

# Request for Proposal #19PSX0214

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ON-CALL CONTRACT ADMINISTRATION SERVICES FOR  
EMISSION REDUCTION PROGRAMS FOR ON AND OFF ROAD  
VEHICLES AND EQUIPMENT.

Contract Specialist: **Paul Greco**

Date Issued: **19 September 2019**

Due Date: **21 October 2019 at 2:00 pm Eastern Time**

**Department of Administrative Services  
Procurement Division**



## TABLE OF CONTENTS

<b>GUIDE TO ELECTRONIC PROPOSAL SUBMISSIONS</b>	<b>3</b>
<b>OVERVIEW</b>	ERROR! BOOKMARK NOT DEFINED.
<b>SCOPE OF SERVICES</b>	<b>6</b>
<b>INSTRUCTIONS TO PROPOSERS</b>	<b>7</b>
<b>DESCRIPTION OF GOODS &amp; SERVICES SPECIFICATIONS AND ADDITIONAL TERMS &amp; CONDITIONS</b>	<b>8</b>
<b>PROPOSAL REQUIREMENTS</b>	<b>9</b>
<b>SELECTION CRITERIA</b>	ERROR! BOOKMARK NOT DEFINED.
<b>SUBMITTAL REQUIREMENTS</b>	ERROR! BOOKMARK NOT DEFINED.
<b>ATTACHMENT 1 - SAMPLE CONTRACT</b>	<b>12</b>

# Request for Proposals (RFP)

## ON-CALL CONTRACT ADMINISTRATION SERVICES FOR EMISSION REDUCTION PROGRAMS FOR ON-ROAD AND NON-OFF-ROAD VEHICLES AND EQUIPMENT.

### Guide to Electronic Proposal Submissions

#### 1. Introduction To BizNet

It is now a requirement of Department of Administrative Services (DAS)/Procurement Division that all Companies create a Business Network (BizNet) Account and add their company profiles to the State of Connecticut BizNet system. Companies are responsible for maintaining and updating company information in their BizNet Accounts as updates occur. Companies that have been certified through the Supplier Diversity or the Pre-Qualification Program have already created a BizNet account.

The BizNet login is: <https://www.biznet.ct.gov/AccountMaint/Login.aspx>

New Companies: Create an account by clicking the BizNet login link above and then the button on the right labeled "Create New Account". Login and select Doing Business with the State and Company Information. Please be sure to complete information in all tabs (Company Information, Accounts, Address, etc.).

Existing Companies Needing to Update Their Information: Login to BizNet and select Doing Business with the State and Company Information.

**Anyone having difficulty connecting to their account or downloading or uploading forms should call DAS/Procurement Division at 860-713-5095.**

#### 2. Business Friendly Legislation

As a result of Public Act 11-229, DAS/Procurement Division's goal is to make doing business with the State of Connecticut more business friendly. To eliminate redundancy, forms that were repetitively filled out with each request for proposal are being automated in BizNet.

DAS/Procurement Division began the transition to on-line bidding by automating the submission of Affidavits and Non-Discrimination forms on October 1, 2011. Companies must submit forms electronically to their BizNet account if they haven't already done so. These forms must be updated on an annual basis, no later than 30 days after the effective date of any material change. Rather than completing them with each proposal submittal, companies that have already filed these forms have the ability to view, verify and update their information prior to submitting a proposal response.

#### **Instructions for Uploading Affidavits and Non-Discrimination Forms:**

**Click on the following link for instructions on how to upload Affidavits and Non-Discrimination forms:**

<https://portal.ct.gov/-/media/DAS/DAS-Procurement-Services/Contracting/Admin-Instructions.pdf?la=en>

(a) AFFIDAVITS

**THE FOLLOWING FORMS MUST BE SIGNED, DATED, NOTARIZED, UPLOADED OR UPDATED ON BIZNET. TO OBTAIN A COPY OF THESE FORMS, YOU MUST LOGIN INTO BIZNET AND FOLLOW THE INSTRUCTIONS LISTED ABOVE.**

- (1) OPM Ethics Form 1 – Gift & Campaign Contribution Certification
- (2) OPM Ethics Form 5 – Consulting Agreement Affidavit
- (3) OPM Ethics Form 6 – Affirmation of Receipt of State Ethics Laws Summary
- (4) OPM Ethics Form 7 – Iran Certification

For information regarding these forms, please access the Office of Policy & Management’s website by clicking on the following link: <http://www.ct.gov/opm/cwp/view.asp?a=2982&q=386038>

