



Request for Proposal (RFP) LR1802

Demand Side Management (DSM) Program Services

ADDENDUM 1: Response to Questions

Version Dated: September 11, 2018

The following responses are to questions NCPA received from prospective respondents regarding RFP 1804 for DSM Program Services.

- 1. Section 3.4 states the deadline to submit questions or comments regarding the RFP must be put in writing and received by 1:00 pm on Wednesday, October 3, 2018, but the Tentative Timeline under Section 4 notes the deadline for questions, clarifications is September 12.***

The deadline for questions or comments regarding the RFP is September 12, 2018. NCPA, at its discretion, may elect to respond to inquiries received after the date. Any response to an inquiry received after September 12 will be communicated via email to all recipients as an addendum, which will also be posted on the NCPA website.

- 2. Is this RFP a rebid of an existing contract or a new scope of work without an incumbent evaluator?***

The RFP is a new scope of work without an incumbent.

- 3. Does NCPA intend to award work to more than one vendor per scope item (e.g. EM&V and Technical Advisory Services)?***

NCPA does intend to select multiple vendors, for both EM&V and Technical Advisory Services, and execute enabling agreements with each selected vendor.

- 4. If a vendor is awarded work through this RFP will they contract directly with NCPA, or will NCPA members have the opportunity to work with the awarded vendor to create individual scopes and agreements?***

The enabling agreement will be the vehicle through which a NCPA Member will be able to work with a vendor on setting the scope for their specific needs. A NCPA Member will reach out to a vendor to define the scope of work, consistent with the broader umbrella

scope of the enabling agreement. The NCPA Member will then request NCPA to issue a purchase order to the vendor for the NCPA Member's requested services. The vendor will have the opportunity to review and confirm the purchase order, after which the vendor will work directly with the NCPA Member on the provision of services. Vendor will invoice NCPA for services rendered pursuant to the purchase order, which the NCPA Member will approve prior to NCPA payment of the invoice.

Instead of a vendor having to execute separate agreements with each NCPA Member, which can take months for individual NCPA Member governing boards to approve, the enabling agreement/purchase order process expedites procurement process for both NCPA Members and selected vendors.

- 5. *If a bidder wants to submit proposals on both categories of the RFP, EM&V and Technical Advisory Services, would it be acceptable or desired by NCPA to combine the responses into one document and not duplicate materials that are common to both categories components, such as respondent profile, cost sheet and rates, etc.; or would NCPA prefer two totally separate proposals?***

NCPA encourages a combined response for EM&V and Technical Advisory Services, if a respondent's proposal is for both categories. It is not necessary to duplicate materials that are common to both categories components.

- 6. *Item 5.8 requires submission of a not-to-exceed amount. Because the RFP does not specify a given scope for either category of service, what scope should the bidder consider in providing this dollar amount?***

A not-to-exceed amount is not required component of the response or proposal.

This Addendum 1 shall become part of the RFP and shall be acknowledged by the Proposer in its bid submission.

—END OF ADDENDUM 1—