



**Solicitation Information**  
8 March 06

**LOI # B06125**

**TITLE: Renewable Energy Expert – Public Utilities Commission**

**Submission Deadline: 30 March 06 @ 2:00 PM (Eastern Time)**

Questions concerning this solicitation may be e-mailed to the Division of Purchases at [questions@purchasing.state.ri.us](mailto:questions@purchasing.state.ri.us) no later than **17 March 06 at 12:00 Noon (ET)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP / LOI # 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**

**Jerome D. Moynihan, C.P.M., CPPO**  
**Administrator of Purchasing Systems**

**Vendors must register on-line at the State Purchasing Website at**  
[www.purchasing.ri.gov](http://www.purchasing.ri.gov)

Note to Vendors:

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

**THIS PAGE IS NOT A BIDDER CERTIFICATION FORM**

**CONSULTATION SERVICES REQUIRED**  
**TO ADMINISTER REGULATIONS OF THE COMMISSION**  
**GOVERNING THE RENEWABLE ENERGY STANDARD**

The Rhode Island Department of Administration, on behalf of The Rhode Island Public Utilities Commission (“RIPUC” or “Commission”) requests letters of interest from qualified firms, individuals and organizations to provide consultation services to administer the Rules and Regulations of the RIPUC governing the implementation of Rhode Island’s Renewable energy standard. This solicitation is issued in accordance with the State’s General Conditions of Purchase, which is available at [www.purchasing.state.ri.us](http://www.purchasing.state.ri.us)

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

- Potential offerors are advised to review all sections of this Request carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- 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 request will be rejected as being non-responsive.
- All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content, shall be borne by the offeror. The State assumes no responsibility for these costs.
- Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- **All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.**
- Proposals misdirected to other State locations or which are otherwise not present in the Office of Purchases at the time of opening for any cause will be determined to be late and will not be considered. **PROPOSALS FAXED TO THE DIVISION OF PURCHASES WILL NOT BE CONSIDERED.**
- In accordance with Title 7, Chapter 1.1 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 selected vendor.*

- Bidders are advised that all materials submitted to the State of Rhode Island for consideration in response to this Request for Proposals will be considered to be public records, as defined in Title 38, Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request, once an award has been made.
- The State of Rhode Island has a goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, visit the web site [www.rimbe.org](http://www.rimbe.org). To speak with an M.B.E. Officer, call (401) 222-6253.
- Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP / LOI

**Equal Employment Opportunity (RIGL 28-5.1)**

**§ 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 in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090

**Background**

In 2004, Rhode Island’s Renewable Energy Standard Act (“RES”) became law. The RES requires that an annually increasing proportion of the electricity consumed in the state be generated by facilities using renewable fuels, as that term is defined in the law. In 2005, the RIPUC adopted regulations designed to implement the RES. Through this solicitation the RIPUC seeks a firm, individual or organization with expertise in the field of renewable energy to administer the rules implementing the RES.

**Nature of Services Requested**

The firm, individual or organization selected will to demonstrate sufficient knowledge and experience to serve as a Renewable Energy Supply Administration and Oversight Consultant.

## **Scope of Work**

The firm, individual or organization selected will design certain reporting and application forms to be used in the RES, will review applications received from generators for eligibility, must monitor approved generators for continuing eligibility, must review reports from the generators and must make recommendations and periodically report to the RIPUC.

Detail regarding the scope of work follows:

The successful bidder will be required to:

1. Review Applications for Eligibility and Report to the Commission.

Review applications for certification and for prospective reviews from new and existing generators and from aggregations of generators and make recommendations to the Commission as to approval and as to any conditions of that approval.

2. Monitor the on-going eligibility of renewable energy generators and the production of such generating units, as follows:

Investigate generator eligibility issues including changes in status. Recommend to the Commission whether such changes result in a Material Change affecting eligibility and/or whether certification should be suspended or revoked. Report to the Commission on false reporting or the non-reporting of required information.

For Eligible Biomass Plants, review Fuel Use Plans and recommend to the Commission whether such plan can be reasonably expected to ensure that the fuel meets the qualifications set forth in the Rules and Regulation and the Act. Investigate fuel use at Eligible Biomass Plants, report to the Commission on Compliance, and recommend sanctions if necessary.

Review the quarterly reports from Renewable energy Resources that Combust fuel to generate electricity on the fuel stream used for the quarter. Report and make recommendations to the Commission.

