Request for Proposals (RFP) for Community Choice Aggregation Consulting Services

July 28, 2021

The Town of Norfolk
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Legal Notice of Request for Proposals for Community Choice Aggregation (CCA) Consulting Services

The Town of Norfolk seeks proposals from qualified parties to develop plans for the Town to aggregate its electrical load within its jurisdiction and to administer aggregation plans to secure energy supply. A selection committee formed by the Town of Norfolk will choose one qualified party to serve as a consultant and who will be available to assist the Town to enter into agreements, which are expected to last three years.

RFP documents may be obtained beginning July 28, 2021, by either contacting Town Administrator Blythe C. Robinson by email at brobinson@norfolk.ma.us using the subject line “Community Choice Aggregation RFP” or on COMBBUYS. Proposals are due and will be opened publicly at the Norfolk Town Hall, 1 Liberty Lane, Norfolk, MA 02056, on Thursday, August 26, 2021, at 2:00 pm.
1. Introduction

Solicitation Lead: Norfolk Energy Committee on behalf of The Town of Norfolk

Address: 1 Liberty Lane, Norfolk, MA 02056

RFP Primary Contact Person: Blythe C. Robinson, Town Administrator
Email: brobinson@Norfolk.ma.us
Telephone: 508.440.2855

The Town of Norfolk seeks proposals pursuant to M.G.L Chapter 30b from qualified, interested parties (individually a “Respondent” and collectively the "Respondents"), with the intent of ultimately selecting one to serve as a consultant ("Vendor") to perform the following services for the participating municipality:

• Develop a plan to aggregate the electrical load of users within its jurisdiction
• In consultation with the Department of Energy Resources (DOER) and the Department of Public Utilities (DPU), develop, prepare, implement and secure regulatory approval and perform all services related to administering the aggregation plan as defined by and in compliance with M.G.L. c. 164 §134 and any other applicable statute or regulation.

The following municipality is participating in this RFP and is the Awarding Authority: The Town of Norfolk.

The Norfolk Energy Committee (NEC) will serve as the selection committee for the Town of Norfolk and will choose one qualified party to serve as a consultant and who will be available to the municipality to enter into an agreement, which is expected to last three years.

Participation in this RFP does not commit or bind the municipality to entering into any agreement with the selected vendor.
1.1. Proposed Selection Timeline

<table>
<thead>
<tr>
<th>Step</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP Published in Goods &amp; Services Bulletin and Advertised</td>
<td>7/28/2021</td>
</tr>
<tr>
<td>RFP Available</td>
<td>7/28/2021</td>
</tr>
<tr>
<td>Final Inquiries Due:</td>
<td>8/16/2021 by 2:00 pm EST</td>
</tr>
<tr>
<td>Proposals Due:</td>
<td>8/26/2021 by 2:00 pm EST</td>
</tr>
<tr>
<td>Anticipated Interviews:</td>
<td>Week of 9/13/2021</td>
</tr>
<tr>
<td>Anticipated Selection for Negotiations:</td>
<td>Week of 9/20/2021</td>
</tr>
</tbody>
</table>

1.2. Eligibility to Respond

- Respondents must have previous experience in the energy industry and in consulting on the development and implementation of at least one plan for Community Choice Aggregation (CCA) for retail customers, pursuant to M.G.L. Chapter 164, Section 134.
- Respondents must be or have on staff a broker licensed by the DPU (i.e. Electric Broker License) to do business in the area served by the local distributor.

1.3. RFP Requirements and Procedures

Stage One: Inquiries

All questions and inquiries concerning this RFP must be submitted in writing no later than 2:00 PM on August xx, 2021. Inquiries will not be answered directly. The Town of Norfolk will issue an addendum which will address the written questions submitted by the deadline and will be sent to all Respondents on record as having received the RFP. It is the responsibility of the Respondent to contact the Town of Norfolk at the e-mail address above prior to the submittal deadline to ensure that the Respondent has received all addenda issued by the Town of Norfolk.

Stage 2: Submission of Proposals

Competitive sealed proposals for the services specified will be received by Blythe C. Robinson at 1 Liberty Lane, Norfolk, Massachusetts 02056 no later than 2:00 PM EST on August 26, 2021, according to the requirements set forth for the format described in Sections 4 of this RFP. The clock in the offices of the Norfolk Town Hall shall be considered official. No late submissions shall be considered.

