



ADDENDUM #1
Boulder County Public Health
Energy Efficiency Rebate Program
RFP # 6716-17

November 15, 2017

The attached addendum supersedes the original Information and Specifications regarding RFP # 6716-17 where it adds to, deletes from, clarifies or otherwise modifies. All other conditions and any previous addendums shall remain unchanged.

1. Question: How is Boulder County currently managing its trade ally/contractor network?
ANSWER: Boulder County maintains on its Partners for a Clean Environment website (www.pacepartners.com) a list of contractors that have worked on projects that received rebates from Boulder County. Additionally, Boulder County utilizes Salesforce to maintain contact information for all commercial building contractors that have been identified as working in Boulder County. Regular communications are sent to this contractor list via Constant Contact.
2. Question: Is Boulder County interested in this program database solution interacting directly with the trade ally/trade contractor network?
ANSWER: While not a requirement of this contract, Boulder County would be interested in evaluating options for better interacting with contractors as part of the rebate program.
3. Question: Would Boulder County be interested in a licensed based out-of-the-box database/webapp solution which would be configured by Contractor?
ANSWER: Yes.
4. Question: Is the anticipated budget of \$150,000 to \$500,000 an annual budget or total budget over the entire contract?
ANSWER: The budget of \$150,000 to \$500,000 is expected to be renewed annually. This is the budget for rebates to be delivered to business and does not include payments for rebate processing.

5. Question: What is the budgeted amount for the Contractor scope BCPH has defined in this RFP?
ANSWER: Boulder County currently budgets a not-to-exceed amount of \$12,000 annually for this scope of work; however, this does not necessarily mean that amount will be awarded to the Contractor going forward.
6. Question: Database requirements in the Scope of Work section in the RFP state that the solution must “avoid the use of proprietary systems”. Please define this further. Would these be 3rd party systems to the Contractor? Contractor’s own proprietary software?
ANSWER: Since Boulder County owns all of the content and data that the Contractor will collect and store in the execution of the scope of this contract, the content and data must be in a format that can be easily exported to and used by another database system. Therefore, any system that uses a proprietary data formatting structure will not be acceptable.
7. Question: Database requirements in the Scope of Work section in the RFP state that "BCPH will own all data and content." Please define this further. Is providing a report of Boulder County related content sufficient? Will Contractor be required to provide database tables, schema, and/or other internal database or webapp content?
ANSWER: Boulder County will take possession of all data collected by the Contractor in the execution of the contract scope. The data can be presented in a CSV file or other agreed upon database file format.
8. Question: What is the expected term of the contract? Will contractor be required to provide server and webhosting over the course of the contract period? After termination of contract does Boulder County expect to maintain and own database and web content?
ANSWER: BCPH procurement policy requires contract terms to be limited to one year. The contract awarded per this RFP can be renewed up to four times before the contract must be re-bid. BCPH’s EnergySmart rebate program has been in existence for seven years and is expected to continue into the foreseeable future. The scope of the contract does not require server or webhosting services. BCPH will take possession of all related database content at the end of the contract.
9. Question: Do you have expected call center hours for availability? Example M-F 9AM – 5PM.
ANSWER: BCPH will provide the call center services. The reference in the RFP to the Contractor performing this function is in error.
10. Question: Please clarify if the budget of \$150 to \$500k is for incentives?
ANSWER: The \$150K to \$500K budget is for rebates to be paid to businesses and is separate from the budget for payment to the Contractor.

11. Question: Is this strictly prescriptive or does it include custom?
ANSWER: The current rebate program has both prescriptive and custom offerings. The Contractor for this scope of work will not be tasked with performing the analysis of the custom rebate applications.
12. Question: Is BCPH responsible for determining who is an eligible participant?
ANSWER: Yes.
13. Question: Will BCPH provide a list of eligible participants (based on parcels info)?
ANSWER: BCPH will determine the eligibility of the applicant before submitting the rebate application to the Contractor. The Contractor will be responsible for tracking payments per parcel to enforce per parcel caps.
14. Question: Rebates for some measures are limited to a percentage of all financial incentives received by a project (including utility rebates). Are applicants required to disclose other financial incentives when submitting the application? Or must the Contractor interface with other EE rebate programs to determine this info?
ANSWER: BCPH will work with applicants to determine all incentives pertaining to the project and submit this information to the Contractor with the rebate application.
15. Question: Will onsite inspections by the Contractor ever be required to verify that a project was completed?
ANSWER: No, BCPH performs this task.
16. Question: Can the Contractor ask BCPH/Advisors to gather onsite data to verify proper installation for an application?
ANSWER: BCPH will work with the Contractor to verify proper installation as necessary and to the extent practical.
17. Question: The system should be widely accepted, based on industry technology standards and be Open Database Connectivity (ODBC) compliant. Our proposed system has an extensive Application Programming Interface (API) that supports connectivity to other systems. We also have standardized connections to certain common systems such as Salesforce and reporting tools. Will this meet the connectivity requirements?
ANSWER: Yes, BCPH currently utilizes Salesforce to track interactions with participating businesses.
18. Question: Avoid the use of proprietary systems. Our proposed core system is proprietary, however our system includes components such as Salesforce and a data connection hub that will be fully transparent to the client. Furthermore, all data can be exported from the system in the form of spreadsheet or CSV files, or via API from the data connection hub. Can you elaborate on any specific components of the system that you would be particularly concerned about being proprietary?

