

Solicitation Number: RFP-DCSEU-FY2022 (as amended 1/20/22)

Notice Type: Request for Proposals (RFP)

Title: Sustainable Energy Infrastructure Capacity Building Pipeline - SEICBP (Train Green) Program FY22 Training

Amendment One (1) for RFQ-DCSEU-2022-RFP: Vermont Energy Investment Corporation (VEIC) d/b/a the District of Columbia Sustainable Energy Utility

(DCSEU) hereby amends the above referenced RFP to add Financial Solvency requirements under Section VIII of this solicitation.

The revised language added:

- A. **Financial Solvency:** Before awarding an IQC or Subcontract, the DCSEU will evaluate financial statements to determine bidder's eligibility for consideration. Determination will be made on a "qualified or not qualified" basis at the sole discretion of DCSEU. Points will not be awarded for this item. Those bidders who are determined "not qualified" based on financial solvency may be required to submit additional documents. Financial documents must be signed and attested as accurate by an officer of the company.

Assurance of bidder's financial solvency:

- a. **Must be sent by email to Angela Johnson at ajohnson@dcseu.com**, contain "RFP-SEICBP-Train Green - CONFIDENTIAL" in the subject line and be received by the DCSEU no later than **two (2) business days** after submitting responses to this RFP.
- b. Must include one (1) balance sheet and (1) profit loss summary for the last calendar or fiscal year. This is required information.

See below for the amended full text of RFP-DCSEU-2022–RFP Sustainable Energy Infrastructure Capacity Building Pipeline - SEICBP (Train Green) Program FY22 Training:



Posted Date: 12/17/2021
Webinar: 01/04/2022
Questions Due: 01/11/2022
Proposal and Financial Statements Due:
01/14/2022 5:00pm EST – First Round
PLEASE NOTE: Submissions after 1/14/22 will
be evaluated on a rolling basis

Solicitation Number: RFP-DCSEU-FY2022

Notice Type: Request for Proposals (RFP)

Title: **Sustainable Energy Infrastructure Capacity Building Pipeline - SEICBP (Train Green) Program FY22 Training**

I. OBJECTIVE

Vermont Energy Investment Corporation (VEIC) d/b/the District of Columbia Sustainable Energy Utility (DCSEU) is issuing this RFP for the DCSEU's Sustainable Energy Infrastructure Capacity Building and Pipeline Program (known below as "Train Green" or "the SEICBP Program") to retain one or more service providers to provide high quality trainings and/or certification programs to eligible District of Columbia residents and businesses on a variety of sustainability, energy efficiency and renewable energy topics as further described in Sections IV (Scope of Work).

The subcontractor(s) selected in response to this RFP are required to comply with Mayor's Order 2021-099, COVID-19 Vaccination Certification Requirement for District Government Employees, Contractors, Interns, and Grantees, dated August 10, 2021, and all substantially similar vaccine requirements including any modifications to this Order, unless and until they are rescinded or superseded. At the request of the District Government, subcontractors may be asked to provide certification of compliance with this requirement and/or documents and records in support of this certification.

Subcontractors will also be required to comply with the City's Administrator's Order 2021-4, Resumption of Requirement for All Persons to Wear a Mask Inside District Government Buildings and While on Duty as a District Government Employee or Contractor, dated July 30, 2021, and all substantially similar mask requirements including any modifications to this Order, unless and until they are rescinded or superseded.

II. SUMMARY

The **SEICBP Program** is implemented in close consultation and coordination with the Department of Energy and Environment ("DOEE"), Department of Small and Local Business Development ("DSLBD"), the Department of Employment Services ("DOES"), DC Infrastructure Academy ("DCIA") and the High-Performance Building Hub (the "HUB") to expand local expertise through training programs and work development initiatives. The Program is designed to (1) help participants obtain green career jobs by providing opportunities for participants to obtain industry-recognized degrees or certificates that indicates a level of mastery and competence in the energy-efficiency field or function and (2) to increase

the participation and capacity of Certified Business Enterprises (CBEs) and CBE-eligible firms to engage in contracts and procurements related to professional services, energy efficiency and renewable energy design, construction, inspection and maintenance.

