



Solicitation Information
August 23, 2016

RFP# 7550880

TITLE: Renewable Energy Growth Program Impact Analysis

Submission Deadline: Tuesday, September 20th, 2016 at 10:00 am (Eastern Time)

PRE-BID/ PROPOSAL CONFERENCE: NO

Questions concerning this solicitation must be received by the Division of Purchases at max.righter@purchasing.ri.gov no later than **September 5th, 2016 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

Max Righter
Buyer 1

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) and Distributed Generation Board (Board) is soliciting the services of a qualified third-party consultant to develop and issue a report on the economic, job and environmental impacts of the 2015 and 2016 Renewable Energy Growth Program years.

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.
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

SECTION 2: PROJECT DESCRIPTION

RIGL §39-26.6 created the Renewable Energy Growth (REG) Program to advance the state's clean energy economy and award renewable energy tariffs for the 160 megawatts within the REG Program between 2015 and 2019. The Office and the Board are authorized to hire a qualified third-party consultant to conduct studies to evaluate the REG Program. While this contract shall only cover the development of a study and report for the 2015 and 2016 program years, the Board shall reserve the right to retain the selected third-party consultant to perform studies on the 2017 through 2019 years of the REG Program.

Here is the link to the REG Program law:

<http://webserver.rilin.state.ri.us/Statutes/TITLE39/39-26.6/INDEX.HTM>

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 Board, comprised of 10 members reflective of the requirements in § 39-26.2-11.

3.2 "Office" means the Rhode Island Office of Energy Resources.

3.3 "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 third-party consultant will be expected to collect industry data and best practices to inform and guide their study and report. Respondents should detail the economic and environmental methodology they plan to use to analyze the 2015 and 2016 REG awarded tariffs. The 2015 and 2016 REG Program data will be provided to the third-party consultant by OER in consultation with National Grid. Attached are relevant docket filing links made with the RI Public Utility Commission that are associated with the 2015 and 2016 REG Program years:

[http://www.ripuc.org/eventsactions/docket/4536A-NGrid-2015-1st_Enrollment\(9-21-15\).pdf](http://www.ripuc.org/eventsactions/docket/4536A-NGrid-2015-1st_Enrollment(9-21-15).pdf)

[http://www.ripuc.org/eventsactions/docket/4536A-NGrid-2015-2nd_Enrollment\(12-18-15\).pdf](http://www.ripuc.org/eventsactions/docket/4536A-NGrid-2015-2nd_Enrollment(12-18-15).pdf)

<http://www.ripuc.org/eventsactions/docket/4536C-NGrid-Q1-2016-Revised.pdf>

http://www.ripuc.org/eventsactions/docket/4589B-DGBoard-RevCeilingPrices_1-8-16.pdf

http://www.ripuc.org/eventsactions/docket/4589B-DGBoard-2016-REG-Report-Rec_11-16-15.pdf

https://www9.nationalgridus.com/narragansett/non_html/LargeSolarOther%20One%20Pager%20060515.pdf

Overview- Scope of Work

The OER and Board seek to secure the services of an expert third-party consultant team to conduct a study and report that evaluates the economic, job and environmental impacts of the 2015 and 2016 REG Programs.

The scope of the study will include:

Task 1) Estimating the impacts of the 2015 and 2016 program years and the executed tariffs between renewable energy companies and National Grid;

Task 2) Scenario based projections of these renewable energy systems and their impacts (economic, direct and indirect job creation, electric distribution system and environmental impacts) through December 31, 2041;

The benefits and costs to be explicitly addressed in the study and report, and wherever possible quantitatively estimated, include:

Benefit Category	Description
Energy	Annual generation, including line losses distinguished by seasonal on and off peak periods.
Generation Capacity	Peak coincident, and average annual generation capacity, including line losses – differentiated by season
Transmission and Distribution	Deferring of upgrades or new transmission capacity. Peak coincident and average annual capacity including line losses differentiated by season
Grid Support	Ability of distributed renewable energy resources to provide grid support services – voltage and frequency regulation, reserve requirements, and balancing
Market Price Impacts	Wholesale price suppression for energy and capacity due to lower total demand.
Federal Incentives	Thirty Percent Investment Tax Credit, Bonus Depreciation, Production Tax Credit, etc.
Property Taxes	Payments from commercial/large renewable energy systems to municipalities

Environmental Benefits	Greenhouse gas reductions and other air emission reductions
Cost Category	Description
Administration	Implementation of the program by National Grid
Remuneration Incentive	Remuneration payments to National Grid from the tariffs
Ratepayer Costs	Costs associated with 15 or 20 year tariffs

Task 3) Preparing a final report to the Board and OER;

Task 4) Preparing a 1-2 page paper that summarizes the results of the study;

Task 5) Preparing a power point presentation that summarizes the report; and

Task 6) Presenting two (2) public presentations for OER and the Board in Providence, RI.

Timeline

Begins October 2016 with the final report due to OER and Board by February 13, 2017.

Budget

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

SECTION 4: TECHNICAL PROPOSAL

Proposal Elements

At a minimum, the proposal 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 completed and signed W-9 Form (ORIGINAL only) 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 3 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. Cost proposal must be separately sealed from the technical proposal.

SECTION 6: EVALUATION AND SELECTION

The Division will commission a review team of representatives from the DG Board and Office of Energy Resources 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
<p>Capability, Capacity, and Qualifications of the Offeror</p> <p>1. The ability to respond to and meet the guidelines and conditions set forth, and the ability to meet project deadlines and timetables.</p> <p>2. Demonstrated capacity, facilities and organizational structure to perform the type of consulting services sought.</p>	20 Points
<p>Staff Qualifications</p> <p>Qualifications and experience of respondent and key personnel including academic credentials, operational and practical experience.</p>	10 Points
<p>Quality of Proposal and Suitability of Approach/ Methodology</p>	30 Points
<p>Past economic and environmental studies performed on state renewable energy procurement programs</p>	10 Points
Total Possible Technical Points	70 Points

<p>Cost of the Proposal relative to other submitted proposals*</p>	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 \$80,000, and the next applicant (Applicant B) price is \$90,000, Applicant B points are calculated as follows:

$$(80,000/90,000) * 30 = 17.7 \text{ points}$$

SECTION 7: PROPOSAL SUBMISSION

Questions concerning this solicitation may be e-mailed to the Division of Purchases at max.righter@purchasing.ri.gov no later than the date and time indicated on page one of this solicitation. Please reference **RFP #7550880** 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) 574-9709.

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#7550880**” 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>