

Clarifications and Reminders

1. All contact prior to award should be with the Procurement Officer. Follow the instructions in Section 1.9 for submitting questions. Any questions submitted will be answered and distributed to all companies who are known to have received the RFP, posted on PSC's website and eMM.
2. Closing date and time for proposals is: **July 11, 2016 @ 11:00AM**. Any proposals received after that time will not be considered.
3. The Commission intends to make up to two (2) awards as a result of this RFP.
4. The contract that results from this RFP is a combination of a Fixed Price contract and a Time and Material contract. The Contractor will be paid for the actual hours worked by each team member listed on the financial proposal form, but only up to the firm Not-to-Exceed Labor Amount. The Contractor will be reimbursed for the actual cost of expenses, but only up to the Not-to-Exceed Expense Amount quoted in section B of the Financial Proposal Form.
5. In order to be awarded a contract by the State of Maryland, a vendor must be registered with eMarylandMarketplace ("eMM"). It is free to register and vendors are encouraged to register before submitting a proposal.
6. In addition to the required one (1) unbound original (marked as the original), four (4) bound copies and an electronic version (CD or USB flash drive), the Offeror should also submit an electronic version with all confidential information removed for PIA requests and be clearly marked as such, refer to Section 4.2.3.
Note: The RFP requested one (1) unbound original and five (5) bound copies; only four (4) bound copies are needed.
7. Substitution of any personnel listed in the original proposal including sub-contractors, must be approved by the Contract Manager. See Section 1.23.
8. Any exceptions to this RFP or the Contract shall be clearly identified in the Executive Summary of the Technical Proposal.
Note: During the conference, in error, I stated that it should be in the transmittal letter.
9. To be awarded a contract with the State of Maryland, a business entity (the Prime) must be registered with the State Department of Assessments and Taxation ("SDAT"). If you are the

“proposed” awardee, you must provide the Commission with your SDAT’s Department ID within five (5) business days of notification. See section 1.28.

If you are not registered with SDAT, you may need to expedite the process, which is an additional fee. SDAT is located @ 301 W. Preston Street, Room 801, Baltimore, Maryland 21201 and can be reached for information at 410-767-1350.

10. Up to two (2) contracts could be awarded for this RFP:
 1. Section 3.2.1 Valuation of Solar in Maryland Electric Cooperative Rate Setting Costs
 2. Section 3.2.2 Impact of Rate Design Options on Limited-Income and Low-usage Customers of Choptank and SMECO.

If an Offeror plans on submitting a proposal for each of the above scopes of work, **two (2) completely separate proposals packets** will be needed; one (1) for each Scope of Work..

Note: Each proposal submitted must have two (2) separate envelopes; one (1) is the Technical Proposal and one (1) is the Financial Proposal. They can be received in the same outer envelope/package; **each envelope must be clearly marked as Technical or Financial.** No reference to financial information can be contained in the Technical proposal.

11. Refer to Section 4 – Proposal Format - Your proposal needs to follow the format listed with the “**TAB**” information followed. This proposal set-up allows the review and evaluation process to move smoothly.

12. Refer to Section 5.5.2 - Selection Process Sequence - Step 1 & 2 can disqualify the proposal and stop the review process.

Step 1 - The required attachments in TAB M will be reviewed. If any required attachment is missing or not filled out correctly, the proposal will be deemed not reasonably susceptible for award and be sent back to the Offeror.

Step 2 – The minimum qualifications will be reviewed. If they are not met, the proposal will be deemed not reasonably susceptible for award and be sent back to the Offeror.

13. Attachment C – Contract Affidavit In checking the box for the type of company, “domestic” means a Maryland company and “foreign” means outside of Maryland.

