**Commonwealth of Massachusetts**

**Department of Energy Resources (DOER)**

Meg Lusardi, Acting Commissioner

**RFQ-ENE-2015-023**



**REQUEST FOR QUOTE**

**Net Metering and Solar Task Force Consultant**

**PRF 46 Bid # BD-15-1041-ENE01-ENE01-00000002298**

1. **Procurement Calendar**

|  |  |
| --- | --- |
| DOER Issues RFQ | November 17, 2014 |
| Deadline for Submitting Questions | December 2, 2014  |
| DOER Answers Questions  | December 3, 2014 |
| **RFQ Response Due** | **December 5, 2014** |
| Selection of Winning Response\* | December 8, 2014 |
| Execution of Contract with DOER\* | December 10, 2014 |
| Project Kick-off meeting\* | December 11, 2014 |
| PROJECT COMPLETE\* | March 30, 2015 |

\* Dates after RFQ Response Due date are *anticipated* dates. All dates are subject to change.

1. **Procurement and Contact Information**
2. **Type of Procurement**

Fee for Service subject to 801 CMR 21

**B. RFQ Distribution Method**

This RFQ has been distributed electronically using the Commbuys system. It is theresponsibility of every potential respondent to check Commbuys for any addenda or modifications to an RFQ to which they intend to respond. The Commonwealth of Massachusetts and its subdivisions accept no liability and will provide no accommodations to respondents who fail to check for amended RFQs or submit inadequate or incorrect responses.

Respondents may not alter RFQ language or any RFQ component files. Those submitting a proposal must respond in accordance to the RFQ directions and complete only those sections that prompt a respondent for a response. Modifications to the body of this RFQ, specifications, terms and conditions, or which change the intent of this RFQ are prohibited. Any unauthorized alterations will disqualify a response.

**C. PRF46 - Management Consultants, Program Coordinators and Planner Services**

Work awarded as a result of this RFQ is pursuant to statewide contract PRF46 - Management Consultants, Program Coordinators and Planner Services. As such, all terms, conditions, contract rules, and pricing established in PRF46 shall apply.

**D. Future Bidding Provision**

Any firm or person awarded a contract under this RFQ or any firm or person that performs any work under this RFQ will be precluded from bidding on the proposed building energy intelligence Request for Responses (RFR) planned for later this year.

**D. Massachusetts Public Records Law**

All proposals and information submitted in response to this RFQ are subject to the Massachusetts Public Records Law, M.G.L., Chapter 66, Section 10, and to Chapter 4, Section 7, Subsection 26. Any statements in submitted proposals that are inconsistent with these statutes shall be disregarded.

**E. Small Business Procurement**

This is a small procurement targeted to small businesses participating in the Commonwealth's Small Business Purchasing Program (SBPP). DOER intends to evaluate bid responses from and to award a contract to a SBPP-participating business (es) who submit a bid that meets or exceeds the solicitation criteria only. If determined that there is inadequate SBPP capacity, or no SBPP-participating vendors provide a responsive bid, the Department will evaluate and award bid responses received from non-SBPP businesses. To determine eligibility and to participate in the SBPP, please review the requirements and general program information at [www.mass.gov/sbpp](http://www.mass.gov/sbpp).[[1]](#footnote-1)

**G. No Guarantee of Resulting Contract**

The Commonwealth makes no assurance that any services will be purchased from any contract resulting from this RFQ.

**H. Questions and Answers**

All questions must be submitted through the Q&A feature of this solicitation within Commbuys.

**I. Contact Information**

 Responses to this RFQ will be received by:

Procurement Contact: Dan Burgess

 Department of Energy Resources

 100 Cambridge Street, Suite 1020

 Boston, MA 02114

Telephone: (617) 626-7385

E-mail: Dan.Burgess@state.ma.us

RFQ Name: Net Metering and Solar Task Force Consultant

RFQ File Number: RFQ-ENE-2015-023

1. **Introduction**

The Massachusetts Department of Energy Resources (DOER), hereinafter referred to as the Commonwealth of Massachusetts (the "Commonwealth",) is seeking to retain a qualified Consulting Firm (the “Consultant”) to provide consulting services to the Commonwealth related to the Net Metering and Solar Task Force.

1. **Scope of Work**

The consultant will be contracted by DOER and serve to provide analytic, research, and public process work for the Task Force. Interview Task Force members and broader stakeholder participants and incorporate feedback into the report. Interviews shall be added as an addendum to the report.

**Task 1.** Summarize the incentive programs offered in other states including but not limited to standard offer, declining block incentives and competitive procurements.

* For example, CA Declining Block, CT ZREC, RI Renewable Energy Growth, NY Sun.

**Task 2.** Provide a representative analysis of the level of solar development in states that do not have an incentive program.

**Task 3.** Analyze the costs and benefits of current Massachusetts net metering and solar incentive policy and compare to other policies from the perspective of groups the customer-generator, non-participating ratepayers and citizens of the commonwealth at large, provided that the task force may further specify groups.

**Task 4.** Provide a range of options for appropriate structures for providing the support to reach the 1600 MW goal and provide the opportunity for additional development.