ANSWER: The concern regarding proprietary systems is the ability for the data collected by the Contractor in the execution of the scope of work to be transmitted to BCPH at the conclusion of the contract. The components of your proprietary system would be acceptable so long as all data can be shared via CSV or API files.

19. Question: BCPH is anticipating that the annual budget for the Rebate Program will range between \$150,000 and \$500,000. Is this the budget for administration or for the awarded rebates, or both? If both, what is the portion of the budget that will be allocated to rebates? Also, what would account for large swing in budget for the program – regulatory budget allocation, participation rates, or other?

ANSWER: The budget of \$150,000 to \$500,000 is for rebates to be delivered to business and does not include payments for rebate processing. Boulder County currently budgets a not-to-exceed amount of \$12,000 annually for this scope of work; however, this does not necessarily mean that amount will be awarded to the Contractor going forward. The potential for a large change in rebate funds is a result of BCPH's partnership with the City of Boulder, which typically provides approximately \$300,000 annually in funds.

20. Question: BCPH will work with the potential rebate recipient to complete the rebate application. BCPH will then submit the application to the Contractor to verify the eligibility of the applicant and the equipment being rebated. What criteria are reviewed for the approval of a rebate? (savings calculation, model number, copy of receipt, etc.) How are they currently submitted? (Mail, digital file via email, digital file via upload to a form.)

ANSWER: Each equipment rebate has associated technical specification requirements – e.g., lamps and fixtures must be DLC or EnergyStar approved, air-conditioners must meet minimum SEER/EER levels. The Contractor will verify that the equipment specifications are met. Rebate applications are currently submitted to the Contractor by email with file attachment.

21. Question: Are savings reported? If so, how are they calculated?

ANSWER: BCPH calculates energy savings based, in part, on information - quantities, efficiencies - submitted by the Contractor.

22. Question: Can you provide any other details on required reports?

ANSWER: BCPH currently receives three Contractor reports –

- 1) rebate reservations including: applicant name and contact information, equipment being rebated, rebate reservation amount, reservation expiration date**
- 2) rebate payments by parcel including: parcel numbers, businesses on parcel receiving rebates, total rebate amounts received by parcel**
- 3) approved rebates including: business name and contact information, payee information, contractor information, utility provider, measures rebated, rebate amounts, and dates of application, approval and payment.**

Submittal Instructions:

Submittals are due at the Administrative Services Information Desk or the email box (preferred) listed below, for time and date recording on or before **2:00 p.m. Mountain Time on November 28, 2017.**

Your response can be submitted in the following ways. Please note that email responses to this solicitation are preferred, but are limited to a maximum of 25MB capacity. NO ZIP FILES ALLOWED. Electronic Submittals must be received in the e-mail box listed below. Submittals sent to any other box will NOT be forwarded or accepted. This e-mail box is only accessed on the due date of your questions or proposals. Please use the Delivery Receipt option to verify receipt of your email. It is the sole responsibility of the proposer to ensure their documents are received before the deadline specified above. Boulder County does not accept responsibility under any circumstance for delayed or failed email or mailed submittals.

E-Mail purchasing@bouldercounty.org; identified as **RFP # 6716-17** in the subject line.

-OR-

US Mail **One (1)** unbound copy of your submittal, printed double-sided, 11 point, on at least 50% post-consumer, recycled paper must be submitted in a sealed envelope, clearly marked as **RFP # 6716-17**, to the **Administrative Services Information Desk located at 1325 Pearl Street, Boulder, CO 80302.**

All proposals must be received and time and date recorded at the Administrative Services Front Desk by the above due date and time. Sole responsibility rests with the Offeror to see that their proposal is received on time at the stated location(s). Any proposal received after due date and time will be returned to the bidder. No exceptions will be made.

The Board of County Commissioners reserve the right to reject any and all proposals, to waive any informalities or irregularities therein, and to accept the proposal that, in the opinion of the Board, is in the best interest of the Board and of the County of Boulder, State of Colorado.



**RECEIPT OF LETTER
ACKNOWLEDGMENT**

November 15, 2017

Dear Vendor:

This is an acknowledgment of receipt of Addendum #1 for RFP #6716-17, Energy Efficiency Rebate Program.

In an effort to keep you informed, we would appreciate your acknowledgment of receipt of the preceding addendum. Please sign this acknowledgment and e-mail it back to purchasing@bouldercounty.org as soon as possible. If you have any questions, or problems with transmittal, please call us at 303-441-3525.

Thank you for your cooperation in this matter. This information is time and date sensitive; an immediate response is requested.

Sincerely,

Boulder County Purchasing

Signed by: _____ **Date:** _____

Name of Company _____

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