

ALASKA ENERGY AUTHORITY

Alaska Energy Authority (AEA)

Informal Request for Proposals (IRFP)

IRFP 19055

Date of Issue: April 16, 2019

Commercial Property Assessed Clean Energy (C-PACE) Technical Advisor

The Alaska Energy Authority (AEA) is soliciting proposals for a contractor with expertise designing and establishing administrative and financing structures for C-PACE to provide expert consultation to AEA. The contractor will serve in an advisory capacity to support AEA and the C-PACE Advisory Group in evaluating financing and administrative structures and establishing a statewide C-PACE program in Alaska.

Offerors Are Not Required To Return This Form.

Important Notice: If you downloaded this solicitation from the AEA's Website, you must register on the online planholders list to receive subsequent addenda. Failure to register may adversely affect your proposal. It is the Offeror's responsibility to ensure that they have received all addenda affecting this IRFP. To register, go to www.AIDEA.org and provide the project name & number, company name & contact person, address, phone number & fax number.

Lois Lemus

Contracting Officer

Alaska Industrial Development and Export Authority and

Alaska Energy Authority

Phone: 907.771.3909

Fax: 907.771.3044

Email: llemus@aidea.org

Return Mailing Address, Contact Person, Telephone, Fax Numbers and Deadline for Receipt of Proposals

Offerors must submit one hard copy of their proposal, in writing, to the contracting officer in a sealed envelope. It must be addressed as follows:

Alaska Energy Authority
Attention: Lois Lemus
Informal Request for Proposal (IRFP) Number: 19055
IRFP Title: Commercial Property Assessed Clean Energy (C-PACE) Technical Advisor
813 West Northern Lights Blvd.
Anchorage, AK 99503

If using U.S. mail and delivery service, please use the above address.

Proposals must be received no later than 2:00 P.M., Alaska Time on **May 7, 2019**

Late proposals or amendments will be disqualified and not opened or accepted for evaluation.

All questions concerning this IRFP must be directed to the contracting officer:

CONTRACTING OFFICER: *Lois Lemus*— PHONE **907-771.3909** - FAX **907-771.3044** - TDD **907-456-3412**

Purpose of the IRFP

The Alaska Energy Authority (AEA) is soliciting proposals for a contractor with expertise designing and establishing administrative and financing structures for C-PACE to provide expert consultation to AEA. The contractor will serve in an advisory capacity to support AEA and the C-PACE Advisory Group in evaluating financing and administrative structures and establishing a statewide C-PACE program in Alaska.

Contract Type

This contract is an **TIME AND EXPENSES** contract for One (1) year with one (1) optional renewal year.

Contract Budget

AEA, estimates a budget of between **\$35,000** and **\$40,000** dollars for completion of this project. Proposals priced at more than **\$40,000.00** will be considered non-responsive.

Payment for the contract is subject to funds already appropriated and identified.

Contract Term and Work Schedule

The contract term and work schedule set out herein represents the State of Alaska's best estimate of the schedule that will be followed. If a component of this schedule, such as the opening date, is delayed, the rest of the schedule will be shifted by the same number of days.

The length of the contract will be from the date of award, approximately *May 27, 2019*, through *May 26, 2020 with one optional renewal year*.

Unless otherwise provided in this IRFP, the State and the successful offeror/contractor agree: (1) that any holding over of the contract excluding any exercised renewal options, will be considered as a month-to-month extension, and all other terms and conditions shall remain in full force and effect and (2) to provide written notice to the other party of the intent to cancel such month-to-month extension at least 30-days before the desired date of cancellation.

The approximate contract schedule is as follows:

- Issue IRFP *April 16, 2019*
- Deadline for Receipt of Proposals *May 7, 2019*,
- State of Alaska issues Notice of Award *May 13, 2019*,
- State of Alaska issues contract *May 22, 2019*
- Contract start *May 27, 2019*

Location of Work

The location(s) the work is to be performed, completed and managed for this project will be at the Contractor's offices.

The state **WILL NOT** provide workspace for the contractor. The contractor must provide its own workspace.

The contractor should include in their price proposal: transportation, lodging, and per diem costs sufficient to pay for any travel deemed necessary to complete the scope of work.

By signature on their proposal, the offeror certifies that all services provided under this contract by the contractor and all subcontractors shall be performed in the United States.

If the offeror cannot certify that all work will be performed in the United States, the offeror must contact the contracting officer in writing to request a waiver at least 10 days prior to the deadline for receipt of proposals.

