



Mandatory Pre-proposal Conference Solar Photovoltaic System RFP 6100033872

Issuing Officer: Jennifer Habowski

June 18, 2015

1:00 pm



- Introductions
- Housekeeping
- Supplier Support
- Background
- Bureau of Small Business Opportunities (BSBO)
- RFP Requirements
- Review of Submitted Questions and Answers
- Additional Questions and Answers



➤ **Department of General Services**

- ❖ Jennifer Habowski, Issuing Officer
- ❖ Greg Knerr, Commodity Manager
- ❖ Gayle Nuppnau, BSBO, Procurement Liaison

➤ **Department of Military and Veterans Affairs**

- ❖ Robert Edwards, Chief, Plans and Operations

➤ **PA-Army National Guard**

- ❖ LTC Daneen Hutton, Director of Public Works



- In the event of a fire drill:
 - Exit building through same doors you entered
 - Gather in far northeast side across parking area

- Restrooms at both ends of the building
- Sign attendance register
- Provide business card
- Sign-in sheet will be posted to eMarketplace
- Blank question sheet

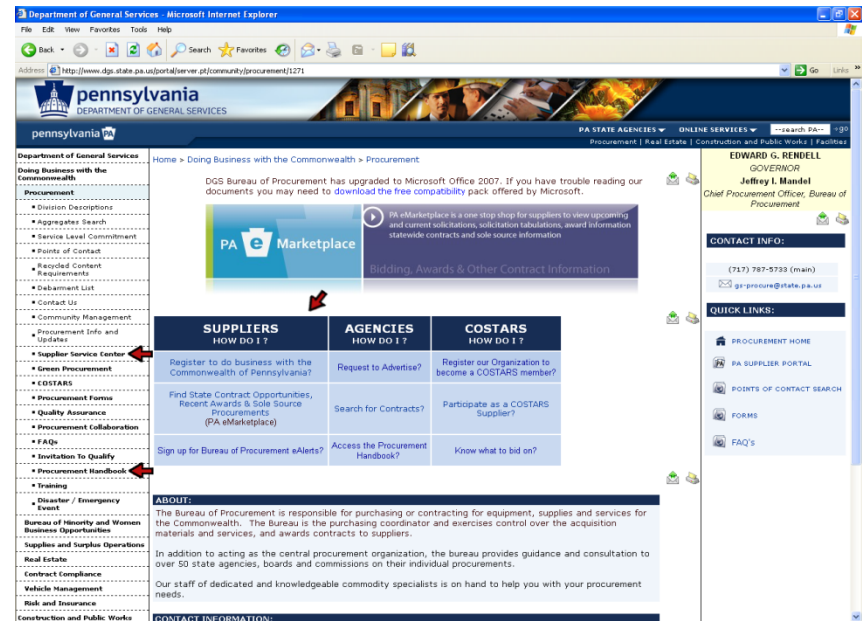


www.eMarketplace.state.pa.us

Your Gateway to All Procurement Information

Links to:

- **Supplier Service Center**
- **PA e-Marketplace**
- **PA Supplier Portal**
- **Procurement Handbook**