III. BACKGROUND

The SEICBP Program was created in response to Section 402 of the D.C. Law 22-257. Clean Energy DC Omnibus Amendment Act of 2018, whereby DOEE is under obligation with the DLSBD for at least a five-year period to provide training and certification to "...certified business enterprises ("CBE") and CBE-eligible firms to increase their capacity to engage in renewable energy and efficiency design, construction, inspection, and maintenance.

The SEICBP Program is designed to offset the challenges impacting the local green workforce including a shortage of skilled workers, lack of understanding of green job pathways and business opportunities, misalignment between District building needs and qualified contractors, and lack of coordination within training and credentialing opportunities.

Train Green Courses are available to the following Tiers of criteria:

Tier 1 - District residents at District CBE or CBE-Eligible firms

Tier 2 - District residents working outside of the District or non-residents working for District CBE or CBE-Eligible firms

Tier 3 - Non-Residents & businesses in the greater DMV metro area

IV. SCOPE OF WORK

Summary of Services

For each new Train Green Pathway listed please provide an affirmation of interest and pricing to provide the requested training(s) outlined within each category. In addition to the sample courses listed, also provide any additional curriculum that would be suitable for the defined pathway.

Provisions: For each course that is submitted for consideration, please provide pricing for:

1. Virtual, In-Person, Hybrid delivery environments
 - a. Non virtual courses should include relevant pricing for any costs associated with Hosting
2. Per Person costs or Fixed fee schedules (including any related course materials)
 - a. Minimum and maximum enrollment requirements
3. Certification(s) or Credential(s) obtained through the course and related exam costs
4. Any residual expenses related to course delivery

Bidder(s) must submit any participant pre-requisites for each course submitted for consideration.

New Course Pathways for FY2022

The following Train Green Pathway descriptions provide an outline of the scope of training(s) to be provided to the DCSEU by selected Service Providers. Service Providers are required to provide pricing for the following levels of courses.

Introductory level courses provide a starting point for those new to the field with a solid foundation of general education areas of energy efficiency, building science and renewable energy to prepare individuals for participation in basic and advanced courses. While not mandatory, completing some or all these courses will be recommended for participants without prior educational background or experience in buildings and energy. Program registrants will identify their level of education and experience through the new program registration portal to track their progress and verify they meet pre-requisites for some basic and advanced courses. Introductory courses should have no pre-requisites other than the ability to read and speak English OR Spanish (*applications accepted for Spanish language and encouraged*). Basic courses provide a Certificate of Completion for attendees completing the course.

Sample Introductory Course Titles for Proposal Consideration:

- Green Building 101
- Introduction to Energy Efficiency
- Introduction to Building Science
- Introduction to Renewables

Once introductory courses are completed, participant can choose a specialization pathway that will enable them to reach an advanced level of knowledge through the Train Green program. Each Pathway contains both Basic and Advanced courses:

Basic level courses may have prerequisites other than the ability to read and speak English OR Spanish (*applications accepted for Spanish language courses and strongly encouraged*) and perform basic calculations, but a recommended level of knowledge can also be referenced in course description. Basic courses and credentials/certifications are designed to provide participants with a level of knowledge that can prepare them for entry level work. Basic courses provide a Credential, Certification, or Certificate of Completion for attendees completing the course.

Advanced level courses generally have prerequisites found in the prior Basic category and can serve as an endpoint for a Pathway. Advanced courses are designed to bring participants with an existing knowledge base and/or experience to a higher level of competency. Advanced courses provide a Credential, Certification, or Certificate of Completion for attendees completing the course.

Pathway 1: Basic EE / Advanced EE

Energy efficiency (EE) is the starting point for savings and greenhouse gas (GHG) reductions for all existing buildings as most no or low-cost Energy Conservation Measures (ECMs) originate from this category of courses. Courses and credentials/certifications relating to single and multi-family energy audits, building re-tuning, energy management and energy modeling are found in this Pathway. Courses and webinars related to energy codes, energy benchmarking and building energy performance standards are also found in this category.

