

# Commonwealth Invitation to Qualify For Electricity Demand Response Services

## PART II – BID REQUIREMENTS

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Suppliers interested in doing business with the Commonwealth of Pennsylvania (COPA) through the PJM Demand Response Services ITQ Contract #4400016352, must develop and submit a proposal along with all additional required documentation as stated on the home page of the ITQ website found at the following link: <http://www.dgs.internet.state.pa.us/ITQ/Default.aspx> . To find this ITQ, select the “Current Contracts” link found in the upper-left corner of your screen, then scroll down until you find “4400016352”. The Commonwealth will evaluate the proposal and 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 an ITQ Proposal” document is also available in the “Document Library” link found on the upper-left corner of the home page, just underneath “Current Contracts”. Or it can be accessed directly at:

<http://www.dgs.internet.state.pa.us/ITQ/ITQLibrary/DocumentLibrary.aspx>. You must then select “4400016352 – Electricity Demand Response Services” from the drop down menu.

Suppliers interested in submitting a bid to become a Qualified Curtailment Service Provider (CSP) must meet **all** of the following requirements. Failure to meet the below requirements may result in the supplier’s bid being rejected.

1. A CSP must submit/upload a completed Domestic Workforce Utilization Form. The form to be completed can be found in the same Document Library for this ITQ as mentioned above.
2. CSPs must be a PJM member Curtailment Service Provider. In order to become qualified, A CSP must submit/upload documentation confirming the CSP possesses this membership. Qualified CSPs are responsible for maintaining this membership during the term of this Contract. Should a Qualified CSP cease to be a PJM Member during the term of this Contract, the CSP’s contract may be cancelled at the Commonwealth’s discretion
3. CSPs are required to have been in business for a minimum of one year at the time they apply to become qualified on this ITQ. To meet the minimum of one (1) years in business qualification requirement, CSPs must submit/upload supporting documentation such as; Articles of Incorporation, registration of a fictitious name, income tax return, Dunn & Bradstreet report, etc. In “Step 6.”, upload the years in business documentation by selecting Years in Business from the drop down and naming the file that will be uploaded “Years in Business”.
4. A CSP must be determined as responsible by the Issuing Office. (Reference Section IV. Supply Terms and Conditions, “Contractor Responsibility Program and Provisions” Clause

5. If the CSP elects to offer its services under this ITQ to COSTARS Members, the CSP must complete and upload the “COSTARS Program Election to Participate” Form which is found in the same Document Library.

To participate as a supplier to COSTARS members, each supplier is required to pay an administrative fee. The administrative fee is \$1500 (\$500 for DGS Self Certified Small Businesses). A complete explanation of the COSTARS program can be found in Section 57 of the Terms and Conditions in Part IV of this ITQ.

**Note:** Each supplier that meets these minimum qualifications will be awarded a contract. Award of a contract to a supplier is not a guarantee of business.