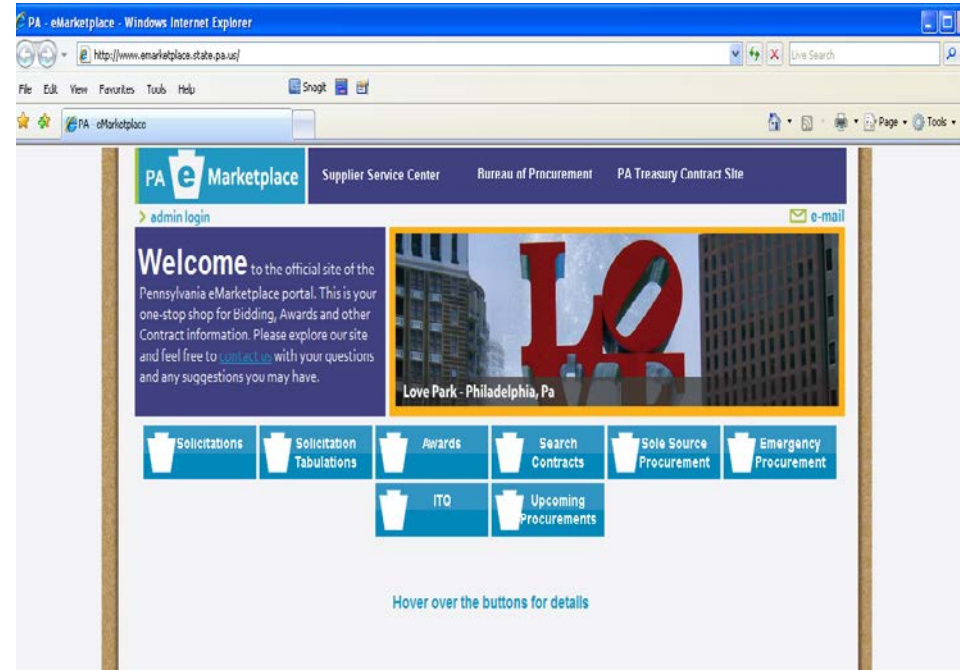




www.eMarketplace.state.pa.us

Your Gateway to Contract Information

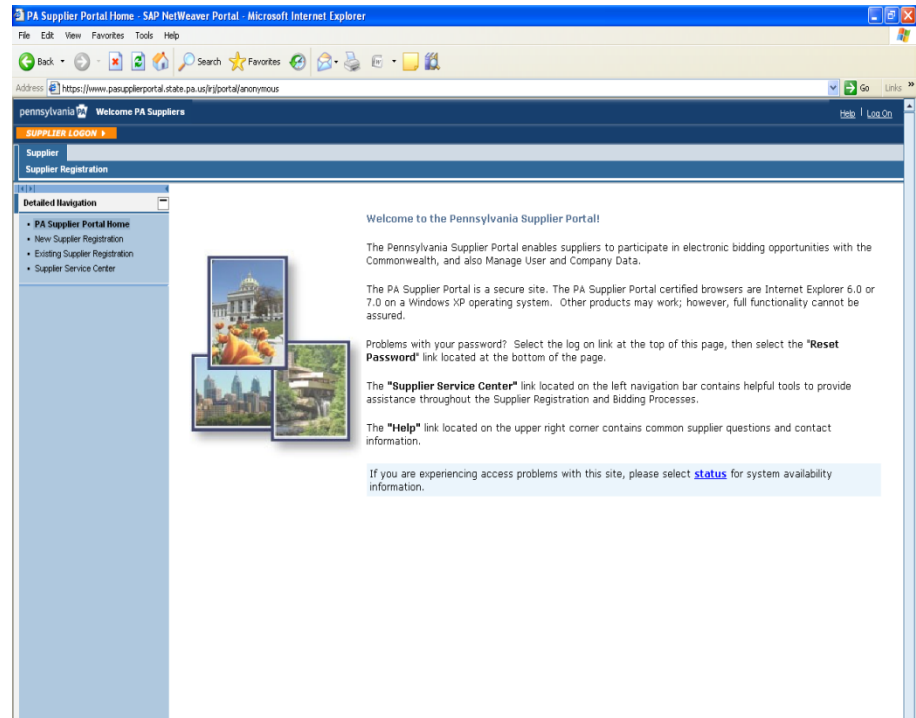
- **Solicitations**
- **Tabulations**
- **Awards**
- **Contracts**
- **Sole Source**
- **Upcoming Procurements**
- **Links:**
 - **Supplier Service Center**
 - **Treasury Contracts**



