



Department of Energy
Bonneville Power Administration
P.O. Box 3621
Portland, Oregon 97208-3621

December 9, 2004

REQUEST FOR OFFERS NO. 00000354, Energy Efficiency Technical Support Pool

Dear Offeror:

Bonneville desires to contract for services to promote the development and implementation of conservation projects. Bonneville may desire engineering service expertise, which include but are not limited to energy audits, feasibility studies, plant assessments, conservation project identification and implementation, and measurement and verification (refer to Technical Requirements, section "B" for details). In addition Bonneville may select contractors for specific project work based on measure expertise, process expertise, location, technical qualifications of staff and pricing (including travel).

Bonneville will offer Master Agreements to successful offerors and may implement specific Releases under those agreements without further competition. Subsequently contractors may identify potential conservation opportunities which require investigation and may submit proposals to Bonneville for possible funding of investigatory work. Bonneville at its sole discretion, may decide to accept or reject the proposal. Implementation of measures will receive funding only under the requirements of Bonneville's conservation program(s) rules.

We invite you to submit an offer for this solicitation. Your offer shall be valid for a minimum of 60 days from the date offers are due. BPA may reject late offers.

This RFO in its entirety is located online at http://www.bpa.gov/Energy/N/Projects/Industrial_RFO/. Please refer to this website for all notifications, updates and amendments regarding the RFP. Updates and notifications to the RFP will be sent via e-mail to all those that register on the website. In order to receive these announcements offerors must register on the website.

Offers are due: 1/7/2005, 3:00 p.m., local time

Deliver to:

For offers delivered via USPS:

Bonneville Power Administration
ATTN: **Angela Dowling**
RE: **00000354, Energy Efficiency
Technical Support Pool**
P.O. Box 3621
Portland, OR 97208

For courier or hand carried offers:

Bonneville Power Administration
ATTN: **Angela Dowling**
RE: **00000354, Energy Efficiency
Technical Support Pool**
905 NE. 11th
Portland, OR 97232

This Request for Offers (RFO) consists of the following:

Attachment 1, Instructions and Evaluation Process. Please read Attachment 1 carefully
and complete and return those items required.
Attachment 2, Representations and Certifications
Attachment 3, Draft Contract
Signature page (BPA form 4220.36)
Unit 1 Schedule
Unit 2 Contract Clauses
Unit 3 Statement of Work

Please call **Angela Dowling** at (503) 230-3642, FAX (503) 230-4508, if you have any questions.

Sincerely,

/S/

Angela Dowling
Contracting Officer

ATTACHMENT 1 -- INSTRUCTIONS TO OFFERORS & EVALUATION PROCESS

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INSTRUCTIONS

SUBMISSION OF OFFERS (11-2) (SEP 98)(BPI 11.10.2.1)

- (a) Offers shall be valid for a minimum of 60 days from the date offers are due.
- (b) All offers and resultant contracts are subject to the conditions set forth in this solicitation and the BPI. By submission of this offer, the offeror agrees to be bound to the Protest procedures specified in the BPI.
- (c) BPA may reject late offers. BPA reserves the right to not consider proposals from potential suppliers other than those solicited by the CO.

PROPOSAL PREPARATION INSTRUCTIONS (SUPPLY/SERVICES) (11-51) (SEP 98)

Offerors shall submit their proposal in the following format:

- (a) Business Proposal (2 copies)
 - (1) Completed and signed contract signature page. (Form titled "Request for Offers and Award" with Blocks 9, 10, and 11 completed.) This form can be found in Attachment 3 of this Request for Offers.
 - (2) Representations and Certifications (see Attachment 2 of this solicitation).
 - (3) Completed Schedule of Prices which shows your proposed rates for all disciplines and other costs to be utilized in the performance of this work.