The request must include a detailed description of the portion of work that will be performed outside the United States, where, by whom, and the reason the waiver is necessary.

Failure to comply with this requirement or to obtain a waiver may cause the state to reject the proposal as non-responsive, or cancel the contract.

Prior Experience

Ideal respondents to this IRFP include individuals and firms with extensive experience working with state and local government, and the lending community, to successfully design and establish Commercial Property Assessed Clean Energy (C-PACE) programs.

In order for offers to be considered responsive offerors must meet these minimum prior experience requirements:

- Provide evidence that the Offeror has at least 2 years of experience with C-PACE program design;
- Provide evidence that the Offeror has knowledge of, and experience with, complex financing mechanisms;
- Provide evidence that the Offeror has experience working with local governments;
- Provide evidence that the Offeror has experience working with the commercial lending industry;
- Provide evidence that the Offeror has knowledge with C-PACE legal framework.

An offeror's failure to meet these minimum prior experience requirements will cause their proposal to be considered non-responsive and their proposal will be rejected.

Subcontractors

Subcontractors may be used to perform work under this contract. If an offeror intends to use subcontractors, the offeror must identify in the proposal the names of the subcontractors and the portions of the work the subcontractors will perform.

If a proposal with subcontractors is selected, the offeror must provide the following information concerning each prospective subcontractor within five working days from the date of the state's request:

- (a) complete name of the subcontractor;
- (b) complete address of the subcontractor;
- (c) type of work the subcontractor will be performing;
- (d) percentage of work the subcontractor will be providing;
- (e) evidence that the subcontractor holds a valid Alaska business license; and
- (f) a written statement, signed by each proposed subcontractor that clearly verifies that the subcontractor is committed to render the services required by the contract.

An offeror's failure to provide this information, within the time set, may cause the state to consider their proposal non-responsive and reject it. The substitution of one subcontractor for another may be made only at the discretion and prior written approval of the project director.

Joint Ventures

Joint ventures will not be allowed.

Pre-proposal Conference

A pre-proposal conference will be held at **3:00 PM**, Alaska Time, on **April 24, 2019** in the **Alaska Energy Authority** conference room on the **basement** floor of the AEA building, **813 West Northern Lights Boulevard** building in **Anchorage**, Alaska. Offeror's can also access the conference by teleconference by arranging with the procurement officer prior to the conference. The purpose of the conference is to discuss the work to be performed with the prospective offerors and allow them to ask questions concerning the IRFP. Attendance at the pre-proposal conference is not mandatory, but all interested Offeror's are **STRONGLY** encouraged to attend and actively participate in order to facilitate the proposers understanding of the IRFP Requirements. Questions and answers will be and sent to prospective offerors as soon as possible after the meeting.

Offerors with a disability needing accommodation should contact the contracting officer prior to the date set for the pre-proposal conference so that reasonable accommodation can be made.

Questions Received Prior to Opening of Proposals

All questions must be in writing and directed to the issuing office, addressed to the contracting officer identified in this IRFP. The interested party must confirm telephone conversations in writing.

Two types of questions generally arise. One may be answered by directing the questioner to a specific section of the IRFP. These questions may be answered over the telephone. Other questions may be more complex and may require a written amendment to the IRFP. The contracting officer will make that decision. **No further question will be allowed after May 2, 2019 at 1:30 pm Alaska prevailing time.**

CONTRACTING OFFICER: Lois Lemus – PHONE 907-771-3909 - FAX 907-771-3044

If an amendment is issued, it will be provided to all who were provided a copy of the IRFP and to those who have registered with the contracting officer after receiving the IRFP from the State of Alaska Online Public Notice web site.

Amendments to Proposals

Amendments to or withdrawals of proposals will only be allowed if acceptable requests are received prior to the deadline that is set for receipt of proposals. No amendments or withdrawals will be accepted after the deadline unless they are in response to the state's request.

Alternate Proposals

Offerors may only submit one proposal for evaluation. In accordance with 2 AAC 12.830, alternate proposals (proposals that offer something different than what is asked for) will be rejected.

Evaluation of Proposals

Proposals will be evaluated based on the evaluation factors set out in this IRFP. After receipt of proposals, if there is a need for any substantial clarification or material change in the IRFP, an amendment will be issued. The amendment will incorporate the clarification or change, and a new date and time established for new or amended proposals. Evaluations may be adjusted as a result of receiving new or amended proposals.

