



**Solicitation Information
April 17, 2015**

RFP# 7549511

TITLE: Renewable Energy 2016 Ceiling Price Development

Submission Deadline: May 11, 2015 at 3:30 PM (ET)

PRE-BID/ PROPOSAL CONFERENCE: NO

Questions concerning this solicitation must be received by the Division of Purchases at gail.walsh@purchasing.ri.gov later than **Thursday, April 30, 2015 at 5:00 PM (ET)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: NO

BOND REQUIRED: NO

Gail Walsh
Chief Buyer

Applicants must register on-line at the State Purchasing Website at www.purchasing.ri.gov

Note to Applicants:

Offers received without the entire completed three-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

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SECTION 1: INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Office of Energy Resources (Office) is soliciting the services of a qualified consultant to develop the 2016 ceiling prices for the renewable energy technologies included in the Renewable Energy Growth Program. Contract term will be June 1, 2015 through May 31, 2016 with the option to renew for three additional years through May 31, 2019.

This is a Request for Proposals, not an Invitation for Bid. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

1. Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the vendor. The State assumes no responsibility for these costs.
4. Proposals are considered to be irrevocable for a period of not less than 120 days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
6. Proposals misdirected to other state locations, or which are otherwise not present in the Division at the time of opening for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division.

7. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered. Subcontracts are permitted, provided that their use is clearly indicated in the vendor's proposal and the subcontractor(s) to be used is identified in the proposal.
8. All proposals should include the vendor's FEIN or Social Security number as evidenced by a Form W-9, downloadable from the Division's website at www.purchasing.ri.gov.
9. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.
10. Vendors are advised that all materials submitted to the State for consideration in response to this RFP will be considered to be Public Records as defined in Title 38, Chapter 2 of the General Laws of Rhode Island, without exception, and will be released for inspection immediately upon request once an award has been made.
11. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
12. Equal Employment Opportunity (G.L. 1956 § 28-5.1-1, et seq.) – § 28-5.1-1 Declaration of policy – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies to all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at (401) 222-3090 or Raymond.lambert@doa.ri.gov.
13. In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). *This is a requirement only of the successful vendor(s).*

14. The vendor should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information visit the website www.mbe.ri.gov or contact the MBE Administrator at (401) 574-8253 or Charles.newton@doa.ri.gov.

SECTION 2: PROJECT DESCRIPTION

RIGL §39-26.6 created the Renewable Energy Growth (REG) Program, an extension of the Distributed Generation Standard Contracts pilot program. The pilot program required electric utilities to enter into long-term contracts for at least 40MW of distributed renewable generation between 2011-2015. The REG Program expands on this program in several ways – including increasing capacity to 200 MW by 2019 and altering the contracts program to a tariff-based system.

During the pilot, the Office of Energy Resources (Office) and the Distributed Generation Board (Board) worked with a consultant to develop ceiling prices for the eligible technologies. These ceiling prices were then approved by the Rhode Island Public Utility Commission. This process was also utilized for the first year of the REG Program in 2015.

The Office and the Board are again authorized to hire a qualified consultant to recommend ceiling prices for each of the renewable energy technologies, classes, and eligible system size ranges included in the legislation. In order to implement the Distributed Generation Growth Program, these ceiling prices will again be presented to the RI Public Utility Commission for approval.

While this contract shall only cover the development of ceiling prices for the 2016 program year, ceiling prices will be updated annually for the program through 2019 by the Board. The Board shall reserve the right to retain the selected consultant to perform the ceiling price services for additional years.

Attached is a link to the REG Program law:

<http://webserver.rilin.state.ri.us/BillText/BillText14/SenateText14/S2690Aaa.pdf>

DEFINITIONS

For the purposes of this request for proposals, the following terms are defined as follows. Respondents shall use these terms as applicable in making proposals.

3.1 “Board” means the Rhode Island Distributed Generation Growth Board, comprised of 10 members reflective of the requirements in § 39-26.2-11.

3.2 “Ceiling Prices” means the maximum price per kilowatt hour for the eligible renewable energy technology classes.

3.3 “Office” means the Rhode Island Office of Energy Resources.

3.4 “Renewable Energy Classes” means the categories of different renewable energy technologies as defined by §39-26-5. Eligible renewable energy technologies under the Renewable Energy Growth Program include solar, wind, anaerobic digestion, and small-scale hydropower.

3.4 “REG Program” means the Renewable Energy Growth Program.

3.4 “Response” means the written proposal submitted by an Offeror to the Department of Administration/Division of Purchases in accordance with this RFP. The Response includes all written material submitted by the Offeror, including both the initial proposal and any further information requested by the Department.