(b) Technical/Management Proposal (3 copies). Submittals under this RFO shall follow the order of information recommended below and should not exceed 10 pages, excluding staff resumes and letters of recommendation. Information required to meet the Technical Specialization Requirements listed below and the Specific Requirements (B.2), Statement of Work, which does not relate to the information categories listed in the outline should be attached at the end of the proposal in the order listed in the Specific Requirements section (B.2). **All submittals shall include a single cover-sheet, providing the information contained in the first three bullets listed below.** A complete table of contents shall follow the cover sheet.

- Name of company, contact name, telephone number, fax number, e-mail address, and street address,
- Industrial Processes, measures or services for which the offerors want to be considered,
- A single paragraph summarizing the intended general approach to promoting conservation in industrial facilities,
- Examples of project work within the last three years, which document the expertise noted in Paragraph B.2 of the Statement of Work, including a description of the technical difficult and the speed with which complicated projects were completed. The amount of time a project takes to implement is a key cost factor; therefore experience in providing both excellent and fast service will be an important factor in selection of qualified vendors,
- A list of the personnel, who will be available for tasks, contracted through Releases under the Master Agreement, including their resumes and pricing,
- Examples of experience working with distribution utility companies or federal agencies, including an understanding of utility conservation programs,
- Letters of recommendation from Industries and distribution utilities or federal agencies, which document the claims noted above, and which will document the experience noted above.

Technical Specialization Requirements

- Demonstrated expertise in the processes (i.e. Pulp and Paper; Food Processing, Lumber, Metal and other Manufacturing, etc.) for which offerors wish to be considered,
- Demonstrated expertise in the measures (i.e. motors, pumps, compressed air, controls and industrial lighting) for which offerors wish to be considered,
- Demonstrated expertise in the services (i.e. audits, rebate development, cost/benefit packaging, technical analysis, commissioning, Measurement and Verification etc) for which offerors wish to be considered,
- A coordination plan for working with distribution utilities or direct-served federal agencies. Bonneville programs require all efforts for which Bonneville provides funding to coordinate their conservation activities with the distribution utility (where applicable) of the affected end-use consumer. Therefore this plan must include how the offerors intends to involve the impacted distribution utility and Bonneville, keeping all parties informed of efforts, issues, impacts, and progress related to Bonneville funded activities.

Attributes of Interest:

1. Submittal demonstrates high level of technical ability and experience in delivering the services, tasks anticipated for this effort.
2. Submittal demonstrates the ability and experience to deliver services quickly.
3. Submittal demonstrates the ability to work with industry, and other sectors as appropriate.
4. Submittal demonstrates a high level of ability and experience working with distribution utilities or federal agencies.
5. Submittal demonstrates qualified staff is available for work.
6. Submittal demonstrates competitive pricing for all aspects of technical staff and administrative costs.
7. Submittal demonstrates the specific industrial processes, measures or services for which the contractor will be considered.
8. Submittal details the geographic area in which they wish to be considered and information is sufficient to determine the costs of transportation related to any subsequent release
9. Submittal demonstrates the professional philosophy of the respondent as it relates to coordinating activities between Industry, distribution utilities, federal agencies and Bonneville Power Administration program personnel.
10. Submittal indicates the respondent can meet the specific federal requirements, detailed in Attachment 3 (Contract Clauses), where appropriate.
11. Contact information for at least three professional references for each area of expertise for which the respondent is requesting consideration.
12. Proposal includes information on the experience for both the company and listed staff, including resumes that clearly demonstrate ability to implement the tasks related to the specific requirements listed in section B.

EVALUATION

CONSIDERATIONS IN MAKING AWARDS (11-3) (SEP 98)(BPI 11.11.1.1)

- (a) BPA is seeking offers that provide the best combination of attributes in order to select the "best buy" offer. Best buy will be determined by comparing such attributes of interest as total cost to BPA, technical and management features, relative quality and adaptability of supplies or services, the offeror's financial responsibility, skill, experience, record of business integrity and business honesty, ability to furnish repairs and maintenance services, the time of delivery or performance offered, past performance (including safety record), and whether the offeror has complied with the specifications or demonstrated capability to perform the statement of work. BPA may consider other attributes without notification to the offerors if review of the proposals or BPA program needs raise relevant new issues.
- (b) BPA may award a contract on the basis of initial offers received, without discussions. Therefore, each initial offer should contain the offeror's best terms from a cost or price and technical standpoint.

