

*small/disadvantaged businesses.*

**1. National Project Delivery & Management Organization.**

Describe and illustrate the overall management system and organization for managing GHP-centered projects anywhere in the nation. The proposal shall identify the Offeror's responsibilities during each element of the project implementation period and performance period. The approach shall include provisions for Government participation in the project process. Identify personnel integral to performance in each element. Show the lines of authority within the organization. The Offeror shall describe its organization to provide implementation period surveys, feasibility studies, designs, financing, construction, safety, and commissioning services for GHP-centered projects throughout the nation. The Offeror shall describe its organization to provide performance period operations, maintenance, repair, savings measurement and verification, and training services for GHP-centered projects throughout the nation. Specify criteria used to establish location of site-specific service point(s) and available hours of service. If portions of delivery order projects are typically subcontracted (e.g., design of ECMs ), identify the subcontracted function(s), and which element(s) of the contractor's organization will manage the subcontract(s).

**2. Personnel Qualifications**

Provide personnel qualifications that include education, dates of employment, relevant experience, any professional certifications and licenses held, labor category and organizational position (corporate as well as project), and functional areas of performance. Functional areas include, but are not limited to: project management, facility surveying, energy savings estimating, energy and ancillary cost savings estimating, construction cost estimating, design, financing, construction, commissioning, operations, maintenance, repair, performance measurement and verification, and training.

**3. Subcontracting and Subcontract Management Plan.**

This subsection shall describe the subcontract management system to be used under the contract. Particular emphasis should be placed on procedures for source selection and how performance status is determined, assessed, and projected through subcontract completion.

The offeror shall select proposed subcontractors (including suppliers) on a competitive basis to the maximum practicable extent consistent with the objectives and requirements of the solicitation. Competitive solicitation of proposed subcontractors shall be discussed as well as non-competitive selection of proposed subcontractors. Non-competitive selection of proposed subcontractors must be justified.

Failure to select proposed subcontractors on a competitive basis may adversely affect the standing of the Offeror unless it is demonstrated that competition is not beneficial to the Government.

Describe the extent of proposed small and disadvantaged business participation or efforts which will be used to obtain such participation.

#### L.19.2 PART II - DELIVERY ORDER -- TECHNICAL APPROACH FOR SITE-SPECIFIC PROJECT

For the "initial project" identified in clause L.13, Project Site Data Package, the Offeror shall prepare a technical narrative addressing the technical approach for the specific ECMs proposed in the primary GHP system technology category and, as applicable, the associated technology categories. All technical data necessary for the development of the site-specific technical and price proposal is contained in the site data package. The site-specific proposal is to be prepared using technical data obtained exclusively from the site data package. Any assumptions made due to incomplete information should be clearly identified in the offerors proposal. The technical approach shall be prepared in the following format:

#### Criterion 4. Delivery Order ECM Descriptions, Projected Energy Savings, and Schedule

*Each offeror will be evaluated on his/her demonstrated capability to identify and offer cost-effective ECMs, or to determine that costeffective ECMs do not exist, in each required primary and associated technology category by building as specified in the site data package, and to demonstrate the ability to accurately project energy savings and energy cost savings. Elements to be evaluated include the proven technical feasibility, reasonableness, and acceptability of the proposed ECMs within each required primary and associated technology category; the level and reasonableness of the proposed energy savings and energy cost savings; verification that the energy savings analysis is based on sound assumptions and engineering principles; verification that the energy cost savings analysis is based on sound assumptions and economic principles; verification of the quality of infrastructure offered, such as the suitability and service life of selected equipment for each proposed ECM; verification that proposed project implementation schedules are realistic and reasonable.*

1. The Contractor shall complete and submit Schedule H-4 (leaving columns (f), (g) and (h) blank---see H.14), which provides a summary of the estimated energy and energy cost savings by ECM, technology category, and delivery order.
2. For each ECM proposed within each required primary and associated technology category, the Contractor shall submit narrative information for items, as applicable, in the format specified below:

Technology Category Number of ECM

ECM Number

ECM Title and Executive Summary

- Detailed Description of ECM
- Location Affected
- ECM Interface with Government Equipment
- Proposed Equipment Identification - Provide manufacturer, model number and optional equipment proposed for each ECM component, including manufacturer's literature and specifications.
- Physical Changes - List major physical changes to equipment or facilities required to install the proposed ECM such as relocation of equipment.
- Energy Savings Proposed

-- Proposed ECM annual energy savings (in all applicable energy/demand reduction units)

-- For each ECM proposed, provide a detailed energy analysis documenting the proposed annual energy savings performance. Documentation of the analysis shall include, at a minimum:

- Offeror's assumptions on current facility or energy system operating conditions
- Offeror's assumptions on proposed facility or energy system operating conditions after the ECM is implemented
- Energy savings calculations using formulas and procedures based on accepted engineering principles, including synergistic effects of other ECMs.
- Cite references used for data, assumptions or empirical formulas.

- Energy Cost Savings Proposed

- Proposed ECM annual energy cost savings (in dollars)

- For each ECM proposed, provide a detailed energy cost savings analysis documenting the estimated annual energy cost savings generated by the ECM. Documentation of the analysis shall include, at a minimum, the offeror's approach, assumptions, and calculations used to apply the energy tariffs or rate schedules provided in the site data package to estimated energy savings (in appropriate energy/demand units), to arrive at estimated energy cost savings.

3. For each project site, the offeror shall submit a detailed delivery order implementation period schedule that integrates all proposed primary and associated ECMs in the required technology categories. The schedule shall include the duration of the following key delivery order implementation period phases, as well as ECM-specific milestones within the phases as appropriate:

- Detailed Energy Survey, ECM and Other Selections, Feasibility Report, and Revised Proposal/ Negotiations and Acceptance: activities to perform the survey, confirm Government data, satisfy remaining data needs, revise ECM feasibility analyses based on discovered information, obtain Government agreement on final ECMs in Government-specified technology categories, identify and obtain Government agreement on additional feasible ECMs in other categories if appropriate, develop design concepts for agreed upon ECMs, obtain Government agreement on equipment and subcontractor selections and other project details, develop a revised proposal, and negotiate in good faith to an accepted final proposal (*assume Government is involved and responsive in the joint decision-making and negotiations leading to a final accepted proposal*).
- Engineering/Design/Acceptance: activities to develop preliminary design submittals, with accompanying construction price, for review and approval; and then to develop final design submittals, with accompanying construction price and a revised feasibility study based on the design-specific data, for review and approval (*assume Government design review of 30 days for the preliminary submittal comments and 15 days for the final submittal backcheck and approval unless otherwise specified in the delivery order*).
- Equipment Procurement Approval/Lead Time (i.e., date Government approves equipment order, date order placed, and date of delivery on-site).
- Installation & Commissioning /Acceptance: separate schedule for each phase of construction that will be individually inspected and accepted by the Government, commencing contractor payments from savings for that phase (*assume Government inspection and acceptance (or rejection) of construction 15 days from inspection request unless otherwise specified in the delivery order*).