It is mandatory that price and non-price proposals be submitted in separate sealed envelopes. Please submit:

- One original price proposal in a sealed envelope marked in the lower left corner with the words: “Town of Norfolk 2021-CCA – Price Proposal” as well as the Respondent’s name.
- One (1) original, one (1) hard copy and one (1) electronic copy of the non-price proposal in a sealed envelope or box marked in the lower left corner with the words: “Town of Norfolk-CCA - Non- Price Proposals” as well as the Respondent’s name.

Additional submission information:

- Materials
  - Electronic copy: please make a searchable PDF to facilitate review. This means that a reader could use the Find/Search tool to search for a keyword in the document. The Town of Norfolk understands some components of the proposal may not be searchable, such as signed documents that must be scanned in from a hard copy. Please try to make as much of the document searchable as possible.
  - Hard copy: please ensure as much of the document is recyclable as possible. It is preferred that colored paper or other visually distinguishing, recyclable product be used to separate sections, rather than plastic tabs. Three-ring binders are preferred to bind the entire document.
- All proposal prices submitted in response to this RFP must remain firm for ninety (90) days following the proposal
Town of Norfolk – RFP for Broker Services for Electricity Procurement

- Changes, modifications or withdrawals of submissions may only be submitted in writing to the Town of Norfolk prior to the submission deadline and must be clearly marked, as appropriate, “Correction, Modification or Withdrawal of Proposal of CCA Consulting Services.”
- The Town of Norfolk does not assume liability for and will not reimburse any costs incurred by any contractor (whether or not selected) in developing responses to this RFP.
- By submission of a proposal, the Respondent indicates acceptance of all terms and conditions of this RFP. Upon finding any omissions or discrepancy in this RFP, each Respondent shall notify the Town of Norfolk immediately so that any necessary addenda may be issued. Failure of a Respondent to investigate completely the RFP and/or to be thoroughly familiar with this RFP shall in no way relieve any such Respondent from any obligation with respect to their submission.
- Submission of a proposal shall be deemed acknowledgement that the Respondent is familiar with the Massachusetts Public Records Law, MGL c. 66, § 10 and is bound thereby. Disclosure of any information provided by any Contractor in connection with this RFP shall be in strict accordance with the laws and regulations regarding such disclosure pursuant to MGL Ch. 66, § 10.
- Submission of a proposal shall grant permission to the Norfolk Energy Committee and the Town of Norfolk to make inquiries concerning the Respondent to any persons or firms deemed appropriate by the Selection Committee, including any named subcontractors.
- Each proposal will be reviewed for completeness, and incomplete submissions may be rejected without further consideration. Additionally, failure to submit proposals in separate sealed envelopes will result in rejection of the proposal. A proposal will be considered complete if all requested sections and information are included in the proper order. Respondents shall use the prescribed format to indicate their experience and qualifications and describe their approach to implementing a Community Choice Aggregation program for the municipality participating in this RFP.
- The Town of Norfolk reserves the right to waive any minor irregularities and formalities in the selection of the vendor for this project.

Stage Three: Selection of Vendor

The Norfolk Energy Committee (NEC) will review the non-price proposals and will determine which non-price proposals meet the minimum evaluation criteria set forth in Section 4 below. The NEC will review such non-price proposals and may issue written or in-person questions for clarification, and will then rank the non-price proposals in accordance with the comparative evaluation criteria set forth in the Section 5 below. The NEC may then conduct interviews with the top-ranked Respondents, after which it will adjust non-price proposal rankings if necessary. The NEC will then open and review the envelopes labeled "Price Proposals" and rank them.

Based upon the NEC’s analysis of both the Price-Proposal and the Non-Price Proposal, the Selection Committee will select the most advantageous proposal, taking into consideration price and all other evaluation criteria set forth in the RFP.

