



pennsylvania
DEPARTMENT OF GENERAL SERVICES

GESA

RFQ Process Summary

This presentation is provided for general guidance only.
ESCOS must review and follow RFQ and
Bulletin requirements in preparing their Quotes.

Quote Generally

Each Quote consists of three (3)
separately sealed parts:

1. Technical Submission (40%)
2. ECM/Cost Submission (40%)
3. Small Diverse Business Submission (20%)

Evaluation

- ESCOs scoring 70% of points or more on Technical will be scheduled for interview
- ECM/Cost Submissions reviewed by the Committee and interviews held
- Small Diverse Business Submittal score is calculated
- The Tech, ECM/Cost, SDB scores will be combined for a “Total Score” (400 pts. possible)
- Notice of Selection is issued

Scoring Committee

- **Scoring Committee Members**
 - 3 Commonwealth employees
 - Individually/Independently score each proposal
- **Each Scorer uses Same Scoring Matrices**
 - Matrices are identical to the ones published in the RFQ as Appendices G & H
 - Make sure to address all items in the scoring matrices. Refer to Part 2 and Appendices G & H of the RFQ for the items that will be scored by the Committee.
- **See Tech Scoring Matrix in Appendices**
- **See ECM/Cost Scoring Matrix in Appendices**

Submission

- Must be separately sealed
- Project Name, Number, and ESCO Contact Info on each sealed part
- No requirement on Quote's appearance (however, labelling and separators for different sections is appreciated)
- See "Mandatory Requirement Checklist" in Appendix F
 - If mandatory items are not satisfied, quotes will be rejected as non-responsive and will not be scored!

Some details about the Technical Submission

Worth 40% of Total Score

- Refer Part 2 of RFQ
- 4 hardcopies and 1 electronic/digital copy on compact disk or USB drive (separately sealed from ECM/Cost and SDB)
- ESCO Signature pages
- Non-Collusion Affidavit
- Need 70% of points to be scheduled for interview

Some details about the ECM/Cost Submission

Worth 40% of Total Score

- Refer to Part 2 of RFQ
- 4 hardcopies and 1 electronic/digital copy on compact disk or USB drive(separately sealed from Tech and SDB)
- Project Security (Bid Bond or Cashier's/Certified Check)
- Review Appendix H (the ECM/Cost matrix), and Appendix T (lists the ECMs) when drafting this submission
- Committee will review ECM/Cost Submission prior to but score after the interviews

Some details about the SDB Submission

Worth 20% of Total Score

- Refer to Parts 1, 2 and 3 of RFQ
- 2 copies (separately sealed from Tech and ECM/Cost)
- New SDB / SB Form (Appendix D) and Letter of Intent (Appendix E)
 - ECMs are now lumped
 - Applies to all tiers as discussed in Part 2 and AP No. 15
 - Questions on form can be sent to Becky Tomlinson

Some Final Comments for the RFQ

- 3 Separately Sealed Submission:
 - Technical Submission, ECM/Cost Submission, and SDB Submission
- Review Mandatory Responsiveness Checklist before submitting quote
- Follow and meet the mandatory requirements of the Responsiveness Checklist
- Use DGS forms provided for in the RFQ Appendices
 - Signature Page, Non-Collusion Affidavit, SDB Form

The Project

- All Core ECMs must be explored within the quote.
- The goal of the RFQ process is to match the best ESCO with the project and the Agency's wants.
- Additional project facets can be explored in the IGA
- Points are given for additional ECMs but they should be associated to the buildings listed on previous slide.

The Project

- The winner of the project will be required to acquire commonwealth contractor badging.
- There will be a consultant for this project:
 - Jim Vizzini from CJL Engineering
 - They will do a peer review of the project
 - During the project they will review and approve all changes
 - Will act as, basically, the project manager for DOC
- PSFEI will be assisting us to review the quotes but will not be on the scoring committee.

The project

- ECMs in Appendix T
 - Remove the dish washer

The Tour

- Per the RFQ;
 - a Tour of the facilities will take place after this meeting
 - Up to 4 additional 3hr tours can be scheduled through the RFQ coordinator (Robert Harding).
- During the tour the tour guide is instructed not to answer any questions or provide any information.
- All project questions must be emailed to the RFQ Coordinator, Becky Tomlinson retomlinso@pa.gov

The Tour

- The tours will most likely be in groups so there should be no expectation of a private tour.
- If you need additional time or additional tours for your proposal you can ask but it is not guaranteed to be granted.
- For this first tour, the intent is to show the lay out of the project. Additional visits will be required for the details