Criterion 5. Energy Baseline and Delivery Order Performance Measurement

*Offerors will be evaluated on the following M&V elements and capabilities: the baseline and M&V plan demonstrates a clear understanding of, and compliance with, the intent of DOE/FEMP M&V guidelines for Federal Energy Projects as applied to the family of GHP systems and ECMs in associated technology categories; verification that the equations proposed, assumptions made, parameters to be estimated, parameters to be monitored, sampling plan (if required), data collection plans, and analysis methods to determine savings are acceptable and reasonable and that they adequately capture the cost saving impacts of the proposed delivery order; methods to establish pre and post-installation conditions, maintain the baseline (e.g., adjustment strategies for possible circumstances), and determine cost savings are adequate and reasonable; methods and schedules for development of annual verification reports, Government review and acceptance, and dispute resolution are adequate and reasonable and in compliance with the Government contract as represented in this RFP; and measurement and/or verification throughout the performance period is adequate and reasonable to provide assurance of continued effective monitoring of the annual cost savings achieved by the delivery order.*

For the "initial project", the Offeror shall describe how it will provide a complete measurement and verification (M&V) plan for the delivery order that will verify that the guaranteed level of cost savings is delivered annually. The plan shall include, but not be limited to:

- M&V Overview - Description of the M&V option(s) selected for this project.
- Site-Specific M&V Plan - Define a site specific plan, which must include the following elements:
  - Objectives - a statement of what is to be estimated (i.e., annual cost savings delivered).
  - Equations proposed - indicate how the annual cost savings delivered by the project will be determined.
  - Assumptions made - summarize the major assumptions made by the offered approach for determining annual cost savings delivered.
  - Parameters to be estimated - indicate parameters to be estimated and the basis for those estimates.
  - Parameters to be monitored - indicate parameters to be recorded, the nature of the data (e.g., one time or periodic spot measurements, one time or periodic short term measurements, ongoing measurements at time intervals, etc.), and how the data will be used.

-- Sampling plan (if required), including:

- Designation of usage groups - define usage groups for areas with similar characteristics.
- Calculation of population(s) and sample sizes(s) by usage group - present the calculation and assumptions used to determine sample size by each usage group area.

-- Data collection plan, including:

- Specify data to be collected in terms of parameters, unit of measurement, points of measurements, length of time and intervals of measurements.
- Identification of instrumentation and metering equipment - name and documentation on equipment specifications of monitoring devices.
- Calibration of equipment - describe protocols for calibrating equipment.
- Data gathering and quality control - describe quality control procedures for checking completeness and accuracy of the recorded data.
- Period of monitoring - specify periods of monitoring including duration and frequency.

-- Analysis Method - describe in detail the method of analysis to estimate annual cost savings delivered by the project based on equations and estimated and monitored parameters; and document all calculations and assumptions.

- Pre-Installation energy and maintenance baseline including (1) equipment/systems, (2) system performance factors (e.g., lighting levels, temperature set points), (3) baseline energy use and/or factors that influence baseline energy use, (4) baseline energy cost, and (5) baseline maintenance cost.
- Post-installation energy and maintenance conditions including (1) equipment/systems, (2) system performance factors (e.g., lighting levels, temperature set points), (3) post-installation energy use and/or factors that influence post-installation energy use, (4) post-installation energy cost, and (5) post-installation maintenance cost.
- Anticipated circumstances requiring baseline adjustments and the approach for each.
- Determination of energy savings based on the selected approach(es) and the pre and post-

installation conditions.

- Plan for development of annual verification reports, documenting whether the guaranteed level of cost savings was delivered by the project over the year, and Government review and acceptance.
- Plan for resolving disputes regarding issues such as baseline adjustments, implementation of data collection plans and calculations, etc.
- Plan for measurement and/or verification throughout the performance period so that annual cost savings achieved by the delivery order can be verified annually.

Criterion 6. Site Management Approach

*Each offeror will be evaluated on the following elements of site management capabilities: the proposed organization to manage and accomplish the proposed delivery order is well suited and addresses all key elements to ensure successful project implementation and maintenance of project performance; offeror's organizational structure is adequate to provide required operation and maintenance of installed ECMs as proposed, whether operation and maintenance is done by the contractor, the Government (and/or the Government's Management and Operating (M&O) Contractor), or shared; offeror's training plan is appropriate and suitable for the proposed level of Government O&M responsibility.*

- Organization. For the "initial project", describe and illustrate the overall management system and organization for implementing and managing the delivery order. The proposal shall identify the Offeror's responsibilities during each element of the project implementation period and performance period. Identify personnel integral to performance in each element. Show the lines of authority within the organization. The Offeror shall describe its organization to provide the offered implementation period services such as the detailed energy survey, revised ECM and other selections, feasibility report and revised delivery order proposal, designs, financing, construction, commissioning, and delivery of final post-acceptance documentation (as-builts, O&M manuals, etc.). The Offeror shall describe its organization to provide the offered performance period services such as training, operations, maintenance, repair, and savings measurement and verification. If portions of the project are to be subcontracted (e.g., design of an ECM), identify the subcontracted function, and which element of the contractor's organization will manage the subcontract(s).

L.20 PROPOSAL PREPARATION INSTRUCTIONS - VOLUME III, PRICE PROPOSAL - OTHER (May 1998)

(a) General: The Price Proposal consists of the offeror's price to perform the work as set forth in the Statement of Work. For the "initial project", the Schedule H-1 column (c) total is considered to be the price proposed by the offeror. Since each Price Proposal will be evaluated to

verify, among other things, the reasonableness of price and the offeror's understanding of the magnitude of effort, it should be accurate, complete and well documented. The Government shall not be obligated to evaluate information that does not follow the prescribed/required format. Offerors are requested to provide documentation, such as published list prices and appropriate multipliers, to support the reasonableness of proposed prices, or a portion of a proposed price, where possible. Contractual price information is not to be included in the Technical Proposal, Volume II, or the Offer and Other Documents, Volume I. Pricing exhibits to be completed are presented in sections B and H.

(b) As a minimum, the Price Proposal shall contain the information specified below. Each offeror is cautioned that adequate pricing details, as applicable, must accompany the price proposal.

(1) Estimating Procedure - Provide an explanation of the offeror's estimating procedures. Discuss the rationale used to determine the various price elements. For effective discussions, it is essential that there be a clear understanding of:

- (i) The existing verifiable data;
- (ii) The judgmental factors applied in projecting from known data to the estimate;
- (iii) The contingencies used by the offeror in the proposed price;

In short, the offeror's estimating procedures need to be explained.

(2) Other - The offerors should provide any other information or supporting documentation as deemed appropriate.

(3) Audit and Contract Administration Cognizance - Provide the name, address, and telephone number of the Government audit office and contract administrative office for the offeror and any proposed subcontractors.

(4) Modifications to Price Proposal - Any modification to the Price Proposal shall clearly indicate the price impact of the modification to the same level of detail shown in the original proposal. Once the prospective Contractor has been selected, the prices submitted with this proposal shall not be subject to increase, unless changes are made in the requirements of the request for proposals. Furthermore, increases shall be considered only in regard to those requirements that are actually affected by the changes (whether they are initiated by the Government or the offeror), and then only to the extent that such increases will be considered separately, and not as part of a combined overall negotiation of the price for the proposed contract.

(5) Exceptions and /Deviations - The Offeror shall identify and explain any exceptions or

deviations taken or conditional assumptions made with respect to the Price Proposal. Any exceptions, etc., taken must contain sufficient amplification and justification to permit evaluation. The benefit to the Government shall be explained for each exception taken. Such exceptions will not, of themselves, automatically cause a proposal to be termed unacceptable. However, a large number of exceptions, or one or more significant exceptions not providing benefit to the Government may result in rejection of such proposal(s) as unacceptable.

L.20.1 PART I - SCHEDULES TO BE INCORPORATED INTO THE INDEFINITE DELIVERY/INDEFINITE QUANTITY CONTRACT (May 1998)

L.20.1.1 Price Schedules Required

The offeror shall prepare and submit the following price schedules. The schedules listed below will be incorporated into the resultant national IDIQ contract.

