

Request for Clarification: Production Efficiency: Industrial Sector Technical Review Consulting Services

Questions and Answers

ID	Respondent Questions	Energy Trust of Oregon Responses
1	Q: Would we have a conflict of interest if we 'submitted' a proposal for the Existing Buildings program evaluation?	A: See Section 8J in the RFQ. Include any potential disclosures and Energy Trust would make determinations regarding conflicts.
2	Q: Is there a list where potential sub-contractors can add their information for partnership opportunities?	A: No, this is not available for this RFQ.
3	Q: Does Energy Trust use some kind of project tracking system (e.g., Salesforce)? Are vendors expected to enter savings information directly into tracking system or does PMC take care of the data entry?	A: The program management contractor (PMC) handles project data entry. Project files for technical review are submitted through password protected/encrypted e-mail or a secure SharePoint site used by both PMC and technical reviewer. Some minimal data entry would occur on the SharePoint site indicating if a project is approved or if more information is required.
4	Q: Do you have a technical reference manual (TRM), and if so, could you share with us?	A: The estimated time per review is included in Section 7 based on historical averages. The program has internal process documentation and will share with the selected contractor. See Section 5 for requesting Energy Trust's specific SEM Energy Intensity Modeling Guidelines.
5	Q: Are program manuals for Custom, Standard and Downstream Lighting program tracks available for reference?	A: No, outside of the SEM Energy Intensity Guidelines, program manuals are not available for reference. The program has internal process documentation and will share with the selected contractor. See Section 5 for requesting Energy Trust's specific SEM Energy Intensity Modeling Guidelines.
6	Q: How many measures are in 180 Custom studies?	A: Custom studies typically have one or two measures, infrequently more than that. A study includes measures within the same system/technology type.

7	Q: For missing information such as equipment cut sheets, project narrative, invoice, or savings calculations, does the consultant contact customer or participating contractors directly for assistance or does the Energy Trust staff help us get the missing data?	A: The technical review consultant works directly with the PMC for questions and missing documentation. The PMC would then work with vendors and/or customers to collect any missing information. See Section 2 and Section 4G for reference.
8	Q: If we want to partner with a certified COBID subcontractor because we are not a certified diverse supplier, do we need to identify and announce that certified diverse contractor in our proposal?	A: Yes, you need to identify and announce all teaming subcontractors in your proposal, including the supplier diversity contractors, using Appendix 1: Supplier Diversity Contractor Participation Commitment Template.
9	Is SDB certification from U.S. System for Award Management (SAM) acceptable under this RFQ?	A: Yes, sam.gov registration and self-certification as small disadvantaged business (SDB) is acceptable and would count towards the supplier diversity requirements.
10	Q: How many work samples would Energy Trust like to see in the proposal? Should we submit one for each system/technology type?	A: Energy Trust is not requesting any work samples. Please complete Appendix 2: Technical Capability Matrix, which shows years of experience of the proposed team by system/technology type. We ask that bidders refrain from submitting work samples with proposals. If needed for review or reference purposes, Energy Trust would request those in a separate communication.
11	Q: Would you please expand upon the type of deliverables based on track? For example, do you expect a written MEMO with supporting savings calculator for Custom track projects but for Standards track projects – just a checklist that says we reviewed data inputs in the Excel-based tool?	A: Consultant does not prepare any project specific memos. Upon approval of custom track projects, the consultant signs and dates a .pdf approval document stating the report has been reviewed and approved, which is used for project file documentation. Track level checklists may be used and exist as reference documentation.
12	Q: How many engineering vendors does Energy Trust plan to select under this RFQ?	A: Energy Trust plans to select only one proposal at the conclusion of this competitive process.