www.pasupplierportal.state.pa.us

Your Gateway to Procurement

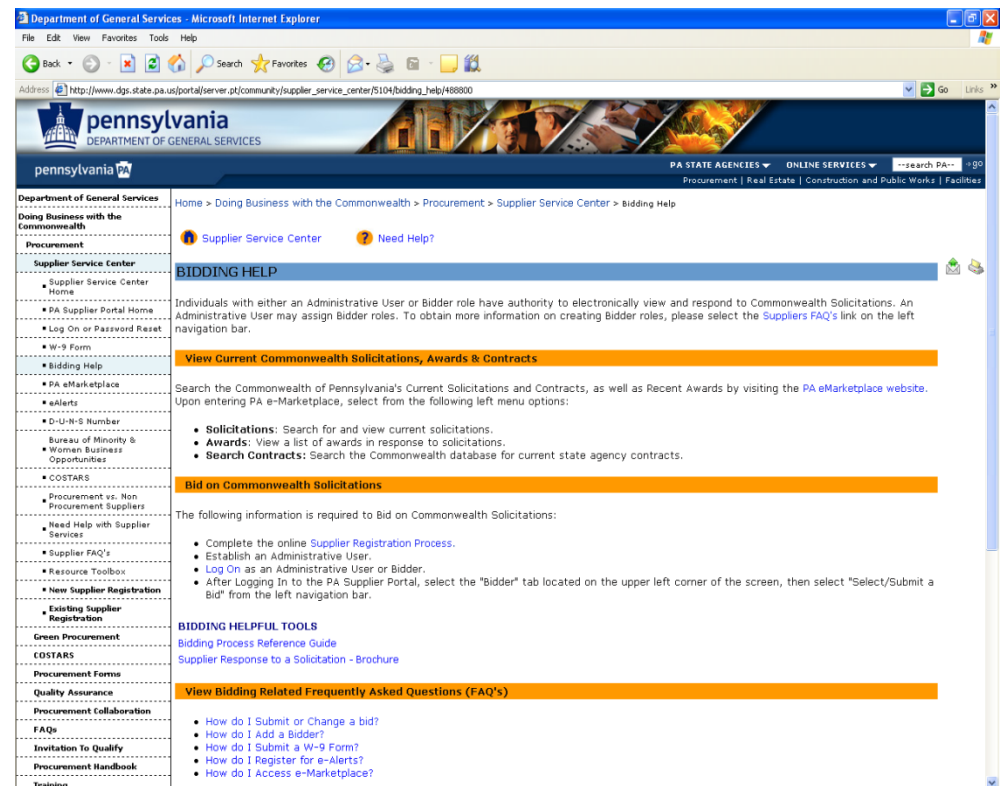
- **New Supplier Registration**
- **Manage company data**
- **Link:**
- **Supplier Service Center**



Supplier Service Center

Resources

- Frequently Asked Questions
- How to Register
- E-Alerts
- COSTARS
- Reset Password
- Resource Toolbox
 - Brochures
 - Guides



The screenshot shows a web browser window titled "Department of General Services - Microsoft Internet Explorer". The address bar shows the URL: http://www.dgs.state.pa.us/portal/server.pt/community/supplier_service_center/5104/bidding_help/488800. The page header includes the Pennsylvania Department of General Services logo and navigation links for "PA STATE AGENCIES", "ONLINE SERVICES", and a search bar. The main content area is titled "BIDDING HELP" and contains the following text:

Individuals with either an Administrative User or Bidder role have authority to electronically view and respond to Commonwealth Solicitations. An Administrative User may assign Bidder roles. To obtain more information on creating Bidder roles, please select the [Suppliers FAQ's](#) link on the left navigation bar.

View Current Commonwealth Solicitations, Awards & Contracts

Search the Commonwealth of Pennsylvania's Current Solicitations and Contracts, as well as Recent Awards by visiting the [PA eMarketplace website](#). Upon entering PA e-Marketplace, select from the following left menu options:

- **Solicitations:** Search for and view current solicitations.
- **Awards:** View a list of awards in response to solicitations.
- **Search Contracts:** Search the Commonwealth database for current state agency contracts.

Bid on Commonwealth Solicitations

The following information is required to Bid on Commonwealth Solicitations:

- Complete the online [Supplier Registration Process](#).
- Establish an Administrative User.
- [Log On](#) as an Administrative User or Bidder.
- After Logging In to the PA Supplier Portal, select the "bidder" tab located on the upper left corner of the screen, then select "Select/Submit a Bid" from the left navigation bar.

