Category B Proposal Checklist for PSE DER

# Summary Information

1. Does your (one-page) proposal cover letter:
	1. paint a picture of your organization’s mission and background? [ ] Yes [ ] No
	2. demonstrate this project is a good fit for your company’s skill set and goals?[ ] Yes [ ] No
2. Does your (one-page) Executive Summary:
	1. Detail your company’s qualifications related to this RFP? [ ] Yes [ ] No
	2. Clearly state your company’s offering? [ ] Yes [ ] No
	3. State your company’s plan to meet the general requirements of the project? [ ] Yes [ ] No
3. Have you completed the “IT Security Questionnaire?” [ ] Yes [ ] No

# Company Overview

1. [ ] Complete the “Company Profile”

|  |  |
| --- | --- |
| Company Name: |  |
| Headquarters (City/State): |  |
| Branches (City/State): |  |
| Does your firm have a local presence to the Puget Sound Area (Western Washington) or in the Northwest? If no, then provide the closest location. |  |
| Number of continuous years in business: |  |
| Total Number of Employees (note full-time, part-time or other): |  |
| Is your firm certified as a diverse organization (i.e. Women, Minority or Veteran owned)? If yes, state which category: |  |
| Dun and Bradstreet Number: |  |
| Yearly Revenue/Sales Figures (2018, 2019, 2020 estimated and 2021 projected): |  |
| Do you have experience working with regulated entities (e.g. phone companies, gas or electric utilities, etc.) and their customers? |  |
| Has your company declared bankruptcy in the last 36 months? If yes, explain. |  |

1. Have you provided a (2 pages) history and overview of your company’s products and services?
[ ] Yes [ ] No
2. Did you prepare a detailed statement of your company’s qualifications including:
	1. General description of your organization, background and experience in programs similar to the proposal? [ ] Yes [ ] No
	2. One paragraph resume of the company’s program manager and any others being proposed for the program team? [ ] Yes [ ] No
3. [ ] Provide the following information for three references whom you done similar work for within the past three years (can include customers or companies):
	1. Name of reference company
	2. City/State
	3. Type of Business
	4. Relationship to you/your company
	5. Contact Name and Title
	6. Contact Phone and Email
	7. Short description of the work done for the reference company/customer
4. [ ] Have you prepared a statement of Financial Qualifications and Full Disclosure to include:
	1. Form of business entity (Sole Proprietorship, partnership, corporation, etc.)
	2. Company’s Quick Ratio (Current Assets minus Current Liabilities)
	3. Corporate website address (to include annual report if available)
	4. Disclose any pending litigation and the final resolution or present status of the litigation
	5. Disclose any potential conflicts of interest that includes any and all relationships between you, your company, the program, members of the program team and PSE, its employees and/or customers.

# General Requirements

1. [ ] Reference Section 3 of the DER RFP and provide a description of how your company meets or plans to meet the requirements of “Component Descriptions and Requirements.”
2. [ ] Reference Section 3 of the DER RFP and provide a description of how your company meets or plans to meet the requirements of “Key Considerations for Respondents.”

# Component Specific Requirements

##  Program Design

1. [ ] Have you provided a description of the proposed Program to include:
	1. Type of DER included (singly or in combination) for the proposed program(s)
	2. Targeted customer segments for the proposed program
	3. Incentive design for the proposed program(s)
	4. Implementation plan for the proposed program(s)
2. [ ] Provide a description of the Respondent’s experience in providing program design with a focus on DER program design.
3. [ ] Describe the need for the program, energy and/or capacity estimates, data which supports the need for the new approach, market readiness for an innovative idea and any best practices or examples from other utilities implementing similar programs.

## Customer Outreach and Enrollment

1. [ ] Describe if and how local entities will engage in customer recruiting and enrollment. Indicate to what extent the Respondent would rely on PSE to provide marketing support.
2. [ ] Prepare and provide an implementation plan for providing customer outreach and enrollment services Section 3 of the DER RFP.
3. [ ] Detail how your company’s marketing and outreach strategy considers how a DER program directly improves customer experience and satisfaction with PSE.

[ ] (*if available, include proposed evaluation metrics and any required data necessary for evaluating success*)

##  Equipment Procurement and Installation

1. [ ] List the customer segments for which this service will be provided.
2. [ ] Detail the type(s) or combinations of DERs for which your company proposes to provide this service.
3. [ ] Describe how local entities will be performing the equipment installation.
4. [ ] Indicate how your company meets or plans to meet the requirements for equipment purchase and installation presented in Section 3 of the DER RFP.

## Equipment O&M

1. [ ] Describe if and how local entities will be providing O&M services.
2. [ ] Indicate how your company meets or plans to meet the requirements for equipment O&M installation presented in Section 3 of the DER RFP.

## Program Administration

1. [ ] Describe how your company will provide the implementation services listed in Section 3 of the DER RFP. Include how your company plans to implement that service, and what credentials and experience you/your company has with that service along with any experience related to conducting similar services for other utilities.

# Indicative Pricing

1. [ ] Detail indicative pricing for the relevant service component(s) proposed in the table presented in Section 3 “Pricing for Vendor Service Components” of the DER RFP.