3.5 “RFP” means this Request for Proposals.

SECTION 3: SCOPE OF WORK

Eligible Applicant Threshold Criteria

The consultant will be expected to collect industry data and best practices and use this analysis to inform and guide their recommendations. Respondents should detail the methodology they plan to use to collect and analyze this data to provide recommendations.

In developing the 2011-2015 ceiling prices for the Distributed Generation Standard Contracts Program and the 2015 REG Program, the Office and Board used the Cost of Renewable Energy Spreadsheet Tool (CREST). However, respondents are also encouraged to propose other proven methodologies in developing proposed REG ceiling prices.

Overview- Scope of Work

As described above, the consultant will develop ceiling prices for multiple renewable energy classes for the 2016 REG Program. These include six (6) solar classes, two (2) wind classes, two (2) anaerobic digestion classes, and two (2) small-scale hydropower classes.

The Board will determine the specific kilowatt or megawatt system size ranges and parameters for each eligible renewable energy technology after a consultant is selected.

Scope of Work - Specific Requirements

Phase 1: Data Gathering (June – early July 2015)

Consult will perform the following:

- Collect cost data associated with developing and installing renewable energy systems in Rhode Island and the rest of the Northeast region. These costs should include interconnection and material costs.
- Identify all federal renewable energy tax incentives that will be available through the end of 2016.
- Compile a database for the Office and Board with historic data on both the proposed and executed Distributed Generation Contracts ceiling prices from the 2011-2015 program years.
- Develop a proposal for the process to solicit stakeholder input for the development of the 2016 ceiling prices.
- Present the findings of the work above, along with the methods used to collect and analyze the data, to the OER and Board.

Phase 2: Analysis and Synthesis (early July – August 2015)

- Create a draft template for the process to develop the 2015 ceiling prices.
- Draft preliminary 2015 ceiling prices using this template.
- Present preliminary information and receive feedback to at least one public hearing.
- Respond in writing to all questions and comments received at the public hearing(s). Provide these responses to the Office and Board to be posted publically.
- During this phase, provide weekly progress updates to the Office and Board.

Phase 3: Final Recommendations (September – October 2015)

- Incorporating feedback from Phase 3, draft final proposed ceiling prices and present at a final public hearing.
- Present final proposed ceiling prices to the Board at a board meeting on or before November 1, 2015. Respond to any final questions or comments at this time. After the presentation, Board members will vote on whether to accept the proposed ceiling prices.
- During this phase, continue to provide weekly progress updates to the Office and Board.

Phase 4: Preparation for PUC (November – December 2015)

- Final ceiling prices need to be approved by the Public Utility Commission. After Board approval, consultant will work closely with the Office and Board to compile information and prepare presentations for relevant PUC proceedings.

Phase 5: PUC Proceedings (January - February 2016)

- Attend and participate, as required or directed, all relevant Public Utilities Commission meetings, hearings, and proceedings, including those required by the Division of Public Utilities and Carriers. The docket proceedings will occur at 89 Jefferson Boulevard, Warwick, RI.
- Respond to any data requests made by the Public Utilities Commission and other parties with standing that result from the Commission proceedings.

Timeline

The work plan begins in early June. Phases 1-3 are to be completed by October 31 2015. Phases 4-5 will be completed between December 2015 and February 2016.

Budget

Funding and selection of a consultant by the Board will be contingent on securing funding through the Public Utility Commission pursuant to the REG law.

SECTION 4: TECHNICAL PROPOSAL

Proposal Elements

At a minimum, proposals should contain the following elements:

1. A completed and signed three-page RIVIP generated bidder certification cover sheet (downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov).
2. One only completed and signed W-9 Form downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov by clicking on RIVIP, then General Information and then Standard Forms.
3. A project plan as defined in the scope of services in Section 4 above.
4. Qualification statement, including, but not necessarily limited to:
 - a. The experience of the applicant in administering and overseeing this type of project.
 - b. An organizational chart for the project team identifying each team member, team reporting structure, and a narrative describing the responsibility of the team

member. The organizational chart should include each of the duties required per the project plan.

- c. Other information at the discretion of the proposer that will demonstrate the firm or team's ability to perform and complete the project.
5. A project schedule including all major activities from notice to project completion.

SECTION 5: COST PROPOSAL

A lump sum fixed-fee price to complete the project as described in this solicitation, signed and dated by an authorized agent of the Offeror.

