

## **PSC #11-03-13**

### **Commission Support for Order No.: 85385 in Case No.: 9298**

#### **Questions and Answers**

**08/26/2013**

#### **Section 4.4.3.5 Minimum Qualifications Documentation:**

The Offeror shall submit any Minimum Qualifications documentation that may be required, as set forth in Section 2 "Offeror Minimum Qualifications."

**Q1.** Please describe what you are looking for specifically in this section.

**A1.** Per Section 2.1.2, each Offeror should submit proof of meeting the minimum qualifications listed in Section 2.1.1, a through f. The proof should clearly show that the qualifications are within the last 5 years and are clearly labeled as to which qualification (a – f) they are being submitted to meet. This documentation is needed in the original and each copy.

#### **Section 2.1 Offeror Minimum Qualifications**

- 2.1.1 The Offeror shall have references evidencing experience in A-F below:
- a. The electrical distribution field;
  - b. The evaluation, critiquing, assessment and/or analyzing of distribution system reliability for an electric utility, state utility regulatory body or state utility consumer advocate [including making recommendations for remediation/improvements to system];
  - c. Reviewing regulations and advising improvements to regulations for a regulatory body;
  - d. Establishment of a system of estimating and disseminating times of restoration for bringing distribution systems back on line after the interruption of services by any cause;
  - e. Creation or use of performance-based incentives to improve system reliability; and
  - f. Working with COMAR or a similar regulatory scheme.
- 2.1.2 As proof of meeting this requirement, along with or as part of the Offeror's response to RFP § 4.4.3.9, the Offeror shall provide with its Proposal references attesting to the Offeror's experience in providing all of the above qualifications (A-F) within the last 5 years. The Offeror shall identify the above qualification(s) (A-F) on each reference submitted.

#### **Section 4.4.3.7 - Experience and Qualifications of Proposed Staff – 2<sup>nd</sup> paragraph**

The Offeror shall describe in detail how the proposed staff's experience and qualifications relate to their specific responsibilities, as detailed in the Work Plan. The Offeror shall include individual resumes for the key personnel who are to be assigned to the project if the Offeror is awarded the contract. Each resume should include the amount of experience the individual has had relative to the Scope of Work set forth in this solicitation. *Letters of intended commitment to work on the project*, including any proposed subcontractors, shall be included in this section.

**Q2.** In reference to Section 4.4.3.7, are the letters of intended commitment required for anyone on the project that is not an actual employee of the company (independent contractors), or does it apply only to subcontractors?

**A2.** The letter of intended commitment is due from any key personnel.

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**Questions and Answers Continued**

**Q3.** The required forms to be included in the original technical proposal (Volume I), can they be in the appendix with the appropriate RFP numbering?

**A3.** Yes. All required attachments, which are only needed in the original technical proposal, can be placed at the back of Volume I in an appendix.