



REQUEST FOR PROPOSALS

FOR

Energy Procurement Services

Issued by the

Community College System of New Hampshire

RFP #SYS25-04

Date of Issue: February 24, 2025

Proposals must be received no later than
2:00 PM on March 14, 2025

All questions related to the RFP should be submitted via e-mail to:

Sean Fitzpatrick, System Office Procurement at sfitzpatrick@ccsnh.edu

The full content of this Request for Proposals, Attachments, Appendices, Response to Questions and all Addenda via CCSNH website located at:

<https://www.ccsnh.edu/about-ccsnh/bidding-rfp/>

The RFP contains specific protocols relating to discussion and other communications regarding this RFP. Any violations of these provisions may result in immediate disqualification of a firm's submission.

Prospective firms are encouraged to promptly notify CCSNH of any apparent inconsistencies, problems, or ambiguities in the RFP.

Purpose: The Community College System of New Hampshire (CCSNH) wishes to engage the services of a qualified private firm to provide Energy Procurement Services for the procurement of electricity and natural gas with the goal of reducing its overall energy costs.

The successful firm must be lawfully engaged in the service of providing the required services in the State of New Hampshire. The purpose is to identify a firm that has demonstrated capabilities which best meet our needs.

About CCSNH: The Community College System of New Hampshire (CCSNH) is a public system of higher education consisting of seven colleges located across NH. All colleges in CCSNH are accredited by the New England Commission on Higher Education and serve over 22,000 learners annually with 200 associate degree and certificate programs, aligned with career opportunities and transfer pathways at affordable rates of tuition. The System Office provides central support to the colleges and is located in Concord, New Hampshire's capital city.

CCSNH is dedicated to providing accessible, affordable, and high-quality education to the diverse communities across the state. Comprised of seven community colleges, each with its unique strengths and focus areas, CCSNH plays a pivotal role in empowering students to achieve their academic and career goals.

Established with a commitment to fostering regional economic development and meeting the evolving needs of both traditional and non-traditional learners, CCSNH has become a cornerstone of education in New Hampshire. The community colleges within the system serve as hubs for innovation, collaboration, and the cultivation of a skilled workforce.

Requirements of Bidders

The successful firm will:

- o Be authorized to do business in the State of New Hampshire.
- o Comply with all federal and New Hampshire state laws and regulations, statutes and policies.
- o Maintain adequate insurance coverage.

Proposal Instructions

At a minimum, each proposal must include:

- All materials from the "REQUESTED INFORMATION" section
 - o Services Narrative
 - o Cost Proposal
 - o Organizational Profile
 - o Experience
 - o Relationship Management
 - o References
 - o Insurance
 - o Other Service Enhancements
- Bidder's W9

All submissions from interested firms should be sent electronically via email to Sean Fitzpatrick, System Office Procurement Manager at purchasing@ccsnh.edu. Each proposal shall be clearly labeled: "CHA25-04 Proposal for ENERGY PROCUREMENT SERVICES"

When responding to the RFP, provide answers to questions in the "REQUESTED INFORMATION" section in the order they are asked using the appropriate letter sequence.

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

Schedule Of Key Events

Request for Proposal issued	Monday, February 24, 2025
Deadline for Questions	Wednesday, March 5, 2025
Proposal Due Date & Time	Friday, March 14, 2025 @ 3:00 P.M.
Award and Notification to Successful Contractor, no later than	Friday, April 28, 2025
Contract Date & Commencement of Services	As soon as possible following contract signing

Proposal Inquires

All inquiries concerning this request for proposal shall be made via email to: Sean Fitzpatrick, System Office Procurement Manager, at sfitzpatrick@ccsnh.edu. Answers to all inquiries will be posted publicly to the CCSNH website <https://www.ccsnh.edu/about-ccsnh/bidding-rfp/>

Contract Term

The term of any awarded contract will be for three (3) years. At the conclusion of the initial term, the agreement may be renewed for an additional three (3) year term if mutually agreed upon by both parties.

Evaluation of Proposals

Proposals will be reviewed by a CCSNH review committee. Interview meetings with bidders may be requested by CCSNH. 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.