Sample Course Titles for Proposal Consideration:

- Building Re-tuning
- Benchmarking + Building Energy Performance Standards
- Energy Audit Certification (Commercial/Multi-Family)
- Energy Audit Certification (Residential)
- BPI Science Principles Certification
- Single Family
- BPI Multifamily
- Certified Energy Manager
- Energy Modeling

The DCSEU will also consider other relevant training curriculum that will provide educational benefit and certification for this Pathway.

Pathway 2: Basic Sustainability and Health / Advanced Sustainability and Health

Often used interchangeably, “sustainable” or “green” buildings focus on more than just reducing environmental impacts. Sustainability means creating places that are environmentally responsible, healthy, just, equitable, *and* profitable. Sustainability also involves a holistic or integrated approach to solutions that recognize the interconnected nature of energy with other processes in the building. Courses in this pathway may have natural overlap with other pathways and content may be related to energy and other connected subjects like indoor environmental quality and testing; waste management; interior water and external/stormwater management; health and wellness; green cleaning; sustainable landscaping; sustainable materials, etc. are found in this pathway.

Sample Courses for Proposal Consideration

- LEED GA
- Fitwel Ambassador
- LEED AP BD+C
- LEED AP O + M
- WELL AP

The DCSEU will also consider other relevant training curriculum that will provide educational benefit and certification for this Pathway.

Pathway 3: Basic Building Operations: / Advanced Building Operations

Performance data consistently shows that some older buildings can outperform newer buildings with newer technology, making good building operations and maintenance practices just as important as design and construction. Courses in this pathway are generally more hands-on and fieldwork oriented and have content related to: operations and maintenance of mechanical, electrical, lighting, and plumbing equipment, as well as staff and project management skills.

Sample Courses for Proposal Consideration

- Building Operator Certification Level 1
- Credential for Green Property Management
- Building Operator Certification Level 2
- Crew Management
- Whole Building Automation Systems/EMIS Applications and Practices

The DCSEU will also consider other relevant training curriculum that will provide relevant educational benefit and certification for this Pathway.

Pathway 4: Basic HVAC / Advanced HVAC

A building's mechanical and air handling systems often consume 30% or more of their annual energy bills. District buildings have an extremely wide range of HVAC systems, some systems in older buildings at the end of their useful life and in need of maintenance or economical replacements. Other newer buildings have HVAC systems of increasing complexity that utilize energy management systems (EMS), building automation systems (BAS), advanced refrigeration stems, and other digital applications developed to optimize HVAC operations that require advanced skills to properly maintain. Courses in this category relate to HVAC operations and maintenance, EMS and BAS maintenance, refrigerant management + leak repair, advanced system design, heat-pumps, etc.

Sample Courses for Proposal Consideration

- HVAC Operations & Maintenance
- Building Automation Systems
- Refrigerant Management + Leak Repair
- Natural refrigeration Systems
- Advanced HVAC Systems and Design

The DCSEU will also consider other relevant training curriculum that will provide educational benefit and certification for this Pathway.

Pathway 5: Renewables + Basic Solar / Advanced Solar

The District of Columbia has ambitious renewable energy goals for the coming decades, creating a long-term need for a local workforce capable of scaling up solar and renewable energy deployment across the city. While solar photovoltaics (PV) will continue to provide the bulk of renewable energy in the District, the DCSEU will also consider courses around design or implementation of other renewable energy technologies like geothermal, biogas, hydrogen fuel cells, etc. Courses in this Pathway relate to renewable energy installation, safety, design, and financing for solar, geothermal design or implementation.

Sample Courses for Proposal Consideration

- PV101
- Solar Safety 101
- PV201
- Solar Financing
- Geothermal design and/or implementation

The DCSEU will also consider other relevant training curriculum that will provide educational benefit and certification/credential for this Pathway.