Stage Four: Contract Execution

Following selection of the top-ranked Respondent, Town of Norfolk and the vendor will negotiate a Memorandum of Understanding (MOU) that permits the selected vendor to enter into individual agreements with the Town (Note: MOU to be included in an addendum to this RFP). If an acceptable agreement cannot be reached, the Town of may initiate negotiations for an MOU with the second ranked Respondent.
2. **Goals of Community Choice Aggregation**

In addition to other benefits, through the purchase of competitively supplied electricity, the Town desires to reduce the greenhouse gas (GHG) emissions of its default electricity supply. Based on the capabilities of the selected vendor and subsequent discussions, the municipality will determine the mix of emissions reductions, prices savings and other benefits it seeks. For the purposes of this RFP, Respondents should assume that, in addition to meeting or exceeding the requirements of the state’s Renewable Portfolio Standard (RPS), the participating municipality seeks a default electricity supply that meets the following requirements:

- Maintain competitive pricing ($/kWh) as compared to similar rate structures in effect in other municipalities;
- Delivers and maximizes net reductions in GHG emissions as calculated in comparison to the emissions of the projected utility basic service supply on an annual basis;
- Includes and maximizes the portion of emissions reductions that come from the purchase of Massachusetts Class I-eligible RECs (beyond the requirement of the RPS); and
- Any renewable energy content claimed in the calculation to reduce emissions passes a thorough additionality test (i.e. that the renewable energy would not have been produced in the absence of the REC payments).

In doing so, the participating municipality hopes to increase the level of true emissions reductions as compared to that which results from the default utility supply contracts, support the state’s goal of local and regional clean energy production, and reap the non-energy benefits of increased local and regional energy production.

In addition to a default plan, the participating municipality hopes to be in consultations on whether the aggregation plan might include other options for electric customers, including a price-sensitive option and a high percentage renewable energy supply option. In recognition of pricing concerns, while a high-percentage renewable supply option must meet the additionality test of the default supply, these RECs would not be subject to the Massachusetts Class I-eligibility requirement.
3. **Scope of Services**

3.1. **Conduct Legislative Research**

In 1997, the Commonwealth of Massachusetts passed legislation relative to restructuring the electric utility industry which authorized Community Choice Aggregation (CCA). Retail access to the electricity market commenced March 1, 1998. The Respondent shall:

- Analyze the existing legislation and its impact to CCA/supply/energy efforts of the Town;
- Review any subsequent amendments to the legislation and conduct a review of any statutory changes pending within the General Court and any regulatory changes pending at the Commonwealth of Massachusetts Department of Public Utilities ("DPU"); and
- Monitor federal restructuring legislation for potential impacts to the aggregation plan and supply/energy plan.

3.2. **Develop Aggregation Plan**

Respondent shall develop an aggregation plan that meets all statutory and regulatory requirements, as well as the goals of the Town. The Respondent shall perform all technical and legal aspects of analyzing load data and assessing current and future power supply needs for inclusion in the plan. The Respondent shall also include in the plan: Established procedures to respond to consumer queries and problems, power supplier problems, distribution company problems, media queries; and governmental shifts and proposed changes in policy;

Recommended public education and information strategy to be used to support all phases of the aggregation program, including customer enrollment and updates and monitoring after enrollment;

A plan for ongoing customer support including, but not limited to:

- Phone number and email address for customers who have questions about the aggregation and responding to questions received through those avenues in a timely manner;
- Plan to monitoring all aspects of the municipal aggregation program and any resulting contracts from electricity suppliers, and resolving any contract issues;
- Commitment to attend meetings with municipal officials, as required;
- Plan to provide written reports on a periodic basis around customer participation and achievement of contract milestones and goals; and
- Plan to continually analyze the development of marketing and regulatory issues and advise on any proposed legal or regulatory changes that might affect the municipal aggregation program.

3.3. **Secure Approval of Aggregation Plan**

Prepare and submit, with municipal approval, the aggregation plan and all required filings with the DOER, the DPU, and any other appropriate state agency. Represent the community in all communications with these state authorities. Ultimately secure approvals from the Massachusetts Department of Energy Resources (DOER) and Department of Public Utilities (DPU).

3.4. **Provide Broker Services for Electricity Procurement**

3.4.1. **Develop a supplier RFP**

Develop a Request for Proposals (RFP) for electricity supply for municipal review and approval. The RFP should include, at a minimum, the following key components:

- A description of the load aggregation (the potential size of the aggregated load and the number of customers or accounts)
- Services and features desired
- Qualification criteria to have a bid considered
- Criteria used to select the supplier
- Essential provisions of the standard contract with the selected supplier
- The term of service
The Respondent shall ensure when accepting bids from suppliers, that each bidder has included with their responses a Certificate of Non-Collusion, signed by a bidder, stating his/her bid is made freely without consultation with any other bidder and a signed State Taxes Certification form demonstrating compliance with the Commonwealth of Massachusetts tax laws.