Site Inspection

The state may conduct on-site visits to evaluate the offeror's capacity to perform the contract. An offeror must agree, at risk of being found non-responsive and having its proposal rejected, to provide the state reasonable access to relevant portions of its work sites. Individuals designated by the contracting officer at the state's expense will make site inspection.

Federal Requirements

The offeror must identify all known federal requirements that apply to the proposal, the evaluation, or the contract.

Contract Approval

This IRFP does not, by itself, obligate the state. The state's obligation will commence when the Executive Director of Alaska Energy Authority or the Executive Director's designee approves the contract. Upon written notice to the contractor, the state may set a different starting date for the contract. The state will not be responsible for any work done by the contractor, even work done in good faith, if it occurs prior to the contract start date set by the state.

Proposed Payment Procedures

The state will make payments based on a negotiated payment schedule. Each billing must consist of an invoice and progress report. No payment will be made until the progress report and invoice has been approved by the project director.

Contract Payment

No payment will be made until the Executive Director of Alaska Energy Authority or the Director's designee approves the contract. Under no conditions will the state be liable for the payment of any interest charges associated with the cost of the contract.

The state is not responsible for and will not pay local, state, or federal taxes. All costs associated with the contract must be stated in U.S. currency.

Right to Inspect Place of Business

At reasonable times, the state may inspect those areas of the contractor's place of business that are related to the performance of a contract. If the state makes such an inspection, the contractor must provide reasonable assistance.

Contract Changes - Amendments

During the course of this contract, the contractor may be required to perform additional work. That work will be within the general scope of the initial contract and cannot exceed the small procurement limits established under AS 36.30.320.

When additional work is required, the state will provide the contractor a description of the additional work and request the contractor to submit a firm time schedule for accomplishing the additional work and a firm price for the additional work. Cost and pricing data must be provided to justify the cost of such amendments per AS 36.30.400.

The contractor will not commence additional work until the contracting officer has secured any required state approvals necessary for the amendment and a written contract amendment has been issued.

Alaska Business License and Other Required Licenses

In order to receive the Alaska Bidder Preference and other related preferences, such as the Alaska Veteran and Alaska Offeror Preference, an offeror must hold a valid Alaska business license prior to award of the contract. Offerors should contact the Department of Commerce, Community and Economic Development, Division of Corporations, Business, and Professional Licensing, P. O. Box 110806, Juneau, Alaska 99811-0806, for information on these licenses. Acceptable evidence that the offeror possesses a valid Alaska business license may consist of any one of the following:

- (a) copy of an Alaska business license;
- (b) certification on the proposal that the offeror has a valid Alaska business license and has included the license number in the proposal;
- (c) a canceled check for the Alaska business license fee;
- (d) a copy of the Alaska business license application with a receipt stamp from the state's occupational licensing office; or
- (e) a sworn and notarized affidavit that the offeror has applied and paid for the Alaska business license.

You are not required to hold a valid Alaska business license at the time proposals are opened if you possess one of the following licenses and are offering services or supplies under that specific line of business:

- fisheries business licenses issued by Alaska Department of Revenue or Alaska Department of Fish and Game,
- liquor licenses issued by Alaska Department of Revenue for alcohol sales only,
- insurance licenses issued by Alaska Department of Commerce, Community and Economic Development, Division of Insurance, or
- Mining licenses issued by Alaska Department of Revenue.

Prior to the deadline for receipt of proposals, all offerors must hold any other necessary applicable professional licenses required by Alaska Statute.

Standard Contract Provisions

The contractor will be required to sign and submit the attached State's Standard Agreement Form for Professional Services Contracts (form 02-093/Appendix A). The contractor must comply with the contract provisions set out in this attachment. No alteration of these provisions will be permitted without prior written approval from the Department of Law. Objections to any of the provisions in Appendix A must be set out in the offeror's proposal.

Insurance Requirements

The successful offeror must provide proof of workers' compensation insurance prior to contract approval.

The successful offeror must secure the insurance coverage required by the state. The coverage must be satisfactory to the Department of Administration Division of Risk Management. An offeror's failure to provide evidence of such insurance coverage is a material breach and grounds for withdrawal of the award or termination of the contract.

Offerors must review form APPENDIX B1, attached, for details on required coverage. No alteration of these requirements will be permitted without prior written approval from the Department of Administration, Division of Risk Management. Objections to any of the requirements in APPENDIX B1 / APPENDIX B2 must be set out in the offeror's proposal.