Reporting and other Requirements:

- Attendance rates for each registered individual
- Certification/Credential verification and grade received (if applicable)
- OR**
- Certificate of completion (required if no certification/credential is provided) and grade received (if applicable)
- Reports from any online participant engagement tools and approaches to enhance the virtual learning environment
- Reports from any surveys conducted by the potential provider

V. RFP MILESTONES / SCHEDULE

Table 1: Schedule. The DCSEU will attempt to adhere to the following schedule for initial reviews and approval(s) but reserves the right to adjust the schedule as needed. After the initial performance period commences, the DCSEU, at its discretion, will review additional submissions on a rolling basis throughout FY22. **All training and/or certification programs must be completed no later than September 30, 2022.**

Milestone	Date
RFP Issued	12/17/2021
Pre bid webinar (optional)	01/04/2022
Deadline for Questions (electronic submission)	01/07/2022
Answers to questions on RFP posted	01/11/2022
Proposals due	01/14/2022
Proposal scoring and preliminary selection completed	01/24/2022
Contract negotiation and execution completed	02/21/2022
Performance Period Begins	02/21/2022

VI. GENERAL

The DCSEU is the sole point of contact for this solicitation. The DCSEU will score proposals received according to criteria listed in this RFP and will negotiate a subcontract with the highest scoring bidder(s). If Proposals received after the initial deadline will be scored utilizing the same criteria with past bidders to ensure consistency.

This document provides instructions and proposal requirements to potential bidders. While the scope of work may be accomplished by a single bidder, potential bidders may elect to use a teaming partner(s) or subcontractor(s) ("lower-tier subcontractor) to complete a portion of the scope of work. Bid proposals must be submitted by the prime bidder or a single bidder and include a detailed description of the bidder's team, including a detailed description of any lower-tier subcontractors if applicable, and the local business status of bidder's team (small business enterprise (SBE), certified business enterprise (CBE) or local non-profit). Bid proposals will be evaluated and scored based on the roles and responsibilities of the bidder's team.

Contingent on Funding Appropriation

The SEICBP Program operates according to the District Government's fiscal year (October 1 to September 30) and is subject to the availability of funding under VEIC's prime contract with DOEE to operate the DCSEU. There is no guarantee of funding past September 30, 2022.

Limitation

This solicitation does not commit the DCSEU to awarding a subcontract(s) or to procuring services. The DCSEU reserves the right to accept or reject any or all proposals received, to waive any informality or irregularity in any proposal received, to be the sole judge of the merits of the respective proposals received, to negotiate with all qualified bidders, to determine the timing of the start of the services, not to proceed with some or all of the work, or to cancel in part or in its entirety the RFP, if any of these actions are deemed by the DCSEU in its sole discretion to be in the DCSEU's best interest. The DCSEU will not reimburse costs incurred by bidders in preparing a proposal to this RFP.

VII. PREPARING AND DELIVERING A PROPOSAL

For ease and efficiency of review, the DCSEU has specified the requirements for submitting a proposal to this RFP. **Bidders must follow exactly, and be responsive to, ALL requirements of this RFP.** The proposal should be clear and concise, presented in the form of a written proposal with sections and sub-headings. Resumes are not counted toward page limits and should be included as appendices. **Proposals that are not in the required format or incomplete may be disqualified at the DCSEU’s sole discretion.**

Initial Round Proposals to this RFP must be *submitted electronically* through the **DCSEU Contractor Web Portal** no later than **5:00 p.m. EST on January 14, 2022**. **Bidders submitting after January 14th, 2022 will be evaluated on a rolling basis during FY2022 based on training needs, and subject to the availability of funds.**

New bidders must request a username for the DCSEU Contractor Web Portal by filling out a web form at least two business days prior to the deadline (see Section XI. Proposal Submission for more information).

VIII. PROPOSAL REQUIREMENTS (MINIMUM REQUIREMENTS)

Bidders are required to propose, and will be scored upon, the individual criteria summarized in Table 2. **Every bidder is required to include a Proposal Summary Table based on Table 2** below with the specific value or information they propose for each of the listed criteria. The Proposal Summary Table shall be presented as part of the proposal’s executive summary.

