CITY OF NEWTON, MASSACHUSETTS

PURCHASING DEPARTMENT
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February 6, 2015

ADDENDUM #1

INVITATION FOR BID #15-60

ENERGY BROKER ADVISOR

THIS ADDENDUM IS TO: Answer the following Questions:

Q1. Page 6 of 19, Section 1. Experience and Qualification states that we are limited to no more than 10 pages. However, some of the required information, such as the latest copy of our financial report, is more than 10 pages long by itself. Can this report be excluded from the page count?
   A1. YES

Q2. Can proof of DPU registration be also excluded from the page count?
   A2. YES

Q3. Can you tell me if this RFQ has any type of goal working with a Disadvantaged Business Enterprise (DBE) on this bid?

Q4. Has the City determined a % of Green Energy it seeks to purchase, and or has it established a carbon offset objective?
   A4. Not yet. That will be determined with the selected broker’s assistance.

Q5. What services as it relates to billing is the City seeking from the Broker?
   A5. We would like to hear what you have to offer. Dispute resolution would be one thing of interest.

Q6. What data reports does the City require the Broker to provide?
   A6. We would like to hear what you have to offer.

Q7. Does the City require in person meetings in the City offices or will web based meeting be satisfactory?
   A7. We will want some in person meetings especially at the beginning of the procurement process. Web based meeting are an option after the initial procurement is completed.
Q8. If in person meetings are required, how many meetings per year? Would the City reimburse reasonable travel expenses or should those expenses be calculated into the broker fee paid by the supplier?

   A8. We will not reimburse for any travel expenses. We would expect several meetings at the beginning of the contract to plot out the procurement strategy. Fewer meetings would be needed once an electricity supplier is selected.

Q9. The Scope of Services includes the requirement that the firm assist the City with the design of an electricity procurement strategy. To what extent, if any, has the City already settled on a design of an electricity procurement strategy?

   A9. We have not.

Q10. How important is the design of the electricity procurement strategy to the selection of the energy broker/advisor?

   A10. Very important. We expect the broker to be able to design and implement the strategy that they recommend and expect them to be able to explain to us the pros and cons of recommended strategy.

Q11. If the firm were unable to assist the City with the design of an electricity procurement strategy, but could manage the procurement, would that adversely affect the evaluation the firm?

   A11. I don’t understand the question. How do you manage a procurement without having a procurement strategy?

Q12. To what extent, if any, did the City's current or previous broker/advisor designed an electricity procurement strategy? Will the City provide a copy of that strategy document with the responses to these questions?

   A12. The current broker has a strategy that they developed. We are interested in considering that strategy as well as alternatives offered by other brokers. We see no benefit in having another broker try to copy that strategy therefore we will not provide information about that strategy.

Q13. What is the City's acceptance process for the electricity procurement strategy?

   A13. A review committee will discuss the strategies proposed and determine which strategies most benefit the City. We may follow up with meetings with brokers to discuss their strategy. The committee will make its recommendation following this process based on what it determines most benefits the City.

Q14. Is there a single point of contact?

   A14. For the RFQ it is the Purchasing Department per the RFQ. After the award, the Energy Project manager.

Q15. How long will the City need to review and accept the strategy?

   A15. Three to four weeks.

Q16. Please indicate the minimum qualifications acceptable to the City of a firm tasked with designing this strategy. For example, would this qualifications include:

   a. Prior experience in designing an electricity procurement strategy,
   b. Prior experience in writing a document that sets out this strategy along with its rationale,
   c. Prior experience in writing procurement strategy rationale supported by proprietary and/or non-proprietary energy market research,
   d. National market recognition of the firm as a primary source of energy market intelligence.

   A16. We expect firms to have substantial experience in the successful implementation of electricity procurements for customers in the Northeast similar to the City of Newton.
Q17. Assuming energy supply agreements are for terms of less than three years, will the City require receipt of periodic energy price forecasts and energy market updates and, if necessary, documented revisions to the electricity procurement strategy design?

A17. YES

Q18. Will the appropriate City personnel be available to meet periodically with the firm during the three year term to review and discuss procurement benchmark results and procurement strategy?

A18. YES

Q19. The Scope states that: “the broker will be responsible for executing the electricity strategy which it develops with the CITY, managing the strategy, the electricity billing and electricity data over the course of the three year period.” With respect to “electricity billing and electricity data”, please indicate the City's specific requirements.

A19. Tracking consumption and demand and cost by account on a monthly basis and providing timely reports based on this data.

Q20. Will the City provide copies of all current energy supply agreements, access to utility invoices, purchase power agreements, estimates or insight into how current or proposed building projects will affect energy demand and consumption?

A20. This will be provided to the selected broker.

Q21. The RFQ has requested a copy of each bidder’s most recent financial report. We are a privately held company and do not disclose financial information. If a bidder fails to provide a financial report will they be disqualified?

A21. NO

All other terms and conditions of this bid remain unchanged.

PLEASE ENSURE THAT YOU ACKNOWLEDGE ALL ADDENDA ON YOUR BID FORM. FAILURE TO ACKNOWLEDGE ALL ADDENDA COULD RESULT IN REJECTION OF YOUR BID AS NONRESPONSIVE.

Thank you.

Nicholas Read
Chief Procurement Officer