Required Review

Offerors should carefully review this solicitation for defects and questionable or objectionable material. Comments concerning defects and objectionable material must be made in writing and received by the contracting officer prior to the deadline for receipt of proposals. This will allow issuance of any necessary amendments. It will also help prevent the opening of a defective solicitation and exposure of an offeror's proposal upon which award could not be made. Protests based on any omission or error, or on the content of the solicitation, will be disallowed if these faults have not been brought to the attention of the contracting officer, in writing, prior to the deadline for receipt of proposals.

Right of Rejection

Offerors must comply with all of the terms of the IRFP, the State Procurement Code (AS 36.30), and all applicable local, state, and federal laws, codes, and regulations. The contracting officer may reject any proposal that does not comply with all of the material and substantial terms, conditions, and performance requirements of the IRFP.

Offerors may not qualify the proposal nor restrict the rights of the state. If an offeror does so, the contracting officer may determine the proposal to be a non-responsive counter-offer and the proposal may be rejected.

Minor informalities that:

- do not affect responsiveness;
- are merely a matter of form or format;
- do not change the relative standing or otherwise prejudice other offers;
- do not change the meaning or scope of the IRFP;

- are trivial, negligible, or immaterial in nature;
- do not reflect a material change in the work; or
- do not constitute a substantial reservation against a requirement or provision;

may be waived by the contracting officer.

The state reserves the right to refrain from making an award if it determines that to be in its best interest.

A proposal from a debarred or suspended offeror shall be rejected.

Assistance to Offerors with a Disability

Offerors with a disability may receive accommodation regarding the means of communicating this IRFP or participating in the procurement process. For more information, contact the contracting officer prior to the deadline for receipt of proposals.

State Not Responsible for Preparation Costs

The state will not pay any cost associated with the preparation, submittal, presentation, or evaluation of any proposal.

Disclosure of Proposal Contents

All proposals and other material submitted become the property of the State of Alaska and may be returned only at the state's option. AS 40.25.110 requires that public records to be open to reasonable inspection. All proposal information, including detailed price and cost information, will be held in confidence during the evaluation process and prior to the time an Award or Notice of Award is issued. Thereafter, proposals will become public information.

Trade secrets and other proprietary data contained in proposals may be held confidential if the offeror requests, in writing, that the contracting officer does so, and if the contracting officer agrees, in writing, to do so. Material considered confidential by the offeror must be clearly identified and the offeror must include a brief statement that sets out the reasons for confidentiality.

Authorized Signature

All proposals must be signed by an individual authorized to bind the offeror to the provisions of the IRFP. Proposals must remain open and valid for at least 90-days from the opening date.

Offeror's Certification

By signature on the proposal, offerors certify that they comply with the following:

- (a) the laws of the State of Alaska;

- (b) the applicable portion of the Federal Civil Rights Act of 1964;
- (c) the Equal Employment Opportunity Act and the regulations issued thereunder by the federal government;
- (d) the Americans with Disabilities Act of 1990 and the regulations issued thereunder by the federal government;
- (e) all terms and conditions set out in this IRFP;
- (f) a condition that the proposal submitted was independently arrived at, without collusion, under penalty of perjury;
- (g) that the offers will remain open and valid for at least 90 days; and
- (h) that programs, services, and activities provided to the general public under the resulting contract conform with the Americans with Disabilities Act of 1990, and the regulations issued thereunder by the federal government.

If any offeror fails to comply with (a) through (h) of this section, the state reserves the right to disregard the proposal, terminate the contract, or consider the contractor in default.

Conflict of Interest

Each proposal shall include a statement indicating whether or not the firm or any individuals working on the contract has a possible conflict of interest (e.g., currently employed by the State of Alaska or formerly employed by the State of Alaska within the past two years) and, if so, the nature of that conflict. The Executive Director of Alaska Energy Authority Curtis Thayer reserves the right to **consider a proposal non-responsive and reject it or** cancel the award if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity of the program to be developed by the offeror. The Executive Director's determination regarding any questions of conflict of interest shall be final.

Assignment

Per 2 AAC 12.480, the contractor may not transfer or assign any portion of the contract without prior written approval from the contracting officer.

Disputes

Any dispute arising out of this agreement will be resolved under the laws of the State of Alaska. Any appeal of an administrative order or any original action to enforce any provision of this agreement or to obtain relief from or remedy in connection with this agreement may be brought only in the Superior Court for the State of Alaska.