Table 2: Proposal Summary, Evaluation Criteria and Points

Criteria	Description	Maximum Points
Experience	Bidders should include in their proposals a narrative description of their prior experience including: <ul style="list-style-type: none"> • Years of experience providing training and/or certification programs; • A description of the prior training and/or certification programs delivered within the past five (5) years. • A resume, curriculum vitae, or detailed description to demonstrate bidder’s team’s knowledge, experience, and ability to deliver the Scope of Work. 	25
References	Bidder should include a minimum of three (3) customer references or testimonials for similar work performed within the past five (5) years. The DCSEU reserves the right to contact Bidder’s references to validate information about Bidder’s past performance. Bidder shall include the following information for each reference: customer name, contact information and any other relevant information.	5

Training and/or Certification Design and Materials	<p>Bidder shall include in their proposal:</p> <ul style="list-style-type: none"> • A list of proposed trainings and/or certifications programs (see Section IV Scope of Work) including: <ul style="list-style-type: none"> ○ Course level ○ Any pre-requisites or prior experience required for the participant to be successful; ○ The number of hours to complete each training and/or certification program including any tests or exams; ○ A sample course schedule. • A detailed description or samples of the training materials for each training and/or certification program and the status of the materials (e.g., developed, in development, concept only). 	30
Technology	All trainings and/or certifications that are offered virtually will be delivered using a virtual video medium selected by the DCSEU. Selected providers will use the DCSEU-provided Zoom platform. Any exceptions will be evaluated on a case-by-case basis. Self-paced and in-person trainings are not subject to this requirement.	18
Certified Business Entities	Categories for Certified Business Enterprises (CBE) in the District, based on certification by the Department of Small and Local Business Development (DSLBD)	12
Budget	A detailed budget for each training and/or certification with line-item expenses. The budget shall include all costs to deliver the training and meet the training objectives for the participants (e.g., exam fees).	10
Participant Evaluation	Measures used to track participant engagement, satisfaction, and application of knowledge.	5
	Maximum Points	105

Note that there are eight individual subcategories for which the prime bidder may earn Certified Business Enterprise (CBE) preference points. These are:

- Small business enterprise (SBE) and/or Woman Owned Business Enterprise (WBE) certified by the DC Department of Small and Local Business Development (DSLBD) **(3 points)**
- Resident-owned business (ROB) certified by DC DSLBD **(5 points)**
- Longtime resident business (LRB) certified by DC DSLBD **(5 points)**
- Local business enterprise (LBE) certified by DC DSLBD **(2 points)**
- Local business enterprise with its principal offices located in a DC enterprise zone (DZE) certified by DC DSLBD **(2 points)**
- Disadvantaged business enterprise (DBE) certified by DC DSLBD **(2 points)**
- Veteran-owned business (VOB) certified by DC DSLBD **(2 points)**

- Local DC manufacturing business enterprise (LMBE) certified by DC DSLBD **(2 points)**

Notwithstanding the availability of the preceding preferences, the maximum total preference to which a CBE may be entitled to is twelve (12) points.

The total proposal shall not exceed 25 pages, not including appendices that may contain resumes, site information or certificates and licenses. Limits for some of the individual sub-sections are also listed below. **All proposals must include the following elements:**

- A. Company Info: Name of the business, contact person, and contact information including** full legal name, address, telephone, mobile telephone number, e-mail address, and website address, as applicable.
- B. Company profile:** Provide a brief company profile, not exceeding 500 words, including any lower-tier subcontractors.
- C. Statement of ownership:** Describe the type of business entity (sole proprietorship, corporation, LLC, or other), and list the majority and minority owners.
- D. Bid Summary Table:** Including proposed values or summary information for each of the scoring criteria listed in Table 2 above. (The values that the bidders provide in the bid summary table are its proposed values, which will not be binding on the DCSEU. The DCSEU in its sole discretion will determine the final values to be awarded to each bidder.)
- E. Binding Transmittal Letter** (1 page maximum): Each proposal must include a binding transmittal letter signed by a party authorized to obligate the bidder to the services described in the proposal.

The Letter must clearly identify the person authorized to serve as the prime contractor representative for future communications regarding the proposal. The letter must state that the proposal is valid for 60 days.

