

**Questions & Answers**  
**Solicitation No. DCAM-19-NC-RFP-0004 | ENERGY & UTILITY MANAGEMENT SUPPORT AND ANALYSIS**

NO.	QUESTIONS	DGS RESPONSE
01	Is this contract a SBE set aside? If the SBE is not the prime, would the prime receive the SBE's full allotment of points?	This solicitation is designated for Certified Business Enterprise firms, certified with the Department of Small and Local Business Development (DSLBD). This means that the Offeror is not required to be a Small Business Enterprise (SBE) firm; however, the Offeror must be a CBE firm. Please reference Section B.6. If you have additional questions on CBE versus SBE, please contact DSLBD at (202) 727.3900. CBE firms will receive the points designated to them by DSLBD. If you are unsure of the amount of preference points your firm currently has, please go on to the DSLBD website or contact DSLBD directly at the telephone number indicated above.
02	Is there a schedule or list of priority for the tasks under this IDIQ? It seems the data integration/dissemination is the top priority.	DGS will prioritize those tasks that are required to be completed in order to be in compliance with DC law, as well as to perform the agency's core functions. Data integration and dissemination in support of these requirements (e.g. benchmarking, utility bill payment) will be prioritized.
03	There is a request to perform measurement and verification (M&V) of retrofit projects. M&V costs are usually a percentage of the retrofit costs; will the IDIQ/task order take this into consideration?	Task orders may take M&V costs into account as part of overall retrofit costs.
04	Will this due date for responses be extended to provide bidders to adjust based on answers to submitted questions?	Yes. The Proposal Due Date has been extended. All proposals are due no later than 10:00 a.m. on Monday, April 29, 2019. Please reference Item No. 01 on Addendum No. 02.
05	What is the anticipated start date for this project?	DGS anticipates award by early June 2019; however, may be delayed if there are unforeseen extensions.
06	Will the energy manager oversee any/all energy retrofit projects? If not, please define the nature of the relationship between energy manager and selected retrofit vendor.	The awarded vendor under this contract may be asked to act as project manager for all or some retrofit projects undertaken by DGS. In this capacity, the Contractor will be responsible for overseeing the retrofit vendor's progress towards deliverables and intermediate milestones, and working with the COTR to verify that deliverables have been met on time and in accordance with the SOW and price, and may need to play a coordinating role between the retrofit vendor(s) and other stakeholders.
07	Will the incumbent vendor currently providing the data integration published on the DC website, fall under this new IDIQ contractors purview or is it the intent of the new IDIQ contract an attempt to replace completely and start over from scratch?	The Contractor should assume that they will be building off of the existing systems and previous work of the agency and its third-party contractors, but may suggest that DGS adopt new systems and/or start from scratch if the Contractor believes it is in the best interest of the District government to do so. The Contractor will not be asked to build custom software solutions under this solicitation.
08	If a vendor is selected and tasked to write a commissioning scope of work, is that vendor also precluded from being used as a subcontractor by one of the bidders seeking to execute that design build or retrofit scope of work? Is DGS willing to reconsider lifting the no-bid restriction of a selected vendor that wrote the commissioning scope.	If a vendor is selected and tasked to write a commissioning scope of work, that vendor will also be precluded from bidding on that solicitation, regardless of serving as a prime or subcontractor. No, DGS will not reconsider lifting the no-bid restriction.
09	The IDIQ contract states that the annual maximum contract value is \$950,000 and the minimum amount is \$250.00. Would it be possible for DGS to provided potential offerors a ROM on how much is budgeted annually for the contract. (can a vendor accelerate the burndown of the allocated dollars of the contract?) o Is there a project plan or timetable or annual stated goals that fall under this contract? If those exist, are they funder to be executed under the IDIQ? o If there is no project plan and the selected vendor creates one, will that drive the task order and budgeting allocation for the execution of the contact?	DGS anticipates that completion of only those tasks required for the agency to comply with District law in FY 2019 would require between \$150,000 - \$400,000 during the base period (period of award through end of fiscal year 2019). However, DGS' ability to pay for any and all work under this contract is contingent on the availability of funding, and the awarded Contractor is only guaranteed \$250/year worth of work under this contract.
10	Would it be possible for us to get a complete list of the systems and data bases currently being used? These were mentioned; Energy Cap, Voltron, Intelliweb, Energy Star Portfolio Manager, Salesforce, ARCHIBUS. Can we get a complete inventory list? o Is there a preferred relational DB that the selected vendor must use for data aggregation or is that up to the sole discretion of the vendor? o Are there any design decisions/inputs that DGS has to share following the vendor selection? Can any or some of those be made prior to selection?	DGS uses or has used the following systems: EnergyCAP, Volttron, Enteliweb, ENERGY STAR Portfolio Manager, Salesforce, ARCHIBUS, and Amazon Web Services. The Contractor will be expected to work with DGS and other District agencies to develop an appropriate data storage solution for energy, building performance, and utility data.