Section B - completed B Schedules:

B-1 IDIQ Maximum Implementation Margins By Technology Category

B-2 IDIQ Maximum Performance Period Margin

B-3 IDIQ Maximum Finance Charge By Delivery Order Performance Period Term And Amount Financed

L.20.1.2 Pricing Terminology and Expense and Profit Pooling Guidance

The Government intends to do a large number of delivery order projects under the IDIQ contracts awarded under this solicitation and similar solicitations for mainstream energy efficiency and renewable technologies by region, and other proven but not yet mainstream technologies nationally. For purposes of administrative efficiency in proposal evaluation and award of IDIQ contracts, and of future delivery orders, the Government desires that offerors understand the pricing terminology of the Government and follow the expense and profit pooling guidance provided herein where possible. In areas where offerors are unable to follow the guidance, the burden is on the offeror to fully explain their offer. The Government intends that offerors be able to use their current accounting methods to support their price proposals, without negative evaluation consequence, even if this means the guidance cannot be followed in every detail.

The Government recognizes that individual offerors may categorize direct and indirect expenses differently in their internal accounting systems. Direct and indirect expenses consistent with offeror accounting systems can be entered into the B and H schedules such that direct expenses are recovered in "implementation expense (H-2)" and "performance period expenses (H-3)", and indirect expenses and profit are recovered in "implementation margins by technology category (B-1)", "performance period margin (B-2)", and "financing procurement price (H-3)". The entity providing the capital to finance the project, which may be the offeror or a third party, can recover expenses and profit in the "finance charge (B-3)". The B and H schedules associated with each item are indicated in parentheses. Each of these terms is defined in H.44. Offeror's are expected to fully understand the meaning of each of these terms.

Offeror maximum margins and finance charges offered in the B schedules for all delivery orders under the IDIQ contract; and margins, finance charge, implementation

price, performance period prices, and financing procurement price offered in the H schedules for each project site; should be consistent with the following expense and profit pooling guidance where possible. In the table below, "x" indicates the suggested category for each element.

Government-Identified Delivery Order Projects

Prior to receiving written notice of intent to award a delivery order by the contracting officer, all contractor expenses are only recoverable in implementation margins on future delivery order awards, if any. Contractors who effectively compete for government-identified projects (i.e., win their share of mini-competitions) will be able to control prior-to-notice expenses relative to delivery order payments booked, and offer the Government more beneficial implementation margins.

Expense/Profit Recoverable In:						
Expense/Profit Element	Implementation Margins (B-1)	Performance Period Margins (B-2)	Finance Charge (B-3)	Implementation Expense (H-2)	Performance Period Expenses (H-3)	Financing Procurement Price (H-3)
obtain and read the DO RFP and SDP	x					
attend the preproposal conference and/or site walk-through	x					
submit written Q's, read Q's and A's submitted by all	x					
develop and submit the DO proposal (oral or written as per DO RFP)	x					
Note: the following expense/profit elements only apply to the selected contractor after receiving notice of intent to award a delivery order from the contracting officer.						
IMPLEMENTATION PERIOD						
pre-award requirement:						

perform the detailed energy survey to confirm Government data and satisfy remaining data needs				x		
pre-award requirement: revise ECM feasibility analyses based on discovered information, obtain Government agreement on final ECMs, develop design concepts for agreed upon ECMs, obtain Government agreement on equipment and subcontractor selections, baseline & M&V plan, and other project details, document all in feasibility report and revised DO technical proposal				x		
pre-award requirement: develop revised DO price proposal including H-5 and revised H-2 through H-4				x		
pre-award requirement: submit feasibility report and revised technical and price proposal				x		
pre-award requirement: negotiate to a final accepted technical and price proposal and feasibility report	x					
pre-award requirement: arrange financing						x
pre-award requirement: secure payment and performance bonds						x
make all updates to technical and price proposal and feasibility report to reflect final agreements and process DO award				x		
preliminary design submittal and review				x		

final design submittal and backcheck				X		
request Government approval of equipment schedules, order equipment, pay for it				X		
direct construction expense including all subcontracts, permits, insurance, CM, waste removal, commissioning, training, documentation as per M&V plan and DO, etc.				X		
construction financing expenses						X
request Government inspection, Government acceptance				X		
contractor indirect labor, i.e., any labor that cannot be directly attributed to a specific task and therefore must be distributed across several tasks or projects as overhead	X					
overhead costs other than indirect labor -- sales, general and administrative, national overheads	X					
contractor markup of subcontractor-supplied equipment, material, or labor	X					
contractor profit	X					
PERFORMANCE PERIOD						
contractor or 3rd party debt repayment			X			
project management & administration					X	
operation, maintenance					X	
repair & replacement					X	
measurement & verification					X	

permits and licenses					x	
insurance					x	
property taxes					x	
contractor indirect labor, i.e., any labor that cannot be directly attributed to a specific task and therefore must be distributed across several tasks or projects as overhead		x				
overhead costs other than indirect labor -- sales, general and administrative, national overheads		x				
contractor markup of subcontractor-supplied equipment, material, or labor		x				
contractor profit		x				

Contractor-Identified Delivery Order Projects The expense and profit pooling guidance is the same for contractor-identified projects after the contracting officer issues the notice of intent to award a delivery order. Prior to notice, all contractor expenses are only recoverable in implementation margins on future delivery order awards, if any. Contractors with effective project prospecting techniques will be able to control prior-to-notice expenses relative to delivery order payments booked, and offer the Government more beneficial implementation margins.

#### L.20.1.3 Instructions for Completing Schedules

The B Schedules can be found in Section B and in spreadsheet format (Excel 5.0) in the site data package. The offerors shall submit the B schedules in both hardcopy and in spreadsheet format on 3.5 inch diskette.

1. SCHEDULE B-1 -- IDIQ Maximum Implementation Margins By Technology Category:  
The offeror shall complete Schedule B-1 by proposing the maximum implementation margins by technology category that will apply for all delivery orders under the IDIQ.

Implementation margin (M in %), ECM implementation expense (E in \$), and ECM implementation price (P in \$) are related by the expression  $P = E \times (1 + M/100)$ .

Delivery order implementation prices are offered in Schedule H-2 by ECM, technology category, and for the entire project. Project implementation price becomes part of the amount financed (see Schedule H-3) so contractors using 3rd party financing receive the payout for both implementation expense and margin from the proceeds of permanent project financing after the Government accepts construction.

The implementation margins proposed in Schedule B-1 are maximums. The Government intends to seek lower margins on individual delivery orders through negotiations where appropriate. Offerors are advised to give careful consideration to the maximum implementation margins offered. On the one hand, they are an indication of an offeror's project development effectiveness. On the other hand, they are the only way to recover indirect expenses and profit from implementing projects.

(a) Multiple Technology Category Projects. All ECMs fall within a specific technology category, and each technology category has a maximum margin in Schedule B-1. The percent margin applied to ECM implementation expenses to derive ECM implementation prices shall not exceed the maximum for the technology category that includes the ECM. The sum of all ECM implementation prices equals the delivery order implementation price.

(b) Assignment of ECMs To Technology Categories. The offeror proposes in Schedule H-2, and the Government approves, the assignment of ECMs to technology categories. If an ECM is proposed that does not fall into one of the technology categories listed, the percent margin for the most closely related technology will be used, subject to approval by the contracting officer.

(c) Survey, Feasibility Study, and Design. The percent margins for the "survey, feasibility study, and design" category are not applicable to this contract except in cases where such costs were incurred after the contracting officer provided written notice of intent to award, and the costs cannot rationally be assigned to a specific ECM; or where, after receiving written notice of intent to award, the contractor proceeds and negotiates in good faith and the Government determines that it is in its best interest to pursue the project in question through means other than this contract or with funds other than the contractor's.