(b) NON-DISCRIMINATION –

**CHOOSE ONE (1) FORM THAT APPLIES TO YOUR BUSINESS. COMPLETE AND UPLOAD OR UPDATE ON BIZNET ANNUALLY. TO OBTAIN A COPY OF THESE FORMS, YOU MUST LOGIN INTO BIZNET AND FOLLOW THE INSTRUCTIONS LISTED ABOVE.**

- (1) Form A – Representation by Individual (Regardless of Value)
- (2) Form B – Representation by Entity (Valued at \$50,000 or less)
- (3) Form C – Affidavit by Entity(RECOMMENDED) (Valued at \$50,000 or more)
- (4) Form D – New Resolution by Entity
- (5) Form E – Prior Resolution by Entity

For information regarding these forms and on which form your company should complete, please access the Office of Policy & Management’s website by clicking following link: [http://www.ct.gov/opm/cwp/view.asp?a=2982&q=390928&opmNav\\_GID=1806](http://www.ct.gov/opm/cwp/view.asp?a=2982&q=390928&opmNav_GID=1806)

**3. Online Proposal Responses**

Any proposal posted by DAS/Procurement Division must be submitted electronically. The common forms listed below have also been automated in the BizNet system. In addition, specific forms are now fillable, as noted below. To complete forms; download them from your BizNet account, complete your submittal response, and then upload these completed documents (as well as any other required submittal documents) through BizNet prior to date and time upon which the Proposal is due pursuant to the RFP. Late submissions will not be accepted. All proposals response submitted must be e-signed. Proposals that are not e-signed are not received by DAS/Procurement and cannot be viewed or considered. If any required documents have not been uploaded, the system will not allow you to e-sign. After successful e-signature, Proposers will get a confirmation that their proposal has been successfully submitted. If you do not receive this electronic confirmation, please contact DAS/Procurement at 860-713-5095. Proposals are not publicly opened and are not available for viewing until after the Contract has been awarded.

- Contractor Information/Electronic Signature Page – Web Based fillable Form
- Employment Information Form (DAS-45) – Web Based fillable Form
- Statement of Qualifications (DAS-14) – PDF Fillable Form
- Connecticut Economic Impact Form (DAS-46) – Web Based fillable Form
- Contract Exhibit B – Price Schedule (RFP-16)
- RFP Addendum (RFP-18) – if applicable

Additional forms such as those listed below must be reviewed carefully and accepted by the proposer prior to proposal submittal:

- Standard Terms and Conditions (RFP-19)
- Request for Proposal Document (RFP-22)
- Request for Proposal Contract (RFP-50)
- Contract Exhibit A – Description of Goods & Services and Additional Terms & Conditions
- Contract Exhibit C – Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitations Limitations

#### 4. Insurance Accord Certificates

Contractors are responsible for maintaining their BizNet accounts with new and/or updated insurance information.

The following documentation will need to be uploaded to each company's BizNet account and evidencing that the State is an additional insured:

- (a) Certificate of Insurance (Accord Form)
- (b) The insurance policy declaration page
- (c) The additional insured endorsement to the policy

Training documentation relating to the completion of the above-reference forms is available through the DAS Website under "DAS Business Friendly Initiatives" at the following website: <https://portal.ct.gov/-/media/DAS/DAS-Procurement-Services/Contracting/Upload-Instructions.pdf?la=en>

***Proposers are cautioned that there may be additional documents, attachments or requirements depending on the complexity of the RFP. Please read ALL RFP documents carefully and provide all required information. Failure to do so may result in rejection of your proposal.***

## Overview

The Department of Energy and Environmental Protection (CT DEEP) through its Bureau of Air Management, plans and implements air quality control programs designed to meet national ambient air quality standards, reduce emissions of greenhouse gases and other toxic substances into the air, and to monitor progress through its ambient air monitoring network and emissions inventories. As such, CT DEEP is requesting proposals from firms and or individuals with specialized, technical knowledge in the field of vehicular emissions and with proven ability to plan, implement, evaluate and report on programs necessary to cost effectively maximize the reduction of vehicle and fuel related emissions. Proposals will be evaluated, considered and subsequently awarded to Proposer(s) who can demonstrate their experience and offer their solution(s) in the field of vehicular emissions and fuel/energy supply and use with proven ability to plan, implement, evaluate and report on cost effective programs that maximize the reduction of vehicle and fuel related emissions. These firms and or individuals will be expected to provide on-call services, in one or two specific areas related to emissions of criteria pollutants, air toxics and greenhouse gases from on-road and non-road motor vehicles and equipment and fuels, including alternative fuels. Such specific projects and service requirements will be solicited by the CT DEEP on a project-by-project basis.