BIDDING HELPFUL TOOLS

[Bidding Process Reference Guide](#)
[Supplier Response to a Solicitation - Brochure](#)

View Bidding Related Frequently Asked Questions (FAQ's)

- [How do I Submit or Change a bid?](#)
- [How do I Add a Bidder?](#)
- [How do I Submit a W-9 Form?](#)
- [How do I Register for e-Alerts?](#)
- [How do I Access e-Marketplace?](#)

The left navigation menu includes sections such as "Doing Business with the Commonwealth", "Procurement", "Supplier Service Center", "Green Procurement", "COSTARS", "Procurement Forms", "Quality Assurance", "Procurement Collaboration", "FAQs", "Invitation to Quality", "Procurement Handbook", and "Training".

Telephone - Toll Free: 877-435-7363

Telephone - Harrisburg: 717-346-2676

Web: www.pasupplierportal.state.pa.us

e-Mail: RA-PSC Supplier Requests@pa.gov

- **Vendor Registration Guide**
- **Bidding Reference Guide**
- **eAlerts**
- **W-9 Form**

Through this RFP, the Commonwealth is seeking a qualified Offeror to construct, own, operate, and maintain a Solar Photovoltaic (PV) System at Fort Indiantown Gap, the headquarters of the Department of Military & Veterans Affairs (DMVA). Specifically, DMVA is undertaking this project in response to a Federal requirement related to renewable energy projects. DMVA is to purchase 7.5% of its electricity needs through the implementation of a small-scale renewable energy project.

- The Selected Offeror is responsible for all activities and costs related to the construction of the Solar PV System and its ongoing operation and maintenance for the duration of the contract.
- The Selected Offeror will be compensated through the sale of the electricity generated by the Solar PV System to DMVA.
- Ownership of the Solar PV system will transfer to DMVA and the land lease agreement with the selected Offeror will terminate upon the expiration of the Contract.

➤ **Current Contract Information:**

- This is a brand-new project, therefore there is no previous contract.

➤ **Term of New Contract:**

- Contract will end 20 years from the Initial Energy Delivery Date



Mandatory Site Visit

Prospective Offerors must participate in a site visit following the mandatory pre-proposal conference that will provide an overview PV Site location.



PV Site Location

You are here



Bureau of Small Business Opportunities (BSBO)

Gayle Nuppnau

DGS, Procurement Liaison

Small Diverse Business Program (SDB)

Program designed to encourage participation of Small Diverse Businesses (SDB) in state contracting

- A Small Diverse Business is a DGS-verified minority-owned business, woman-owned business, veteran-owned business or service-disabled veteran-owned business.
- A small business is a business in the United States which is independently owned, not dominant in its field of operation, employs no more than 100 full-time or full-time equivalent employees, and earns less than \$7 million in gross annual revenues for building design, \$20 million in gross annual revenues for sales and services and \$25 million in gross annual revenues for those businesses in the information technology sales or service business.



To receive credit for being a Small Diverse Business or for subcontracting with a Small Diverse Business (including purchasing supplies and/or services through a purchase agreement), a Offeror must include proof of Small Diverse Business qualification in the Small Diverse Business participation submittal of the proposal, as indicated in section II of the RFP.

- Photocopy of its DGS issued certificate entitled “Notice of Small Business Self-Certification and Small Diverse Business Verification” indicating its diverse status
- Small Diverse Business(es) must be named including address and phone
- Letter of intent that specifies the type of goods or services the small diverse business will provide along with percentage of commitment
- All Offerors must include a numerical percentage which represents the total percentage of the work (as a percentage of the total cost in the Cost Submittal) to be preformed by the Offeror and not by subcontractors and suppliers
- All Offerors must include a numerical percentage which represents the total percentage of the work (as a percentage of the total cost in the Cost Submittal) to be performed by the Small Diverse business as subcontractors

