Notice

BID: CHA14-02

The Community College System of New Hampshire, CCSNH, is soliciting proposals from energy consultants in order to develop an ongoing strategy to reduce its energy costs. The purpose is to identify an energy consultant that has demonstrated capabilities which best meet our needs.

CCSNH will administer the proposal process in accordance with the terms and dates outlined in the Request for Proposal, RFP. CCSNH reserves the right to modify the activities, time line, or any other aspect of the process as deemed necessary.

By requesting proposals CCSNH is in no way obligated to award a contract or pay the expenses of proposing organizations in connection with the preparation or submission of a proposal. CCSNH reserves the right to further negotiate the terms, conditions and price with the successful bidder.
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Request for Proposal – Energy Consultant Services

Background

The Community College System of New Hampshire includes seven colleges located around the state, (Concord, Berlin, Claremont, Laconia, Manchester, Nashua and Portsmouth) several Academic Centers, (Littleton, Rochester and Keene) and a chancellor’s office in Concord. CCSNH serves approximately 11,000 full time equivalent students. It employs approximately 730 full time employees, 150 part time employees and 300 to 400 adjunct instructors. It receives funding from the receipt of tuition and fees, appropriations from the State of New Hampshire, grants from the Federal Government, including federal financial aid, and grants from other non federal agencies. The fiscal year 2013 budget for CCSNH totaled approximately $110 million.

CCSNH is seeking to form a relationship with an energy consultant that can help to reduce energy expenses.

Timeline

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<th>Description</th>
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<td>Advertise RFP</td>
<td>March 21, 2014</td>
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<tr>
<td>Proposal Due Date</td>
<td>April 4, 2014</td>
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Request for Proposal – Energy Consultant Services

Requirements of Bidders

The successful consultant will

- Be authorized to do business in the State of New Hampshire
- Comply with all federal and New Hampshire state laws and regulations, statutes and policies
- Maintain adequate liability insurance coverage in an amount agreeable to CCSNH that will cover losses to CCSNH associated with energy consulting and energy bidding.

Proposal Instructions

Proposals must be submitted to Matt Moore, Director of Capital Projects, 26 College Drive, Concord, NH 03301 no later than April 4, 2014. Late submissions, or proposals submitted by fax or email will not be accepted.

Proposals shall consist of narrative materials and cost proposals. One original paper copy and one electronic copy are required. The original must be clearly marked and contain original signatures. When responding to the RFP, provide answers to questions in the order they are asked using the appropriate letter sequence.

If an institution cannot meet a requested service then that should be indicated in the appropriate section. Clearly indicate any services that will be provided by a third party.

Evaluation of Proposals

Proposals will be reviewed by CCSNH. At the end of the review process finalists might be asked to provide a presentation in Concord. CCSNH will select the proposal that best suits the needs of CCSNH and offers the best overall value. No single factor will determine the final award decision. CCSNH will negotiate with the successful institution to determine final price and contract form.
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Request for Proposal – Energy Consultant Services

Scope of Services

CCSNH wishes to hire an energy consultant to assist with the procurement of electricity, natural gas, fuel oil and propane with the goal of reducing its overall energy costs. The successful bidder will be expected to

- Identify all relevant energy related data to be gathered
- Prepare at least two RFPs
- Prepare a written recommendation for each RFP
- Help CCSNH negotiate and develop a contract with the successful bidder
- Advise as to the most advantageous time to enter into supply contracts

Natural gas and electricity usage amounts for FY 13 are attached.

Requested Information

A – Services  - Please submit a response addressing the following questions.

a - Please provide a description of how you plan to manage the energy supply procurement services and RFP/contract management for CCSNH.

b - Describe the method by which you would recommend CCSNH acquire electricity and natural gas supply.

c - Describe the data collection requirements necessary for CCSNH.

d - Describe how you propose to work with CCSNH through the procurement process.

e - How would you provide periodic market information necessary to obtain additional savings.

f - Please identify additional services you would provide to help CCSNH in energy procurement.
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B – Organization Profile

Please give information on the organization’s profile including:

- Overview of organization.
- Corporate organization including location of corporate headquarters and branches.
- and their scheduled hours of operation.

C - Experience

Describe the organization’s direct experience servicing higher education/non-profit clients. Please include the number of higher education/non-profit clients and the dollar amount of energy contracts under management.

D - Relationship Management

Please identify the personnel who will work on the CCSNH account, their experience and their credentials. And please provide the name and title of the manager who would handle the CCSNH account.

E – References

Please provide 3 public sector/ education references that are similar in size and scope of activity as CCSNH.

F – Fees

Please describe your applicable fee structure and how those fees are generated in detail.

G - Insurance Certificates

Please provide a list of the type and amounts of insurance carried that would benefit CCSNH.

H - Other Service Enhancements/ Information

Please provide information on other products and services that your institution provides, not identified in this RFP that you believe would benefit CCSNH in meeting the objectives of the RFP.
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Request for Proposal – Energy Consultant Services

Official Contact

All questions related to the RFP should be directed in writing to the person listed below. Questions and answers will be posted on our website without the identity of the inquiring organization. Unauthorized contact regarding this RFP with other CCSNH employees may result in disqualification. Any oral communication will be considered unofficial and nonbinding on CCSNH.

Name: Matt Moore
Director of Capital Projects

Address: CCSNH
26 College Drive
Concord, NH 03301

Telephone 603-271-2722
E-mail mmoore@ccsnh.edu

Final Comments

CCSNH reserves the right to reject any and all proposals and to waive irregularities and informalities in the submittal and evaluation process. CCSNH reserves the right to award or reject bids in part or in whole and on any basis it deems in the best interest of CCSNH. Please do not contact any CCSNH employee to gather information regarding this RFP except the Director of Capital Projects.