# Equity Plan

1. [ ] Submit a [CETA](https://www.commerce.wa.gov/growing-the-economy/energy/ceta/#:~:text=On%20May%207%2C%202019%2C%20Governor,greenhouse%20gas%20emissions%20by%202045.&text=The%20law%20provides%20safeguards%20to%20maintain%20affordable%20rates%20and%20reliable%20service.) Equity Plan (4 pages maximum) detailing how your proposal address:
	1. [ ] Each of the following CBI categories:
		1. Improve the equitable distribution of energy and non-energy benefits to highly impacted communities and vulnerable populations
		2. Reduces burdens to highly impacted communities and vulnerable populations
		3. Produce long-term and/or short-term public health impact
		4. Produce long-term and/or short-term environmental impacts
		5. Help maintain or strengthen the energy security and resiliency of PSE’s service area
	2. [ ] Business Values:
		1. Have you adopted an environmental, social, corporate governance – ESG/sustainability policy, implementation process and business procedures? If yes, provide a summary description.
		2. Detail your company’s historic practices of utilizing diverse businesses, including (but not limited to) women-, minority-, disabled-, and veteran-owned businesses and providing diversity training for your company’s employees?
		3. Will the project have a community impact with regard to apprenticeships, workforce development and local employment?
		4. Does your company intend to comply with the labor standards in RCW [82.08.962](https://app.leg.wa.gov/rcw/default.aspx?cite=82.08.962) and [82.12.962](https://apps.leg.wa.gov/rcw/default.aspx?cite=82.12.962)?
		5. Is your company a women-, minority-, disabled-, and/or veteran-owned business (per [WAC Chapter 480-107-145](https://app.leg.wa.gov/wac/default.aspx?cite=480-107-145)(2)(f))? If yes, specify the relevant demographic.
		6. If your company is not a women-, minority-, disabled-, and/or veteran-owned business (per [WAC Chapter 480-107-145](https://app.leg.wa.gov/wac/default.aspx?cite=480-107-145)(2)(f)), what is your company’s commitment (based on the % contract value) to subcontract with women-, minority-, disabled-, and/or veteran-owned businesses?
	3. [ ] Survey Questions
		1. Is your company certified as a diverse business enterprise through the Washington State Office of Minority and Women’s Business Enterprise?
			1. If yes, what classification and when does it expire?

# Additional Exhibits and Deliverables

1. [ ] Prepare and submit [Exhibit D](https://www.pse.com/-/media/PDFs/001-Energy-Supply/003-Acquiring-Energy/pdf/ExF_2022_DER_RFP_Ownership.pdf?sc_lang=en&modified=20220208001932&hash=C84D1C697CF79FC0A756FF71706724F6) – Mutual Confidentiality Agreement
2. [ ] Prepare and submit a statement accepting [Exhibit I](https://www.pse.com/-/media/PDFs/001-Energy-Supply/003-Acquiring-Energy/pdf/ExI_2022-DER-RFP_MSA_exhibits.pdf?sc_lang=en&modified=20220208001800&hash=111507E354455CCBAB31FD3375188450) – Master Services Agreement
3. [ ] Prepare and submit completed [Exhibit N](https://www.pse.com/-/media/PDFs/001-Energy-Supply/003-Acquiring-Energy/pdf/ExN_2022_DER_RFP_IT_Security.pdf?sc_lang=en&modified=20220208001233&hash=0B6C55CF0649E83A007C87AC860BFD3A) – IT Security Questions
4. [ ] For proposals with a pending request for or agreement for PSE transmission or distribution submit a completed [Exhibit P](https://www.pse.com/-/media/PDFs/001-Energy-Supply/003-Acquiring-Energy/pdf/ExP_2022-DER-RFP_Customer-Consent.pdf?sc_lang=en&modified=20220208001134&hash=EEE82833ECA8725AB106D540CA227A95) – Customer Consent Letter
5. [ ] Submit Corporate Safety Plan, and Drug and Alcohol Plan
6. [ ] Submit Continuity of Business Plan

# Bid Certification and Contacts

1. [ ] Certify your bid with the following language:

*The respondent hereby certifies that this proposal is genuine; not made in the interest of, or on behalf of, any undisclosed person, firm or corporation; and is submitted in conformity with any anti-competitive agreement or rules. The respondent has not directly or indirectly induced or solicited any other bidder to submit a false or sham proposal. The respondent has not solicited or induced any other person, firm or corporation to refrain from proposing. The respondent has not sought by collusion to obtain for itself any advantage over any other respondent. False certification will result in disqualification of bid and forfeiture of the bid fee.*Proposal Name:
Submitted by (full legal name of entity):
Name of respondent entity (if different from above):

Signature of an officer of respondent entity:

Name of signatory:
Title of signatory:
Date signed:

1. Provide the following details for your company contact information:

[ ] Primary Contact
	1. Contact Name
	2. Contact Title
	3. Name of company
	4. Mailing Address
	5. City
	6. State/Province
	7. Zip code
	8. Email

[ ] Alternate Contact (optional)

1. Contact Name
2. Contact Title
3. Name of company
4. Mailing Address
5. City
6. State/Province
7. Zip code
8. Email