11	It was mentioned that DC-ORM issued guidance on the payment and performance bond. Is it possible to share what the minimum acceptable payment and performance bond threshold would be for the contract?	DGS did <b>not</b> mention that DC-ORM issued guidance on the payment and performance bond; DGS explained during the pre-proposal conference that DC-ORM provided the Department with insurance coverage requirements based on the solicitation.

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12	DGS currently uses a Utility Bill Processing and Auditing services provider? Who is the provider and what is the current level of deployment (number of sites, utility accounts, completeness)?	DGS currently uses EnergyCAP as its utility bill management system. At the start of this contract, this system will be established for all DGS properties with active utility accounts. DGS processes bills monthly for ~2500 meters and over 600 properties. DGS reserves the right to switch to a different utility management system.
13	Does DGS utilize centralized Accounts Payable processing? If so, what percentage of total accounts are on this system (energy, gas, water)?	DGS receives and tracks utility billing data at the account/meter level. The Contractor will not be responsible for the payment of utility bills but will be responsible for supporting DGS in its verification and payment processes as described in C.5.1.2 and C.5.1.3.
14	Energy Star data management requires provider integrate with Utility Bill Processing. How many DGS sites are fully integrated into Energy Star? Of these accounts, how many have been validated relative to completeness and accuracy of reporting (Utility Accounts, Space Data, Occupancy Data, etc.)? Who certifies the report (client, contractor, DGS)?	There are currently 290 properties in the DGS ENERGY STAR Portfolio Manager account and the Contractor may be asked to add additional properties. The energy data is currently updated about every six months. The occupancy data and other data fields are not updated on a regular basis, but rather as new information becomes available and is shared with the division. Currently, the data is not verified by DGS or a third-party provider, although this may change depending on how the Building Energy Performance Standard rules are written. To verify all accounts as accurate, significant work will need to be undertaken to identify the correct data and enter it into the database. DGS may task the Contractor with certifying Energy STAR data if deemed appropriate.
15	Management of DOE Building Performance Database is a significant effort. How is the BEPS data used by DGS? How complete is the deployment of building information into this database across client base?. <a href="https://www.energy.gov/eere/buildings/about-building-performance-database">https://www.energy.gov/eere/buildings/about-building-performance-database</a>	DGS shares data with third parties, including DC Department of Energy and Environment (DOEE) and the U.S. Department of Energy (DOE). DGS does not actively submit data or manage data through the DOE Building Performance Database. BEPS refers to the Building Energy Performance Standard (BEPS) program that was established through the CleanEnergy DC Omnibus Amendment Act of 2018, which was made effective on March 22, 2019. This legislation specifies that no later than January 1, 2021, DOEE will establish Building Energy Performance Standards. DGS will expect that the vendor will assist DGS in complying with all Federal and District performance standards.
16	Renewable Energy Power API integration and data reporting are in scope. Is provider required to manage the issuance and auditing of RECS?	The provider will <b>not</b> be required to manage the issuance and auditing of RECS. The provider may be requested to advise on RPS obligations and voluntary REC requirements.
17	Data Driven Commissioning and Retrofit Program. Does DGS have fully deployed examples of this program, with sample reports and outcomes? How are deployment costs (metering, building automation system data integration, baseline determination) sold to clients and recovered as a service?	The Data-Driven Commissioning program is constantly evolving; a historical look at DGS energy analytics program can be found here: <a href="https://drive.google.com/file/d/1abnRpBPwilWB1Q-NaZm6ae2V_8_-XOCT/view">https://drive.google.com/file/d/1abnRpBPwilWB1Q-NaZm6ae2V_8_-XOCT/view</a> . As part of the development of a Commissioning/Retrocommissioning strategy, the Contractor may be asked to determine how deployment costs can be sold to client agencies and recovered as a service.
18	DGS requires Performance Assurance for Energy Projects in compliance with IPMVP. What is the approximate number of projects currently under third party assurance by DGS contractor?	DGS does not have any projects under third party assurance by contractors but would like to have access to third party verification using established measurement and verification protocols.
19	How is DGS compensated for services to clients? Can clients opt out? What are the recovery mechanisms for client specific projects?	DGS provides services to District agencies and is allocated a local and capital budget to perform these services.
20	What are some of the client value creation categories, and how is this value reported to clients. (bill process errors and cost recovery, continuous commissioning and performance services, procurement of alternative energy, efficient third performance verification of energy projects, etc.)	DGS works closely with client agencies on all Energy and Sustainability projects to share data and information in the format that works best for them. DGS selects projects based on a number of factors, including legal obligations and funding availability. The different categories of Energy and Sustainability projects are detailed on our website at <a href="https://dgs.dc.gov/dgs-sustainability-and-energy-management-division">https://dgs.dc.gov/dgs-sustainability-and-energy-management-division</a> .