The Respondent shall assist the participating municipality with the review and analysis of all responsive and responsible bids from suppliers, and shall be responsible for recommending the bid that is in the best interests of the Town and meets the goals of its Aggregation Program. Bids from suppliers shall be evaluated based on price, the proposed contract terms and conditions, reputation of supplier, quality of service, extent to which service meets the needs of the participating municipality, past relationship of the supplier with the participating municipality, and previous work experience with governmental agencies. Nothing herein shall preclude the participating municipality from having outside legal counsel review such a recommendation.

The Respondent shall obtain and verify references for similar supply contracts, if available.

3.4.2. Manage supplier procurement and negotiate the supply contract:

The Respondent shall act as the broker during the procurement process and shall provide all necessary technical and legal services during the negotiations with prospective suppliers.

No contract negotiated by the Respondent shall allow the pass-through of any additional cost or the assessment of any incremental charges for volumetric related adjustments, the impact of congestion charges, capacity charges or any other ancillary costs, fees or charges without the express, written approval of the Town. Any negotiations shall include a requirement that billing for the provider shall be included in the electric bill from Eversource, its successors and assigns. Nothing herein shall preclude the participating municipality from having outside legal counsel review the terms and conditions of any negotiated contract.

3.5. Manage procurements for replacement supply contracts as needed

Act as broker during the procurement process. Provide all necessary technical and legal services during the negotiations with prospective suppliers.

3.6. Perform Customer Enrollment/Transition Process

After approval of the price and term of the agreement by the Town with a supplier, the Respondent shall take all measures to effectuate the transfer of customer data from the local distributor to the new supplier.

3.7. Provide Public Education

For both customer enrollment and post-enrollment, the Respondent shall prepare or cause to be prepared all information and education materials for the general public and for the media, subject to approval of the Town, as identified in the aggregation plan. The Respondent will also implement or cause to be implemented the public education program as identified in the aggregation plan and as requested, meet with representatives from the media.

3.8. Prepare Required Filings and Reports

The Respondent shall prepare all required filings for the Department of Energy Resources ("DOER"), the Department of Public Utilities ("DPU"), or any other state agency, if applicable, to contracts executed by the participating municipality officials on behalf of its residents.

3.9. Manage & Monitor Aggregation Program

The Respondent will administer and provide technical oversight of the Aggregation Program including:

- Monitor and report on compliance by the supplier relative to all contract terms and conditions and resolution of contract issues;
- Transition administration of the "opt-out" process for customers;
- Participation in negotiations with the competitive suppliers and the distribution company serving the participating
Town of Norfolk – RFP for Broker Services for Electricity Procurement

- Preparation of written reports on the ongoing operations of the Aggregation Program to be submitted on a quarterly basis to the participating municipality and as requested by municipal leadership, and routine updates and attendance at meetings with the participating municipality officials;
- Ensure compliance of the electricity supplier with the contract;
- Conduct ongoing power supply analyses;
- Conduct ongoing review of market and regulatory issues and advise the municipality on any proposed changes in law or regulation which may affect the aggregation program;
- Advocate for ratepayers;
- Provide answers to questions from ratepayers; and
- Provide a hotline and website where ratepayers can seek information related to the Aggregation Program.
4. Submission Requirements

See Section 1.3 for the requirements for submission of both the Price and Non-Price proposals. The following section details the contents of the Price and Non-Price proposals.

4.1. Price Proposal

To be considered responsible and responsive and eligible to submit a proposal for consideration of having the most advantageous proposal, Respondent shall submit their price proposals on the form entitled "Price Proposal Form" that is enclosed herewith as Appendix A.