2. SCHEDULE B-2 -- IDIQ Maximum Performance Period Margin The offeror shall complete Schedule B-2 by proposing the maximum performance period margin that will apply for all delivery orders under the IDIQ.

Performance period margin (M in %), performance period expenses (E), and performance period prices (P in \$) are related by the expression  $P = E \times (1 + M/100)$ . Delivery order performance period prices are offered in Schedule H-3 for each year of the performance period. Performance period prices become part of the performance period contractor payments (see Schedule H-3) so contractors are paid performance period expenses and margin roughly as they are incurred and earned.

The performance period margin proposed in Schedule B-2 is the maximum. The Government intends to seek lower margins on individual delivery orders through negotiations where appropriate. Offerors are advised to give careful consideration to the maximum performance period margin offered. On the one hand, they are an indication of both the offeror's project development effectiveness (more projects to share the national overhead) and project operating effectiveness. On the other hand, they are the only way to recover performance period indirect expenses and profit.

3. SCHEDULE B-3 -- IDIQ Maximum Finance Charge By Delivery Order Performance Period Term And Amount Financed: The offeror shall complete Schedule B-3 by proposing the maximum, fixed, annual percentage rate that, when added to the like-term (i.e., T-Bill/T-Note term closest to the proposed performance period term) current Treasury Note/Treasury Bill rate (as defined by the US Treasury Internet Page:<http://www.publicdebt.treas.gov/ofofntebnd.htm>) will be the total annual percentage interest rate (not including the Schedule H-3 financing procurement price) that the contractor will charge the Government for financing all delivery orders under the IDIQ.

The total annual percentage interest rate that shall apply to an individual delivery order shall be based on the most recent applicable T-Note/T-Bill rate prior to the date of the delivery order.

#### L.20.1.4 Financial Responsibility

To be eligible for award of a contract, the Government must determine the offeror to be financially responsible as defined in FAR 9.104-1(a) - a prospective contractor must have adequate financial resources to perform the contract, or the ability to obtain them. The determination of financial responsibility will be made by the Government, however, the Defense Contract Audit Agency may be requested to perform a financial responsibility review for the Government's consideration. The burden is on the offeror to provide sufficient documentation to allow the Government to determine responsibility. As a minimum, the offeror should provide the following, if it exists:

- (i) current Statement of Financial Position (Balanced Sheet) and Income Statement covering all quarters completed in the current year and projected data for the balance of the year.
- (ii) an audit opinion (rendered by an independent Certified Public Accountant firm) and the related audited financial statements and notes to the financial statements for the last two fiscal years.
- (iii) the information required above for any subcontractor representing 20% or more of the total proposed work.

Note: Upon determining and documenting that an apparent small business offeror lacks

certain elements of responsibility, the Contracting Officer shall refer the matter to the Small Business Administration for a Certificate of Competency in accordance with FAR 19.6.

#### Exceptions and Deviations

The offeror shall identify and explain any exceptions and deviations taken to the cost proposal preparation instructions or any other part of the solicitation which could have an impact on the price proposed.

[End of Provision]

### L.20.2 PART II - DELIVERY ORDER -- PRICE PROPOSAL FOR SITE-SPECIFIC PROJECT

#### L.20.2.1 Price Schedules Required

The schedules listed below shall be incorporated into any resultant delivery order.

1. Offerors shall indicate on the "initial project" price proposal that offers are valid for not less than ninety (90) days after receipt of an award for the national IDIQ contract.
2. The offeror's price proposal for the "initial project" shall consist of:

#### Completed H Schedules

H-1 Delivery Order Proposed Guaranteed Performance And Annual Contractor Payments

H-2 Delivery Order Implementation Price By ECM, Technology Category, and Delivery Order

H-3 Delivery Order Contractor Cash Flow

H-4 Delivery Order Energy And Cost Savings By ECM, Technology Category, and Delivery Order

These schedules shall be completed for the initial project, based on the technical data provided in the site data package. When completing these schedules offerors shall conform to the terminology and expense/profit pooling guidance in section L.29.1.2 to the extent possible. Offerors shall submit documentation providing evidence of list price and appropriate multipliers to support the reasonableness of its proposed price whenever possible.

## L.20.2.2 Instructions for Completing Schedules

The site data package in the technical library for this national IDIQ solicitation (See L.21 PROJECT SITE DATA PACKAGE ) identifies primary and associated technology categories by building that are required to be addressed by the offeror, either by proposing specific ECMs for the requirement or by determining that there are no cost-effective ECMs for the requirement. The offeror shall prepare and submit Schedules H-1 through H-4 for the "initial project" offered to meet the requirements described in the site data package. The H Schedules can be found in Section H and in spreadsheet format (Excel 5.0) in the site data package. The offerors shall submit the H schedules in both hardcopy and in spreadsheet format on 3.5 inch diskette.

1. SCHEDULE H-1 -- Delivery Order Proposed Guaranteed Performance And Annual Contractor Payments : Schedule H-1 is used to submit the offeror's proposed estimated cost savings, the proposed guaranteed cost savings, and the contractor payments for each year of the delivery order performance period. The values submitted on Schedule H-1 are for 12-month periods, beginning after complete installation of all ECMs by the contractor and acceptance by the Government. See Section H.44 for definition of acceptance. Contractors shall submit Schedule H-1 with all delivery order proposals.

The site data package specifies the baseline energy tariffs that will be used during the delivery order's period of performance. The estimated annual cost savings and the proposed guaranteed annual cost savings established in columns (a) and (b) of Schedule H-1 shall be based on the specified baseline energy tariffs, as supported by Schedule H-4.

Schedule H-1 column (c) is the delivery order price, which shall be supported by Schedules H-2 and H-3.

The offeror shall truncate Schedule H-1 to reflect the actual number of years included in the offeror's proposed delivery order performance period.

2. SCHEDULE H-2 -- Delivery Order Implementation Price By ECM, Technology Category, and Delivery Order : Schedule H-2 presents the offeror's estimated implementation price by ECM, technology category, and entire delivery order. Total implementation price (Schedule H-2, column (e), last page total) is used to establish bonding requirements (see section H.37 for performance and payment bond requirements) for the delivery order implementation period. Contractors shall submit Schedule H-2 with all delivery order proposals.

The technology category numbers to be used in Schedule H-2 are defined in Schedule B-1. The contractor shall assign each ECM within a technology category, an

ECM number, and then consistently utilize that number. In completing columns (a) and (b), the offeror shall follow the guidance in section L.20.1.2 to the extent possible. Since the site data package represents a Government-identified project, all expenses incurred to respond to this solicitation are only recoverable as part of implementation margins by successful offerors. The site walk-through tours (see Section L.12) are not "surveys" and expenses to participate in them are not included in column (a). Column (a) only includes expenses incurred by successful offerors after receiving written notification of intent to award a delivery order from the contracting officer. Following L.20.1.2, the first expense included in column (a) is the detailed energy survey. Columns (a) and (b) divide all direct offeror expenses to implement the delivery order project. Column (a) includes everything up to and including final design submittal and approval. Column (b) includes everything after design, up to and including Government acceptance of construction.

The offeror shall complete Schedule H-2 on an ECM by ECM basis, grouping together all ECMs in the same technology category, and providing technology category subtotals. The offeror detailed energy survey expenses are related to the delivery order, but not traceable to specific ECMs, and therefore shall be listed as a separate ECM under technology category 9 "survey, feasibility study, and design"; the survey expenses shall be entered into Schedule H-2 column (a); and zero shall be entered into column (b). Schedule H-2 column (c), the total implementation expense, is the sum of columns (a) and (b).