**NOTICE OF SMALL BUSINESS SELF-CERTIFICATION
AND SMALL DIVERSE BUSINESS VERIFICATION**



pennsylvania
DEPARTMENT OF GENERAL SERVICES

The Department is pleased to announce that
AGENCY GUEST ACCOUNT

has successfully completed the Pennsylvania Department of General Services' process for self-certification as a small business under the Commonwealth's Small Business Procurement Initiative as established by Executive Order No. 2011-09, and is verified as a Small Diverse Business with the following designation(s):

BUSINESS TYPE(s): Construction Contractor, Construction Supplier, Design, Procurement Services, Procurement Goods, Information Technology

CERTIFICATION NUMBER: 336949-2012-07-SB-MWBE

ISSUE DATE: 07/15/2012

EXPIRATION DATE: 07/16/2015

RECERTIFIED DATE: 7/16/2014



Curtis M. Topper, Acting Secretary
Department of General Services
Commonwealth of Pennsylvania



**SMALL DIVERSE BUSINESS
LETTER OF INTENT**

[DATE]

[SDB Contact Name]
Title
SDB Company Name
Address
City, State, Zip]

Dear [SDB Contact Name]:

This letter serves as confirmation of the intent of [Offeror] to utilize [Small Diverse Business (SDB)] on RFP [RFP number and Title] issued by the [Commonwealth agency name].

If [Offeror] is the successful vendor, [SDB] shall provide [identify the specific work, goods or services the SDB will perform, and the specific timeframe during the term of the contract and any option/renewal periods when the work, goods or services will be performed or provided].

These services represent [identify fixed numerical percentage commitment] of the total cost in the [Offeror's] cost submittal for the initial term of the contract. Dependent on final negotiated contract pricing and actual contract usage or volume, it is expected that [SDB] will receive an estimated [identify associated estimated dollar value that the fixed percentage commitment represents] during the initial contract term.

[SDB] represents that it meets the small diverse business requirements set forth in the RFP and all required documentation has been provided to [Offeror] for its SDB submission.

We look forward to the opportunity to serve the [Commonwealth agency name] on this project. If you have any questions concerning our small diverse business commitment, please feel free to contact me at the number below.

Sincerely,

Acknowledged,

Offeror Name
Title
Company
Phone number

SDB Name
Title
Company
Phone number



Contact Information

Bureau of Small Business Opportunities (BSBO)

Ms. Gayle Nuppnau

Procurement Liaison

Telephone: (717) 346-3819

E-Mail: gnuppnau@pa.gov

The proposal shall consist of **three** separately sealed submittals:

Technical Submittal

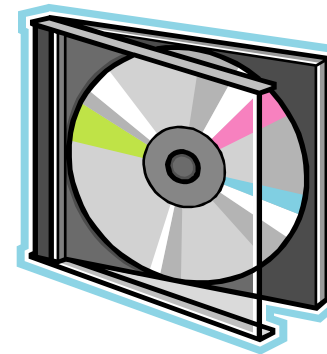
(7 paper copies with 1 marked “Original”)

Cost Submittal (1 paper copy); and

Small Diverse Business Submittal

(2 paper copies)

Include CD/Flash drive of **complete and exact** copy of each entire proposal



CD

OR



Flash Drive

*** In accordance with Part I-18 of the RFP - If claiming confidential proprietary information, or trade secrets, include a redacted version of the proposal along with a signed written statement on the CD or Flash Drive clearly marked “REDACTED”.**



PAPER SUBMISSION

(hand carried or mailed) by **October 16, 2015 EST**

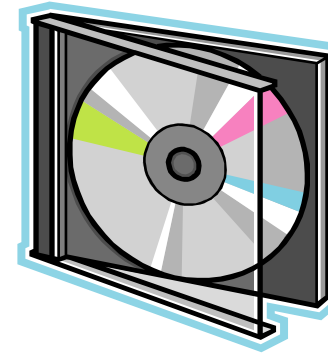
**PA Department of General Services
Bureau of Procurement
Attn: Jennifer Habowski/RFP 6100033872
555 Walnut Street
Forum Place, 6th Floor
Harrisburg, PA 17101**