4.2. Non-Price Proposal

Respondents shall submit non-price proposals that include the following requirements:

4.2.1. Required Documents

Each proposal submitted by a Respondent in response to this RFP must be accompanied by the following required items. Town of Norfolk reserves the right to reject proposals submitted without these required items:

- Copy of Electric Broker’s License
- Cover letter: Stating that proposal prices will remain firm for 90 days after the proposal opening;
- Fully executed forms (See Appendix B), which include:
  - Respondent Information Form
  - Contractor Authorized Signature Verification Form
  - Certificate of Non-Collusion
  - Certificate of Tax Compliance (M.G.L., c.62C, §49A)
  - Affirmative Action Plan Form
  - Conflict of Interest Certification (M.G.L. c.268A)
  - Certificate of Compliance with M.G.L. c. 151B
  - Certificate of Non-Debarment

4.2.2. Depth of Project Experience & References

Please indicate how long the firm has been in business, and what areas that are served in Massachusetts. Provide a list of all clients the Respondent has provided similar services to in the past three years or is currently providing similar services to. The preference is for clients who have provided these services for communities either in proximity to or similar to Norfolk, and for which the Respondent has successfully completed the aggregation, which will be defined as having achieved:

1) Approval of aggregation plan by the appropriate regulatory authority; and
2) Procurement of an energy supply for the municipality (i.e. municipality has contracted with a supplier)

If the Respondent feels it advantageous, they should include in the list projects that were terminated before approval by the regulatory authority and/or before successful procurement of an energy supply. A brief explanation of the reason for their inclusion should be provided.

For each project, please indicate whether the two milestones listed above have been completed and please provide the name and location of the municipality, total population served through the aggregation, and the annual kilowatt-hour demand served.

Please select at least four (4) and preferably seven (7) of the clients to act as references, and provide the names, phone numbers, and emails (if available). Please also provide a succinct description of the projects (up to a half page each).

4.2.3. Qualifications of Project Team

Respondents should describe projected resource availability for the anticipated duration of the project. This includes identifying and providing the resumes of the key project personnel that will work on the project as well as their anticipated
Resumes should describe applicable training, education, professional certifications and experience CCA and/or elements critical to designing, implementing and managing a Community Choice Aggregation programs for retail customers, pursuant to M.G.L. Chapter 164, Section 134. These elements include public education, customer support, load profiling, energy brokering, power procurement, and supply contracting, coordination with the Department of Public Utilities (DPU) and Department of Energy Resources (DOER) (or other applicable regulatory agencies). With regard to power procurement, Respondents should describe their knowledge of and experience with renewable energy purchasing, with a focus on the ability to verify the additionality of green power purchases and the calculation of the associated emissions reductions.

Respondents must be equipped to undertake and commence the services specified upon the execution of the Contract. Respondent should note location of the offices from which the services will be managed.

Respondent shall provide certification of no financial interest in any supplier (or affiliate thereof) or in any municipal contract award other than the compensation disclosed in your response.

4.2.4. Technical Approach to Implementing the Scope of Services

Describe in detail the work plan and mechanics of how the prospective Respondent will accomplish each task of the Scope of Services. Respondents should expand on the generalized outline of methods contained in the scope with specific details of how the tasks could be best accomplished. Respondent should describe unusual conditions or problems the Respondent believes may be encountered. The respondent’s views on the challenges/opportunities of the tasks of this project can be included in this section.

For the response to the Scope of Services section “Provide Broker Services for Electricity Procurement” the Respondent should make a persuasive argument as to whether and how they could procure an energy supply for the Town’s default service that will meet the goals described in Section 2. Respondent should address its ability to achieve emissions reductions while maintaining rates and/or reducing rates, and it should address any significant tradeoffs in terms of the effect on rates based on the source of RECs used for emissions reductions. Please also provide details on the types of products that you sell i.e. percentage of renewables, sources of power, etc.

4.2.5. Optional Services/Extras

At the option of the respondent, propose additional and/or alternate elements to improve the scope of services to improve the ability of the participating municipality to meet the goals of Section 2.

4.2.6. Schedule

Respondent shall include a brief schedule for the completion of the above services and the deliverables, including the proposed start and end dates and intermediate delivery dates.

4.2.7. Legal Proceedings

Respondent shall include a statement of any legal proceedings pending or concluded within the past five (5) years relating to the performance of services by the Respondent.
5. **Evaluation Criteria**

5.1. **Minimum Evaluation Criteria**

In order to be considered responsive, a proposal must have the required Price Proposal and all documents required in the Non-Price Proposal section.

