

Commonwealth of Pennsylvania
Invitation to Qualify For National Emission Standards Compliance Services

PART II – BID REQUIREMENTS

Suppliers interested in doing business with the Commonwealth of Pennsylvania (COPA) through the National Emission Standards Compliance Services ITQ Contract #4400013153, must submit a bid in response to this ITQ and provide supporting documentation to the COPA. The COPA will review the supporting documentation to determine whether the supplier meets the minimum eligibility requirements. Suppliers must complete and submit the documentation specified below for their bid to be considered complete and responsive.

A “How to Submit and ITQ Proposal” document is available in the “Document Library” at <http://www.itgrp.state.pa.us/ITQ/ITQ/ITQLibrary/DocumentLibrary.aspx>. Choose your ITQ from the drop down menu.

Suppliers interested in submitting a bid to become a Qualified Supplier of National Emission Standards Compliance Services must meet **all** of the following requirements. Failure to meet the below requirements may result in the supplier’s bid being rejected.

1. The supplier must be registered with the COPA. If you are not a registered supplier, you may register at the PA Supplier Portal by going to the following link, www.pasupplierportal.state.pa.us.
2. The supplier must submit supporting documentation to the COPA in accordance with the Open Enrollment Process in Part III.
3. Suppliers seeking qualification for the Energy Assessment Service Category are required to submit supporting documentation indicating the personnel who will perform the assessments possess qualifications meeting the EPA’s criteria for a Qualified Energy Assessor.
4. Suppliers seeking qualification for any of the three Service Categories are required to submit literature describing the technical capability of their company and/or their company’s past experience in each category. More detail on the types of documentation required is included in the “Additional Required Documentation” section beginning on Page 3 below.

Each supplier that meets the minimum qualifications will be awarded a contract. Award of a contract to a supplier is not a guarantee of business.

The PA Supplier Portal is a secure site. The PA Supplier Portal certified browsers are Internet Explorer 6.0 through 8.0. Other products may work; however, full functionality cannot be assured.

Steps of the PA Supplier Portal:

1. Select ITQ: Select the ITQ from the Listing provided – download a copy of the Costars Qualified Small Business Certification Form by selecting the “view” button and printing the appropriate document only if supplier is qualified as a Small Business.
2. Proposal Contact Information: When filling out the ITQ Supplier Profile Questionnaire and entering an email address contact, please use a company resource account and not a person’s personal email address. Our system will not allow this information to be changed at this time and if the email would change you would not receive the solicitations from the agencies to be able to provide a response to their solicitations.

The following minimum fields are required to be provided in the Supplier Profile Questionnaire.

- 1) Company Information
- 2) Organization
- 3) Financial Information
- 4) Organizational Questions

3. Service Locations: Select the county or counties you will service from the listing.
4. Client References – Provide information client references regarding past performance.
5. Technical – Nothing will be entered under “Step 5” See Service Category Table on page 11.
6. Additional Required Documentation – Upload all required documentation.

Suppliers must complete and/or submit the additional required documentation specified in each service category for their bid to be considered as being complete and responsive. In *Step 6. Additional Required Documentation*, suppliers will be asked to upload required documentation by selecting “All Required Documentation” from the drop down and uploading all required documentation as one file.

7. Pre-Submission Audit: Review all sections to be sure “complete” has been captured in all columns. Click on small instruction box on the left and a “Submit Proposal” button will appear. Click on this button when you are ready to submit your bid

Technical Skills

In “*Step 5. Technicals*”, suppliers will be asked to identify technical skills relative to the selected Service Category. After the supplier’s bid is accepted and a contract is executed, this information will then be posted to a “Supplier Profile” page on the ITQ website. It is the Supplier’s responsibility to review and update the “Company Profile” on an ongoing basis to keep agencies informed of its technical capabilities.

Additional Required Documentation

Suppliers must complete and/or submit the additional required documentation specified below for their bid to be considered as being complete and responsive. In *Step 6, "Additional Required Documentation"*, suppliers will be asked to upload this additional required documentation by selecting a required document name from the drop down and uploading the appropriate documentation with the file name specified below.

1. **Supporting Documentation.** In order to become Qualified for a particular Service Category, Suppliers are required to provide the following documentation:
 - a. **Energy Assessments Services:**
 - i. Energy Assessments must be performed by individuals meeting the EPA's definition of a Qualified Energy Assessor. Suppliers are required to provide documentation indicating that the staff members who will perform these assessments meet these requirements, including but not limited to:
 1. Certificate of Completion of the DOE Qualified Specialist Program for all systems
 2. Association of Energy Engineers Certification as Energy Manager
 3. Employee resume or statement of qualifications
 - ii. Description of 3 comparable studies of institutional central plants with units utilizing biomass, coal, and heating oil as fuel sources performed by the supplier within the past 5 years. It is not required that each study pertain to all three fuel sources. However, the three studies combined must cover all three fuel sources.
 - b. **Boiler Tune-Up Services:**
 - i. Description of the Supplier's prior experience in performing tune-ups of biomass and coal-fired units
 - ii. General description of combustion tune-ups performed by the supplier.
 - c. **Performance Stack Testing Services:** Suppliers must be able to develop test protocols, and perform tests for both CO and mercury as required in Table 4 of Subpart JJJJJ of Part 63. Suppliers are required to submit supporting documentation outlining their ability to meet these requirements.