**STATE OF MAINE**

**Governor’s Office of Policy Innovation and the Future**



**RFP# 202408156**

**Energy Efficiency Planning for Rural Communities**

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| --- | --- |
| **RFP Coordinator** | *All communication regarding the RFP must be made through the RFP Coordinator identified below*.  **Name:** Casey Zorn **Title:** Lead By Example Project Coordinator  **Contact Information:** [Casey.Zorn@maine.gov](mailto:Casey.Zorn@maine.gov) |
| **Submitted Questions Due** | *All questions must be received by the RFP Coordinator identified above by:*  **Date:** October 14, 2024, no later than 11:59 p.m., local time |
| **Proposal Submission Deadline** | *Proposals must be received by the Division of Procurement Services by:*  **Submission Deadline:** November 1, 2024, no later than 11:59 p.m., local time.  *Proposals must be submitted electronically to:* [Proposals@maine.gov](mailto:Proposals@maine.gov) |

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PUBLIC NOTICE

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**State of Maine**

**Governor’s Office of Policy Innovation and the Future**

**RFP# 202408156**

**Energy Efficiency Planning for Rural Communities**

The State of Maine is seeking proposals for a qualified consultant to support up to 20 Maine communities with high climate vulnerabilities to assess energy use in their public buildings and develop energy conservation implementation plans.

A copy of the RFP and all related documents can be obtained at: <https://www.maine.gov/dafs/bbm/procurementservices/vendors/rfps>

Proposals must be submitted to the State of Maine Office of State Procurement Services, via e-mail, at: [Proposals@maine.gov](mailto:Proposals@maine.gov). Proposal submissions must be received no later than 11:59 p.m., local time, on Friday November 1, 2024. Proposals will be opened the following business day.

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**RFP TERMS/ACRONYMS with DEFINITIONS**

The following terms and acronyms, as referenced in the RFP, shall have the meanings indicated below:

|  |  |
| --- | --- |
| **Term/Acronym** | **Definition** |
| **BIL** | Bipartisan Infrastructure Law |
| **Community** | A municipal government, Tribal Government, plantation, township, or unorganized territory in Maine |
| **Department** | Maine Governor’s Office of Policy Innovation and the Future |
| **DOE** | U.S. Department of Energy |
| **EECBG** | The federal Energy Efficiency & Conservation Block Grant program that is the source of funds for this program |
| **GEO** | Maine Governor’s Energy Office |
| **GOPIF** | Maine Governor’s Office of Policy Innovation and the Future |
| **Partnership** | Community Resilience Partnership |
| **RFP** | Request for Proposal |
| **State** | State of Maine |
| **SVI** | Social Vulnerability Index |

**State of Maine – Governor’s Office of Policy Innovation and the Future**

**RFP# 202408156**

**Energy Efficiency Planning for Rural Communities**

**PART I INTRODUCTION**

1. **Purpose and Background**

The Maine Governor’s Office of Policy Innovation and the Future (GOPIF, Department), in partnership with the Governor’s Energy Office, is seeking a qualified consultant (collectively referred to as Bidders) to support Maine communities with high climate vulnerabilities by assessing energy use and planning energy efficiency projects in their public buildings as defined in this Request for Proposal (RFP) document. This document provides instructions for submitting proposals, the procedure and criteria by which the awarded Bidder will be selected, and the contractual terms which will govern the relationship between the State of Maine (State) and the awarded Bidder.

Funding for the services procured through this RFP is provided by a formula allocation to the State of Maine via the federal Energy Efficiency and Conservation Block Grant (EECBG) program. EECBG is managed by the U.S. Department of Energy (DOE) and disseminates Bipartisan Infrastructure Law (BIL) funding to develop and implement clean energy and energy efficiency programs and projects for states, communities, and tribal organizations. As a federal program funded through BIL, EECBG requires that all awardees adhere to the full federal terms and conditions required by federal funding ([2 CFR 200](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200)) through all contracts, including flow down to subawards. The awarded Bidder, as well as any subcontracted entities, will additionally be required to adhere to these terms and conditions.

The Energy Efficiency Planning for Rural Communities program described in this RFP is a component of the State’s EECBG-funded program to support Maine communities in decarbonizing and electrifying their public buildings and advancing progress toward the State climate goals laid out in the State’s four-year climate action plan, [*Maine Won’t Wait*](https://www.maine.gov/climateplan/). GOPIF will use the [Community Resilience Partnership](https://www.maine.gov/future/climate/community-resilience-partnership) (Partnership) to deliver this Energy Efficiency Planning for Rural Communities program. A recommendation of *Maine Won’t Wait*, the Partnership provides grants and technical assistance to Maine communities to help them identify and address local priorities to reduce greenhouse gas emissions, transition to clean energy, and become more resilient to climate effects.