5.2. **Comparative Evaluation Criteria**

All responsive proposals will be evaluated in the following areas based on comparative evaluation criteria for Highly Advantageous (HA), Advantageous (A), or Not Advantageous (NA):

<table>
<thead>
<tr>
<th><strong>Project Experience</strong></th>
<th></th>
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<tbody>
<tr>
<td><strong>HA</strong></td>
<td>Respondent has more than 8 similar projects OR more than 5 similar projects in Massachusetts</td>
</tr>
<tr>
<td><strong>A</strong></td>
<td>Respondent does not meet criteria of A but does have 3-5 similar projects</td>
</tr>
<tr>
<td><strong>NA</strong></td>
<td>Respondent does not meet criteria of A but does have at least 1 similar project</td>
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<tr>
<th><strong>Qualifications of Project Team</strong></th>
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<tbody>
<tr>
<td><strong>HA</strong></td>
<td>Respondent’s resume(s) demonstrate(s) that Respondent has extensive training, educational background and work experience appropriate to the work described herein and all key work personnel demonstrate(s) professional experience well beyond the minimum requirements.</td>
</tr>
<tr>
<td><strong>A</strong></td>
<td>The Respondent’s resume(s) do/does not meet all the criteria of A, but does demonstrate(s) that Respondent has adequate training, educational background and work experience appropriate to the work described herein and all key work personnel demonstrate(s) professional experience that meets or exceeds the minimum</td>
</tr>
<tr>
<td><strong>NA</strong></td>
<td>The Respondent’s resume(s) does/does NOT demonstrate that proposer has adequate training, educational background and work experience appropriate to the work described herein</td>
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<thead>
<tr>
<th><strong>References</strong></th>
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<tbody>
<tr>
<td><strong>HA</strong></td>
<td>All references say Respondent met or exceeded expectations for the work performed</td>
</tr>
<tr>
<td><strong>A</strong></td>
<td>All references say Respondent met expectations for the work performed</td>
</tr>
<tr>
<td><strong>NA</strong></td>
<td>One or more references stated the Respondent did not meet expectations</td>
</tr>
</tbody>
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<thead>
<tr>
<th><strong>Technical Approach: Design and Approval Process for Aggregation Plan</strong></th>
<th></th>
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<tbody>
<tr>
<td><strong>HA</strong></td>
<td>Proposal demonstrates exemplary approach supported by multiple examples of aggregation plans meeting or exceeding stated goals.</td>
</tr>
<tr>
<td><strong>A</strong></td>
<td>Proposal demonstrates satisfactory approach with at least one example of a previous aggregation plan meeting stated goals.</td>
</tr>
<tr>
<td><strong>NA</strong></td>
<td>Proposal demonstrates a less than satisfactory approach, lacking sufficient evidence of a previous aggregation plan meeting or exceeding stated goals</td>
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<tr>
<th><strong>Technical Approach: Procurement of Electricity</strong></th>
<th></th>
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<tbody>
<tr>
<td><strong>HA</strong></td>
<td>Proposal demonstrates exemplary approach supported by multiple examples of aggregation plans meeting or exceeding stated goals.</td>
</tr>
<tr>
<td><strong>A</strong></td>
<td>Proposal demonstrates satisfactory approach with at least one example of a previous aggregation plan meeting stated goals.</td>
</tr>
<tr>
<td><strong>NA</strong></td>
<td>Proposal demonstrates a less than satisfactory approach, lacking sufficient evidence of previous aggregation plans meeting stated goals.</td>
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<tr>
<th><strong>Technical Approach: Education, Enrollment and Public Support</strong></th>
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### Town of Norfolk – RFP for Broker Services for Electricity Procurement

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
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<tbody>
<tr>
<td>HA</td>
<td>Proposal demonstrates an exemplary approach supported by examples of comprehensive public education &amp; outreach plans - including materials, for multiple successfully implemented aggregation plans.</td>
</tr>
<tr>
<td>A</td>
<td>Proposal demonstrates a satisfactory approach with at least one example of a complete public education &amp; outreach plan - including materials, for a successfully implemented aggregation plan.</td>
</tr>
<tr>
<td>NA</td>
<td>Proposal demonstrates a less than satisfactory approach, lacking sufficient evidence of a complete public education plan and materials, for a successfully implemented aggregation plan.</td>
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#### Technical Approach: Monitoring