The implementation margin entered into Schedule H-2 column (d) for each ECM shall not exceed the maximum margin for that ECM's technology category offered in Schedule B-1. Since the Government intends to make national IDIQ awards and select an awardee for the "initial project" without discussions or best and final offers, offerors are encouraged to offer their most favorable implementation margins in column (d).

Schedule H-2 column (d) implementation margin (M in %), column (c) ECM implementation expense (E in \$), and column (e) ECM implementation price (P in \$) are related by the expression  $P = E \times (1 + M/100)$ . The column (e) total, project implementation price, becomes part of the amount financed (see Schedule H-3). Since offerors using 3rd party financing receive the payout for both implementation expense and margin (i.e., working capital is replenished and implementation profit is paid) from the proceeds of permanent project financing after the Government accepts construction, offerors are encouraged to offer implementation margins that reflect this timely payment.

The offeror shall extend Schedule H-2 to however many pages are required to document implementation price by ECM, provide subtotals by technology category, and provide totals for the delivery order.

3. SCHEDULE H-3 -- Delivery Order Contractor Cash Flow :Schedule H-3 is submitted to present the offeror's proposed project cash flow for the "initial project". The schedule is divided into two sections. The top section summarizes the amount financed to implement the delivery order. The amount financed equals the delivery

order implementation price from Schedule H-2 plus the contractor financing procurement price (e.g., expense and profit for arranging the construction and permanent financing, bonding, etc.). The amount financed is amortized over the offeror-selected performance period term and the annual debt service is entered in Schedule H-3 row (a). The total annual interest rate charged shall not exceed the like-term T-Bill/T-Note index plus the maximum finance charge of Schedule B-3. The details of the total annual interest rate offered shall be documented in the footnote to Schedule H-3. Since the Government intends to make national IDIQ awards and select an awardee for the "initial project" without discussions or best and final offers, offerors are encouraged to offer their most favorable total annual interest.

The bottom section of Schedule H-3 details the offeror's performance period expenses. If expenses are entered in the row labeled "other", the offeror shall itemize and describe the expenses on an attachment. Each year the sum of performance period expenses (row (b)) is increased by the performance period margin (row(c)) to arrive at the performance period price (row (d)). The performance period margin shall not exceed the value in Schedule B-2. Since the Government intends to make national IDIQ awards and select an awardee for the "initial project" without discussions or best and final offers, offerors are encouraged to offer their most favorable performance period margin.

Total annual contractor payment (row (e)) in any year equals the sum of debt service (row (a) ) and performance period price (row (d)) .

The offeror shall extend Schedule H-3 to reflect the actual length of the offeror-selected performance period term.

4. SCHEDULE H-4 -- Delivery Order Energy And Cost Savings By ECM, Technology Category, and Delivery Order : Schedule H-4 presents the offeror's estimated energy and cost savings by ECM, technology category, and entire delivery order. The offeror shall submit Schedule H-4 with all delivery order proposals.

The baseline energy prices (columns (a1) through (d1)) are based on the energy tariffs provided in the site data package and the offeror-estimated ECM energy and demand reductions, and therefore may vary by ECM. If necessary the offeror shall provide an attachment that identifies the baseline energy price used for each ECM, and supports the values used with explanatory text and calculations.

The estimated ECM energy savings by fuel type shall be entered into Schedule H-4 columns (a) through (d). For ECMs with multiple energy type impacts, the offeror shall show all impacts and use parentheses (or a negative sign) to indicate increases in use. The estimated ECM energy cost savings of column (e) equals the sum of the products of the baseline energy prices and savings by fuel type.

Annually recurring cost savings, other than energy cost savings, which directly result from the offeror's efforts to save energy costs, are defined as recurring ancillary cost savings. Estimated recurring ancillary cost savings shall be entered into column (f). Examples of recurring ancillary cost savings include, but are not limited to, operation, maintenance, and repair directly related to the systems being modified. Ancillary savings to the Government must be real savings; i.e., the Government must either be spending the money currently or planning to spend the money in the future. If not, the money will not be available in the Government's operating budget for payments. In general, the offeror may need to maintain a system at a higher cost than the Government is currently expending, due to budgetary limitations. In such cases, the maintenance ancillary savings shall be based on the actual Government expenditure, not what the Government would be spending if the Government were properly maintaining the system. Operations, maintenance, and repair costs for tasks currently being performed by the Government or by a contractor hired by the Government are ancillary savings if the offeror assumes the task, reduces the task, or eliminates the task. The Government will determine whether a contractor-proposed task assumption, reduction, or elimination will be considered a recurring ancillary cost savings. The dollar value of the recurring ancillary cost savings shall be provided by the Government. In the case of the "initial project" used in this solicitation, if there are recurring ancillary cost savings the dollar value will appear in the site data package, and shall be entered into Schedule H-4 column (f) in the row for the ECM to which it is related.

The Government may also consider one-time ancillary cost savings. For example, one-time costs that are to be incurred by the Government to make repairs or meet environmental regulations are ancillary savings if the offeror assumes the task, reduces the task, or eliminates the task and if the money is available to the Government to pay the offeror. For example, if the Government has scheduled and funded the removal and replacement of a leaking oil tank with a new tank system ("repair by replacement") and if the offeror installs a natural gas line to serve new gas-fired equipment thereby negating the need for replacing the tank, the cost of the new tank system would be both a one-time ancillary repair cost savings and an ancillary environmental cost savings if the federal agency site has this money in its budget for payment to the offeror. An example of a strictly environmental one-time ancillary savings would be the cost of a refrigerant conversion on a water chiller containing a refrigerant with an ozone depletion potential (ODP) greater than 0.05, if the federal agency site has planned for the conversion, and has money in its budget to fund the conversion.

In summary, if the money is available for a project or task related to the energy systems being modified by the offeror, and that project or task will not have to be accomplished by the Government if the offeror performs the proposed delivery order, then that savings can be considered as one-time ancillary savings. One-time ancillary cost savings shall be listed in Schedule H-4 column (f) with an asterisk and as the only entry in that row ((a) through (e) and (g) and (h) all zero), and shall not be included in column or row totals with annually recurring energy and ancillary cost savings. One-time ancillary cost savings will be paid to the offeror upon completion of construction and acceptance by the Government, and shall deduct from the amount financed and thereby lower total debt service paid by the Government (Schedule H-3 row (a)).

ECM simple payback, which shall be entered into Schedule H-4 column (h), is defined as total implementation expense Schedule H-2, column (c)) divided by estimated total annual energy cost savings (Schedule H-4, column (e)).

L.21 NOTICE OF LABOR PROVISIONS (MAY 1997)

a. Offerors should note that this solicitation includes contract clauses requiring the listing of employment openings with the local office of the Federal-State employment service system and postings of employment notices. (See clauses "Affirmative Action for Special Disabled and Vietnam Era Veterans" and "Affirmative Action for Handicapped Workers").

b. This solicitation may include clauses relating to specific labor laws. General information regarding the requirements of the Walsh-Healey Public Contracts Act (41 U.S.C. 35-45), the Contract Work Hours Standards Act (40 U.S.C. 327-333), and the Service Contract Act of 1965 (41 U.S.C. 351-358) may be obtained from the Department of Labor, Washington, D.C., 20310, or from any regional office of that agency. Requests for information should include the RFP number, the name and address of the issuing agency, and a description of the supplies or services.