Through this RFP, GOPIF will contract with a consultant to support up to twenty (20) communities to assess energy use in their public buildings and develop Energy Conservation Implementation Plans. The consultant will be expected to complete four tasks: (A) provide energy audits for a selection of public buildings in each of the communities; (B) train staff in the communities on the use of the EnergyStar Portfolio Manager and assist them with entering information for their buildings; (C) develop for each of the communities an Energy Conservation Implementation Plan that provides each community with a detailed list of energy efficiency projects that the community can then implement with Maine Community Resilience Partnership grant funds or other funding opportunities; and (D) develop a guidebook for energy efficiency and conservation in public buildings that is practical for low-capacity rural communities across Maine and provides instruction for internally assessing municipal energy use and prioritizing projects for implementation.

GOPIF will select the participating communities and provide the necessary contact and building information to the selected consultant. Communities selected for this assistance will be municipal governments, tribal governments, and unorganized territories that (i) have satisfied the eligibility requirements for the Community Resilience Partnership, (ii) did not receive direct federal allocation of EECBG funding; and (iii) have a medium or high social vulnerability categorization from the Maine Social Vulnerability Index (SVI) or have a population less than 10,000. GOPIF will select these communities from the eligible pool through an application process that considers factors including but not limited to characteristics of the community’s public buildings and geographic distribution.

The selected consultant will work directly with these communities under the direction of GOPIF to support the scope of work laid out in this RFP. Prospective bidders should be capable of working with communities statewide.

Note: As required by EECBG and separately from this RFP, GOPIF has already passed through a portion of the State’s allocated funds directly to municipalities. Municipalities were awarded subawards through a one-time grant round which funded energy efficiency and clean energy improvements to public buildings. GOPIF utilized the Community Resilience Partnership to disseminate these funds to participating communities.

1. **General Provisions**
   1. From the time the RFP is issued until award notification is made, all contact with the State regarding the RFP must be made through the RFP Coordinator. No other person/ State employee is empowered to make binding statements regarding the RFP. Violation of this provision may lead to disqualification from the bidding process, at the State’s discretion.
   2. Issuance of the RFP does not commit the Department to issue an award or to pay expenses incurred by a Bidder in the preparation of a response to the RFP. This includes attendance at personal interviews or other meetings and software or system demonstrations, where applicable.
   3. All proposals must adhere to the instructions and format requirements outlined in the RFP and all written supplements and amendments (such as the Summary of Questions and Answers), issued by the Department. Proposals are to follow the format and respond to all questions and instructions specified below in the “Proposal Submission Requirements” section of the RFP.
   4. Bidders will take careful note that in evaluating a proposal submitted in response to the RFP, the Department will consider materials provided in the proposal, information obtained through interviews/presentations (if any), and internal Departmental information of previous contract history with the Bidder (if any). The Department also reserves the right to consider other reliable references and publicly available information in evaluating a Bidder’s experience and capabilities.
   5. The proposal must be signed by a person authorized to legally bind the Bidder and must contain a statement that the proposal and the pricing contained therein will remain valid and binding for a period of 180 days from the date and time of the bid opening.
   6. The RFP and the awarded Bidder’s proposal, including all appendices or attachments, will be the basis for the final contract, as determined by the Department.
   7. Following announcement of an award decision, all submissions in response to this RFP will be public records, available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA) ([1 M.R.S. § 401](http://www.mainelegislature.org/legis/statutes/1/title1sec401.html) et seq.).
   8. The Department, at its sole discretion, reserves the right to recognize and waive minor informalities and irregularities found in proposals received in response to the RFP.
   9. All applicable laws, whether or not herein contained, are included by this reference. It is the Bidder’s responsibility to determine the applicability and requirements of any such laws and to abide by them.
2. **Contract Term**

The Department is seeking a cost-efficient proposal to provide services, as defined in the RFP, for the anticipated contract period defined in the table below. Please note, the dates below are estimated and may be adjusted, as necessary, in order to comply with all procedural requirements associated with the RFP and the contracting process. The actual contract start date will be established by a completed and approved contract.

Contract Renewal: Following the initial term of the contract, the Department may opt to renew the contract for one (1) renewal period, as shown in the table below, and subject to continued availability of funding and satisfactory performance.

The term of the anticipated contract, resulting from the RFP, is defined as follows:

|  |  |  |
| --- | --- | --- |
| **Period** | **Start Date** | **End Date** |
| Initial Period of Performance | 12/01/2024 | 9/15/2026 |
| Renewal Period #1 | 9/16/2026 | 9/15/2027 |

GOPIF reserves the right to modify the initial contract term at its sole discretion. If further services are needed in specific areas contained within this RFP, additional work could result.

1. **Number of Awards**

The Department anticipates making one (1) award as a result of the RFP process. Prospective bidders should be capable of working with communities statewide.

**PART II** **SCOPE OF SERVICES TO BE PROVIDED**

This section provides the full scope of services to be provided by the selected consultant. At the end of each of the listed services, the document provides instructions which will help guide Bidders in their responses within their proposals.