## Scope of Services

Services will require the Proposer possess knowledge, skills and abilities with respect to vehicle emission reduction technologies, cost benefit analysis, air quality and mobile source related laws and regulations. Proposers must also possess a proven ability in planning, implementing, evaluating, analyzing cost effectiveness and reporting on vehicle and fuel emissions reduction technology programs in support of air quality and mobile source related laws and regulations.

Projects to be administered include, but are not limited to: (1) project management, administration and implementation of Motor Vehicle Inspection & Maintenance (I&M) Program and the Connecticut Hydrogen and Electric Automobile Purchase Rebate (CHEAPR) Program; (2) program evaluation, development and planning; (3) program implementation; (4) quantification of emission reduction and cost benefits analysis to support State Implementation Plan (SIP) or greenhouse gas reduction documentation; (5) drafting regulations and SIPs; or (6) drafting reports.

A resulting and subsequent contract shall be incorporated to and made part of the current contract CT DAS 16PSX0068.

Note: Proposers may respond to any and or all of the requirements of the two Emissions reduction categories outlined below:

### **I. Low Emission Vehicles (LEV) & Zero Emission Vehicles (ZEV) Sector**

Activities in this Service Sector include, but are not limited to:

- a. The planning, evaluation, implementation, administration, assessment and reporting of activity related to the LEV and ZEV Programs<sup>1</sup>,
- b. The implementation and administration of an advanced technology electric and hydrogen fueled vehicles rebate program consisting of, at a minimum, application processing; issuance of rebates; development and administration of an online rebate application portal; assistance to Connecticut licensed dealers of new and/or used automobiles and the public; enforcement of rebate limits; and program reporting to the Connecticut Hydrogen and Electric Automobile Purchase Rebate Program in accordance with PA 19-117 sect 95 (CHEAPR) regarding program statistics, funding, and recommendations for program improvement.
- c. Other Electric Vehicle (EV) and ZEV readiness and market development efforts for EV and ZEV vehicles and related fueling infrastructure. Evaluation, assessment and operation of locations for such facilities and evaluation of new technologies may also be requested.

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<sup>1</sup> See Regulations of Connecticut State Agencies sections 22a-174-36, 22a-174-36b and 22a-174-36c

## II. Fleet Evaluation

Activities in this Service Sector include, but are not limited to:

Activities in this Service Sector include, but are not limited to, the extraction and analysis of information, such as VINs, sales data, vehicle telematics and Vehicle Miles Traveled (VMTs), from registrations or other data sources for a variety of tracking, monitoring, marketing, rulemaking and reporting applications. Activities in this Service Sector may overlap with the Heavy Duty (HD) Truck Sector and the Inspection and Maintenance Sector.

### Instructions to Proposers

#### 1. Proposal Schedule

RELEASE OF RFP:	Date:	19 September 2019
RECEIPT OF QUESTIONS:	Date:	30 September 2019, by noon Eastern Time
ANSWERS TO QUESTIONS POSTED AS ADDENDUM:	Date:	16 October 2019
RFP DUE DATE:	Date:	28 October 2019 at 2:00 pm Eastern Time

#### 2. Pre-Proposal Meeting Requirements

This RFP contains no pre-proposal meeting requirements.

#### 3. Questions

Questions for the purpose of clarifying this RFP must be received no later than the date and time specified in Section 1, "Proposal Schedule" and must be directed to the Contract Specialist, Paul Greco via email: paul.greco@ct.gov.

#### 4. Communications

During the period from your organization's receipt of this Request for Proposal, and until a contract is awarded, your organization shall not contact any employee of the State of Connecticut concerning this procurement except in writing directed to the Contract Specialist, Paul Greco via email: paul.greco@ct.gov.

#### 5. Solicitation Submission

Solicitations shall be submitted online by the RFP due date and time only. Proposers shall upload their solicitation submission to their BizNet Account.

## Description of Goods & Services Specifications and Additional Terms & Conditions

This will become Exhibit A of a resulting contract.

### 1. DESCRIPTION OF GOODS AND SERVICES:

(a) Placeholder

(b) Placeholder

### 2. ADDITIONAL TERMS AND CONDITIONS:

#### (a) Contract Separately/Additional Savings Opportunities

DAS reserves the right to either seek additional discounts from the Contractor or to contract separately for a single purchase, if in the judgment of DAS, the quantity required is sufficiently large, to enable the State to realize a cost savings, over and above the prices set forth in Exhibit B, whether or not such a savings actually occurs.

