G: SERVICES AGREEMENT](https://amplify-mainland.my.salesforce.com/sfc/p/A0000000ISmv/a/2A0000008k1B/lcDn4VM1BXuVwoADeg.8zgiduhN2.rY98BjdpPa15FE)**

**Attachment H**—Cyber Security Terms and Conditions (Mandatory)

[**ATTACHMENT H: CYBER SECURITY TERMS AND CONDITIONS**](https://amplify-mainland.my.salesforce.com/sfc/p/A0000000ISmv/a/2A0000008k1G/hD2csXtcYagmUxtXuktQX3e_qFqUPde1mNF8AhqIeVQ)

**Attachment I**— Supplier Diversity Worksheet (Mandatory)

[**ATTACHMENT I: SUPPLIER DIVERSITY WORKSHEET**](https://amplify-mainland.my.salesforce.com/sfc/p/A0000000ISmv/a/2A0000008k1L/tB2sDKwfvedXLKB36eTpNrDXgoHiHF4Caae9fwR0jlw)

**Attachment J**— Supplier Risk Assessment Screening Questionnaire (Mandatory)

[**ATTACHMENT J: SUPPLIER RISK QUESTIONNAIRE**](https://amplify-mainland.my.salesforce.com/sfc/p/A0000000ISmv/a/2A0000008k1Q/b.gvwpTPcwHJk0bBIFemLl9Nvh35pneRNfGWvdzup18)

**Attachment K**— Other Supporting Documentation

**[ATTACHMENT K: OTHER SUPPORTING DOCUMENTATION](https://amplify-mainland.my.salesforce.com/sfc/p/A0000000ISmv/a/2A0000008k1V/rhSBisIAYWNVllPMlzyFed0aV_bvMrukEaOTA2UVT7c)**