



DC SUSTAINABLE ENERGY UTILITY

Solicitation Number: RFP-DCSEU-2019-Instant Business Rebates

Notice Type: Request for Proposals (RFP)

Title: DCSEU Energy Efficiency and Support Services

Short Title: Save Energy IBR

Notice Type:

Request for Proposals

Posted Date:

08/15/2018

Response Due Date:

Ongoing

I. OBJECTIVE

Vermont Energy Investment Corporations d/b/a/ the District of Columbia Sustainable Energy Utility (DCSEU) is a non-profit corporation that is issuing this RFP to solicit a qualified vendor to provide financial incentives towards qualifying energy efficient equipment sold to District Based businesses.

This RFP is for the provision of services described below in the Scope of Work. Respondents must demonstrate the capacity and technical capability necessary to successfully perform scope of work requirements stated herein and detailed in **Section III**.

II. BACKGROUND

The Council of the District of Columbia enacted the Clean and Affordable Energy Act of 2008 (CAEA) which called for the creation of the DCSEU.

With the goals specified in the CAEA, the District Department of Energy & Environment designed a performance-based contract for the DCSEU, which is responsible for conducting programs in DC to reduce per-capita energy consumption, increase renewable energy generating capacity, reduce the growth of peak electricity demand, improve the energy efficiency of low-income housing, reduce the growth of energy demands of the largest energy users, and increase the number of green collar jobs in the District. 1. Other goals are (1) to dedicate at least 30% of contract spending to improving energy efficiency in low-income housing; (2) to reduce energy use (both electricity and natural gas) in DC homes and businesses by 1% annually.

The DSEU is funded by the Sustainable Energy Trust Fund, which was established through the CAEA.

The District Department of Energy & Environment contracted with VEIC to form the CDSEU in 2011; the parties entered a new contract in 2017 for continued DCSEU operations. The purpose of the DCSEU is to design and implement programs that will lead to a reduction in energy use throughout DC while achieving the economic development goals outlined above. In FY 2017 the DCSEU will offer a suite of initiatives targeting services to both residential and commercial customers of DC energy utilities.

III. SCOPE OF WORK

The Service Provider, through an agreement with the CDSEU, will reduce the price of qualified energy efficiency lighting products at the time of sale in exchange for financial incentives provided by the DCSEU to reduce the costs of energy-efficiency lighting products for District-based businesses.

As a requirement of the incentive. Service Provider will be required to report point of sale information to the DCSEU on a monthly basis. The information may include but is not necessarily limited to customer name, install address, date sold, model numbers for qualifying products, and quantity sold. The DCSEU will use this information to verify compliance with the terms and conditions of the Instant Rebate Program.

In order to qualify for the Instant Business Rebate Program, a "Service Provider" must meet the following criteria:

- a. Is manufacturer-authorized to stock and sell Qualifying Equipment (defined below) for resale to commercial electrical contractors, builders, developers, or customers located in the District of Columbia.

IV. PREPARING AND DELIVERING A RESPONSE

Respondents must follow exactly and be responsive to, all information requested. It is the respondent's responsibility to provide all specified materials in the required form and format. Responses that are not in the required form and format will not be considered.

Interested Service Providers who meet the following criteria listed below must request a Participating Distributor Agreement by emailing Proposals@DCSEU.com and copying Ashley Counsellor, Program Manager, at acounsellor@DCSEU.com.

V. RESPONSE REQUIREMENT (MINIMUM REQUIREMENTS)

- A. All responses to the following must be submitted or confirmed via email to the addresses listed above.
 - a. **Name of the business, contract person, and contract information:** Include full legal name, address, telephone, mobile telephone number fax number, e-mail address, and website address, as applicable.
 - b. **Evidence of CBE (SBE) status if applicable.** Provide the current copy of your District of Columbia CBE certification, if any. Preference will be given CBE/SBE Service Providers who employ a higher percentage (greater than 75%) of District Residents. Preference will also be given to non-CBE firms with a current workforce greater than 75% District residents.
 - c. **Licenses.** Proof of Basic Business license(s) and/or all applicable license(s) required to perform the services. Licenses must be current.

B. Disclosure of any pertinent litigation

- a. Respondent must disclose any judgement, lawsuit, action, or regulatory decision that may adversely affect Respondent's ability to meet any requirements of this RFP of Respondent's proposal. Respondent agrees to provide a detailed description of any of the above events and the applicable case number in its proposal.
- b. This disclosure obligation is an on-going material obligation that applies from the date of proposal submission through the expiration of any resulting contract award. Failure to disclose pertinent litigation may result in the disqualification of Respondent's proposal.

The DCSEU will evaluate all responses to determine which Submitters are best suited for providing the desired products. The DCSEU may request additional information from one or more respondents.

Note:

The DCSEU reserves the right to reject any or all responses, to waive any informality or irregularity in any responses received, and to be sole judge of the merits of the respective responses received. The DCSEU reserves the right to determine the timing of the start of the services, reserves the right to cancel in part or in its entirety the RFP and reserves the right not to proceed with some or all of the Scope of Work. The DCSEU will not reimburse costs incurred by the respondent in their preparation for the responses to this RFP.

All questions must be submitted via e-mail with the subject line *“Save Energy IBR Questions”* to proposals@dcseu.com.

Questions will only be accepted through email submissions to proposals@dcseu.com with the subject line *“Save Energy IBR Questions”*. Responses will be posted no more than five (5) business days after receipt. Telephone calls, faxes, and/or requests for a solicitation will not be accepted or acknowledged.

Contracting Office
Attn: Angel Ly
DC Sustainable Energy Utility
80 M Street SE, Suite 310
Washington, DC, 20013
E-mail: proposals@dcseu.com
Web: www.dcseu.com