GOPIF is seeking a qualified consultant to provide the following services:

1. **Provide Energy Audits on Publicly Owned Buildings in Maine Communities**

The consultant will perform energy audits for up to twenty (20) Maine communities statewide (2-6 buildings per community).

Note: GOPIF will select the communities and the buildings will be selected in coordination with the communities. GOPIF will provide this information to the selected consultant.

The energy audits should focus on cataloguing the needs of the building in terms of HVAC, building envelope, lighting, water heating, and other energy needs specific to the site. Energy audits may include the following:

* + 1. Blower door tests
    2. Combustion safety testing on boilers and furnaces
    3. Thermal camera for missing insulation and potential sources of air leakage

In their responses, Bidders should:

* Describe their experience with and/or general approach to providing energy audits for municipal and/or commercial buildings;
* Describe the region(s) of the state (e.g. what counties) for which they can provide energy audits (strong candidates will be able to provide these services statewide or include partners/subcontractors that result in the ability to work statewide); and
* Propose a budget for providing energy audits on publicly owned buildings. GOPIF recommends the budget be developed on a per community or per building basis.

1. **Train Communities on EnergyStar Portfolio Manager**
   1. The Consultant will train each selected community on how to use EnergyStar Portfolio Manager to benchmark their municipal energy and water use. Trainings will include topics such as account setup, buildings setup, data input, and data analysis. Trainings may be recorded and published via the GOPIF website, the Community Resilience Partnership newsletter, and other state media.
   2. The Consultant will assist each community with entering information into EnergyStar Portfolio Manager for their 2-6 identified buildings.

In their responses, Bidders should:

* Describe their experience with EnergyStar Portfolio Manager;
* Describe their general approach to training and educating clients on how to use EnergyStar Portfolio Manager or other programs; and
* Propose a budget for providing EnergyStar Portfolio Manager trainings and support. GOPIF recommends the budget be developed on a per community or per building basis.

1. **Develop Energy Conservation Implementation Plans for Communities**

The Consultant will develop an Energy Conservation Implementation Plan for each of the selected communities based on the findings from the energy audits and energy and water use benchmarking. The Implementation Plan will serve as a roadmap for communities to prioritize, fund, and implement energy efficiency and conservation projects. Energy efficiency and conservation projects may include upgrades to HVAC, building envelope, lighting, water heating, and other site-specific energy efficiency needs. These projects may additionally include clean energy and electrification projects such as how and where to install on-site solar, energy storage, electric vehicle charging infrastructure, and other relevant energy projects.

The Energy Conservation Implementation Plans will include, but are not limited to, the following:

* + 1. A prioritized list of specific energy efficiency improvement projects;
    2. Cost estimates for each project, including a cost break down of components and tasks;
    3. Local, state, and federal funding options/opportunities for each project (municipal capital budgets, grants, loans, rebates, tax credits, etc.);
    4. Payback times for each project; and
    5. Potential annual greenhouse gas emissions reductions for each project.

In their responses, Bidders should:

* Propose a structure for the Energy Conservation Implementation Plan based on the direction provided by this RFP;
* Describe their experience with and general approach to developing and prioritizing energy efficiency and conservation projects;
* Describe their approach to developing project budgets for municipalities and/or commercial clients;
* Demonstrate their understanding of and ability to calculate greenhouse gas emissions reductions and payback times;
* Demonstrate their understanding of the funding landscape for local, state, and/or federal grants, rebates, and/or tax credits available to Maine communities; and
* Propose a budget for developing Energy Conservation Implementation Plans. GOPIF recommends the budget be developed on a per community or per building basis.

1. **Develop an Energy Efficiency and Conservation Guidebook**
   1. While completing Tasks A, B, and C, the consultant will concurrently develop an Energy Efficiency and Conservation Guidebook that is practical for rural communities across Maine. This guidebook will provide instructions for low-capacity Maine communities beyond those that receive technical assistance in this program to internally assess their own energy use, prioritize projects for implementation, and develop funding and/or capital budgeting plans for these projects.

This guidebook should include, but is not limited to, the following sections:

* + 1. Executive Summary
    2. Building Description
    3. Historic Energy Use
       1. Annual Energy Costs
       2. Annual Energy Use
       3. CO2 Emissions
       4. Energy End Uses
    4. HVAC Analysis
    5. Lighting Analysis
    6. Building Envelope Analysis
    7. Funding and Capital Budgeting
    8. Project Development and Prioritization
    9. Other
       1. Guidance on other potential site-specific energy efficiency opportunities within the building, such as other energy uses (i.e. water heating, exhaust fans) or plug/industrial/process loads.
       2. The guidebook may additionally provide guidance on clean energy and electrification projects such as how and where to site on-site solar, energy storage, electric vehicle charging infrastructure, and other relevant energy projects.
  1. The consultant will revise this guidebook based on lessons learned during Task A: Provide Energy Audits on Publicly Owned Buildings in Maine Communities, Task B: Train Communities on EnergyStar Portfolio Manager, and Task C: Develop an Energy Conservation Implementation Plan for Communities, and feedback provided by GOPIF.