3. Review demonstrations of compliance including compliance reports from Obligated Entities for compliance with the Rules and Regulations and the Act and for accuracy and Report to the Commission on findings and recommendations. Such demonstrations of compliance would include:

- Standard Compliance
- Early Compliance
- Banked Compliance
- Alternative Compliance: Recommend the annual Alternative Compliance rate to be published by the Commission by 1/31 of the Compliance year.

- Annual Compliance Filing
  4. Remain conversant with current GIS rules.
  5. Have a general knowledge of RPS programs in other New England States.
  6. Draft application forms and compliance forms as needed

A copy of the Commission's Rules and Regulations Governing the Implementation of a Renewable Energy Standard can be found at [www.ripuc.state.ri.us/rulesregs/commrules/3659-RES-finalRules\(12-7-05\).pdf](http://www.ripuc.state.ri.us/rulesregs/commrules/3659-RES-finalRules(12-7-05).pdf)

### **Standards**

The firm or individual selected must have engineering experience related to large generators of electricity, particularly related to the operating characteristics and fuel requirements (when applicable) for renewable generations sources. A successful candidate must have knowledge and experience with the NEPOOL Generation Information System (GIS), the ability to review, research, and confirm information using GIS, ISO, EPA and other national reports and databases and must have the ability to be unbiased and consistent in the conduct of investigations and reviews.

Information requested from proposers

1. State the location of the principal office from which the work is to be performed and the number and composition of professional staff.
2. Describe the local office's experience with renewable energy generation.
3. Identify the professional staff that will work on the engagement and summarize their relevant experience.
4. Delineate experience with NEPOOL GIS and/or similar systems in other control areas, and with rules and regulations for RPS programs in other states or jurisdictions.
5. Disclose any known threatened or pending litigation that may affect the firm's independence with respect to the RIPUC or the State of Rhode Island.
6. State an hourly rate. **This information should be submitted in a separate sealed envelope.**

The firm will be selected by the State/RIPUC based on the relevant qualifications and experience of the proposing firm, individual or organization. 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/RIPUC reserves the right to reject any and all proposals submitted, to request any additional information from any and all proposers, and to negotiate separately with any and all proposers and to act in its best interest.

### **Contractual Agreement**

A contract will be negotiated between the State/RIPUC and the successful proposer. Payment of fees will be based upon the submission of progress billings detailing actual hours expended or percentage of completion.

### **Vendor Questions / Submission Deadline**

As described on page one of this solicitation. Vendor questions, if any, will be answered and posted on the Purchases website as an addendum to this solicitation. It is the responsibility for all interested parties to download that information.

Responses **(an original plus three (3) copies )** should be mailed or hand-delivered in a sealed envelope marked “**LOI #B06125: Renewable Energy Expert**” to:

**RI Dept. of Administration  
Division of Purchases, 2<sup>nd</sup> 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 which are otherwise not presented in 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 located in the reception area of the Division of Purchases

Proposals should include the following:

1. A completed and signed three-page RIVIP Bidder Certification Cover Form, available at [www.purchasing.state.ri.us](http://www.purchasing.state.ri.us).
2. A Cost Proposal reflecting the hourly rate, or other fee structure, proposed for this scope of services, including completion of the Cost Proposal Summary form, enclosed, and
3. A *separate* Technical Proposal describing the qualifications and background of the applicant and experience with similar programs, as well as any other information deemed relevant to the selection process.

4. A completed and signed W-9 (taxpayer identification number and certification). Form is downloadable at [www.purchasing.state.ri.us](http://www.purchasing.state.ri.us).
5. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in electronic format (CDRom or Diskette). Microsoft Word / Excel OR PDF format is preferable. Only 1 electronic copy is requested.

### ***EVALUATION CRITERIA***

*Responses will be evaluated using the following criteria:*

- **Capability (background) and qualifications of firm** are clearly demonstrated (0-20 points);
- **A comprehensive listing of similar projects undertaken** working in the public and private sectors (0-30 points)
- **A clear understanding of the State's requirements** and the results intended and desired under this contract has been demonstrated by the offeror (0-20 points);
- **A complete résumé** of the key staff (0-10 points)
- **A cost proposal** that reflects the all-inclusive hourly rate (0-20 points).

Notwithstanding the above, the State reserves the right to award, or not to award, to waive technicalities, and to act in its own best interest.