Severability

If any provision of the contract or agreement is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions will not be affected; and, the rights and obligations of the parties will be construed and enforced as if the contract did not contain the particular provision held to be invalid.

Supplemental Terms and Conditions

Proposals must comply with **Right of Rejection** section. However, if the state fails to identify or detect supplemental terms or conditions that conflict with those contained in this IRFP or that diminish the state's rights under any contract resulting from the IRFP, the term(s) or condition(s) will be considered null and void. After award of contract:

- a) if conflict arises between a supplemental term or condition included in the proposal and a term or condition of the IRFP, the term or condition of the IRFP will prevail; and
- b) if the state's rights would be diminished as a result of application of a supplemental term or condition included in the proposal, the supplemental term or condition will be considered null and void.

Vendor Tax ID

A valid Vendor Tax ID must be submitted to the issuing office with the proposal or within five days of the state's request.

Formula Used to Convert Cost to Points

The distribution of points based on cost will be determined by the method set out below. The lowest cost proposal will receive the maximum number of points allocated to cost.

Cost will be converted to points using the following formula:

$$\frac{[(\text{Price of Lowest Cost Proposal}) \quad \times \quad (\text{Maximum Points for Cost})]}{(\text{Cost of Each Higher Priced Proposal})} = \text{POINTS}$$

Clarification of Offers

In order to determine if a proposal is reasonably susceptible for award, communications by the contracting officer or the proposal evaluation committee (PEC) are permitted with an offeror to clarify uncertainties or eliminate confusion concerning the contents of a proposal. Clarifications may not result in a material or substantive change to the proposal. The evaluation by the contracting officer or the PEC may be adjusted as a result of a clarification under this section.

Failure to Negotiate

If the selected offeror

- fails to provide the information required to begin negotiations in a timely manner; or
- fails to negotiate in good faith; or
- indicates they cannot perform the contract within the budgeted funds available for the project; or
- if the offeror and the state, after a good faith effort, simply cannot come to terms,

the state may terminate negotiations with the offeror initially selected and commence negotiations with the next highest ranked offeror.

Notice of Award (NOA) — Offeror Notification of Selection

After the completion of contract negotiation the contracting officer will issue a written Notice of Award (NOA) and send copies to all offerors. The NOA will set out the names of all offerors and identify the proposal selected for award.

Protest

2 AAC 12.695 provides that an interested party may protest the content of the IRFP or the award of a contract.

An interested party is defined in 2 AAC 12.990(a) (7) as "an actual or prospective bidder or offeror whose economic interest might be affected substantially and directly by the issuance of a contract solicitation, the award of a contract, or the failure to award a contract."

An interested party must first attempt to informally resolve the dispute with the contracting officer. If that attempt is unsuccessful, the interested party may file a written protest. The written protest must be filed with the Executive Director of Alaska Energy Authority of the purchasing agency or the Director's designee. The protester must also file a copy of the protest with the contracting officer. A protester must have submitted a proposal in order to have sufficient standing to protest the award of a contract. Written protests must include the following information:

- a. the name, address, and telephone number of the protester;
- b. the signature of the protester or the protester's representative;
- c. identification of the contracting agency and the solicitation or contract at issue;
- d. a detailed statement of the legal and factual grounds of the protest including copies of relevant documents; and
- e. the form of relief requested.

If the protestor agrees, the Executive Director of Alaska Energy Authority of the purchasing department or the Director's designee may assign the protest to the contracting officer or other state official for alternate dispute resolution. In other cases, the Executive Director of Alaska Energy Authority or the Director's designee may issue a decision sustaining or denying the protest, or may conduct a hearing using procedures set out in AS 36.30.670(b).

A written protest of the content of the solicitation must be received by the Executive Director of Alaska Energy Authority or Director's designee prior to the deadline for receipt of proposals. A written protest of the award of a contract must be received

by the Executive Director of Alaska Energy Authority or Director's designee within ten days after the date the Notice of Award is issued.

Nondisclosure and Confidentiality

Contractor agrees that all confidential information shall be used only for purposes of providing the deliverables and performing the services specified herein and shall not disseminate or allow dissemination of confidential information except as provided for in this section. The contractor shall hold as confidential and will use reasonable care (including both facility physical security and electronic security) to prevent unauthorized access by, storage, disclosure, publication, dissemination to and/or use by third parties of, the confidential information. "Reasonable care" means compliance by the contractor with all applicable federal and state law, including the Social Security Act and HIPAA. The contractor must promptly notify the state in writing if it becomes aware of any storage, disclosure, loss, unauthorized access to or use of the confidential information.