Proposals will be scored on the following criteria:

Proposal Cost	30 points
Proposed Approach to SOW	30 points
Bidder Qualifications & Experience	20 points
Quality & Completeness of Proposal	20 points

CCSNH reserves the right to reject any or all proposals or any part thereof, to waive any formality, informality, information or errors in the proposal, to accept the proposal considered to be in the best interests of the CCSNH, or to purchase on the open market if it is considered in the best interest of CCSNH to do so. Failure to submit all information called for and/or submission of an unbalanced proposal are sufficient reasons to declare a proposal as non-responsive and subject to disqualification. Statements, which do not incorporate our requested format for providing energy procurement services, will not be considered.

All proposals received shall be considered confidential and not available for public review until after a Bidder has been selected.

This Request for Proposal (RFP) does not commit CCSNH to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure or contract for services or supplies.

AWARD OF CONTRACT:

Any contract entered into by CCSNH shall be in response to the proposal and subsequent discussions. It is the policy of CCSNH that contracts are awarded only to responsive and responsible Bidders. In order to qualify as responsive and responsible, a prospective Bidder must meet the following standards as they relate to this request:

- Have adequate financial resources for performance or have the ability to obtain such resources as required during performance;
- Have the necessary experience, organization, technical and professional qualifications, skills and facilities;
- Be able to comply with the proposed or required time of completion or performance schedule; and
- Have a demonstrated satisfactory record of performance;
- Adhere to the specifications of this proposal and provide all documentation required of this proposal

The contract will be awarded to a responsive and responsible Bidder based on the qualifications and experience of the Bidder, the Bidder's ability to provide ongoing technical support, the Bidder's timeframe for providing the requested service and the Bidder's price proposal. The Bidder selected will be the most qualified and not necessarily the Bidder with the lowest price.

SCOPE OF SERVICES:

Manage Energy Solicitations

- Draft solicitation language to assess alternatives and relative benefits of available options
- Issue solicitation to all viable/registered energy suppliers
- To the extent possible, communicate operational circumstances to foster participation from multiple suppliers
- Manage supplier inquiries
- Collect, summarize, analyze and present supplier responses
- Collaborate with CCSNH to determine "Best Cost" option(s)
 - Provide market data and insight to determine and support decision and action
 - Provide insight on suppliers and respective contract terms
 - Compare alternatives; 3rd party supply, default energy or other
- If/When applicable, notify supplier(s) of CCSNH's intent to enter into a contract; upon request and receipt of energy supply agreement(s):
 - Review with CCSNH energy procurement team
 - Suggest and incorporate supply agreement modifications as necessary
 - Manage the exchange and negotiation of contract documents and specific terms and conditions as applicable
 - Facilitate the exchange of executed supply agreement(s)
- Monitor and communicate with supplier(s) to ensure timely account enrollment or contractual supply start date (or month as applicable)

Information Management and Analysis

- Work with Client, utilities and suppliers to collect/manage data as needed during solicitation process
- Scrub and analyze data to support solicitation efforts and to support contract management and price management.
- Report and present data as necessary and to support decision support.
- Market intelligence – provide market and industry related information as appropriate

CCSNH Responsibilities

CCSNH will be responsible for providing the following information to the awarded bidder:

1. Location and account number of each electricity and natural gas account and the historical usage of each account
2. CCSNH's current energy supply agreement expiration dates

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 solicitation/contract management for CCSNH.
- b) Describe the method by which you would evaluate suppliers and 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) Please identify additional insight you would provide to help CCSNH in energy procurement.
- f) Please submit an estimated project schedule for CCSNH's upcoming procurements of electricity & natural gas, highlighting key dates and tasks.
- g) Signature: The proposal and cost proposal shall be signed by an official authorized to bind the bidder and shall contain a statement to the effect that the proposal is a firm offer for a sixty (60) day period. The proposal shall also contain the following information: Name, title, address, and telephone number of the individual(s) with authority to contractually bind the company, and also who may be contacted during the period of proposal evaluation for the purpose of clarifying submitted information.