- (c) A written award or acceptance of offer mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer shall result in a binding contract without further action by either party.

GENERAL

PURCHASING STANDARDS OF CONDUCT (3-1) (SEP 98)(BPI 3.1.7)

- (a) No person, other than as provided by law or authorized by the CO, shall knowingly obtain contractor proposal information or source selection information before award of a BPA purchase to which the information relates.
- (b) "Competing contractor," as used in this clause, means any entity that is, or is likely to become, a competitor for or a recipient of a contract or subcontract under a BPA purchase, and includes any other person acting on behalf of such an entity.
- (c) During the conduct of any BPA purchase of property or services, no competing contractor or any officer, employee, representative, agent, or consultant of any competing contractor shall knowingly:
 - (1) Make, directly or indirectly, any offer or promise of future employment or business opportunity to any BPA employee participating personally and substantially during the conduct of a BPA purchase, except as provided in BPI 3.1.4;
 - (2) Offer, give, or promise to offer or give, directly or indirectly any money, gratuity, or other thing of value to any BPA employee participating personally and substantially during the conduct of a BPA purchase; or
 - (3) Solicit or obtain, directly or indirectly, from any BPA officer or employee, prior to the award of a contract any contractor proposal information or source selection information regarding such purchase.

DISCLOSURE OF OFFEROR'S PROPOSAL (12-1) (SEP 98)(BPI 12.1.1.1)

BPA agrees not to publicly disclose the information submitted in response to this solicitation, with the following exceptions:

- (a) Information which is incorporated into the final contract, unless specifically excepted.
- (b) Information available under the Freedom of Information Act.
- (c) Information required by a court of law or other Federal agencies.
- (d) Information publicly available from other sources.

PROTESTS AGAINST AWARD (21-1) (SEP 98)(BPI 21.2.6)

- (a) Interested parties agree that any protest against award will be filed with the BPA Head of the Contracting Activity prior to filing with any other forum, pursuant to 16 U. S. C. 832a(f) and Subpart 21.2 of the Bonneville Purchasing Instructions.

- (b) An interested party must notify the Contracting Officer of its objection to a solicitation, proposed award, or award in writing within 10 working days of the date on which it had actual or constructive notice of the subject matter of the objection. Objections based upon alleged adverse action in any type of solicitation which are apparent prior to the closing date for the receipt of proposals must be filed before that date. Objections not brought to the attention of the Contracting Officer within this time limitation will not be considered unless, at the Contracting Officer's sole discretion, the time limitation is waived. The costs of any party, if incurred in connection with protests of solicitations or contract awards, or the defense against protests of such solicitations or contract awards, are unallowable, unless the costs of defending against a protest are incurred pursuant to a written request from the CO.
- (c) Interested parties who are unable to resolve disagreements informally with the Contracting Officer may send a formal, written protest to the Head of the Contracting Activity. In order to be considered by the Head of the Contracting Activity, the protest must be delivered to the Head of the Contracting Activity within 10 working days from the date informal discussions with the Contracting Officer are terminated.
- (d) The protest shall contain: (1) the name and address of the protester, (2) the identity of the contracting officer and the solicitation or contract involved, (3) all facts relevant to and grounds in support of the protest, and (4) a request for a specific ruling by BPA. It shall be sent to: Head of the Contracting Activity, Bonneville Power Administration, P.O. Box 3621, Portland, Oregon 97208 (Street Address: 905 N.E. 11th Avenue, Portland, OR 97232).