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
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<tbody>
<tr>
<td>HA</td>
<td>Proposal demonstrates an exemplary and comprehensive approach to monitoring and reporting supported by multiple examples of reports, relevant analyses, with strong evidence of ratepayer advocacy and support.</td>
</tr>
<tr>
<td>A</td>
<td>Proposal demonstrates a satisfactory approach to monitoring and reporting supported by an example of reports, relevant analyses, with evidence of ratepayer advocacy and support.</td>
</tr>
<tr>
<td>NA</td>
<td>Proposal does NOT demonstrate a satisfactory approach to monitoring and reporting, by multiple examples of reports, relevant analyses, with strong evidence of ratepayer advocacy and support.</td>
</tr>
</tbody>
</table>
Appendix A: Price Proposal Form

The Vendor shall offer a management fee per kilowatt hour ("kWh") that the participating municipality will consider in making an award for the Contract. The price per kWh shall be the complete price for all services and expenses incurred by the Vendor, and shall be paid directly to the Vendor by the supplier of electric power.

<table>
<thead>
<tr>
<th>Management fee per kWh</th>
<th>$ __________</th>
</tr>
</thead>
</table>

Company __________________________________________________________

Address __________________________________________________________

______________________________________________________________

Signature of Company Official ________________________________

Printed Name _________________________________________________

Title __________________________________________________________

Phone number _________________________________________________

E-Mail __________________________________________________________

Date ___________________________________________________________
Appendix B: Non-Price Proposal Required Forms

1. Respondent Information Form
2. Contractor Authorized Signature Verification Form
3. Certificate of Non-Collusion
4. Certificate of Tax Compliance (M.G.L., c.62C, §49A)
5. Affirmative Action Plan Form
6. Conflict of Interest Certification (M.G.L. c.268A)
7. Certificate of Compliance with M.G.L. c.151B
8. Certificate of Non-Debarment
1. Respondent Information Form

Respondent Point of Contact: ____________________________________________

Name of Company: ______________________________________________________

Address: __________________________________________________________________

Town, State, Zip Code: ____________________________________________________

Phone: ___________________ Fax: ___________________ E-mail ___________________

Federal tax id# (SSN for individuals): ________________________________________

Organizational structure: Corporation: ______ Partnership: ______ Joint venture: ______

Individual/Proprietorship: ______ Other: ______

Ownership: Public stock: ______ Privately owned: ______ Non-profit: ______

Minority and women business enterprise information (check as appropriate):

Minority owned: ______ Women owned: ______ Owned by person with disability: ______ Small Business: ______ SDO Certified: ______

I have read, understand, and agree to comply with the terms and conditions for providing Energy Management Services to the Awarding Authority as stated in the Town of Norfolk Request for Proposals (RFP). Furthermore, I hereby certify, under penalties of perjury, that this response has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Signature ____________________ Date ____________________

If applicable, fill in the following:

I acknowledge receipt of Addendum No(s). ______, dated ______.
2. Contractor Authorized Signature Verification Form

Corporations

1. Authorization. Attach a copy of a board of directors’ corporate resolution that each signatory is authorized to execute contracts and other documents and legally bind the corporation, AND

2. Notarization. Attach a notarized copy of each signatory’s signature.

Partnership, Joint Venture or other non-corporate Entities

1. Authorization. Attach documentation for each signatory of authorization to execute contracts and other documents and legally bind the partnership or other non-corporate entity, AND

2. Notarization. Attach a notarized copy of each signatory’s signature.

Individual/Proprietorship

1. Official Sample of Signature. Attach a copy of a driver’s license, social security card or other acceptable official form or identification containing the authorized signatory’s signature, AND

2. Notarization. Attach a notarized copy of each signatory’s signature.

__________________________

THIS SECTION MAY BE USED FOR NOTARIZATION

____________________________________
SIGNATURE: (as it will appear on documents)

____________________________________
PRINTED NAME:

____________________________________
PRINTED TITLE:

____________________________________
DATE:

On this _____ day of ____, 20__, before me, the undersigned notary public, personally appeared __________________________ (name of document signer), proved to me through satisfactory evidence of identification, which were ____________, to be the person whose name is signed on the preceding or attached document in my presence.