B - Cost Proposal:

The Proposal shall include firm fixed fees for services and be in the form of a volumetric adder fee. The volumetric fee will be added to energy supply rate from suppliers.

Fee Examples:

Fee	Rate
Volumetric Adder Fee (Electric)	\$0.000x/kWh
Volumetric Adder Fee (Natural Gas)	\$0.0xx/dth

C – Organization Profile

Please give information on the organization's profile including:

Overview of organization.

Corporate organization including location of corporate headquarters and branches.

D - 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.

E - 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.

F – References

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

G - Insurance Certificates

Please provide a list of the type and amounts of insurance carried.

- a) It is agreed that, in accordance with Chapter 281 of the Revised Statutes Annotated, as amended, the bidder shall purchase and keep in effect, for the life of the agreement, workers' compensation insurance and require its sub-contractors to do likewise. The bidder shall furnish CCSNH with certificates showing that this insurance has been purchased.
- b) Further agreed the bidder shall purchase and keep in effect, for the life of the agreement, commercial general liability insurance, including contractual coverage, for all claims of bodily injury, death, or property damage, in policy amounts of not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate (CCSNH to be named as an additional insured). The bidder shall furnish CCSNH with certificates showing that this insurance has been purchased.
- c) Further agreed, the bidder shall purchase and keep in effect, for the life of the agreement, commercial and personal automobile liability insurance covering motor vehicles, including owned, hired, borrowed, and non-owned vehicles. Such insurance shall be in the minimum amount of \$500,000.00 combined single limit for bodily injury and property damages. The bidder shall furnish the CCSNH with certificates showing that this insurance has been purchased.
- d) Should any of the above-described policies be canceled before the expiration date thereof, the issuing company shall mail thirty (30) days written notice to the certificate holder or ten (10) days in cases of non-payment of premium. Each policy shall contain a clause prohibiting cancellation or modifications of the policy earlier than this time frame, after written notice thereof has been received by the CCSNH.
- e) The certificates shall show the required coverage, retention (deductible) and cancellation clause. The bidder shall have a continuing duty to provide new certificates of insurance as the policies are amended or renewed.

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.

MODIFICATIONS AFTER AWARD:

CCSNH reserves the right to incorporate minor modifications, which may be required by it. The Bidder will incorporate these changes at no additional cost but may protest such action and not be bound by any such request if it can prove that the timing or extent of the modifications implies a major effort on its part.

CANCELLATION OF AWARD:

CCSNH reserves the right to cancel the award without liability to the bidder at any time before a contract has been fully executed by all parties and is approved by the CCSNH.

CONTRACT:

Any Contract between CCSNH and the Bidder shall consist of (1) CCSNH's standard contract for services, (2) the Request for Proposal (RFP) and any amendments thereto and (3) the Bidder's proposal in response to this RFP. In the event of a conflict in language between documents (2) and (3) referenced above, the provisions and requirements set forth and referenced in the RFP shall govern. However, CCSNH reserves the right to clarify any contractual relationship in writing with the concurrence of the Bidder, and such written clarification shall govern in case of conflict with the applicable requirements contained in the RFP and the Bidder's proposal. In all other matters, not affected by written clarification, if any, the RFP shall govern. The submitter is cautioned that their proposal shall be subject to acceptance without further clarification.

EXECUTION OF AGREEMENT:

The successful Bidder shall sign (execute) the necessary agreements for entering into the contract and return such signed agreements to CCSNH, along with applicable insurance certificates, within ten (10) calendar days from the date emailed or otherwise delivered to the successful bidder.

APPROVAL OF AGREEMENT:

Upon receipt of the agreement that has been fully executed by the successful Bidder, CCSNH shall complete the execution of the agreement in accordance with local laws or ordinances and return the fully executed agreement to the Bidder. Delivery of the fully executed agreement to the Bidder shall constitute the CCSNH's approval to be bound by the successful Bidder's proposal and the terms and conditions of the agreement.

FAILURE TO EXECUTE AGREEMENT:

Failure of the successful Bidder to execute the agreement within ten (10) calendar days from the date emailed or otherwise delivered to the successful Bidder shall be just cause for cancellation of the award.