- F. Budget** (5 pages maximum): Each proposal must include a detailed budget for each training and/or certification with line-item expenses. The budget shall include any and all costs to deliver the training, including but not limited to:
 - a. Cost per course, fixed or variable**
 - b. Cost per participant**
 - c. Volume discount**
 - d. Cost of materials, if applicable**
 - e. Cost of exam per participant, if applicable**
 - f. Payment terms (timing of invoices)**

The budget narrative should explain each budget. The explanation should allow a reviewer to understand why expenditure levels were chosen and how the line-item amounts were derived. The narrative should list the principal assumptions made in the budget.

- G. **Qualifications and Team Experience** (5 pages maximum): This section of the proposal must demonstrate the bidder's team's (including lower-tier subcontractors) knowledge, experience, and ability to successfully complete the scope of work.

Provide details on the roles and responsibilities of key personnel and team members including lower-tier subcontractors. Experience should include certifications and trainings for key staff.

- H. **Subcontracts.** Successful bidders will be expected to enter into a contract with the DCSEU for the services. If bidder is proposing a pre-developed training and/or certification program offered to the general public, bidder should identify the training as such and provide a copy of their contract template with their proposal for DCSEU review. If bidder is proposing a training and/or certification program customized for the DCSEU or not available to the general public, bidder should identify the training as such and anticipate signing the DCSEU subcontract template. DCSEU can provide an electronic copy upon request for review.
- I. **Evidence of CBE (SBE) status:** Provide a current copy of your District of Columbia certification(s) if any. Preference will be given to businesses certified by the District Department of Small and Local Business Development (DSLBD) as described in Table 2, subject to a maximum of twelve (12) preference points total.
- J. **Licenses:** Proof of Basic Business license(s) and / or all applicable license(s) required to perform the services. Licenses must be current. Bidder should also provide the same information for any lower-tier subcontractors.
- K. **Licenses and Certificate of Insurance.** Bidder must provide proof of a basic business license and/or all applicable license(s) required to perform the services. Bidder must also supply a current Certificate of Insurance showing evidence of General Liability and Workers Compensation Insurance. If awarded a contract, bidder will also be required to provide a final certificate of insurance to show compliance with the minimum insurance requirements outlined in the contract. The DCSEU anticipates the minimum requirements to be as outlined below but will confirm final insurance requirements prior to issuance of a contract. **Bidder must identify any exceptions to the anticipated minimum requirements in its proposal.**

Insurance Policies	Limits
Commercial General Liability	\$1m per occurrence/\$2m aggregate
Workers' Compensation	Statutory mandates
Employer's Liability	\$500k per accident; \$500k per disease; \$500k policy disease limit
Cyber Liability	\$1m per occurrence/\$2m aggregate
Professional Liability Insurance (Errors & Omissions)	\$1m per occurrence/\$2m aggregate
Umbrella or Excess Liability Insurance	\$3m per occurrence/\$3m aggregate (subcontracts under \$100k will only be required to have \$1m/\$1m)

L. **Technology Acceptable Use Policy:** Please review the Technology Acceptable Use Policy listed in Appendix B. All successful bidders must comply with the Technology Acceptable Use Policy.

M. **Financial Solvency:** Before awarding an IQC or Subcontract, the DCSEU will evaluate financial statements to determine bidder's eligibility for consideration. Determination will be made on a "qualified or not qualified" basis at the sole discretion of DCSEU. Points will not be awarded for this item. Those bidders who are determined "not qualified" based on financial solvency may be required to submit additional documents. Financial documents must be signed and attested as accurate by an officer of the company.

Assurance of bidder's financial solvency:

- a. **Must be sent by email to Angela Johnson at ajohnson@dcseu.com,** contain "RFP-SEICBP-Train Green - CONFIDENTIAL" in the subject line and be received by the DCSEU no later than **two (2) business days** after submitting responses to this RFP.
- b. Must include one (1) balance sheet and (1) profit loss summary for the last calendar or fiscal year. This is required information.

IX. CONFIDENTIALITY

All proposals and information submitted by bidder ("bidder's proposal") to this RFP will be subject to disclosure under the District of Columbia Freedom of Information Act. ("FOIA Act"). A bidder's proposal may be released pursuant a freedom of information request, with redactions based on exemptions from disclosure pursuant to the FOIA Act. Therefore, if bidder's proposal includes information or materials considered by bidder to be confidential, bidder shall clearly mark such sections and provide a written explanation for each marked section. The written explanation must address the confidential nature of each marked section and an explanation of the harm that would occur if disclosed. Under no circumstance can the entire response or price information be marked confidential.