L.22 DISPOSITION OF PROPOSALS OR BIDS (MAY 1997)

Proposals or bids will not be returned (except for timely withdrawals).

L.23 QUESTIONS CONCERNING THE SOLICITATION (MAY 1998)

All questions concerning this solicitation must be submitted in writing by mail, fax or email to the DOE issuing office point of contact listed in Section L.7. Each question should clearly specify the solicitation area (Attachment number, page, etc.) to which it refers. Please reference on e-mail and faxes, or mark the outside of the mailed envelope "**SOLICITATION QUESTIONS - SOLICITATION NO. DE-RP05-98OR22587**" to expedite handling. The Department of Energy will respond on the internet by July 13 , 1998, if such questions are received by the Government before June 24, 1998.

L.24 CONTRACT BASE PERIOD (MAY 1998)

BASE PERIOD

Term: Twenty-Five (25) years

Total Maximum Firm Fixed Price of Contract, inclusive of contracts issued for all awardees:  
\$500,000,000

Minimum Firm Fixed Price of each Contract, per awardee: \$150,000

L.25 USE OF NON-GOVERNMENT PERSONNEL IN EVALUATIONS (MAY 1998)

The government requires non-government personnel from Federally-Funded Research and Development Centers (FFRDCs) (Oak Ridge National Laboratory) as advisors in proposal evaluation because aspects of the technical proposal evaluation require specialized training, experience and skills available from the FFRDCs that are not available in the Department of Energy.

L.26 MULTIPLE AWARD TASK ORDER CONTRACTS (MAY 1997)

Offerors should note that if awards under this solicitation are made to more than one contractor, the contract contains two clauses, one entitled "Task Orders" and one entitled "Procedures for Issuing Task Orders," which provide the procedures that will be used by the Contracting Officer in providing each of the firms receiving an award under this solicitation a "fair opportunity to be considered" in the issuance of tasks.

[End of Clause]

L.27 PREBID CONFERENCE-NONE (MAY 1997)

There will be no prebid conference for this solicitation.

L.28 DISCUSSIONS WITH OFFERORS (ALTERNATE 1) (MAY 1997)

The Government intends to award a contract without discussions with offerors (except communications conducted for the purpose of minor clarification). Therefore, each initial offer should contain the offeror's best terms from a cost or price and technical standpoint. However, the Government reserves the right to conduct written or oral discussions with any or all of the offerors, if determined by the contracting officer to be necessary. Offerors will be notified of the date, time, and place for any such oral discussions. Any discussions will be conducted in accordance with DOE acquisition policies and procedures.

[End of Provision]

L.29 CONTENT OF RESULTING CONTRACT (MAY 1997)

Any contract awarded as a result of this solicitation will contain PART I - The Schedule, PART II - Contract Clauses, and PART III - List of Documents, Exhibits and Other Attachments. Blank areas appearing in these sections will be completed during or after negotiations. Part IV, Section K will be incorporated in the contract by reference.

L.30 ATTACHMENTS TO SECTION L

The following are attachments to Section L:

Attachment D. Site Tour Information and Request Forms

Attachment E. Intention to Propose Form

Attachment F. Past Performance Information Form

**SECTION M - EVALUATION FACTORS FOR AWARD****M.1 GENERAL (MAY 1998)**

a) Proposals will be evaluated in accordance with applicable DOE acquisition policies and procedures. Evaluation will be performed to determine: the offeror's experience, capability, and management approach for completing the national work and, through the proposal for the "initial project", the offeror's demonstrated ability to generate desired results such as energy and maintenance cost savings and infrastructure capital renewal as specified in the RFP. The evaluation will result in verification of cost/price reasonableness for what is offered, and ranking with competing offerors on the basis of value.

b) Award will be made to that responsible offeror(s), whose offer(s), conforming to this RFP, is (are) considered most advantageous to the Government, considering the evaluation criteria in this Section M.

**M.2 EVALUATION CRITERIA (MAY 1998)**

Proposals will be evaluated using the criteria specified herein. Proposals will be evaluated using factors in two (2) categories: Technical and Price. Technical Evaluation Factors are more important than Price Evaluation Factors. The Government is more concerned about obtaining superior technical features [*demonstrated capability to implement comprehensive projects centered on GHP systems that generate energy and maintenance cost savings and infrastructure capital renewal*] than making an award at the lowest cost to the Government. However, the Government will not make an award at a price premium it considers disproportionate to the benefits associated with the superior technical proposal. Offerors are encouraged to submit creative and innovative approaches to the Statement of Work.

A. TECHNICAL CRITERIA. Technical aspects of proposals will be evaluated in accordance with the following criteria:

1. Criterion 1 - Past Performance References

The offeror's experience and past performance will be evaluated under existing and prior projects for similar products or services. Performance information will be used for both responsibility determinations and as an evaluation factor against which offerors' relative rankings will be compared to assure best value to the government. The government will focus on information that demonstrates quality of performance on previous geothermal heat pump and other projects relative to the size and complexity of the procurement under consideration. The Government shall evaluate relevant past performance information regarding the (1) offeror, (2) predecessor companies, (3) key personnel, (4) subcontractors that will perform major (subcontractors performing 20% of the total proposed cost) or critical aspects of the requirement, (5) joint ventures, (6) entities comprising a joint venture, and (7) limited liability companies.

The Government will evaluate the degree to which performance demonstrates quality of products or services, cost control, timeliness, effective business relations, and customer satisfaction with the client. Past Performance Survey will be used to collect past performance information from the references on the contracts that the offeror selects. Contracts selected must reflect relevant past performance information for that portion of the statement of work that each participant (offeror, predecessor companies, key personnel, and major subcontractors, joint ventures, entities comprising a joint venture, and limited liability companies) is proposed to perform. The Government shall evaluate the currency and relevance of the past performance information, source of the past performance information, context of the data, and general trends in performance.

The offeror is responsible for forwarding the past performance surveys, included as Section L, Attachment F to the references. The Government may consider information in other forms and from any source, and may evaluate based on any number of returned Past Performance Surveys. The Government may contact any reference or other source by any method including telephone or in writing; however, the Government has no obligation to contact any or all references.

## 2. Criterion 2 - ECMs and Related Technical Capability

Offeror descriptions of past performance will be evaluated for consistency with the Performance Information Forms completed by offeror references, responsibility determinations, and other factors that include: the offerors demonstrated capability with GHP systems and ECMs in associated technology categories; the offeror's demonstrated capability to manage, design, implement, finance, bond and maintain energy conservation/infrastructure capital renewal projects of similar size and technologies to those required; the offeror's demonstrated capability to provide a full range of turnkey services from management to financing, either independently or with a joint venture/teaming approach; the offeror's demonstrated ability to provide good quality control, workmanship and to conform to specifications; the offeror's demonstrated performance in accurately estimating and managing project cost effectiveness; the offeror's demonstrated ability to successfully develop, implement and adhere to work schedules; the offeror's demonstrated ability to conduct the project in a businesslike manner and willingness to cooperate with government personnel and other contractors.

Each offeror will be evaluated on his/her demonstrated technical capabilities in the primary and associated technology categories cited in the Statement of Work. This evaluation will include the offeror's demonstrated ability to determine the most cost-effective member of the family of GHP systems for specific applications; acquire partners, team members, or subcontractors to increase capability for successful delivery of the selected GHP systems and associated ECMs; the offeror's demonstrated understanding of the intent of DOE/FEMP M&V guidelines for Federal Energy Projects as applied to the family of GHP systems and ECMs in associated technology categories; the offeror's demonstrated capability to successfully implement baseline and M&V methods that are consistent with M&V protocols and that are acceptable methods to verify that the guaranteed level of cost savings is delivered over a year; the offeror's demonstrated responsibility for operations, maintenance and repair of GHP and associated ECMs appropriate for ECM complexity, and flexibility to meet Government site-specific project O&M needs; and the extent to which the offeror's training approach demonstrates understanding of Government training needs.