Confidential information, as used herein, means any data, files, software, information or materials (whether prepared by the state or its agents or advisors) in oral, electronic, tangible or intangible form and however stored, compiled or memorialized that is classified confidential as defined by State of Alaska classification and categorization guidelines provided by the state to the contractor or a contractor agent or otherwise made available to the contractor or a contractor agent in connection with this contract, or acquired, obtained or learned by the contractor or a contractor agent in the performance of this contract. Examples of confidential information include, but are not limited to: technology infrastructure, architecture, financial data, trade secrets, equipment specifications, user lists, passwords, research data, and technology data (infrastructure, architecture, operating systems, security tools, IP addresses, etc).

If confidential information is requested to be disclosed by the contractor pursuant to a request received by a third party and such disclosure of the confidential information is required under applicable state or federal law, regulation, governmental or regulatory authority, the contractor may disclose the confidential information after providing the state with written notice of the requested disclosure (to the extent such notice to the state is permitted by applicable law) and giving the state opportunity to review the request. If the contractor receives no objection from the state, it may release the confidential information within 30 days. Notice of the requested disclosure of confidential information by the contractor must be provided to the state within a reasonable time after the contractor's receipt of notice of the requested disclosure and, upon request of the state, shall seek to obtain legal protection from the release of the confidential information.

The following information shall not be considered confidential information: information previously known to be public information when received from the other party; information freely available to the general public; information which now is or hereafter becomes publicly known by other than a breach of confidentiality hereof; or information which is disclosed by a party pursuant to subpoena or other legal process and which as a result becomes lawfully obtainable by the general public.

Background Information

The Alaska Energy Authority (AEA) is leading the effort to define and establish a statewide Commercial Property Assessed Clean Energy (C-PACE) program working with an Advisory Group with representation from: urban taxing authorities (local governments), commercial lenders, state government, building science researchers and other interested stakeholders.

Scope of Work

The purpose of this IRFP is for a contractor with expertise designing and establishing administrative and financing structures for C-PACE to provide expert consultation to AEA. The contractor serve in an advisory capacity to support AEA and the C-PACE Advisory Group in evaluating financing and administrative structures and establishing a statewide C-PACE program in Alaska.

AEA anticipates the majority of the work will be complete in the first year include:

- Evaluation of different financing options including impact on program customers, municipalities and the statewide administrator
- Offer guidance in determining the organizational structure in which the statewide administrator is best housed.
- Assist in evaluation of different thresholds for credit worthiness based on customer type and project type.
- Participation in select advisory group meetings
- Regular meeting with AEA staff

Desired qualifications

1. Experience with C-PACE program design
2. Knowledge of, and experience with, complex financing mechanisms
3. Experience working with local governments
4. Experience working with the commercial lending industry
5. Understanding of the C-PACE legal framework
6. Experience working with state and local governments establishing C-PACE programs
7. Experience administering C-PACE program
8. Understanding of small markets

Deliverables

The contractor shall provide, at a minimum the following three primary deliverables as expediently as possible:

1. **Alaska C-PACE Financing Options:** Evaluate, in coordination with AEA and the C-PACE Advisory Group, potential financing options for Alaska C-PACE, their costs and customer impacts, drawing from best practices in other markets that have application in Alaska's unique circumstances; deliver results as a white paper with recommendations to AEA and the C-PACE Advisory Group

2. **Alaska C-PACE Statewide Administrator:** Evaluate, in coordination with AEA and the C-PACE Advisory Group, options for a statewide program administrator, looking at existing public, private, and/or non-profit Alaska entities, the creation of a new entity, and the possibility of Alaska's program being adopted by an existing C-PACE Administrator elsewhere in the United States; deliver results as a white paper with recommendations to AEA and the C-PACE Advisory Group
3. **Alaska C-PACE Credit Worthiness Thresholds:** Working closely with Alaska commercial lenders and AEA project staff, evaluate different thresholds for credit worthiness of target Alaska C-PACE customers based on customer type and project type; deliver results as a white paper to AEA and the C-PACE Advisory Group

Additionally, the contractor provide ongoing expert advice as needed to assist AEA and the C-PACE advisory group in their effort to advance a statewide C-PACE program in Alaska. Additional deliverables required for this project may be required as needs arise, pending availability of resources remaining within the terms of the contract.