X. EVALUATION CRITERIA

This is a competitive solicitation. Proposals will be assessed and scored in accordance with the criteria outlined in Table 2 above.

The DCSEU reserves the right to evaluate proposals on criteria not listed above.



The DCSEU will evaluate all proposals to determine which bidders are best suited for providing the desired services. The DCSEU may request additional information from one or more bidders and may request personal interviews with the highest-ranked bidders.

XI. PROPOSAL SUBMISSION

The DCSEU welcomes all qualified bidders to respond to this RFP. All proposals must be submitted through the DCSEU Contractor Web Portal (<https://portal.dcseu.com>) by the deadline specified above. Bidders may request a copy of the DCSEU's Solicitation Guide for the Contractor Web Portal by emailing proposals@dcseu.com.

To submit a proposal, new bidders must request an account by completing the username account request form available at <http://www.dcseu.com/about/rfq-profile-request-form>. The DCSEU will process the request within **two business days** or sooner, when possible. Returning bidders may use their existing account. If you have forgot your username, please contact WebPortalHelp@DCSEU.com.

Proposals that are not in the required format, incomplete or not submitted by the proposal deadline may be disqualified. The DCSEU reserves the right, in its sole discretion, to waive any non-substantive administrative or technical irregularities in any non-conforming proposals.

Bidders that fail to submit financial statements as outlined in Section VIII above may be automatically disqualified.

DCSEU Contracting Office

Attn: Angel Ly

DC Sustainable Energy Utility

1 M Street SE, Third Floor

Washington, DC 20003

E-mail: proposals@dcseu.com

Web: www.dcseu.com

Appendix B

Technology Acceptable Use Policy

The computing, digital technology, and digital information resources at VEIC support our organization's vision of Healthy Planet, Thriving People. Usage of these resources is a privilege that is extended to employees, contractors, interns, partners, customers, external individuals and organizations accessing network services. As a user of these services, you have access to valuable organizational resources, to sensitive and critical data, and to internal and external networks. Consequently, it is important for all users to act in a responsible, ethical and legal manner.

In general, acceptable use shall be taken to mean respecting the rights of other digital users, the integrity of physical and digital assets, pertinent license and contractual agreements, and where applicable, maintaining compliance with legal and regulatory requirements. Users shall exercise their best judgment in adherence with this and other VEIC policies and standards to determine acceptable use. Any questions or additional reporting measures should be directed to VEIC's Information Security Manager or Director, Information Technology.

Scope

This policy applies to all users of computing resources owned or managed by VEIC. Individuals covered by the policy include (but are not limited to) full time employees, part time employees, contractors, interns, partners, customers, external individuals and organizations accessing network services via VEIC computing resources.

Computing resources include all VEIC owned, licensed, or managed hardware and software, and use of the VEIC network via a physical or wireless connection, regardless of the ownership of the device connected to the network.

These policies apply to VEIC technology, computers and devices connected by wire or wireless to the VEIC network or computing services and to computers and devices that connect remotely to the VEIC network services.

Responsibilities

As a user of VEIC's computing resources you are permitted to use the technology and information assets that are required to perform work duties, including access to computer systems, servers, software and databases, telephony, email and voice mail systems, and to the internet.

In turn, you are responsible for knowing and understanding the policies of VEIC that apply to appropriate use of VEIC technology and computing resources. You are responsible for exercising good judgment in adherence to the statements in this policy.

Principles

- You shall use only the computers, computer accounts and computer files for which you have authorization to access resources needed to perform your stated job function.