#### (b) Mandatory Extension to State Entities

Contractor shall offer and extend the contract (including pricing, terms and conditions) to political sub-Divisions of the State (towns and municipalities), schools, and not-for-profit organizations.

#### (c) Energy Star Provision (per CGS 4a-67c)

Equipment and appliances offered pursuant to this contract shall meet or exceed the federal energy conservation standards set forth in the Energy Policy and Conversation Act, 42 USC 6295, any federal regulations adopted thereunder, and shall meet or exceed the federal Energy Star standards established by the U.S. Environmental Protection Agency and the U.S. Department of Energy.

#### (d) Subcontractors

DAS must approve any and all subcontractors utilized by the Contractor prior to any such subcontractor commencing any work. Contractor acknowledges that any work provided under the Contract to any state entity is work conducted on behalf of the State and that the Commissioner of DAS or his/her designee may communicate directly with any subcontractor as the State deems to be necessary or appropriate. Contractor shall be responsible for all payment of fees charged by the subcontractor(s). A performance evaluation of any subcontractor shall be provided promptly by the Contractor to DAS upon request.

Contractor must provide the majority of services described in the specifications.



**(e) Prevailing Wages**

Some or all of the Performance may be subject to prevailing wages. Accordingly, the following provision is included in this Contract in accordance with the requirements of Conn. Gen. Stat. Sec. 31-53(a):

The wages paid on an hourly basis to any person performing the work of any mechanic, laborer or worker on the work herein contracted to be done and the amount of payment or contribution paid or payable on behalf of each such person to any employee welfare fund, as defined in subsection (i) of Conn. Gen. Stat. Sec. 31-53(a), shall be at a rate equal to the rate customary or prevailing for the same work in the same trade or occupation in the town in which such public works project is being constructed. Any Contractor who is not obligated by agreement to make payment or contribution on behalf of such persons to any such employee welfare fund shall pay to each mechanic, laborer or worker as part of such person's wages the amount of payment or contribution for such person's classification on each pay day.

**(f) Standard Wages**

Contractors shall comply with all provisions of Connecticut General Statutes 31-57f, Standard Wage Rates for Certain Service Workers and shall pay wages in accordance with the current wage rates provided by the Department of Labor. Information regarding this Statute and how and when it applies can be obtained from DOL's web site at <http://www.ctdol.state.ct.us/wgwkstnd/standardwage.htm>. Questions concerning the provisions and implementation of this act should be referred to the Connecticut Department of Labor, Wage and Workplace Standards Division, 200 Folly Brook Blvd., Wethersfield, CT 06109-1114 (860) 263-6790 or his designated representative. A link to the Standard Wages is provided below.

Standard Wages: <http://www.ctdol.state.ct.us/wgwkstnd/prevailing-rates/service/rates-service.htm>

**(g) Security and/or Property Entrance Policies and Procedures**

Contractor shall adhere to established security and/or property entrance policies and procedures for each requesting Client Agency. It is the responsibility of each Contractor to understand and adhere to those policies and procedures prior to any attempt to enter any Client Agency premises for the purpose of carrying out the scope of work described in this Contract.

**Proposal Requirements**

**1. Contract Period**

The State intends that a contract may be for a term of up to five (5) years.

The parties, by mutual agreement, may extend this Contract for additional terms beyond the original term, prior to Termination or expiration, one or more times for a combined total period not to exceed the complete length of the original term, but only in accordance with the section in this Contract concerning Contract Amendments.

## **2. Quantities and/or Usages**

Any quantities set forth in this RFP are estimated quantities and/or usages only and in no way represent a commitment and/or intent to purchase any particular amount. Actual quantities may vary and will be identified on individual purchase orders issued by the requesting entity.

## **3. Stability of Proposed Prices**

Any price offerings from proposers must be valid for a period of 120 days from the due date of the proposals.

## **4. Amendment or Cancellation of the RFP**

DAS reserves the right to cancel, amend, modify or otherwise change this RFP at any time if it deems it to be in the best interest of the State to do so.

## **5. Proposal Modifications**

No additions or changes to any proposal will be allowed after the proposal due date, unless such modification is specifically requested by DAS. DAS, at its option, may seek proposer retraction and/or clarification of any discrepancy or contradiction found during its review of proposals.

## **6. Proposer Presentation of Supporting Evidence**

Proposers must be prepared to provide any evidence of experience, performance, ability, and/or financial surety that DAS deems to be necessary or appropriate to fully establish the performance capabilities represented in their proposals.