AEA expects the contractor to begin work immediately once the contract is in place. There is considerable momentum in Alaska now to implement C-PACE. AEA desires the assistance of a qualified technical advisor who can work with stakeholders to help maintain this momentum by establishing C-PACE programs on the shortest timeline possible without compromising the long-term success of these programs. There is risk of implementation being more difficult if the timeline is overly protracted.

Year 2 tasks and timeline will be established no later than February 20 2020 of the contract based on progress made to date and outstanding needs of the AEA and the Advisory Group.

Proposal Format and Content

In order for the state to evaluate proposals fairly and completely, offerors must provide all information requested. Proposals must include the complete name and address of offeror's firm and the name, mailing address, and telephone number of the person the state should contact regarding the proposal. Proposals must also confirm that the offeror will comply with all provisions in this IRFP; and, if applicable, provide notice that the firm qualifies as an Alaskan bidder. Proposals must be signed by a company officer empowered to bind the company. An offeror's failure to include these items in the proposals may cause the proposal to be determined to be non-responsive and the proposal may be rejected.

Cost Proposal

Cost proposals must include an itemized list of all direct and indirect costs associated with the performance of the contract, including, but not limited to, total number of hours at various hourly rates, direct expenses, payroll, supplies, overhead assigned to each person working on the project, percentage of each person's time devoted to the project, and profit.

Evaluation Criteria and Contractor Selection

All proposals will be reviewed to determine if they are responsive. They will then be evaluated using the criterion that is set out below.

An evaluation may not be based on discrimination due to the race, religion, color, national origin, sex, age, marital status, pregnancy, parenthood, disability, or political affiliation of the offeror.

A proposal shall be evaluated to determine whether the offeror responds to the provisions, including goals and financial incentives, established in the IRFP in order to eliminate and prevent discrimination in state contracting because of race, religion, color, national origin, sex, age, marital status, pregnancy, parenthood, or disability.

Proposals will be evaluated against the questions set out in the Proposal Evaluation Form.

ATTACHMENTS

Attachments

1. Standard Agreement Form - Appendix A
2. Appendix B1
3. Notice of Award

COST PROPOSAL

Note: The purpose of the cost formula is to provide a mechanism for offerors to submit project costs in a manner that AEA can evaluate and score and then use to establish billing rates for the resultant contract.

Please enter estimated hours to complete each deliverable along with cost in the spaces provided below for completion of each deliverable. Overall cost for this contract not to exceed \$40,000 for the first year and the optional renewal year. Hourly rate proposed by the successful Offeror must include all direct and indirect costs associated with the performance of the contract, including, but not limited to employee benefits, payroll, profit, markups, direct expenses, necessary travel costs, supplies, shipping and delivery costs overhead and administrative costs and administrative costs and any and all other expenses associated with the performance of this contract.

1. **Recommendations & evaluation of Financing Options:**

Estimated hours _____ \$ _____

2. **Recommendation & evaluation of Statewide Administration models:**

Estimated hours _____ \$ _____

3. **Recommendations and evaluation of Credit Worthiness Thresholds:**

Estimated hours _____ \$ _____

4. **Provide expert advice to advance C-PACE in Alaska**

Estimated hours _____ \$ _____

Total Cost: \$ _____

Please provide hourly rate for all staff member working on this project along with an estimated hours to complete the tasks for the first year (Offeror may add more lines if needed). The hourly rate may be used for year one and option year. Hourly pricing is informational and will not be evaluated.

STAFF	Hourly Rate	Estimated Hours
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total estimated hourly rate for year one		_____

This page must be completed and submitted with all offers and received by the State at the time and date set for receipt of proposals.

PROPOSAL EVALUATION FORM

All proposals will be reviewed for responsiveness and then evaluated using the criteria set out herein.

Person or Firm Name _____

Name of Proposal Evaluation (PEC) Member _____

Date of Review _____

IRFP Number _____

EVALUATION CRITERIA AND SCORING

THE TOTAL NUMBER OF POINTS USED TO SCORE THIS PROPOSAL IS 100

Understanding of the Project - 15 Percent

Maximum Point Value for this Section - 15 Points

100 Points x 15 Percent = 15 Points

Proposals will be evaluated against the questions set out below.

[a] How well has the offeror demonstrated a thorough understanding of the purpose and scope of the project?

EVALUATOR'S NOTES _____

[b] How well has the offeror identified pertinent issues and potential problems related to the project?

EVALUATOR'S NOTES _____

[c] To what degree has the offeror demonstrated an understanding of the deliverables the state expects it to provide?

