

REQUEST FOR PROPOSAL

PROJECT NO. RFP 18-19

Energy Procurement Services

QUESTIONS AND ANSWERS

Date: May 14, 2018

To: Prospective Respondents

From: Procurement Operations Department, Houston Community College

Subject: Questions and Answers Responses

1. Do you accept less than 10 reference as it is mentioned in your solicitation that 10 reference are required?
Response: Minimum of 5 references is acceptable, an amendment # 1 will be posted online on HCC website <http://www.hccs.edu/about-hcc/procurement/rfps/bid-title-278748-en.html>

2. Is the Cooperative Contract mandatory?
Response: No

3. When does the current contract will expire?
Response: December 2018

4. Who's the current provider
Response: Current energy provider is Texas General Land Office, during the last procurement for energy, Acclaim Energy was used.

5. There are Supplier submission instructions & questionnaire on Pages 6-8, and there is a different set of submission instructions & questions under Section 4 on pages 14-17. Which one of these should we follow in formulating our response? For Tab 3, Page 6 has 28 questions to answer, whereas Tab 3 on Page 15 has 7 questions to answer. Should we be using one set of instructions over the other, or should we respond to both and include all questions under one Tab?
Response: Please respond to both sections as noted in the solicitation. Pages 6-8 "supplier questionnaire" provides additional specific information and Section 4 are baseline request.

6. If we are utilizing our US Communities cooperative contract for this response, should we just respond as such or should we still respond to each question in the RFP?
Response: Proposer must respond to RFP as detailed and shall note the referenced cooperative contract as noted in Section 2 – Price Proposal.

7. Would the HCC system consider utilizing another public university's contract award for energy procurement services rather than going through the RFP process?

Response: No, HCC requires that you complete the RFP process.

8. Please provide the specific Houston Community College System submission requirements for this solicitation as it was not clearly detailed in the documents received.

Response: All requirements are noted in the RFP; Please respond as in stated in Section 4.

9. Can this requirement be facilitated as an SBA 8 (A) Set-Aside?

Response: Please note Section 5.14 that further describes HCC SBE program.

10. Can this requirement be facilitated on the GSA PSS (MOBIS) 874-1 SIN Schedule as a Small Business 8(a) Set-Aside? If so, will the Government add this contract vehicle to allow small businesses an adequate opportunity to compete and support this requirement?

Response: HCC does not recognize Set-Aside program.

11. Does the Houston Community College System have the requisition in-house for this solicitation (18-19-00)?

Response: This question is not clear; please know the requesting HCC internal department for said service is facilities.

12. Is this the first issue of this solicitation - Is this a re-compete of an existing Houston Community College System requirement or a new requirement?

Response: Yes, the last project was competition under Project No. 12-24 ("RFP").

13. What's the contract term?

Response: It is anticipated that the contract term for contract(s) awarded resulting from this solicitation, if any, will be one (1) year with the option to renew for two (2) one-year terms. Further, HCC reserves the right to extend the contract term on a month-to-month basis, not to exceed three (3) months upon the expirations of the initial term and any successive renewal term. Reference to Section 1 – Project Overview.

14. If there is an incumbent, is there a reason the known incumbent may be precluded from bidding on this new or existing requirement?

Response: No, this is an open competition process.

15. Is this requirement part of a Multiple Award Schedule/Contract or is it a Single Award Schedule/Contract?

Response: Single Award.

16. Has Houston Community College System held preliminary meetings with specific contractors interested in responding to this solicitation?

Response: No. As part of the solicitation process, HCC does not meet with interested vendors.

17. Is this requirement on schedule to execute a contract with the selected vendor doing the current fiscal period?

Response: Yes

18. Is there a prescribed procedure for technical evaluation of this solicitation? If so, can you describe procedures?

Response: Reference Section 3 – Proposal Evaluation, pages 11 and 12.

19. We are on the GSA MOBIS Schedule - 00CORP with a SIN 874-1. Does this exclude our company from bidding, or are we eligible to submit a proposal?

Response: HCC is not aware of any restrictions to bidding under GSA MOBIS. We recommend you contact GSA MOBIS.

20. Can you assist us by sending a copy of the solicitation, as we have had difficulty downloading the documents?

Response: <http://www.hccs.edu/about-hcc/procurement/rfps/ENERGY-PROCUREMENT-SERVICES.pdf>

21. Does the HCC currently use a consultant/broker for Energy Procurement, and have they previously retained the services of one?

Response: Yes.

22. Would it be possible to demo our proprietary procurement and facility management software during the Question and Answer period?

Response: No.

Based on discussions during the pre-bid meeting refined products/oil, other energy commodities and emissions of greenhouse gases are not a part of the scope of this RFP. Is this correct?

Response: Yes, all references to "oil products" has been removed. An amendment # 1 will be posted online on HCC website. <http://www.hccs.edu/about-hcc/procurement/rfps/bid-title-278748-en.html>

23. Page 8, Section D requests a list of our 10 largest customers with contact information. Would HCC accept a smaller list given that there are very few customers in the market that are comparable to HCC for comparison's sake and that very few, if any, entities responding to this RFP will have 10 customers in that size range?

Response: same as answer #1.

24. If a bidder is a registered small business and decides to self-provide all of the requested services without sub-contracting will they be able to earn the 5 points allotted toward the Small Business Practices section of the RFP?

Response: Only certified SBE as recognized by HCC are eligible for the noted points; see Section – 5.14 for more details.

25. Who will make the final decision on the electricity/natural gas renewal for RFP NO. 18-19?

Response: As noted in the RFP, final authority to award will be the Board of Trustees.

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