* Identify areas where changes could be made to the current net metering and/or solar incentive programs that would offer a reduction in costs without reducing benefits and while achieving the 1600 MW and provide the opportunity for additional development.

**Task 5.** Complete a survey of the range of minimum bill programs from across the country, including when the program was adopted and any impacts on solar observed since adoption.

* Analysis of a minimum bill paid by all Massachusetts ratepayers in all rate classes, as a mechanism to support a reliable electric distribution system,
* Consider the impact of the minimum bill on reaching the 1600 MW goal.
1. **DELIVERABLES**

Key deliverables to be completed by the selected consultant include:

**Provide Task Reports and Presentations to Task Force Meetings**

Attend Public Meetings and participate in opportunities for Public Comment with Task Force

Provide full report documentation on Tasks and analyses

Provide summary memos to Task Force for each Task

Provide presentation (PowerPoint) materials for Task Force meetings

1. **CONTRACT INFORMATION**

**A. Funding availability /duration of contract**

The contract(s) awarded pursuant to this RFQ-ENE-2015-023 will likely be through March 30, 2015. The estimated value is $125,000.00

**Draft Timeline (2014-2015)**

**November** Finalize Scope and Post RFP

**Nov-Dec** Hire Consultant, Research Begins, Task Force Meet with Consultant interview individual Task Force Members,

**December** Research, attend task force meetings.

**January** Review data collection, literature review and initial analysis with Task Force Members; Consultant Provides Draft Report. Initial public comment period.

**February** Consultant Provides Second Draft Report for Comment. Second public comment period.

**March**  Final Report Reviewed, Finalized, Approved

**B. Contract expansion**

If additional funds become available during the contract duration period, DOER reserves the right to increase the maximum obligation to the contract executed as a result of this RFQ-ENE-2015-023, with related additional tasks to be determined by mutual agreement consistent with the terms of statewide contract PRF46.

**C. Consultant’s responsibility and invoicing**

The selected consultant will be responsible for timely completion of the requirements described above. The selected consultant must assume overall responsibility for coordinating and completing all deliverables contained in the resultant contract. All invoices must be submitted to DOER on a schedule and in a format to be agreed upon by DOER and the selected consultant. Invoices shall include sufficient back-up documentation to support the amount being invoiced.

**D. The Commonwealth’s responsibility**

The Commonwealth's Project Manager will be responsible for overseeing and managing all tasks undertaken by the selected consultant, including but not limited to developing of a Statement of Work; reviewing, commenting and approving work plans and subsequent deliverables; coordinating with DOER and other program staff; approving invoices promptly; and reviewing and preparing work products for reports.

1. **PROPOSAL REQUIREMENTS**

Respondents to this Quick Quotes RFQ-ENE-2015-022 must respond via Commbuys and must also submit an electronic proposal to dan.burgess@state.ma.us by 4:00 P.M. on **December 5, 2014**. Late proposals will not be accepted. Faxed proposals will not be accepted. Proposals should not be submitted in an elaborate format that includes expensive binders or graphics. Unnecessary attachments beyond those sufficient to present a complete, comprehensive, and effective response will not influence the evaluation of the proposal. Each page of the proposal should state the name of the bidder, and the page number.

Respondents must provide the following sections in their proposal.

1. A narrative, not to exceed ten (10) pages, including:
	1. Description of proposed approach to meeting the tasks and objectives set forth in this RFQ
	2. Overview of team qualifications, including the team’s project management structure. Full team member resumes may be submitted as attachments and do not count toward the ten (10) page limit. Proposals that include any partnerships or sub-contracting relationships must designate one party as the lead consultant and identify the team of subcontractors (collectively referred to as consultants).
	3. Examples of previous projects that demonstrate experience with similar energy management information systems, consulting for governmental entities, or other relevant experience.
	4. (page limit does not include resumes, schedule of activities, or cost proposal).
2. A schedule of activities, including key milestones and outcomes for the proposed approach. The schedule shall define a clear timeline for achieving the project objectives and deliverables.
3. Respondents must provide an overall project pricing based on hourly rates for personnel assigned to the project. In no instance can any hourly rate exceed the maximum billing rates established in PRF46.  Consultants must include any and all ancillary services in the project price.  DOER under no circumstance will pay additional costs related to the project unless previously agreed to by both parties.
4. **PROPOSAL EVALUATION**

The selected consultant needs demonstrate the experience, ability, and skills to complete projects of this type on time and within budget.

All proposals received by the due date and meeting the requirements established in this RFQ will be reviewed and evaluated by DOER and DCAMM staff. The evaluation will include, but will not be limited to, the following criteria:

1. **Completeness and clarity of the proposal:**

Respondent presents a plan of approach to achieve end deliverables that is very logical, well thought through, takes into consideration all stakeholders, and fully addresses all elements stated in the RFQ.

1. **Respondent’s experience with similar projects:**

Respondent has demonstrated experience working on projects of a similar type, including previous consulting work for government agencies and demonstrated background in energy management.

1. **Price**
1. This procurement is not limited to business participating in the SBPP. Proposals will be expected from qualified PRF46 vendors. [↑](#footnote-ref-1)