21	Section C.5.7.1.5, Please confirm that DC DGS currently has a PJM sub-account and which vendor, if any, is currently managing that account.	DGS does currently have a PJM subaccount and utilizes an energy purchasing/supply advisor to manage this account. DGS is in the process of issuing a contract with a third party vendor; however, since it has not been executed, DGS cannot confirm at this time.
22	How many utility vendors and utility accounts does DGS currently manage?	DGS currently works with 12 utility vendors and manages over 2500 accounts/meters.

<b><u>NO.</u></b>	<b><u>QUESTIONS</u></b>	<b><u>DGS RESPONSE</u></b>
<b>23</b>	Can DGS confirm that the agency estimates approximately \$90MM annual spend on utilities?	In FY 2018, DGS spent approximately \$93M on fixed costs utilities, which include auto fuel, heating fuel, natural gas, electricity, steam, water, waste, recycling and composting/organic collection.
<b>24</b>	Does DGS received electronic data directly from the vendors? If so, which vendors?	DGS receives utility data electronically from Pepco, Washington Gas, DC Water, and one of its four renewables vendors, Avangrid.
<b>25</b>	Will you follow the newly adopted Clean Energy Act from March 2019?	DGS is required to follow all DC laws and regulations and to meet requirements therein.
<b>26</b>	Section B.6 Designation of Solicitation for Certified Business Enterprise (CBE) Set-Aside Market Only. Also, the points system notes 12 preference points for CBE (M.3.3 and M5). Please clarify the set aside designation: a. Can a non-CBE company submit as a prime? b. If there is a CBE on the team as a subcontractor are preference points awarded?	Per Section B.6, this solicitation is strictly for CBEs. If a non-CBE Prime responds to the solicitation, the firm will be deemed non-responsive. For information on how to become a CBE with DSLBD, please contact DSLBD directly at 202.727.3900. Preference points are awarded to the Prime CBE. Please reference Section M of the RFP for further information.
<b>27</b>	Do you have a forecast of how much BAS work may be needed in Year 1?	This will depend on budget and District government priorities.
<b>28</b>	Do you have a forecast of how much Commissioning and Retro Cx and M&V work may be needed in Year 1?	During the base period, we anticipate somewhere somewhere in the range of 10 to 20 sites for Retrocommissioning and up to 60 sites for Commissioning. Again, the number of sites will be dependent on budget and District government priorities.
<b>29</b>	Do you have a forecast of how much Demand Response work may be needed in Year 1?	DGS will not have an active Demand Response program during the base period of this contract.
<b>30</b>	Please clarify the expectation of full-time staff co-located at DGS's office location.	Full-time staff performing work under this contract may be asked to sit at the DGS headquarters office at 2000 14th St. NW for all or part of the work week. Specific requirements for in-person availability will be dictated by the COTR and will be based on the nature of the work being performed under the contract at any given time.
<b>31</b>	Please advise on the estimated budget allocated to start this project from award through September 30,2019.	DGS anticipates allocating between \$150,000 and \$400,000 to tasks under this contract during the base period (date of award through September 30, 2019).
<b>32</b>	Please confirm the funding source associated with this solicitation.	This solicitation will be funded using local, intra-district, and possibly capital funds (task order dependent) allocated to DGS.
<b>33</b>	Are there any ceiling rates specified in section B.3?	The maximum contract ceiling for the base period is \$950,000.00.
<b>34</b>	Section I.8 Insurance, 6, notes Commercial Umbrella or Excess Liability at \$5,000,000. Can this be reduced to \$3,000,000?	Per the DC Office of Risk Management, no, the commercial umbrella or excess liability cannot be reduced.
<b>35</b>	Can an individual contractor fill multiple labor positions if those labor positions do not require labor in a volume exceeding the individual's capacity? For example, if only a few hours are required of the mechanical engineer, can the mechanical engineer also be a program manager?	Yes, one individual can fill multiple roles; however, the Contractor shall complete pricing for all labor categories.
<b>36</b>	Can a single role be filled by multiple contractors? For example, we may want to use one subject matter expert to advise on Utility API Integration and another for Demand Response.	That decision will be up to the Contractor; however, yes, the Contractor can provide resumes for more than one individual to fill in a single role. It shall be noted that Offerors may only provide one price for each labor category.
<b>37</b>	If it is permissible to list multiple Technical Experts, and given that there are some pieces of software and technology (particularly related to building automation systems and building sensor networks) that are fewer than ten years old, is it permissible to include some Technical Experts with fewer than ten years of relevant experience?	It is permissible to list multiple Technical Experts. Technical Experts with fewer than 10 years of experience will be evaluated based on the other relevant factors, i.e. a Bachelor's degree in a relevant field and relevant professional certifications.



