

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES



Contracts and Procurement

Request for Proposals (“RFP”)
ENERGY & UTILITY MANAGEMENT SUPPORT AND ANALYSIS
Solicitation No. DCAM-19-NC-RFP-0004
Pre-Proposal Conference
Thursday, March 28, 2019 | 11:00 AM

AGENDA

- 1. Welcome/Introductions**
 - Contracts & Procurement
 - Sustainability + Energy Division

- 2. Procurement Schedule**
 - Issue RFPFriday, March 22, 2019
 - Pre-proposal Conference..... Thursday, March 28, 2019 at 11:00 a.m.
 - Last Day for Questions/ClarificationsTuesday, April 2, 2019
 - Proposal Due Date **Monday, April 22, 2019 by 10:00 a.m.**

- 3. Project Description**
 - CBE Set-Aside Participation
 - IDIQ contract; task order driven
 - Labor Categories: Position Description and Minimum Qualifications
 - Requirements
 - Contractor Responsibilities (i.e., payment and performance bond)

- 4. Technical Proposal: Proposal Submission Requirements**
 - Proposal Organization and Content
 - One (1) original and four (4) copies of written proposals submitted in two parts, titled "Technical Proposal" and "Price Proposal."
 - Incorporate Table of Contents; each page of proposal must be numbered consecutively. Typewritten in 12 point font size on 8.5” by 11” recycled content bond paper; and submitted in a three (3)-ring binder with each section separated by tabs.
 - The proposal (excluding resumes and/or any exhibits) should be no more than fifty (50) pages in its entirety.
 - Official name of the firm submitting the proposal must appear on the outside front cover of each binder.

- Each proposal shall be submitted in a sealed envelope/package conspicuously marked: **"Proposal in Response to Solicitation No. DCAM-19-NC-RFP-0004, "Energy & Utility Management Support and Analysis."**
- USB Flash Drive:
 - Submit one (1) USB Flash Drive to include the Price Proposal and the Technical proposal. All attachments submitted as a .pdf file, with exception of Attachment J.11 (Price Schedule) which shall be submitted in **both** .pdf file and MS Excel document format.

5. Evaluation Criteria

- Past Performance (10 points)
 - Past Performance Evaluation Form
- Relevant Technical Experience (40 points)
- Project Team Qualifications and Resumes (10 points)
- Management Plan (20 points)
- Price (20 points)
- Up-to (12) CBE Preference Points
- Technical Ratings

6. Compliance Requirements

- Insurance Requirements ([Section I.8](#))
- Bidder-Offeror Certification Form
- SBE Subcontracting Plan
- First Source Agreement & Plan (per task order if exceeds over \$300k)
- EEO Policy Statement Agreement
- All other compliance documents as indicated in the RFP

7. Questions

Note: Verbal answers provided at the pre-proposal conference are only intended for general discussion and do not represent the Department's final position. All oral questions must be submitted by potential Offerors in writing no later than **Tuesday, April 2, 2019** in order to generate an official answer. Official answers will be issued by an Addendum to this RFP and posted on the DGS website at www.dgs.dc.gov.