Solicitation No. PSC #11-03-13
Commission Support for Order No. 85385 in Case No. 9298

Pre-Proposal Conference Minutes
August 22, 2013 at 2:00 PM

Corrections

1. Key Information Summary Sheet
Correction: The Contract Manager is Miles Mitchell, Deputy General Counsel

2. During the conference, it was stated that two (2) completely separate proposals were needed; one (1) for Section 3.2.1 and one (1) Section 3.2.2.
Correction: Per the paragraph under the last bullet for Section 3.2.1(page 26):
The work outlined in Section 3.2.2 ***may be included as part of a single response to this RFP covering both issues outlined in Section 3.2.1 and those set forth in Section 3.2.2*** **(but each work plan must be priced separately** - a financial form for both 3.2.1 and 3.2.2 has been supplied in the attachments); or as a separate submission covering only work for Section 3.2.1 or Section 3.2.2.

3. Attachment O – Location of the Performance of Service Disclosure is needed.
Correction: Attachment O is **not needed** for this solicitation.

Clarifications and Reminders

1. Contract Type
The contract that results from this solicitation is a combination of a Firm Fixed Price contract and time and material contract. The hourly rates quoted on the financial form (section A) for each individual listed will be used when reviewing invoices. If the contractor reaches its not-to-exceed labor amount listed, the contractor must continue to perform until it achieves all contract requirements without additional payment. Reimbursement for actual cost such as travel, gas and meals will be paid up to the not to exceed amount quoted on the financial form (section B).

2. MDOT Certified MBEs who are responding to the solicitation as a Prime contractor are required to meet the 10% MBE subcontracting goal.

3. Offerors must submit proposals in two (2) volumes: One (1) unbound original and four (4) bound copies. Each volume should be clearly labeled (see Section 4).

Technical Proposal - Volume 1
The following attachments must be submitted with the ***original*** Technical Proposal **(Volume I)**
Attachment B – Bid/Proposal Affidavit
Attachment D – MBE Forms – read all forms carefully

> **D-1 must be properly completed and submitted with the Technical Proposal or the Proposal will be deemed not reasonably susceptible of being selected for award and rejected.**

Attachment G – Maryland Living Wage Requirements
Attachment I – Conflict of Interest Affidavit and Disclosure
Attachment N – Certification of Investment Activities in Iran
Note: No financial information can be noted in the Technical Proposal – Volume I

Financial Proposal – Volume II - Attachment F must be completed per instructions.

4. It is strongly suggested that you register with eMarylandMarketplace ("eMM"). Registration is free and in order to receive a contract from the State, a vendor must be registered on eMM. Many of you received this solicitation by direct email from the Commission; by registering on eMM you are making your company's information available to all State agencies. eMM registration/vendor number must be supplied to the Commission within five (5) days of the proposed award letter.

5. Before a business entity can do business in the State of Maryland, it must be registered with the State Department of Assessments and Taxation ("SDAT"); see section 1.28. SDAT vendor department ID number must be supplied to the Commission within five (5) days of the proposed award letter.

6. The Procurement Officer is the only point of contact for this solicitation prior to award.

Questions and Answers

Q1. Will there be a chance to interview the authors of each EDC's report and analyses?
Answer: Offerors should anticipate scheduling project scoping interviews with each EDC to identify points of contact and sources of input for their report.

Q2. What is the schedule for the start of the engagement and the delivery of each written report?
Answer: Offerors should anticipate commencing work within 5 to 10 business days following the execution of the contract(s) and scheduling initial project scoping interviews within two weeks of same. The consultant's reports would be expected not later than mid-February, 2014.

Q3. Will there be a chance to submit interrogatories on each company's report and analyses?
Answer: Offerors should anticipate the formulation of interrogatories and data requests for each EDC, based on their filed reports and based on information gathered from project scoping interviews. Follow-up interrogatories and data requests should be anticipated.

Q4. What is the expected total cost for the engagement?
Answer: The Commission will not set an expected cost for the RFP. Offerors are required to provide a firm fixed price for each section of the RFP for which they are submitting a proposal.

Q5. Have you engaged consultants on similar topics? If so, which projects and when?
Answer: The Commission engaged consultants in Case No. 9240 in 2010 – 2011 to conduct an investigation relating to PEPCO's service reliability. Case No. 9240 investigation involved much more field work than would be anticipated in this case, but did not involve a cost/benefits analysis.

Q6. What is the timetable for submission of the EDC's reports?
Answer: Attachment I to Order No. 85385 sets forth the timetable for submission of the EDC's reports. EDC's reports on infrastructure and operational investments to improve resiliency were due on May 31, 2013; EDC's comprehensive reports on enhancing or hardening their distribution system are due on August 30, 2013; and EDC's staffing analysis reports are due on August 30, 2013.

Q7. Who are the "other entities" and what is the timetable for submission of their reports?
Answer: The "other entities" which may be filing comments on the EDC's reports would be any parties to Case No. 9298, including Commission Technical Staff, Office of Peoples' Counsel and Montgomery County.

Q8. When will the consultant's report on quantified customer costs associated with power outages be available?
Answer: The report is scheduled to be completed by Mid-November, 2013.

Q9. Can a copy of the sign-in sheet for this conference be provided?
Answer: Yes. A list of all attendees will accompany the minutes as well as the Commission's MBE search results.

Q10. Can you tell us the date the contract will be awarded?
Answer: The award date is not a set date. When the proposals are received, they are given to the evaluation committee. The evaluation committee reviews the technical proposals, then the financial proposals and then a proposed awardee is selected. Once a proposed awardee is selected, the award stage will begin.

Q11. The RFP refers to modeling capability for the Commission. Do you anticipate making Staff available to discuss the topic?
Answer: The Staff will not be available. They will have their own consultant, will be a party to the case and will be making their own reports. Part of the project is figuring out what modeling Staff needs to be doing.

Q12. Will the consultant be interviewing Senior Commission Advisors?
Answer: Yes.

Q13. Would it be possible to have technical sessions with the EDCs?
Answer: You can submit data request, get answers and will be free to meet with EDCs and their personnel to gather whatever information you need.

Q14. The report having to do with staffing, are you focusing more on the storm response aspect or are you also looking into the graying issue that was raised?
Answer: Storm response.

Q15. What is the objective of the first report? Is it to consolidate the thinking represented in the reports and to critically challenge what is being presented in the report? What is the end point?
Answer: The end point is for the consultant to analyze what it is the EDCs are proposing to do, compare it to the consultant's report on the cost to customers of being out and then make some cost benefit analysis as to whether if it makes sense to tell them to do this but not to do that.

Q16. In Section 3.2.1, bullet number two (2), it refers to "following a Major Outage Event within a specified time frame". Is the "time frame" referring to the chart that is in the Order that talks about restoration within a certain time?
Answer: Yes.