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38	<p>Are requirements of “subcontractors” applicable to individuals working on a 1099 basis? For example, if a subject matter expert who is only going to provide 100 hours of support across the contract period is engaged on a 1099 basis, does that subcontractor need to be bound by all subcontractor obligations, including insurance, DOES compliance, etc.? (If so, it seems probable that duplicative insurance costs will be incurred and/or that it will be impossible to use 1099 team members, though they may be the best suited to a particular part of the engagement.) Or, potentially, can the prime contractor take responsibility for ensuring the compliance of the team, whether engaged on a W2, 1099, or subcontracted basis?</p>	<p>Yes, all subcontractors regardless whether working on a w-2 or 1099 basis shall be bound to all subcontractor obligations. DGS requires all compliance documents from the Prime; however, it will be the prime contractor's responsibility to ensure that their subcontractors have insurance, licenses and all other required documentation; and will be held accountable.</p>
39	<p>How will total price be calculated for price evaluation purposes? In Section B3, the estimated hours are fixed at 1 hour for every labor category, but in section L20.2 there is a requirement to itemize labor hours per task in a way which will yield a distribution of hours per labor category, and an implied total estimated price if all of the work is engaged. Specifically, for Section M.3.2, Price Evaluation, for the “price of proposal being evaluated” will DGS use an average price (or sum based on 1 labor hour per category), or a “weighted price” (or sum based on expected labor volumes per category) as the basis of evaluation?</p>	<p>Price will be evaluated per section M.3.2 of the RFP. C&amp;P will sum the pricing for each labor category based on one (1) hour to determine the total amount. DGS is using one hour since the department is unsure of the number of hours will be required for each labor category. As indicated in B.3, this is for evaluation purposes only. DGS will provide the awarded contractor an estimated number of hours prior to issuance of a task order.</p>
40	<p>In section L.20.2, hours per task by labor category are requested. Since this is an IDIQ contract, should bidders assume that all work is engaged in year one, or in the first two years? Or, is this the sum of all labor that would be required over all option years?</p>	<p>Offerors shall consider how they would propose to staff each task based on the information provided.</p>
41	<p>In section L.20.2, hours per task by labor category are requested. Since many tasks are only described at a high level and will require significant additional scoping to know actual required volumes, are these estimates intended to be binding upon award, or is it understood that actual task orders will be scoped and labor hours (re)estimated based on the clarified scope?</p>	<p>Estimates are not intended to be binding upon award.</p>
42	<p>In section H.5.1, is the “contract” threshold of \$300K for first source (and similar) requirements applied on a per task order basis? Or, is this threshold related to the aggregate volume of work performed in a given year under this contract vehicle? For example, if only one \$200K task order is issued in year one, would this clause be applicable? If two separate task orders are issued for different scopes for \$200K each, would this clause be applicable?</p>	<p>The First Source requirements are for contracts (or for each task order) that are above \$300k. The Offeror is not required to submit the First Source documentation at the time of Proposal Due Date; this will be required of the awarded Contractor if the task order is above \$300k. The \$300k threshold is for each task order, not the combined task orders in one year.</p>
43	<p>In Section I.5 B, (Rights in Data, Title to Project Deliverables, Existing Products), there is a reference to payment for licensed products. How is this payment level determined?</p>	<p>DGS does not plan to furnish a licensed product by or through the Contractor at this time. Further, the term payment, as referenced in Section I.5.B, simply relates to any and all District payments made to the Contractor for all services performed and authorized under the resulting contract pursuant to pricing established under Section B.</p>
44	<p>If a bidder and DGS are interested to use a third-party software to accomplish part of the work, and that software is not available under a license that matches the terms stated in the “Rights in Data” section, is this a topic for discussion or should bidder assume it is not possible to use the intended software?</p>	<p>The Rights in Data section is non-negotiable at this point. The Contractor will be expected to use DGS' existing third-party software solutions to accomplish all work, but may make suggestions as to how this work may be improved upon using different third-party software. If DGS is in agreement with the suggestion, it may elect to procure said software via a separate procurement pathway (e.g. not under this contract).</p>
45	<p>Can open source software that, by definition, is not transferable to DGS in a proprietary and exclusive way, be used to fulfill portions of this scope, particularly in the category of custom products? For example, if a bidder uses or develops open source software to supplement existing capabilities, and that software is added to an open source repository to which DGS has access, will that satisfy the “Rights in Data” obligations?</p>	<p>Open source software (with an OSI license) can be used to fulfill portions of this scope provided the Contractor keeps DGS program staff informed and obtains DGS' advance written approval(s) of such open source software, documentation, purpose, updates, etc.</p>