### 3. Criterion 3 - National Projects Management Approach

Each offeror will be evaluated on his/her demonstrated capability to manage projects that may be anywhere in the nation and to provide a suitable organizational structure to support contract performance. Elements to be evaluated include: the extent to which the organization covers all key elements of successful performance-based project management and provides clear assignment of responsibility for all project phases; overall management system demonstrates capability to successfully perform under the contract; the extent to which the proposer's project process demonstrates an understanding of necessary Government involvement at key stages during a project's implementation and performance periods; the extent to which the proposer's demonstrated national project O&M approach provides assurance of effective project performance and provides locally responsive maintenance support; verified qualifications of primary personnel (prime and subcontractor) with demonstrated experience and success in project management, facility surveying, energy savings estimating, energy and ancillary cost savings estimating, construction cost estimating, design, financing, construction, commissioning, operations, maintenance, repair, performance measurement and verification, and training; verification that subcontracting plan indicates effective management approach to select subcontractors and provide quality control and oversight of subcontractor work; verification that subcontractors are selected on competitive basis to the maximum practicable extent, with an emphasis on small/disadvantaged businesses.

### 4. Criterion 4 - Delivery Order ECM Descriptions, Projected Energy Savings, and Schedule

Each offeror will be evaluated on his/her demonstrated capability to identify and offer cost-effective ECMs, or to determine that cost-effective ECMs do not exist, in each required primary and associated technology category by building as specified in the site data packages, and to demonstrate the ability to accurately project energy savings and energy cost savings. Elements to be evaluated include the proven technical feasibility, reasonableness, and acceptability of the proposed ECMs within each required primary and associated technology category; the level and reasonableness of the proposed energy savings and energy cost savings; verification that the energy savings analysis is based on sound assumptions and engineering principles; verification that the energy cost savings analysis is based on sound assumptions and economic principles; verification of the quality of infrastructure offered, such as the suitability and service life of selected equipment for each proposed ECM; verification that proposed project implementation schedules are realistic and reasonable.

### 5. Criterion 5 - Energy Baseline and Delivery Order Performance Measurement

Offerors will be evaluated on the following M&V elements and capabilities: the baseline and M&V plan demonstrates a clear understanding of, and compliance with, the intent of DOE/FEMP M&V guidelines for Federal Energy Projects as applied to the family of GHP systems and ECMs in associated technology categories; verification that the equations proposed, assumptions made, parameters to be estimated, parameters to be monitored, sampling plan (if required), data collection plans, and analysis methods to determine savings are acceptable and reasonable and that they adequately capture the cost saving impacts of the proposed delivery order; methods to establish pre and post-installation conditions, maintain the baseline (e.g., adjustment strategies for possible circumstances), and determine cost savings are adequate and reasonable; methods and schedules for development of annual verification reports, Government review and acceptance, and dispute resolution are adequate and reasonable and in compliance with the

Government contract as represented in this RFP; and measurement and/or verification throughout the performance period is adequate and reasonable to provide assurance of continued effective monitoring of the annual cost savings achieved by the delivery order

6. Criterion 6 - Site Management Approach

Each offeror will be evaluated on the following elements of site management capabilities: the proposed organization to manage and accomplish the proposed delivery order is well suited and addresses all key elements to ensure successful project implementation and maintenance of project performance; offeror's organizational structure is adequate to provide required operation and maintenance of installed ECMs as proposed, whether operation and maintenance is done by the contractor, the Government (and/or the Government's Management and Operating (M&O) Contractor), or shared; offeror's training plan is appropriate and suitable for the proposed level of Government O&M responsibility.

B. RELATIVE RANKING OF TECHNICAL CRITERIA.

Criterion 2 is most important. Criteria 1, 3 and 4 are equal and next in importance. Criterion 5 is less important than Criteria 1, 3 or 4. Criterion 6 is least in importance.

C. PRICE CRITERIA.

The "price" is considered to be the sum of proposed prices in Schedule H-1, column (c) for the "initial project". The Government recognizes that offeror prices are likely not directly comparable because offerors are required to address primary and specific associated technology categories in specific buildings at each site, but will likely propose different members of the family of GHP systems in the primary category and different ECMs in the associated categories while addressing those requirements. Indeed the Government desires that offerors demonstrate their capabilities in their responses for the "initial project" by offering cost-effective GHP systems in each required building and including creative solutions in their proposals, or determining that cost-effective ECMs do not exist for some associated technology category requirements, where appropriate.

The Government will evaluate each offerors price proposal based on reasonableness and value to the Government for what is proposed. This requires consideration of the maximum margins and finance charges offered for any delivery order in the nation. This also requires consideration of the "initial project" delivery order proposal, including the specific primary and associated ECMs offered, price components, and cost savings and quality of infrastructure offered.

The margins and finance charges offered in the "initial project" delivery order proposal H schedules are not price evaluation factors for the national IDIQ competition (the maximum margins and finance charges in the B schedules are). However, after the national IDIQ awards are resolved the Government intends to select an awardee for the initial delivery order without discussions or best and final offers, and the margins and finance charges offered for the "initial project", as well as cost savings and quality of infrastructure offered, and all other factors will be considered at that time as they relate to the bottom line "initial project" offers of guaranteed savings and price.

National IDIQ Price Proposal Evaluation Factors

1. Maximum implementation margins by technology category (Schedule B-1) and maximum performance period margin (Schedule B-2) for any delivery order under the national IDIQ contract will be evaluated by reviewing narrative descriptions of the basis for the offers, and verifying consistency of application within the "initial project" offer. The Government recognizes that individual offerors may categorize direct and indirect expenses differently in their internal accounting systems, and that this affects margin. The Government intends that offerors be able to use their current accounting methods to support their price proposals, without negative evaluation consequence.
2. Maximum finance charge by delivery order performance period term and amount financed (Schedule B-3) for any delivery order under the national IDIQ contract will be evaluated for reasonableness and by reviewing narrative descriptions of the basis for the offers, and verifying consistency of application within the "initial project" offer.
3. The "initial project" delivery order price proposal (Schedules H-1 through H-4) will be evaluated:
  - a. To assess reasonableness of the proposed guaranteed annual cost savings, performance period term, and total annual contractor payments and to verify that the schedules support these offers.
  - b. To verify that proposed guaranteed cost savings exceed the proposed total annual contractor payments in each year of the performance period.
4. The price proposal will be subjectively evaluated not point scored.

Note: An unrealistic price proposal may be evidence of the offeror's lack of, or poor understanding of the RFP requirements.

#### M.3 OVERALL RELATIVE IMPORTANCE OF EVALUATION CRITERIA (MAY 1998)

The technical proposal is of greater importance than the price proposal. However, if, after evaluation of the Technical and Price Proposals, two or more competing overall proposals are within the competitive range, the evaluated Price Proposals may be the deciding factor for selection, depending on whether the most acceptable overall proposals (excluding price consideration) are determined to offer the Government the best national value when consideration of price for the cost savings and quality of infrastructure offered are included.

#### M.4 ELIGIBILITY FOR AWARD AND AWARD OF INITIAL DELIVERY ORDER (MAY 1998)

The Government intends to make multiple awards to responsible offerors as evaluated in accordance with the criteria set forth in M.1 above. The Government will make award to offerors whose proposals will be most advantageous to the Government, considering technical, price and other factors.

