

RFI Responses 01

Date: April 26, 2023
RFP: Energy Master Plan (2024-04)

Q: Are we able to use 11x17 pages? If so, do they count as one page?

A: No. Please limit the proposal to letter-sized (8.5x11”) pages.

Q: Are the cover, Title Page, Table of Contents, and Contract Exceptions Form excluded from the 15-page limit?

A: The contract exceptions form will not count toward the page limit. For the cost proposal, any cost proposal *narrative* should be included in the main technical proposal and will count toward the 15-page limit. However, the required rate sheets may be provided on separate pages and will not count toward the 15-page limit. Please see the table below that clarifies the page count requirements.

Component	Subject to 15-Page Limit?
<i>Upfront</i>	
VII.A.1 – Title Page *	Yes
VII.A.2 – Table of Contents	Yes
<i>Detailed Proposal</i>	
VII.B.1 – Introduction	Yes
VII.B.2 – Consultant Team Organization	Yes
VII.B.3 – Qualifications and Experience of Key Team Members	Yes
VII.B.4 – Project Experience and Examples	Yes
VII.B.5 – Project Management	Yes
VII.B.6 – Scope of Services Delivery	Yes
VII.B.7 – Contract Exceptions (Exhibit A/Form 1)	No
VII.B.8 – Cost Proposal (<i>narrative portion</i>) **	Yes
<i>Other</i>	
Resumes	No
Rate Sheet(s) (<i>tabular portion</i>) **	No

* Title Page is synonymous with Cover Page for this purpose. Separate cover and title pages are not required.

** As clarified herein, any cost proposal narrative will be included in the 15-page limit. However, required rate sheets may be provided on separate pages and will be excluded from the 15-page limit.

Q: Should the Cost Proposal be included as part of the technical proposal? Or should it be submitted as a separate PDF? If the cost proposal is included in the technical proposal, is it excluded from the 15-page limit?

A: Please see the clarification provided in response to the previous question. Any cost proposal *narrative* should be included in the technical proposal and will count toward the 15-page limit. However, the required rate sheets may be provided on separate pages and will not count toward the 15-page limit. Proposals should be submitted as a single PDF less than 20MB in size.