



DC SUSTAINABLE ENERGY UTILITY

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Solicitation Number: RFP-DCSEU-FY2024 SEICBP

Notice Type: Request for Proposals (RFP)

Title: **Sustainable Energy Infrastructure Capacity Building Pipeline - SEICBP (Train Green) Program FY24 Training**

Posted Date: **10/31/2023.**

Webinar: **11/09/2023**

Questions Due: **11/15/2029**

Response Due Date:

11/30/2023 5:00pm – First Round

PLEASE NOTE: Submissions received after 11/30/2023 will still be evaluated on a rolling basis as budget allows.

I. OBJECTIVE

Vermont Energy Investment Corporation (VEIC) d/b/the District of Columbia Sustainable Energy Utility (DCSEU) is issuing this RFP to for the DCSEU's Sustainable Energy Infrastructure Capacity Building and Pipeline Program (the "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)..

Bidders selected through this RFP will be awarded a contract as further set forth in Section VIII (Proposal Requirements), Subsection H (Contracts). **A copy of the DCSEU's Standard Subcontract terms and conditions are available upon request.** The DCSEU reserves the right to include additional and/or modified terms and conditions to reflect the nature of the services to be provided under any specific subcontract.

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and all substantially similar vaccine requirements including any modifications to this Order, unless and until they are rescinded or superseded.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 2023-4, Mask Requirements Inside Certain District Government Buildings and Offices, dated June 17, 2023, and all substantially similar mask requirements including any modifications to this Order, unless and until they are rescinded or superseded.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)/Small Business Enterprise (SBEs) and CBE/SBE-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 workforce development initiatives for District residents in energy-related fields, and implement a training and certification program to increase the participation and capacity of CBEs/SBEs and CBE/SBE -eligible firms to engage in contracts and procurements related to professional services, energy efficiency and renewable energy design, construction, inspection, and maintenance.

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

Tier 1 - District residents working in the District at 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 – District Residents and businesses that do not meet the criteria listed under Tiers 1 and 2

IV. SCOPE OF WORK

Summary of Services

For each new Train Green Pathway listed please provide an affirmation of interest and detailed 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.

Requirements: 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, if applicable.

3. Certification(s) or Credential(s) obtained through the course and related exam costs, if applicable.
4. Any residual expenses related to course delivery.

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

Course Pathways

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
- BPI 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
- Building Operator Certification Level 2
- Credential for Green Property Management
- 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 Refrigerant 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.

Additional Curriculum and Certifications of Interest:

The DCSEU will also consider other Subjects of interest for relevant training curriculum that will provide educational benefit and certification (*including but not limited to*):

- Heat pump (air and water) and HVAC and water heater design and installation courses, hands on or field training preferred.
- Single Family and Commercial Net Zero Energy (NZE) Design and/or Operation and Maintenance
- Passive House Certification
- Commercial and Residential Building Decarbonization Design, Implementation and Maintenance
- Building Envelope Design and Installation

Reporting and other Requirements:

- Attendance rates for each registered individual
- Certification/Credential verification and grade received (if applicable) **OR** a 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 awards , the DCSEU, at its discretion, may review and award additional contracts on as rolling basis through FY24 (December 1, 2023 – September 1, 2024). All training and/or certification programs must be completed no later than September 30, 2024.**

Milestone	Date
RFP Issued	10/31/2023
Pre bid webinar (optional)	11/09/2023
Deadline for Questions (electronic submission)	11/15/2023
Answers to questions on RFP posted	11/17/2023
Proposals due	11/30/2023
Proposal scoring and preliminary selection completed	12/13/2023
Contract negotiation and execution completed	1/15/2024
Performance Period Begins	1/15/2024
Proposals accepted through RFP on rolling basis	9/1/2024

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 with the highest scoring bidder(s) to reach a final subcontract(s).

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

Funding for this initiative is authorized by the District of Columbia City Council on a fiscal year basis. There is no guarantee of funding past September 30, 2024.

Limitation

This solicitation does not commit the DCSEU to awarding subcontracts or to procuring or subcontracting for services or supplies. 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 sources, 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 is 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 and drawings, and specification sheets are not counted toward page limits and should be included as appendices. It is the bidder's responsibility to provide all specified materials in the required form and format. **Proposals that are not in the required format or incomplete may be disqualified.**

Initial Round Proposals to this RFP must be *submitted electronically* through the **DCSEU Contractor Web Portal** no later than **5:00 p.m. on November 30, 2023**. Bidders who submit proposals after this deadline will be evaluated on a rolling basis during FY2024 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 Bid Summary Table based on Table 2** below with the specific value or information they propose for each of the listed criteria. The Bid 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	<p>Bidders should include in their proposals a narrative description of their prior experience including:</p> <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 (CBEs)/Small Business Enterprise (SBEs) 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 Enterprises (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)

In addition to completing the bid summary table, bidders should indicate in their proposal narrative how they plan to complete the proposed scope of work. Additional or modified tasks may also be suggested in the proposal provided that concise and clear explanations are included.

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 provides 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 project financials 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 project financials.

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. Contracts. 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 of the DCSEU subcontract template 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).

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. Financial Solvency: Before awarding a 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.

L. 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 subcontract, bidder will also be required to provide a final certificate of insurance to show compliance with the minimum insurance requirements outlined in the successful bidder's subcontract. The DCSEU anticipates the minimum requirements to be as outlined below but will confirm final insurance requirements prior to issuance of a subcontract. The final certificate of insurance shall comply with the requirements outlined in Section 7 (Insurance) of *Appendix A*. Bidder must raise any questions about the insurance requirements by the deadline set forth above and 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	\$2m 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)

For Trainings that are Hybrid or in-person in nature, additional insurances may be required.

M. Disclosure of any pertinent litigation

- a. A bidder must disclose any past or pending judgments, lawsuits, actions, bankruptcies or regulatory decisions or information that may adversely affect the bidder's ability to meet any requirements of this RFP, the subcontract or the bidder's proposal. A bidder 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 subcontract award. Failure to disclose pertinent litigation may result in the disqualification of Bidder's proposal.

N. Information Security Requirements: Please review the [Information Security Requirements](#) and provide a complete [Information Security Questionnaire](#) with your proposal . The DCSEU will not consider any exceptions or request to negotiate terms that were not called out as exceptions to the security requirements in the RFP proposal.

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").¹ 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.

¹ D.C. Official Code § 2-531 *et seq.*

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.

In order 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 will be automatically disqualified.

CONTRACTING OFFICE

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