The Government reserves the right to determine which successful contractor awarded an IDIQ contract will be selected for award of the first delivery order.

Firms must be on DOE's Qualified List of Energy Service Companies at time of award to be eligible for award. Instructions for application to the Qualified List are presented in 10 CFR 436 (b) "Methods and

Procedures for Energy Savings Performance Contracting".

M.5 PREAWARD SURVEY (MAY 1998)

The Government may make a preaward survey of the best conforming offerors to determine whether such offerors are qualified and capable of performing the national IDIQ contracts. The preaward survey will involve examination of the offeror's subcontracting and financial plans and status.

M.6 QUALIFICATION CRITERIA (MAY 1998)

(a) The proposal must clearly demonstrate that the offeror meets each and every one of the following Qualification Criteria in order to be evaluated in accordance with the Evaluation Criteria.

(1) The offeror must be listed on the DOE Qualified List of Energy Service Companies or have made application to be included on the list and be approved before award is made.

(b) Only those proposals which clearly demonstrate that the Qualification Criteria are met shall be evaluated. Offerors whose proposals do not meet the Qualification Criteria shall be advised of that determination.

ATTACHMENT A:

SAMPLE  
REPORTING REQUIREMENTS CHECKLIST  
FOR DELIVERY ORDERS

## Attachment A - Reporting Requirements Checklist

SCHEDULE OF DELIVERABLES FOR DELIVERY ORDERS					
Item	Description	Frequency	Due	Copies	Delivered to:
001	Certificate of Insurance	One time	15 days after award of delivery order	1	Contracting Officer for delivery order
	Performance Bond	One time	15 days after award of delivery order	1	Contracting Officer for delivery order
	Payment Bond	One time	15 days after award of delivery order	1	Contracting Officer for delivery order
002	Work Schedule	Monthly	10 days before work start	2	<ul style="list-style-type: none"> <li>●Contracting Officer for delivery order (1 copy)</li> <li>●Contracting Officer's authorized representative for delivery order (1 copy)</li> </ul>
003	Work - Outside Normal Hours	Per occurrence	5 days before work start	3	<ul style="list-style-type: none"> <li>●Contracting Officer for delivery order (1 copy)</li> <li>●Contracting Officer's authorized representative for delivery order (2 copies)</li> </ul>
004	ECM Installation Plan	One time	Per delivery order and, again if additional ECMs are added through modification to the delivery order	5	<ul style="list-style-type: none"> <li>●Contracting Officer for delivery order (3 copies)</li> <li>●Contracting Officer's authorized representative for delivery order (2 copies)</li> </ul>
005	ECM Installation Quality control Inspection Program	One time	With Item 005 above	5	<ul style="list-style-type: none"> <li>●Contracting Officer for delivery order (3 copies)</li> <li>●Contracting Officer's authorized representative for delivery order (2 copies)</li> </ul>
006	Notification of Utility Interruption	Per occurrence	20 working days prior to outage	3	<ul style="list-style-type: none"> <li>●Contracting Officer for delivery order (1 copy)</li> <li>●Contracting Officer's authorized representative for delivery order (2 copies)</li> </ul>
007	O&M Manuals	One time	With training class	6	<ul style="list-style-type: none"> <li>●Contracting Officer for delivery order (1 copy)</li> <li>●Contracting Officer's authorized representative for delivery order (1 master for reproduction and 4 copies)</li> </ul>
008	ECM Performance Verification	Per ECM	Upon ECM installation	5	<ul style="list-style-type: none"> <li>●Contracting Officer for delivery order (3 copies)</li> <li>●Contracting Officer's authorized representative for delivery order (2 copies)</li> </ul>
009	As-built Drawings	Per ECM	90 days after Government's acceptance	3	<ul style="list-style-type: none"> <li>●Contracting Officer for delivery order (1 copy)</li> <li>●Contracting Officer's authorized representative for delivery order (2 copies)</li> </ul>
010	Annual Energy Audit for ECM Performance	Annually	15 days after audit	5	<ul style="list-style-type: none"> <li>●Contracting Officer for delivery order (3 copies)</li> <li>●Contracting Officer's authorized representative for delivery order (2 copies)</li> </ul>

## ATTACHMENT B

# HISTORY OF FEDERAL ENERGY LEGISLATION THAT ASSIGNS TEMPERATURE SET POINTS, VENTILATION REQUIREMENTS, AND LIGHTING LEVELS

**HVAC THERMOSTAT SETTINGS - DEGREES F.**

STATUS	HEATING	COOLING	LEGISLATION
Occupied	65-70[1]	78-80[2]	8 April 87, Federal Register
Vacant	55 max [3]	No A/C[4]	8 April 87, Federal Register
Occupied	65-70[5]	76-80[6]	1 July 94, 41CFR 101-20-107
Vacant	55 max[5]	No A/C[5]	1 July 94, 41CFR 101-20-107
Occupied	Comfort[7]	Comfort[7]	7 Apr 95, Federal Register
Vacant	55 max[7]	See note[7]	7 Apr 95, Federal Register

**Notes:**

- [1] Thermostats shall be set to maintain temperatures between 65 and 70 degrees during the heating season.
- [2] Thermostats shall be set to maintain temperatures between 78 and 80 degrees during the cooling season.
- [3] During non-working hours, heating temperatures shall be set no higher than 55 degrees F.
- [4] During non-working hours, air conditioning shall not be provided.
- [5] No changes from previous requirements
- [6] Thermostats shall be set to maintain temperatures between 76 and 80 degrees F during the cooling season.
- [7] Temperatures will be maintained to maximize customer satisfaction by conforming to local commercial equivalent temperature levels and operating practices. GSA will seek to minimize energy use while operating its buildings in this manner. During non-working hours, heating temperatures shall be set no higher than 55 degrees F. And air conditioning will not be provided except as necessary to return space temperatures to a suitable level for the beginning of working hours.

**VENTILATION REQUIREMENTS**LEGISLATION

7 April 95, Federal Register: "During working hours in periods of heating and cooling, provide ventilation in accordance with ASHRAE Standard 62, *Ventilation for Acceptable Indoor Air Quality* where physically practical. Where not physically practical, provide the maximum allowable amount of ventilation during periods of heating and cooling and pursue opportunities to increase ventilation up to current standards. ASHRAE Standard 62 is available from ASHRAE Publications."

**MAINTAINED LIGHTING FOOT-CANDLES**

DESKTOP	WORK AREA	NON-WORK AREA	LEGISLATION
50 [1]	30 [2]	10 [3]	8 April 87 Federal Register
50 [4]	30 [4]	10 [4]	1 July 94, 41CFR101-20-107
50 [4]	30 [4]	10 [4]	7 April 95 Federal Register

**Notes:**

- [1] Except where special circumstances exist, illumination levels shall be maintained as near as practical to the following standards: 50 foot-candles at work station surfaces, measured at a height of 30 inches above floor level during working hours - ( For visually difficult or critical tasks, additional lighting may be authorized by the GSA buildings manager or by agencies that have been delegated authority to perform building management functions.)
- [2] As near as practical to 30 foot-candles in work areas during working hours, measured 30 inches above floor level.
- [3] As near as practical to 10 foot-candles, but not less than 1 foot-candle in non-work areas during working hours (normally this will require levels of 5 foot-candles at elevator boarding areas, a minimum of 1 foot-candle at the middle of corridors and stairwells as measured at the walking surface and 10 foot-candles in storage areas.

[4] No changes from previous requirements.

ATTACHMENT C  
DOE QUALIFIED LIST OF  
ENERGY SERVICES CONTRACTORS