DISQUALIFICATION:

Awards will not be made to any person, firm or company in default of a contract with the CCSNH, the State of New Hampshire or the Federal Government.

ADDENDUM:

In the event it becomes necessary to add to or revise any part of this RFP prior to the scheduled submittal date, the addendum will be posted to the CCSNH website at <https://www.ccsnh.edu/about-ccsnh/bidding-rfp/>. Any addendum to the RFP must be included by the Contractor in their proposal. Proposals that do not include addendums may be rejected. Before your submission, always check the website for any addenda that may have been issued which would affect the RFP.

Any change, correction or deviation to this RFP must be addressed in a written addendum. Verbal changes will not be allowed.

BID RESULTS:

Bid results may be viewed when available, once the award has been made, on our web site at: <https://www.ccsnh.edu/about-ccsnh/bidding-rfp/>

Exhibit A

CCSNH Electric & Gas Account Summary

Current Electric Contract Expiration Date: 10/30/2025

Number of Electric Accounts: 51

Estimated Annual Electric Usage: 12.5M kWh

Current Natural Gas Contract Expiration Date: 11/30/2026

Number of Natural Gas Accounts: 31

Estimated Annual Natural Gas Usage: 60k dth

Locations to be Included in Energy Contracts:	Address:
CCSNH Chancellors Office	26 College Drive, Concord, NH 03301
Great Bay Community College - Portsmouth	320 Corporate Drive, Portsmouth, NH 03801
Great Bay Community College - Rochester	30-32 Lilac Mall , Milton Rd, Rochester, NH 03867
Lakes Region Community College - Dorm	65 Provencal Rd, Laconia, NH 03246
Lakes Region Community College - Automotive Building	379 Belmont Road, Laconia, NH 03246
Lakes Region Community College - Main Building	379 Belmont Road, Laconia, NH 03246
Lakes Region Community College - Technical Center	379 Belmont Road, Laconia, NH 03246
Manchester Community College - Main Building	1066 Front Street, Manchester, NH, 03102
Nashua Community College – Main Building	505 Amherst Street, Nashua, NH 03063
NHTI Concord's Community College - Business/Receiving	1 Institute Drive, Concord, NH 03301
NHTI Concord's Community College - Carpenter Shop	3 Institute Drive, Concord, NH 03301
NHTI Concord's Community College - Child Development Center	21 College Drive, Concord, NH 03301
NHTI Concord's Community College - Farnum Hall	30 College Drive, Concord, NH 03301
NHTI Concord's Community College - Grappone Hall	43 College Drive, Concord, NH 03301
NHTI Concord's Community College - Library/Book Store	20 College Drive, Concord, NH 03301
NHTI Concord's Community College - Little Hall	31 College Drive, Concord, NH 03301
NHTI Concord's Community College - Little Hall Cafeteria	31 College Drive, Concord, NH 03301
NHTI Concord's Community College - MacRury	40 College Drive, Concord, NH 03301
NHTI Concord's Community College - Maintenance Building 1	3 Institute Drive, Concord, NH 03301
NHTI Concord's Community College - North Hall	21 College Drive, Concord, NH 03301
NHTI Concord's Community College - South Hall	15 Fan Road, Concord, NH 03301
NHTI Concord's Community College - Strout Hall	11 Fan Road, Concord, NH 03301
NHTI Concord's Community College - Sweeny Hall	4 Institute Drive, Concord, NH 03301
NHTI Concord's Community College - White Hall	7 Institute Drive, Concord, NH 03301
River Valley Community College - Main Building	1 College Drive, Claremont, NH, 03743
River Valley Community College - Lebanon	15 Hanover Street, Lebanon, NH
White Mountains Community College - Berlin Barn	2021 Riverside Drive, Berlin, NH 03570
White Mountains Community College - Berlin Main Building	2020 Riverside Drive, Berlin, NH 03570
White Mountains Community College - Berlin Day Care	15 Twitchell Lane, Berlin, NH 03570
White Mountains Community College - Berlin Preschool	2031 Riverside Drive, Berlin, NH 03570
White Mountains Community College - Littleton	646 Union Street, Suite 300, Littleton, NH 03561