## **7. Proposer Demonstration of Proposed Services and or Products**

At the discretion of DAS, proposers must be able to confirm their ability to provide all proposed services. Any required confirmation must be provided at a site approved by DAS and without cost to the State.

## **8. Erroneous Awards**

DAS reserves the right to correct inaccurate awards.

## **9. Proposal Expenses**

Proposers are responsible for all costs and expenses incurred in the preparation of proposals and for any subsequent work on the proposal that is required by DAS.

## **10. Ownership of Proposals**

All proposals shall become the sole property of the State and will not be returned.

## **11. Ownership of Subsequent Products**

Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP shall be the sole property of the State unless otherwise stated in the contract.

## 12. Oral Agreement or Arrangements

Any alleged oral agreements or arrangements made by proposers with any State agency or employee will be disregarded in any State proposal evaluation or associated award.

## Selection Criteria and Categories

A selection committee will review and score all proposals. The following categories of requested information, in addition to the requirements, terms and conditions identified throughout this RFP Document, will be considered as part of the Selection process and are listed in order of relative importance. Submit and upload the following information with your Proposal titling your response(s) as "Proposal response to criteria 1 through 5".

1. **Content of Proposal**
2. **Business and Personnel Information**
3. **Deliverables Past Performance**
4. **Value and Cost effectiveness (RFP-16 Exhibit B Price Schedule)**
5. **Account Management**

DAS may award by individual item, group of items, or the entirety of all items. DAS may also reject any and all RFPs in whole or in part, and waive minor irregularities and omissions if the best interest of the state will be served.

## Submittal Requirements

Proposers shall submit a thorough response to the following requested information regarding your Firm. Proposer's response shall follow the outline below and submit the requested information in the same order that it is requested in.

1. **Proposal Content:**
  - (a) Describe your firm's ability to provide the Services, requirements, terms and conditions of this RFP
  - (b) Provide your firm's service sector capabilities as outlined on pages six (6) and (7)
  - (c) Provide your firm's specific product and service(s) specifications
  - (d) Provide any of your firms product catalogs if applicable

## **2. Business and Personnel Information:**

- (a) Provide your firm's length of time in business and a brief business history
- (b) Provide your firm's financial condition and viability
- (c) Provide your firm's ability to provide the appropriate insurance and bonding capabilities
- (d) Provide your firm's key personnel information to include resumes licenses, professional designations, of each individual and any other resources assigned to a resulting contract.

## **3. Delivery and Past Performance:**

- (a) Provide an overview of initiatives and specific project performance that substantiates proficiency in providing, implementing and sustaining services consistent with the goals of this program. Include a brief historical overview focusing on specific areas of expertise relevant to this project. Provide technical credentials that demonstrate experience with the financial management of public dollars.
- (b) Provide your firm's specialized knowledge of mobile source related issues including but not limited to, vehicle emission reduction technologies, laws and regulations, and a proven ability to plan, implement and report on programs to maximize the reduction of vehicle emissions in a cost-effective manner.
- (c) Provide your firm's ability in executing multi task driven projects
- (d) Provide three (3) Client References: to include the following information for each reference:  
Name of client, contact name, contact information, description of project work provided, related cost(s) and resulting environmental impact

## **4. Value:**

- (a) Submit the Form RFP-16 Exhibit B Price Schedule. All applicable service charges to include employee compensation shall be provided. Note: All anticipated compensation required by the Contractor shall be submitted. Failure to not submit such information will exclude such from a resulting Contract.

## **5. Account Management:**

- (a) Provide your firm's strategy for managing contract project work and customer your firm's service approach
- (b) Provide your firm's ability to adhere to quality assurance and safety requirements  
Provide your firm's reporting capabilities

## **Attachment 1 - Sample Contract**

This RFP is not a contract and, alone, shall not be interpreted as such. Rather, this RFP only serves as the instrument through which proposals are solicited. The State will pursue negotiations with the proposer whose proposal scores highest. If, for whatever reason, DAS and the initial proposer fail to reach consensus on the issues relative to a contract,

then DAS may commence contract negotiations with other proposers. DAS may decide at any time to suspend the current RFP process and start the RFP process again.

Attachment 1 to this RFP is a draft contract and it is included in this RFP for informational purposes only in order to show some contract provisions that the State of Connecticut requires. It is not intended to, and will not, be the specific contract that the State and the successful vendor(s) will sign. After DAS selects a vendor, DAS will deliver a draft contract to the vendor for consideration and negotiation. The contract that DAS and the successful vendor will sign may vary from Attachment 1. The contract may include a liquidated damages clause at the discretion of the State.