

REQUEST FOR PROPOSAL COMPLIANCE CERTIFICATE FOR ENERGY MANAGEMENT SERVICES

Name of Local Governmental Authority: _____
 Chief Procurement Officer or alternative official
 with equivalent responsibilities: _____
 Contact responsible for project: _____
 Title: _____
 Email Address: _____
 Phone: _____
 Street Address: _____

Forms attached ***must*** include:

INITIAL

	Request for Proposal (RFP)
	RFP 3 years comprehensive energy consumption data (NA for onsite energy generation)
	Facility Profile – see 10.03 (1) (a)
	Model EMS contract

	SECTION	INITIAL
1. Provided “Notice of EMS Procurement” to Department of Energy Resources of intent to solicit proposals or qualifications for an EMS contract <u>at least</u> 15 Business Days prior to filing the RFP with the Secretary of the Commonwealth for publication in the <i>Central Register</i>		
2. Bid requests competitive sealed responses		
3. Bid specifies the term of the contract is a <u>maximum</u> of twenty years		
4. Bid requests DCAMM Certificates of Eligibility and Update Statements in Energy Systems		
5. Bid includes time and date for receipt of responses		
6. Bid includes address of the office to where responses are to be delivered		
7. Bid provides a general statement of the minimum scope of building (facility) improvements		
8. Bid does not have the effect of exclusively requiring a proprietary supply or service		
9. Bid includes a statement of objectives, identifying the priorities on which the proposals will be evaluated		

10. Bid requests price data on each proposed energy conservation measure and/or water conservation measure, energy cost savings, and calculation methodology that includes a breakdown of cost structure, mark-ups, overhead, and profit
11. Bid requests estimated guarantee of savings or energy savings based on the specified savings calculation methodology identified in the most recent version of the Federal Energy Management Program (FEMP) Guide for Measurement and Verification
12. A request for price data on each proposed Renewable Energy system that includes a breakdown of cost structure, if applicable
13. A request for estimated actual and Guarantee of Generation based on the specified savings calculation methodology in the most recent version of the Federal Energy Management Program (FEMP) Guide for Measurement and Verification, if applicable
14. Bid requests minimum payment terms including, but not limited to, all payments to the Contractor; any related energy savings; revenues such as utility sponsored rebates; tax incentives or other incentives; and payments to the Local Governmental Body; and
15. Bid identifies mandatory and non-negotiable contract terms and conditions.

I hereby certify that the information contained herein is, to the best of my knowledge, complete and accurate and complies with statutory and regulatory requirements.

Signature: _____ Date: _____

Email: _____ Phone: _____

For DOER use only:	
Acknowledgement of receipt by	_____
DOER	Office Signature

	Title

	Date