EVALUATOR'S NOTES _____

[d] Has the offeror demonstrated an understanding of the state's time schedule and can meet it?

EVALUATOR'S NOTES _____

[e] Has the offeror demonstrated an understanding working with state and local governments establishing C-PACE programs?

EVALUATOR'S NOTES _____

[f] Has the offeror demonstrated an understanding of small markets?

EVALUATOR'S NOTES _____

EVALUATOR'S POINT TOTAL FOR UNDERSTANDING OF THE PROJECT: _____

Methodology Used for the Project - 10 Percent

Maximum Point Value for this Section - 10 Points
100 Points x 10 Percent = 10 Points

Proposals will be evaluated against the questions set out below.

[a] How comprehensive is the methodology and does it depict a logical approach to fulfilling the requirements of the IRFP?

EVALUATOR'S NOTES _____

[b] How well does the methodology match and achieve the objectives set out in the IRFP?

EVALUATOR'S NOTES _____

[c] Does the methodology interface with the time schedule in the proposal?

EVALUATOR'S NOTES _____

EVALUATOR'S POINT TOTAL FOR METHODOLOGY: _____

Management Plan for the Project - 10 Percent

Maximum Point Value for this Section -10 Points

100 Points x 10 Percent = 10 Points

Proposals will be evaluated against the questions set out below.

- [a] How well does the management plan support all of the project requirements and logically lead to the deliverables required in the IRFP?

EVALUATOR'S NOTES _____

- [b] How well is accountability completely and clearly defined?

EVALUATOR'S NOTES _____

- [c] Is the organization of the project team clear?

EVALUATOR'S NOTES _____

- [d] How well does the management plan illustrate the lines of authority and communication?

EVALUATOR'S NOTES _____

- [e] To what extent does the offeror already have the hardware, software, equipment, and licenses necessary to perform the contract?

EVALUATOR'S NOTES _____

[f] Does it appear that offeror can meet the schedule set out in the IRFP?

EVALUATOR'S NOTES _____

[g] Has the contractor gone beyond the minimum tasks necessary to meet the objectives of the IRFP?

EVALUATOR'S NOTES _____

[h] To what degree is the proposal practical and feasible?

EVALUATOR'S NOTES _____

[i] To what extent has the offeror identified potential problems?

EVALUATOR'S NOTES _____

EVALUATOR'S POINT TOTAL FOR MANAGEMENT PLAN: _____

Experience and Qualifications - 25 Percent

Maximum Point Value for this Section - 25 Points
100 Points x 25 Percent = 25 Points

Proposals will be evaluated against the questions set out below.

Questions regarding the personnel.

[a] Do the individuals assigned to the project have experience on similar projects?

EVALUATOR'S NOTES _____

[b] Are resumes complete and do they demonstrate backgrounds that would be desirable for individuals engaged in the work the IRFP requires?

EVALUATOR'S NOTES _____

[c] How extensive is the applicable education and experience of the personnel designated to work on the project?

EVALUATOR'S NOTES _____

Questions regarding the firm.

[d] Has the firm demonstrated experience in completing similar projects on time and within budget?

EVALUATOR'S NOTES _____

[e] Has the firm demonstrated experience designing, setting up and/or administering C-PACE program?

EVALUATOR'S NOTES _____

[f] How successful is the general history of the firm regarding timely and successful completion of projects?

EVALUATOR'S NOTES _____

[g] Has the firm provided letters of reference from previous clients?

EVALUATOR'S NOTES _____

[h] If a subcontractor will perform work on the project, how well do they measure up to the evaluation used for the offeror?

EVALUATOR'S NOTES _____

[i] What is the firm ability to conduct analysis of data and report on results?

EVALUATOR'S NOTES _____

EVALUATOR'S POINT TOTAL FOR EXPERIENCE AND QUALIFICATIONS: _____

Contract Cost - 40 Percent

Maximum Point Value for this Section - 40 Points
100 Points x 40 Percent = 40 Points

Overall, a minimum of 40 percent of the total evaluation points will be assigned to cost. The cost amount used for evaluation may be affected by one or more preferences.

Converting Cost to Points

The lowest cost proposal will receive the maximum number of points allocated to cost. The point allocations for cost on the other proposals will be determined through the method set out in the solicitation.

EVALUATOR'S POINT TOTAL FOR CONTRACT COST: _____

EVALUATOR'S COMBINED POINT TOTAL FOR ALL SECTIONS: _____