- * Late Submittals will automatically be rejected**
- * If using Fedex, allow an extra day or two**



Offeror's Technical Submittal

1. **Appendix A** - Proposal Cover Sheet
2. **Narrative Response** to RFP Part II-1 through II-8
***Part II-3 (Work Plan)** – Describe in narrative form your technical plan for accomplishing the work. Use **Part IV** of the RFP as reference.
3. **Appendix B** – Trade Secret Confidential Proprietary Information Notice
4. **Appendix E**, Domestic Workforce
5. **Appendix F**, Lobbying Disclosure



CD

OR



Flash Drive

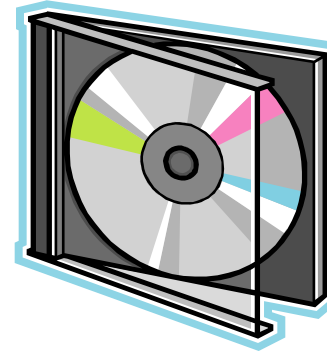
***DO NOT include any cost information in your technical submittal response.**



Offeror's Cost Submittal

Appendix D – Cost Submittal Form

* The Cost Submittal will be evaluated based on the group total comprised of the initial contract term 20 years.



CD

OR



Flash Drive

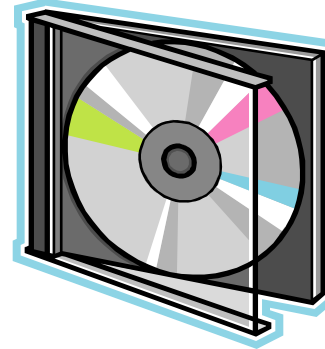
MAKE NO ASSUMPTIONS. If there are any assumptions included in the cost submittal, your proposal may be rejected.



Offeror's SDB Submittal

Narrative Response to RFP Part II-9

Appendix C – SDB Letter of Intent



CD

OR



Flash Drive



MANDATORY REQUIREMENTS

- Proposal must be received by the proposal due date and time.
(Paper Submission)
- Proposal Cover Sheet (Appendix A) must be properly signed by an authorized official that binds Offeror to the provisions contained in their proposal.

CONTRACT REQUIREMENTS

- Must obtain 70% of total available technical points to advance.
- If you specify that the proposal is not firm for the time period 120 days or until a contracted is fully executed, your proposal may be rejected.
- If there are any assumptions included in the cost submittal, your proposal may be rejected.
- If you state that the proposal is contingent on negotiation of Offeror terms and conditions, your proposal may be rejected.



General System Requirements

- The proposed Solar PV System must be sized to provide 7.5% of DMVA's "federal" electricity consumption in the federal fiscal year 2014 (Oct 2013 to Sept 2014)
 - The required kWh per year is 3,180,750
- The output of the Solar PV System must be 3 MW or less in order to meet MetEd net metering requirements

Cost

- **Offerors will submit The following:**
 - Fixed prices per kWh for each of the 20 contract years
 - The total net energy output (kWh) to be provided during each contract year
 - The average net power output (kW) of the proposed system during hours of 3 to 5 PM June 1 through August 30 for each contract year
 - A proposed net hourly power output for Contract Year 1

- **Costs will be evaluated by determining a total 20-year cost value for each Offeror**
 - This value will be the sum of the total energy costs minus an estimated reduction in PJM capacity costs resulting from the Offeror's proposed Solar PV System



CRITERIA FOR SELECTION

Technical = 30% of the total points

Small Diverse Business = 20% of the total points

Cost = 50% of the total points

Bonus Points: Domestic Workforce Utilization



- Review of Questions
- Additional Questions

**ALL questions
must be in
written form...**

**Blank question
sheets are
available at the
Sign-In Desk.**





Answers provided today are considered unofficial and not binding.

All questions and responses will be posted on the
DGS Emarketplace Website:

<http://www.emarketplace.state.pa.us>

All Commonwealth responses are not official until they are confirmed in writing and posted to the eMarketplace website as an Addendum to the solicitation.



THANK YOU