



Proposal Attachments

PEPCO MD SMALL BUSINESS
QUICK ENERGY CHECK-UP PROGRAM CONTRACTORS

April 19, 2024

To assist MDEA in its review of proposals, all bidders are required to complete the following Proposal Attachments. Be sure to completely fill out each Attachment. These Attachments are fillable forms. If you need more room, you may upload additional documents when submitting your proposal; please be sure to indicate which attachment that additional information corresponds with.

Attachment A: Company Information

Attachment B: Company Questionnaire

Attachment C: References

Attachment D: Proposed Pricing

Attachment E: Technical Exceptions

Attachment A: Company Information
Pepco MD Small Business
Quick Energy Check-up (QEC) Services

1. Company Details

Company Name:

Company Point of Contact:

Address with Zip:

Phone:

Email:

Fax:

Website:

2. Insurance Minimum Requirements

Worker's Comp – Employer's Liability		Can you meet requirement?
<i>Bodily injury by each accident</i>	\$1,000,000	
<i>Bodily injury by disease policy limit</i>	\$1,000,000	
<i>Bodily injury by disease each employee</i>	\$1,000,000	
Commercial General Liability		
<i>Each Occurrence</i>	\$1,000,000	
<i>Products/Completed Ops Limit</i>	\$1,000,000	
<i>Adv/Personal Injury</i>	\$1,000,000	
<i>General Aggregate</i>	\$2,000,000	
Auto Liability <i>(owned and not owned) minimum limit</i>	\$1,000,000	
Professional Liability, Errors and Omissions <i>Amount not less than each claim</i>	\$1,000,000	
Excess or Umbrella Liability <i>Limit is in excess of Employers' Liability, Commercial General Liability, and Business Auto Liability</i>		
<i>Each Occurrence</i>	\$1,000,000	
<i>Aggregate</i>	\$1,000,000	
Personal Liability <i>Each Occurrence</i>	\$1,000,000	
Cyber Insurance <i>Each Occurrence</i>	\$2,000,000	
Property Insurance <i>Covering the full replacement value of any and all property of the Subcontractor that may be used on premises in connection with the Subcontractor's duties.</i>		
Commercial Crime <i>Involves access, handling, processing, possession of MDEA property, money, securities, or those of a 3rd party involved in the Subcontractor's duties.</i>		

3. Appointment Availability

Please check all times you can provide appointments to customers

Day	7-8am	8am-6pm	after 6pm
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

4. Geographical Areas of Service

Please check all counties in which you can provide service in the Pepco MD Service Territory

Montgomery

Prince George's

5. Staff Foreign Language Fluency

Oftentimes customers request someone to schedule and/or deliver their services in a foreign language. Please denote any staff below who are fluent in a language other than English (including American Sign Language).

Name	Language	Scheduler?	Technician?

6. Company History and Performance

Please denote any prior experience with Pepco's Commercial/Residential or Energy Efficiency Programs related to the QEC service you are bidding on.

7. Staff Credentials

In the table below, list the names of your installation or technician staff, and certifications: (Certified Energy Manager, Certified Energy Auditor, Professional Engineer, etc.).

Name	License

8. Submission Certification

I understand this application, including Attachments A-E, is to determine my eligibility to participate in the Pepco MD Small Business Program as a QEC contractor and does not constitute any formal agreement to participate in the Small Business Program. I further understand that if my company is selected to participate, it will require signing a standard task order agreement with MDEA on behalf of Pepco MD outlining all terms, program policies, and procedures to deliver Small Business Program QEC services.

Authorized Company Representative:

Title:

Signature:

Date:

5. What services does your business currently provide in-house and via subcontractors? Will you be using subcontractors for any of the services indicated in question #5 of Attachment A? If so, please indicate who those subcontractors are and what services they will provide.

6. Please describe your experience reviewing the results of an energy audit with customers.

7. Please highlight your company's administrative abilities to schedule energy audits, conduct walk-throughs, compile results, coordinate installations and other activities as needed.

8. Pepco's MD Small Business QEC Contractors are not guaranteed to receive program-generated leads. Please describe how you would propose to supplement utility marketing efforts with your own in order to generate QEC leads for the program. Provide any examples you may have from past or present lead generation campaigns. Please also include any existing or future relationships you may have with commercial companies or customers.

9. Are you a current or past participant in any other utility programs? How would Small Business QEC services fit in with your current business plan(s).

10. Does your business utilize personal vehicles or company-branded vehicles to service customers? Are any of these vehicles electric or hybrid? Do you have any plans to incorporate electric or hybrid vehicles into your business?

11. Is your company certified in Maryland as a Minority Business Enterprise MBE or Veteran owned business? If so, please respond yes and attach documentation of MBE or Veteran status in the Procurement Portal: Required Documents as "others."

Attachment C: References Pepco MD Small Business Quick Energy Check-up Services

Reference 1

Reference Name	Title	Telephone #	Email	Value of Work
Location or Facility of Project				
Description of Project				
Services Provided				

Reference 2

Reference Name	Title	Telephone #	Email	Value of Work
Location or Facility of Project				
Description of Project				
Services Provided				

Reference 3

Reference Name	Title	Telephone #	Email	Value of Work
Location or Facility of Project				
Description of Project				
Services Provided				

Attachment D: Proposed Pricing Workbook
Pepco MD Small Business
Quick Energy Check-up Services

The QEC Contractor will perform the services specified in the scope of work. Proposed Pricing should be based on a per-unit-installed basis, and should include all marketing, installation, taxes, tracking, warranty, recycling, and any other related services. MDEA will share the final approved pricing with the selected Contractors.

Bidders are encouraged to provide innovative ideas for additional Commissioning Services and Direct Install Measures. Please include these ideas in the Pricing Workbook.

Attachment E: Technical Exceptions
Pepco MD Small Business
Quick Energy Check-up Services

Please clearly state any exceptions that are taken to the technical requirements of this RFP. Bidders must state the exception(s), the reason for the exception(s) and proposed alternate language. All technical exceptions must be clearly defined only in this section.

Exception	Reason	Proposed Change