SECTION 6: EVALUATION AND SELECTION

Proposal Evaluation

The Division will commission a review team to evaluate and score all proposals that are complete and minimally responsive using the criteria described above. The evaluation of any item may incorporate input from sources other than the bidder's response and supplementary materials submitted by the bidder. Those other sources could include assessments made by evaluators based on findings recorded from reference checks (including but not limited to those supplied by the bidder), prior experience with or knowledge of bidder's work, responses to follow-up questions posed by the State and/or oral presentations by the bidders if requested by the review team. The State may elect to use any or all of these evaluation tools.

The review team may contact any, all or some of the bidders with questions and clarifications at any point during the process at its own discretion. The review team may also require vendors to provide an oral presentation or be interviewed as part of the evaluation. The review team may adjust the technical scores of any bidder after conducting such a clarification.

The review team will present written findings, including the results of all evaluations, to the State Purchasing Agent or designee, who will make the final selection for this solicitation. When a final decision has been made and a contract awarded, a notice will be posted on the Rhode Island Division of Purchases web site.

Because the evaluation takes into consideration both the technical and cost components in a value based approach, the lowest costing bidder may not necessarily be awarded a contract.

To advance to the Cost Evaluation phase, the Technical Proposal must receive a minimum of 60 out of a maximum of 70 technical points. Any technical proposals scoring less than 60 points will not have the cost component opened and evaluated. The proposal will be dropped from further consideration.

Proposals scoring 60 technical points or higher will be evaluated for cost and assigned up to a maximum of 30 points in cost category, bringing the potential maximum score to 100 points.

The State reserves the exclusive right to select the individual(s) or firm (vendor) that it deems to be in its best interest to accomplish the project as specified herein; and conversely, reserves the right not to fund any proposal(s).

Proposals will be reviewed and scored based upon the following criteria:

Criteria	Possible Points
Capability, Capacity, and Qualifications of the Offeror 1. The ability to respond to and meet the guidelines and conditions set forth, and the ability to meet project deadlines and timetables. 2. Demonstrated capacity, facilities and organizational structure to perform the type of consulting services sought.	25 Points
Staff Qualifications Qualifications and experience of respondent and key personnel including academic credentials, operational and practical experience.	10 Points
Quality of Proposal and Suitability of Approach/ Methodology	35 Points
Total Possible Technical Points	70 Points

Cost of the Proposal relative to other submitted proposals*	30 Points
Total Possible Points	100 Points

*The lowest cost bidder will receive 100% of available points in this category (30). Other bidders will be awarded cost points based on the following formula:

$$(\text{Lowest bid}/\text{Applicant's bid}) * 30$$

If the lowest price is \$35,000, and the next applicant (Applicant B) price is \$60,000, Applicant B points are calculated as follows:

$$(\$35,000/\$60,000) * 30 = 17.5 \text{ points}$$

SECTION 7: PROPOSAL SUBMISSION

Questions concerning this solicitation may be e-mailed to the Division of Purchases at gail.walsh@purchasing.ri.gov no later than the date and time indicated on page one of this solicitation. Please reference **RFP #** on all correspondence. Questions should be submitted in a Microsoft Word attachment. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. If technical assistance is required to download, call the Help Desk at (401) 222-3766 or lynda.moore@doit.ri.gov.

Offerors are encouraged to submit written questions to the Division of Purchases. **No other contact with State parties will be permitted.** Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases will not be considered.

Responses (**an original plus four (4) copies**) should be mailed or hand-delivered in a sealed envelope marked "**RFP#7549511 Renewable Energy 2016 Ceiling Price Development**" to:

RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered. The official time clock is in the reception area of the Division of Purchases.

RESPONSE CONTENTS

Responses shall include the following:

1. A completed and signed three-page R.I.V.I.P generated bidder certification cover sheet downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.
2. One only completed and signed W-9 downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.
3. **A separate Technical Proposal** describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation. The Technical Proposal is limited to ten (10) pages (this excludes any appendices). As appropriate, resumes of key staff that will provide services covered by this request.
4. **A separate, signed and sealed Cost Proposal** reflecting the Scope of Work outlined in Phases 1 through 5.
5. In addition to four (4) hard copies of the proposals required, Respondents are requested to provide their proposal in **electronic format (CD-Rom, disc, or flash drive)**. Microsoft Word / Excel OR PDF format is preferable. Only 1 electronic copy is requested and it should be placed in the proposal marked "original".

CONCLUDING STATEMENTS

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

The State's General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded to the RFP. The State's General Conditions of Purchases/General Terms and Conditions can be found at the following URL: <https://www.purchasing.ri.gov/RIVIP/publicdocuments/ATTA.pdf>