The consultant will provide GOPIF with the final guidebook in both PDF and Word format. The consultant could additionally create an interactive dashboard to communicate this guidance. The State of Maine will have full ownership of the guidebook upon completion.

* 1. The consultant will provide written guidance to GOPIF on how to maintain this guidebook to keep it up to date and effective.

In their responses, Bidders should:

* Describe their general approach to and/or experience with creating resources such as guidebooks for low-capacity or rural communities/customers;
* Propose an initial structure and content for an Energy Efficiency and Conservation Guidebook based on the direction provided in section A-1 above, with emphasis on what communities might be able to accomplish unaided versus efforts that require professional expertise and/or specialized equipment;
* Propose a budget to develop an Energy Efficiency and Conservation Guidebook for rural communities in Maine.

1. Submit Quarterly and Final Performance Reports

The selected consultant will be required to submit quarterly performance reports and a final performance report upon completion of the project to GOPIF. This reporting may include project updates, quarterly expenditures, and case study questions for the final report.

Funding for this project is provided to the State by the DOE through EECBG program. GOPIF is required to submit reports to the DOE no later than the 30th day of the month following the end of a reporting period. Failure of the selected consultant to submit reports within established timeframes will directly affect the ability of GOPIF to remain in compliance with its federal contract.

In their responses, Bidders should:

* Describe their experience with and/or general approach to submitting performance reports; and
* Describe their experience with federal reporting, if applicable.

**PART III KEY RFP EVENTS**

1. **Questions**
   1. **General Instructions:** It is the responsibility of all Bidders and other interested parties to examine the entire RFP and to seek clarification, in writing, if they do not understand any information or instructions.
      1. Bidders and other interested parties should use **Appendix E** (Submitted Questions Form) for submission of questions. The form is to be submitted as a WORD document.
      2. The Submitted Questions Form must be submitted, by e-mail, and received by the RFP Coordinator identified on the cover page of the RFP as soon as possible but no later than the date and time specified on the RFP cover page.
      3. Submitted Questions must include the RFP Number and Title in the subject line of the e-mail. The Department assumes no liability for assuring accurate/complete/on time e-mail transmission and receipt.
   2. **Question & Answer Summary:** Responses to all questions will be compiled in writing and posted on the following website no later than seven (7) calendar days prior to the proposal due date: [Office of State Procurement Services RFP Page](https://www.maine.gov/dafs/bbm/procurementservices/vendors/rfps). It is the responsibility of all interested parties to go to this website to obtain a copy of the Question & Answer Summary. Only those answers issued in writing on this website will be considered binding.
2. **Amendments**

All amendments released in regard to the RFP will also be posted on the following website: [Office of State Procurement Services RFP Page](https://www.maine.gov/dafs/bbm/procurementservices/vendors/rfps). It is the responsibility of all interested parties to go to this website to obtain amendments. Only those amendments posted on this website are considered binding.

1. **Submitting the Proposal**
   1. **Proposals Due:** Proposals must be received no later than 11:59 p.m. local time, on the date listed on the cover page of the RFP.
      1. Any e-mails containing original proposal submissions or any additional or revised proposal files, received after the 11:59 p.m. deadline, will be rejected without exception.
   2. **Delivery Instructions:** E-mail proposal submissions are to be submitted to the State of Maine Division of Procurement Services at [Proposals@maine.gov](mailto:Proposals@maine.gov).
      1. Only proposal submissions received by e-mail will be considered. The Department assumes no liability for assuring accurate/complete e-mail transmission and receipt.
         1. Proposal submission e-mails that are successfully received by the [proposals@maine.gov](mailto:proposals@maine.gov) inbox will receive an automatic reply stating as such.
      2. E-mails containing links to file sharing sites or online file repositories will not be accepted as submissions. Only e-mail proposal submissions that have the actual requested files attached will be accepted.
      3. Encrypted e-mails received which require opening attachments and logging into a proprietary system will not be accepted as submissions. Please check with your organization’s Information Technology team to ensure that your security settings will not encrypt your proposal submission.
      4. File size limits are 25MB per e-mail. Bidders may submit files separately across multiple e-mails, as necessary, due to file size concerns. All e-mails and files must be received by the due date and time listed above.
      5. Bidders are to insert the following into the subject line of their e-mail proposal submission: **“RFP# 202408156 Proposal Submission – [Bidder’s Name]”**
      6. Bidder’s proposal submissions are to be broken down into multiple files, with each file named as it is titled in bold below, and include:

* **File 1 [Bidder’s Name] – Preliminary Information:**

*PDF format preferred*

**Appendix A** (Proposal Cover Page)

**Appendix B** (Responsible Bidder Certification)

All required eligibility documentation stated in PART IV, Section I.

* **File 2 [Bidder’s Name] – Organization Qualifications and Experience:**

*PDF format preferred*

**Appendix C** (Organization Qualifications and Experience Form) and all required information and attachments stated in PART IV, Section II.