Attachments that must be completed and submitted with the Technical Proposal:

Attachment B – Bid/Proposal Affidavit

Attachment F – Financial Proposal Form (sealed in a separated enveloped and clearly marked)

Attachment G – Maryland Living Wage Requirements for Service Contracts and Affidavit of Agreement

Attachment I – Conflict of Interest Affidavit and Disclosure

Note: *Since no MBE or VOSB goals were set for this RFP, no forms will be needed.* It was stated incorrectly at the conference that if you had an MBE or VOSB sub-contractor, you would need to fill out the appropriate forms.

Questions & Answers

Q1. You mentioned that MBE/VOSB forms would be needed. Is there an MBE participation requirement on this RFP?

A1. There is no MBE and/or VOSB participation on this RFP. No forms will be needed even if your sub-contractor is an MBE or a VOSB.

Q2. Nothing has been mentioned about the level of effort. Can you give us an idea of the not to exceed amount for this RFP.

A2. No. It is up to the offeror to submit a proposal that will meet the needs of the RFP and the pricing needed to achieve that goal.

Q3. Is there a page limit to the proposal?

A3. No.

Q4. Is a subcontractor's past performance considered a part of the Offeror's past performance?

A4. Yes; if the sub-contractor is an active member of the team.

Q5. May the Offeror fulfill multiple categories of past performance with one project; one project to fulfill both 3.2.1 A. and 3.2.1 B?

A5. Yes, the same project can be used for multiple categories. In the narrative following the requested chart, be clear how that single project fulfills each category.

Q6. Would a consortium of organizations be viewed more or less favorably than a single prime contractor that could fulfill many, but not all of the required items in the Scope of Work?

A6. The team that will be working on the project is what will be the deciding factor; not whether the Offeror is a single company or a consortium.

Q7. The reports are due by December 31, 2016?

A7. That is the date the reports from the Commission are due to the legislative committees.

The reports from the Contractor for Section 3.2.1 will be due at four (4) months (Section 3.2.1A) and five (5) months (Section 3.2.1 B) from the Notice to Proceed.

The report for Section 3.2.2 is due within five (5) months from the Notice to Proceed

Q8. Will the Cooperatives be cooperative with the Contractor(s)?

A8. Yes; they are the driving force behind SB 1131 and are aware of this RFP. We do not anticipate problems in getting data from the Cooperatives necessary to complete this RFP, subject to confidentiality agreements. The Contractor will have access to all needed information.

Q9. What type of involvement do you anticipate the Contractor having with the Technical Staff?

A9. For those of you who are not familiar with the Public Service Commission, the Commission is made up of the Commissioners and the Technical Staff who are considered a Party in litigated proceedings before the Commission. This RFP is for the Commissioners. Contact with Technical Staff will be at Stakeholder Meetings where they will be one of the

Parties. You will not be answering to or receiving direction from Technical Staff. Access to them will be provided if needed through the Contract Manager.

Q10. Since the Contractor will not be working with the Technical Staff, who will be the Technical contact person?

A10. The Contract Manager, Marissa Gillett will be the Technical person.

Q11. With Stakeholder meetings needed for both 3.2.1 and 3.2.2, how will that be worked out especially if there are two (2) Contractors?

A11. It is anticipated that the Stakeholders for both Sections will be similar so the meetings will be scheduled back to back so the Contractor(s) and interested parties can attend both. The Contractor(s) will have access to the same data.

Q12. How is the evaluation handled? Is the Technical weighted more than the Financial?

A12. The Technical and Financial are weighted fifty - fifty (50/50). When the proposals are opened, only the Technical proposal is unsealed; the Financial proposal is kept in a secure location until the Technical proposals have been ranked.

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Step 2 – The minimum qualifications will be reviewed. If they are not met, the proposal will be deemed not reasonably susceptible for award and be sent back to the Offeror.

Step 3 – The Technical proposals are reviewed for technical merit and ranked. During this process, oral presentations and/or discussions may take place. Any explanation of, or changes to the proposal must be writing.

Step 4 – The Financial proposals are reviewed and ranked.

Step 5 – The Proposal most beneficial to the State will be recommended for award.

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