____________________________________(official signature and seal of notary)
3. Certificate of Non-Collusion

The undersigned certifies, under penalties of perjury, that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word “person” shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity, or group of individuals.

(Name of Respondent)

(Address of Respondent)

(Telephone Number)

By: __________________________
(Signature)

(Printed Name)

(Printed Title)

.DATE)
4. Certificate of Tax Compliance

To: The Town of Norfolk

Pursuant to Massachusetts General Laws (MGL) c. 62C, § 49A, I certify under the penalties of perjury that the Respondent named below has complied with all laws of the Commonwealth of Massachusetts pertaining to the payment of taxes, to the reporting of employees and contractors, and to the withholding and remitting of child support.

(Name of Respondent)

(Address of Respondent)

(Telephone Number)

By: ____________________________
(Signature)

(Printed Name)

(Printed Title)

(DATE)
5. Affirmative Action Plan Form

IN WITNESS WHEREOF, the undersigned certifies that, under the pains and penalties of perjury, pursuant to Executive Orders 227 and 246, as an employer it is committed to non-discrimination in employment and if awarded this contract shall also be committed to procure commodities, services and supplies from certified minority and women-owned business enterprises, businesses owned by individuals with disabilities and businesses owned and controlled by socially or economically disadvantaged individuals, both in the performance of contracts with the Commonwealth of Massachusetts and in the performance of its business generally.

(Name of Respondent)

(Address of Respondent)

(Telephone Number)

By: ________________________________
(Signature)

(Printed Name)

(Printed Title)

(DATE)
6. **Conflict of Interest Certification**

The Respondent hereby certifies that:

1. The Respondent has not given, offered, or agreed to give any gift, contribution, or offer of employment as an inducement for, or in connection with, the award of a Contract pursuant to this RFP.
2. No consultant to, or subcontractor for, the Respondent has given, offered, or agreed to give any gift, contribution, or offer of employment to the Respondent, or to any other person, corporation, or entity as an inducement for, or in connection with, the award to the consultant or subcontractor of a Contract by the Respondent.
3. No person, corporation, or other entity, other than a bona fide full-time employee of the Respondent has been retained or hired to solicit for or in any way assist the Respondent in obtaining a Contract pursuant to this RFP upon an agreement or understanding that such person, corporation or entity be paid a fee or other compensation contingent upon the award of a Contract to the Respondent.
4. Respondent understands that the Massachusetts Conflict of Interest Law, Chapter 268A of the Massachusetts General Laws (M.G.L.), applies to the Respondent and its officers, employees, agents, subcontractors, and affiliated entities with respect to the transaction outlined in the Request for Proposals.
5. Respondent understands that the Respondent and its officers, employees, agents, subcontractors, and affiliated entities, shall not participate in any activity which constitutes a violation of the Massachusetts Conflict of Interest Law or which creates an appearance of a violation of the Massachusetts Conflict of Interest Law.

____________________________________
(Name of Respondent)

____________________________________
(Address of Respondent)

____________________________________
(Telephone Number)

By: ________________________________
(Signature)

____________________________________
(Printed Name)

____________________________________
(Printed Title)

____________________________________
(DATE)
7. Certificate of Compliance with MGL c. 151B

The Respondent hereby certifies that it is in compliance with and shall remain in compliance with Massachusetts General Laws (M.G.L.) Chapter 151B and shall not discriminate on any prohibited basis outlined therein. The Respondent also hereby certifies that it shall comply with any and all applicable State Office of Minority and Women Business Enterprise Assistance (SOMWBA) thresholds that have been established in conjunction with this Request for Proposals.

(Name of Respondent)

(Address of Respondent)

(Telephone Number)

By: ______________________________________

(Signature)

(Printed Name)

(Printed Title)

(DATE)
8. Certificate of Non-Debarment

The Respondent hereby certifies that it is presently not debarred, suspended, or otherwise prohibited from practice by any federal, state, or local agency, and that, should any proceeding arise in which it is debarred, suspended, or otherwise prohibited from practice by any federal, state, or local agency, the Respondent shall inform the Town of Norfolk and involved municipality within one (1) business day of such debarment, suspension, or prohibition from practice.

(Name of Respondent)

(Address of Respondent)

(Telephone Number)

By: ________________________________

(Signature)

(Printed Name)

(Printed Title)

(DATE)