* **File 3 [Bidder’s Name] – Proposed Services:**

*PDF format preferred*

All required information and attachments stated in PART IV, Section III.

* **File 4 [Bidder’s Name] – Cost Proposal:**

*PDF format preferred*

**Appendix D** (Cost Proposal Form) and all required information and attachments stated in PART IV, Section IV.

**PART IV PROPOSAL SUBMISSION REQUIREMENTS**

This section contains instructions for Bidders to use in preparing their proposals. The Department seeks detailed yet succinct responses that demonstrate the Bidder’s qualifications, experience, and ability to perform the requirements specified throughout the RFP.

The Bidder’s proposal must follow the outline used below, including the numbering, section, and sub-section headings. Failure to use the outline specified in PART IV, or failure to respond to all questions and instructions throughout the RFP, may result in the proposal being disqualified as non-responsive or receiving a reduced score. The Department, and its evaluation team, has sole discretion to determine whether a variance from the RFP specifications will result either in disqualification or reduction in scoring of a proposal. Rephrasing of the content provided in the RFP will, at best, be considered minimally responsive.

Bidders are not to provide additional attachments beyond those specified in the RFP for the purpose of extending their response. Additional materials not requested will not be considered part of the proposal and will not be evaluated. Include any forms provided in the submission package or reproduce those forms as closely as possible. All information must be presented in the same order and format as described in the RFP.

**Proposal Format and Contents**

**Section I Preliminary Information** (File #1)

* 1. **Proposal Cover Page**

Bidders must complete **Appendix A** (Proposal Cover Page). It is critical that the cover page show the specific information requested, including Bidder address(es) and other details listed. The Proposal Cover Page must be dated and signed by a person authorized to enter into contracts on behalf of the Bidder.

* 1. **Responsible Bidder Certification**

Bidders must complete **Appendix B** (Responsible Bidder Certification). The Responsible Bidder Certification must be dated and signed by a person authorized to enter into contracts on behalf of the Bidder.

**Section II Organization Qualifications and Experience** (File #2)

* 1. **Overview of the Organization**

Bidders must complete **Appendix C** (Qualifications and Experience Form) describing their qualifications and skills to provide the requested services in the RFP. Bidders must include three examples of projects which demonstrate their experience and expertise in performing these services as well as highlighting the Bidder’s stated qualifications and skills. If possible, include examples from work with communities in Maine.

* 1. **Subcontractors**

If subcontractors are to be used, Bidders must provide a list that specifies the name, address, phone number, contact person, and a brief description of the subcontractors’ organizational capacity and qualifications.

* 1. **Organizational Chart**

Bidders must provide an organizational chart.  The organizational chart must include the project being proposed.  Each position must be identified by position title and corresponding to the personnel job descriptions.

* 1. **Litigation**

Bidders must attach a list of all current litigation in which the Bidder is named and a list of all closed cases that have closed within the past five (5) years in which the Bidder paid the claimant either as part of a settlement or by decree.  For each, list the entity bringing suit, the complaint, the accusation, amount, and outcome.

* 1. **Financial Viability**

Bidders must provide the following information for each of the past three tax years:

* + 1. Balance Sheets
    2. Income (Profit/Loss) Statements
  1. **Licensure/Certification**

Bidders may provide documentation of any applicable licensure/certification or specific credentials that are related to providing the proposed services of the RFP. This documentation may include:

* + ASHRAE (formerly the American Society of Heating and Air-Conditioning Engineers) Building Energy Assessment Professional
  + Association of Energy Engineers (AEE) Certified Energy Auditor
  + Building Performance Institute (BPI) Building Analyst Professional (BA-P)
  + Building Performance Institute (BPI) Home Energy Professional Energy Auditor
  + Building Science Institute (BSI) Energy Code Compliance Specialist
  + Building Science Institute (BSI) ENERGY STAR Verifier
  + Building Science Institute (BSI) Zero Energy Ready Home Verifier
  + Residential Energy Services Network (RESNET) Home Energy Rater
  + Any other third-party certification recognized or deemed equivalent by the U.S. Department of Energy
  + Efficiency Maine Qualified Maine Energy Partner
  1. **Certificate of Insurance**

Bidders must provide a certificate of insurance on a standard ACORD form (or the equivalent) evidencing the Bidder’s general liability, professional liability and any other relevant liability insurance policies that might be associated with the proposed services.

**Section III Proposed Services** (File #3)

* 1. **Services to be Provided**

Discuss the Scope of Services referenced above in Part II of the RFP and what the Bidder will offer. Give particular attention to describing the methods and resources you will use and how you will accomplish the tasks involved. Also, describe how you will ensure expectations and/or desired outcomes as a result of these services will be achieved. If subcontractors are involved, clearly identify the work each will perform.

* 1. **Implementation - Work Plan**

Provide a realistic work plan for the implementation of the program through the first contract period. Display the work plan in a timeline chart. Concisely describe each program development and implementation task, the month it will be carried out and the person or position responsible for each task. If applicable, make note of all tasks to be delegated to subcontractors.