- You shall adhere to our password policy or the statements in this policy to protect your passwords and to secure resources against unauthorized use or access.
- You are individually responsible for appropriate use of all resources assigned to you, including the computer, network resources, software and hardware.
- You shall not provide the resources or other forms of assistance to allow any unauthorized person to access VEIC computers, networks or information.
- VEIC is bound by contractual and licensing agreements regarding third-party software, systems and other technology resources. You are expected to comply with all such agreements when using those resources.
- You shall not attempt to access or provide resources to access restricted portions of the network, an operating system, security software or other administrative applications without appropriate authorization by the system owner or administrator.
- You shall comply with the policies and guidelines for any specific set of resources to which you have been granted access. When other policies are more restrictive than this policy, the more restrictive policy takes precedence.
- You shall not engage in deliberate activity to degrade the performance of information resources; deprive an authorized user access to VEIC resources; obtain extra resources beyond those allocated; or circumvent VEIC computer security measures.
- You shall not attempt to bypass any security control unless you have been specifically authorized to do so by VEIC's Information Security Manager.
- You shall not store, share, process, analyze or otherwise communicate corporate information, data or files using unauthorized mediums, applications or infrastructure including but not limited to cloud, Infrastructure as a Service (IaaS), Platform as a Service (PaaS), Software as a Service (SaaS) or peer-to-peer networks.
- Any security issues discovered by a user must be reported to a member of VEIC's IT Team such as the Information Technology Helpdesk, Director of Information Technology, Senior Security Administrator for follow-up investigation. Additional reporting requirements can be located within the Compliance section of this policy.

Legal and Regulatory Compliance

As a user of VEIC resources, you are expected to uphold federal, state, local and other laws, regulations, statutes and ordinances. As a user of VEIC computing and network resources you shall:

- Not engage in activity through any technology medium that may harass, threaten or abuse others.
- Not intentionally access, create, store or transmit material that VEIC may deem to be offensive, indecent or obscene, or that is illegal according to local, state or federal law.
- Abide by all applicable copyright laws and licenses. VEIC may have entered into legal

agreements or contracts with providers of software and network resources, which require individuals using them to comply with those agreements.

- Not use, copy or distribute copyrighted works (including but not limited to web page graphics, sound files, film clips, trademarks, software and logos) unless you have a legal right to use, copy, distribute or otherwise exploit the copyrighted work.

Unacceptable Use

As a user of VEIC computing and network resources you shall not:

- Use VEIC computing services and facilities for political purposes (outside of VEIC business), personal economic gain, or otherwise in any way that is in violation of VEIC established policies or ethics.
- Use VEIC computing services and facilities in a way that is considered offensive, defamatory, obscene or harassing, including, but not limited to, sexual images, jokes and comments, racial or gender-specific slurs, comments, images or jokes, or any other comments, jokes, or images that would be expected to offend someone based on their physical or mental disability, age, religion, marital status, sexual orientation, political beliefs, veteran status, national origin or ancestry, or any other category protected by applicable national or international, federal, regional, provincial, state or local laws.

Access/Review of VEIC Network and Computing Resources

As a user of VEIC computing and network resources you must understand and comply with the following:

- All users of VEIC network and computing resources are expected to respect the privacy and personal rights of others.
- Users may not access or copy another user's email, data, programs or other files without authorization from VEIC Human Resources Department, VEIC's Senior Security Administrator or Director of Information Technology.
- All data created, composed, accessed, sent, stored, downloaded or received via VEIC devices, technology or communication systems are considered the property of VEIC.
- All users should have no expectation in privacy in the data created, composed, accessed, sent, stored, downloaded or received on VEIC devices or while using VEIC technology or computer resources.
- In its sole discretion, VEIC reserves the right to access, review and retrieve all data created, composed, accessed, sent, stored, downloaded or received on VEIC devices or while using VEIC technology or computer resources. Please see VEIC's Technology Monitoring Guidelines for more information.
- Access to files on VEIC equipment or information shall only be approved by specific personnel when there is a valid reason to access those files. Authority to access user files can only come from the Senior Security Administrator or Director, Information Technology in conjunction with

requests and/or approvals from VEIC Senior Leadership.

- External law enforcement agencies may request access to files through valid subpoenas and other legally binding requests. All such requests must be approved by VEIC's legal department

Policy Exceptions

General exceptions to this policy shall be requested by contacting VEIC's Senior Security Engineer or the Director, Information Technology. Exceptions shall be approved in writing by the Director, Information Technology.