**Section IV Cost Proposal** (File #4)

* 1. **General Instructions**
     1. Bidders must submit a cost proposal that covers the period starting December 1, 2024 and ending on September 15, 2026.
     2. The cost proposal must include the costs necessary for the Bidder to fully comply with the contract terms, conditions, and RFP requirements.
     3. No costs related to the preparation of the proposal for the RFP, or to the negotiation of the contract with the Department, may be included in the proposal. Only costs to be incurred after the contract effective date that are specifically related to the implementation or operation of contracted services may be included.
  2. **Cost Proposal Form Instructions**

Bidders must fill out **Appendix D** (Cost Proposal Form), following the instructions detailed here and in the form. Failure to provide the requested information, and to follow the required cost proposal format provided, may result in the exclusion of the proposal from consideration, at the discretion of the Department.

Bidders must provide separate cost breakdowns for each of the tasks established in Part II. These tasks include:

A. Provide Energy Audits on Publicly Owned Buildings in Maine Communities

B. Train Communities on EnergyStar Portfolio Manager

C. Develop Energy Conservation Implementation Plans for Communities

D. Develop an Energy Efficiency and Conservation Guidebook

E. Submit Quarterly and Final Performance Reports

**PART V PROPOSAL EVALUATION AND SELECTION**

Evaluation of the submitted proposals will be accomplished as follows:

1. **Evaluation Process – General Information**
   1. An evaluation team, composed of qualified reviewers, will judge the merits of the proposals received in accordance with the criteria defined in the RFP.
   2. Officials responsible for making decisions on the award selection will ensure that the selection process accords equal opportunity and appropriate consideration to all who are capable of meeting the specifications. The goals of the evaluation process are to ensure fairness and objectivity in review of the proposals and to ensure that the contract is awarded to the Bidder whose proposal provides the best value to the State of Maine.
   3. The Department reserves the right to communicate and/or schedule interviews/presentations with Bidders, if needed, to obtain clarification of information contained in the proposals received. The Department may revise the scores assigned in the initial evaluation to reflect those communications and/or interviews/presentations. Changes to proposals, including updating or adding information, will not be permitted during any interview/presentation process and, therefore, Bidders must submit proposals that present their rates and other requested information as clearly and completely as possible.
2. **Scoring Weights and Process**
   1. **Scoring Weights:** The score will be based on a 100-point scale and will measure the degree to which each proposal meets the following criteria.

**Section I. Preliminary Information (No Points)**

Includes all elements addressed above in Part IV, Section I.

**Section II.**  **Organization Qualifications and Experience (35 points)**

Includes all elements addressed above in Part IV, Section II.

**Section III.**   **Proposed Services (40 points)**

Includes all elements addressed above in Part IV, Section III.

**Section IV. Cost Proposal (25 points)**

Includes all elements addressed above in Part IV, Section IV.

* 1. **Scoring Process:** For proposals that demonstrate meeting the eligibility requirements in Section I, the evaluation team will use a consensus approach to evaluate and score Sections II & III above. Members of the evaluation team will not score those sections individually but, instead, will arrive at a consensus as to assignment of points for each of those sections. Sections IV, the Cost Proposal, will be scored as described below.
  2. **Scoring the Cost Proposal:** The total cost proposed for conducting all the functions specified in the RFP will be assigned a score according to a mathematical formula. The lowest bid will be awarded 25 points. Proposals with higher bids values will be awarded proportionately fewer points calculated in comparison with the lowest bid.

The scoring formula is:

(Lowest submitted cost proposal / Cost of proposal being scored) x (25) = pro-rated score

No Best and Final Offers: The State of Maine will not seek or accept a best and final offer (BAFO) from any Bidder in this procurement process.  All Bidders are expected to provide their best value pricing with the submission of their proposal.

* 1. **Negotiations:** The Department reserves the right to negotiate with the awarded Bidder to finalize a contract. Such negotiations may not significantly vary the content, nature or requirements of the proposal or the Department’s Request for Proposal to an extent that may affect the price of goods or services requested. The Department reserves the right to terminate contract negotiations with an awarded Bidder who submits a proposed contract significantly different from the proposal they submitted in response to the advertised RFP. In the event that an acceptable contract cannot be negotiated with the highest ranked Bidder, the Department may withdraw its award and negotiate with the next-highest ranked Bidder, and so on, until an acceptable contract has been finalized. Alternatively, the Department may cancel the RFP, at its sole discretion.

1. **Selection and Award**
   1. The final decision regarding the award of the contract will be made by representatives of the Department subject to approval by the State Procurement Review Committee.
   2. Notification of conditional award selection or non-selection will be made in writing by the Department.
   3. Issuance of the RFP in no way constitutes a commitment by the State of Maine to award a contract, to pay costs incurred in the preparation of a response to the RFP, or to pay costs incurred in procuring or contracting for services, supplies, physical space, personnel or any other costs incurred by the Bidder.
   4. The Department reserves the right to reject any and all proposals or to make multiple awards.
2. **Appeal of Contract Awards**

Any person aggrieved by the award decision that results from the RFP may appeal the decision to the Director of the Bureau of General Services in the manner prescribed in [5 M.R.S.A. § 1825-E](http://www.mainelegislature.org/legis/statutes/5/title5sec1825-E.html) and [18-554 Code of Maine Rules Chapter 120](https://www.maine.gov/dafs/bbm/procurementservices/policies-procedures/chapter-120).  The appeal must be in writing and filed with the Director of the Bureau of General Services, 9 State House Station, Augusta, Maine, 04333-0009 within 15 calendar days of receipt of notification of conditional contract award.

**PART VI CONTRACT ADMINISTRATION AND CONDITIONS**

1. **Contract Document**
   1. The awarded Bidder will be required to execute a State of Maine Service Contract with appropriate riders as determined by the issuing department.

The complete set of standard State of Maine Service Contract documents, along with other forms and contract documents commonly used by the State, may be found on the Office of State Procurement Services’ website at the following link: [Office of State Procurement Services Forms Page](https://www.maine.gov/dafs/bbm/procurementservices/forms)

* 1. Allocation of funds is final upon successful negotiation and execution of the contract, subject to the review and approval of the State Procurement Review Committee. Contracts are not considered fully executed and valid until approved by the State Procurement Review Committee and funds are encumbered. No contract will be approved based on an RFP which has an effective date less than fourteen (14) calendar days after award notification to Bidders. (Referenced in the regulations of the Department of Administrative and Financial Services, [Chapter 110, § 3(B)(i)](https://www.maine.gov/dafs/bbm/procurementservices/policies-procedures/chapter-110).)

This provision means that a contract cannot be effective until at least 14 calendar days after award notification.

* 1. The State recognizes that the actual contract effective date depends upon completion of the RFP process, date of formal award notification, length of contract negotiation, and preparation and approval by the State Procurement Review Committee. Any appeals to the Department’s award decision(s) may further postpone the actual contract effective date, depending upon the outcome. The contract effective date listed in the RFP may need to be adjusted, if necessary, to comply with mandated requirements.
  2. In providing services and performing under the contract, the awarded Bidder must act as an independent contractor and not as an agent of the State of Maine.

1. **Standard State Contract Provisions**
   1. Contract Administration

Following the award, a Contract Administrator from the Department will be appointed to assist with the development and administration of the contract and to act as administrator during the entire contract period. Department staff will be available after the award to consult with the awarded Bidder in the finalization of the contract.

* 1. Payments and Other Provisions

The State anticipates paying the Contractor on the basis of net 30 payment terms, upon the receipt of an accurate and acceptable invoice. An invoice will be considered accurate and acceptable if it contains a reference to the State of Maine contract number, contains correct pricing information relative to the contract, and provides any required supporting documents, as applicable, and any other specific and agreed-upon requirements listed within the contract that results from the RFP.

**PART VII LIST OF RFP APPENDICES AND RELATED DOCUMENTS**

**Appendix A** – Proposal Cover Page

**Appendix B** – Responsible Bidder Certification

**Appendix C** – Qualifications and Experience Form

**Appendix D** – Cost Proposal Form

**Appendix E** – Submitted Question Form

**APPENDIX A**

**State of Maine**

**Governor’s Office of Policy Innovation and the Future**

**PROPOSAL COVER PAGE**

**RFP# 202408156**

**Energy Efficiency Planning for Rural Communities**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Bidder’s Organization Name:** | |  | | |
| **Chief Executive - Name/Title:** | |  | | |
| **Tel:** |  | | **E-mail:** |  |
| **Headquarters Street Address:** | |  | | |
| **Headquarters City/State/Zip:** | |  | | |
| ***(Provide information requested below if different from above)*** | | | | |
| **Lead Point of Contact for Proposal - Name/Title:** | |  | | |
| **Tel:** |  | | **E-mail:** |  |
| **Headquarters Street Address:** | |  | | |
| **Headquarters City/State/Zip:** | |  | | |

* This proposal and the pricing structure contained herein will remain firm for a period of 180 days from the date and time of the bid opening.
* No personnel currently employed by the Department or any other State agency participated, either directly or indirectly, in any activities relating to the preparation of the Bidder’s proposal.
* No attempt has been made, or will be made, by the Bidder to induce any other person or firm to submit or not to submit a proposal.
* The above-named organization is the legal entity entering into the resulting contract with the Department if they are awarded the contract.
* The undersigned is authorized to enter contractual obligations on behalf of the above-named organization.

*To the best of my knowledge, all information provided in the enclosed proposal, both programmatic and financial, is complete and accurate at the time of submission.*

|  |  |
| --- | --- |
| **Name (Print):** | **Title:** |
| **Authorized Signature:** | **Date:** |

**APPENDIX B**

**State of Maine**

**Governor’s Office of Policy Innovation and the Future**

**RESPONSIBLE BIDDER CERTIFICATION**

**RFP# 202408156**

**Energy Efficiency Planning for Rural Communities**

|  |  |
| --- | --- |
| **Bidder’s Organization Name:** |  |

*By signing this document, I certify to the best of my knowledge and belief that the aforementioned organization, its principals and any subcontractors named in this proposal:*

1. *Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from bidding or working on contracts issued by any governmental agency.*
2. *Have not within three years of submitting the proposal for this contract been convicted of or had a civil judgment rendered against them for:*
   1. *Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government transaction or contract.*
   2. *Violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.*
3. *Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (b) of this certification.*
4. *Have not within a three (3) year period preceding this proposal had one or more federal, state, or local government transactions terminated for cause or default*.
5. *Have not entered into a prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and this proposal is in all respects fair and without collusion or fraud. The above-mentioned entities understand and agree that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.*
6. *Is not a foreign adversary business entity (*[*https://www.maine.gov/oit/prohibited-technologies*](https://www.maine.gov/oit/prohibited-technologies)*).*
7. *Is not on the list of prohibited companies (*[*https://www.maine.gov/oit/prohibited-technologies*](https://www.maine.gov/oit/prohibited-technologies)*) or does not obtain or purchase any information or communications technology or services included on the list of prohibited information and communications technology and services* [*https://www.maine.gov/oit/prohibited-technologies*](https://www.maine.gov/oit/prohibited-technologies) *(Title 5 §2030-B).*

|  |  |
| --- | --- |
| **Name (Print):** | **Title:** |
| **Authorized Signature:** | **Date:** |

**APPENDIX C**

**State of Maine**

**Governor’s Office of Policy Innovation and the Future**

## QUALIFICATIONS and EXPERIENCE FORM

**RFP# 202408156**

**Energy Efficiency Planning for Rural Communities**

|  |  |
| --- | --- |
| **Bidder’s Organization Name:** |  |

|  |
| --- |
| **Present a brief statement of qualifications. Describe the history of the Bidder’s organization, especially regarding skills pertinent to the specific work required by the RFP and any special or unique characteristics of the organization which would make it especially qualified to perform the required work activities. You may expand this form and use additional pages to provide this information.** |
|  |

|  |
| --- |
| **Provide a description of no more than three projects that occurred within the past five years which reflect experience and expertise needed in performing the functions described in Part II – Scope of Services to be Provided of the RFP. For each of the project examples provided, a contact person from the client organization involved should be listed, along with that person’s telephone number and e-mail address. Please note that contract history with the State of Maine, whether positive or negative, may be considered in rating proposals even if not provided by the Bidder.**  *If possible, include examples from work with communities in Maine. If the Bidder has not provided similar services, note this, and describe experience with projects that highlight the Bidder’s general capabilities.* |

|  |  |
| --- | --- |
| **Project One** | |
| **Client Name:** |  |
| **Client Contact Person:** |  |
| **Telephone:** |  |
| **E-Mail:** |  |
| **Brief Description of Project** | |
|  | |

|  |  |
| --- | --- |
| **Project Two** | |
| **Client Name:** |  |
| **Client Contact Person:** |  |
| **Telephone:** |  |
| **E-Mail:** |  |
| **Brief Description of Project** | |
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| --- | --- |
| **Project Three** | |
| **Client Name:** |  |
| **Client Contact Person:** |  |
| **Telephone:** |  |
| **E-Mail:** |  |
| **Brief Description of Project** | |
|  | |

**APPENDIX D**

**State of Maine**

**Governor’s Office of Policy Innovation and the Future**

**COST PROPOSAL FORM**

**RFP# 202408156**

**Energy Efficiency Planning for Rural Communities**

|  |  |
| --- | --- |
| **Bidder’s Organization Name:** |  |

|  |  |
| --- | --- |
| **Project Task** | **Proposed Cost** |
| **A.** Provide Energy Audits on Publicly Owned Buildings in Maine Communities |  |
| **B.** Train Communities on EnergyStar Portfolio Manager |  |
| **C.** Develop Energy Conservation Implementation Plans for Communities |  |
| **D.** Develop an Energy Efficiency and Conservation Guidebook |  |
| **E.** Submit Quarterly and Final Performance Reports |  |
| (add additional tasks as needed) |  |
|  |  |
| **Total** |  |

**APPENDIX E**

**State of Maine**

**Governor’s Office of Policy Innovation and the Future**

**SUBMITTED QUESTIONS FORM**

**RFP# 202408156**

**Energy Efficiency Planning for Rural Communities**

This form should be used by Bidders when submitting written questions to the RFP Coordinator as defined in Part III of the RFP.

If a question is not related to any section of the RFP, enter “N/A” under the RFP Section & Page Number. Add additional rows as necessary.

|  |  |
| --- | --- |
| **Organization Name:** |  |

|  |  |
| --- | --- |
| **RFP Section & Page Number** | **Question** |
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