

## ADDENDUM THREE

DATE: March 5, 2010

TO: All Vendors

FROM: Todd Dlouhy, Buyer  
State Purchasing Bureau

RE: Questions and Answers for RFP Number 3206Z1  
to be opened March 23, 2010 2:00 PM Central Time

Following are the questions submitted and answers provided for the above mentioned Request For Proposal. The questions and answers are to be considered as part of the Request For Proposal.

QUESTIONS	ANSWERS
<p>1. In reviewing RFP 3206Z1 a question came up regarding section H.1 on page 26. This section states:</p> <p>Develop and provide sample enrichment materials, sample survey, and sample kits including packaging and contents, for the Statewide School Based Education Program for the Nebraska Energy Office and sponsoring utilities to review. <b>The samples must be included by the bid opening on February 22, 2010;</b> The sample kits must demonstrate how the Logo(s) of Participating Utilities will be incorporated into the packaging and customized according to the Participating Utility for which the kits are being provided.</p> <p>Regarding the passage on samples (in bold above), it appears that these samples are due over a month before the RFP deadline. Is this the case, or is there a typo here?</p>	<p>Reference Addendum 1.</p>

QUESTIONS	ANSWERS
<p><b>2.</b> Has the state identified a “not to exceed budget” for this project, either in whole dollars or on a per-kit or per-meter basis?</p>	<p>There is not one identified. Bids will be evaluated on the per kit price.</p>
<p><b>3.</b> How many utilities in the state have expressed an interest in participating in this project?</p>	<p>There are 8 utilities that have expressed interest in participating in this project.</p>
<p><b>4.</b> Are participating utilities required to use their own funds for their 50% share of the project? If so, has the state identified the availability of such funding and the level of utility interest in making this investment?</p>	<p>Yes, utilities are providing 50% of the funds for the project from their own monies. There are 8 utilities participating in this project.</p>
<p><b>5.</b> Has another state or federal agency provided the utilities with the matching funds for this project?</p>	<p>No other state or federal agency provided the utilities with the matching funds for this project.</p>
<p><b>6.</b> Has the state identified a targeted return on investment -- for example, in terms of kilowatt-hour savings?</p>	<p>The successful bidder is required to evaluate energy savings. This will include, but not be limited to, KW and kWh as well as the number of participants. There may also be other information required related to stimulus reporting.</p>
<p><b>7.</b> Will there be any geographic scoring of proposals? For instance, if the proposed contractor’s project team is located outside Nebraska, will that contractor’s proposal receive a lower score?</p>	<p>No geographic scoring of the proposals will be done.</p>
<p><b>8.</b> Would the state consider waiving the bond requirement?</p>	<p>No, the State will not waive the performance bond requirement.</p>
<p><b>9.</b> Does the state have any preconceived ideas about the container for the fulfillment kits – that is, must the kits be provided in cardboard boxes or in another type of container?</p>	<p>There is no preconceived idea. Generally these types of kits are provided in a cardboard box. However, we will consider other types of containers if the container can withstand heavy use and is sturdy enough to withstand shipping, can safely hold the contents without damage and allow the kids to get the contents home in a safe manner.</p>
<p><b>10.</b> What environmental issues, constraints or considerations has the state identified concerning the type of packaging material to be used with the kits?</p>	<p>The container must be able to be shipped to the school or utility and be packed in a manner that will protect the contents from breaking. Packaging should meet standards for safety and handling.</p>

QUESTIONS	ANSWERS
<p><b>11.</b> One note for clarification: on page 26 of the RFP, the document indicates that samples must be provided “by the bid opening of February 22, 2010.” Is this is a typo?</p>	<p>Reference Addendum 1.</p>
<p><b>12.</b> Has a similar program been delivered in another state?</p>	<p>There are other programs in a number of other states that are similar. A smaller scale program has previously been delivered in selected Omaha schools in conjunction with Omaha Public Power District (OPPD).</p>
<p><b>13.</b> How were the expected participation rates determined?</p>	<p>The number of 4<sup>th</sup> grade students in public classrooms and home-schooled in Nebraska was used and an average participation rate of 80% was achieved in other states.</p>
<p><b>14.</b> A number of Utility Companies have already implemented energy efficiency educational programs. It is expected that the design of the statewide kit incorporate and/or integrate resources from local utilities or just include branding of local utilities?</p>	<p>The proposal requests bids for two kits – one for teachers and one for kids in 4<sup>th</sup> OR 5<sup>th</sup> grade. Branding is the only thing that should be flexible within geographic areas.</p>
<p><b>15.</b> Is it guaranteed that all utilities will agree to participate in this program? If not, can you provide a revised expectation of students and teachers based on the utilities that are guaranteed to participate?</p>	<p>There are 8 utilities that have expressed interest in participating in this project. OPPD and LES areas are fully covered. NPPD’s territory covers most of the rest of Nebraska. NPPD has 78 Wholesale Utilities – all of which will be interested in participating in their retail territory. The Energy Office cannot guarantee that all utilities will agree to participate. However, it is the responsibility of the Energy Office to serve the entire state and therefore, the Energy Office will work with the winning bidder to reach all schools in the state. The remaining 5 utilities that are participating are Metropolitan Utility District, the Fremont, the Hastings, Grand Island, and Municipal Energy Agency of Nebraska (MEAN).</p>
<p><b>16.</b> We are concerned about presenting a more robust quality kit but exceeding budget limitations. Can you provide guidance on the maximum amount of total funding available for kits? If not, can a bid identify kit items (e.g. outlet caps) as “optional” depending on total funds available?</p>	<p>The amount of the funds allocated for this project will not be disclosed. Kits must contain at a minimum the items as defined in Sections IV.E 2 and 3. Kits will be purchased with all of the contents and at the price as submitted in the bidder’s proposal response.</p>

QUESTIONS	ANSWERS
<p><b>17.</b> Will the Energy Office require a contractual agreement with the school to receive and use the kits?</p>	<p>No, recruiting schools to participate is the responsibility of the Contractor. The Energy Office will not be entering into a contract with each school. Statistical reporting on energy savings and the number of kits distributed is required to be collected by the bidder and provided to the Energy Office.</p>
<p><b>18.</b> Will the Energy Office allow administrators and/or district curriculum specialists to request kits on behalf of elementary classroom teachers?</p>	<p>Yes – as long as they will be distributed to students in a fourth or fifth grade classroom in the State of Nebraska. The winning bidder will be expected to present opportunity to all schools. Method of presenting is up to bidder.</p>
<p><b>19.</b> Is the Energy Office aware that the Nebraska Department of Education is currently revising academic standards and that it is possible the kits may be aligned to standards that could change in 2010-2011 or 2011-2012?</p>	<p>This program is designed to be an education enrichment program. It would be desirable for it to align with the standards but it is not necessary since it is meant to enrich what is being taught in the classroom. Kits will not be adjusted in future years unless agreed to by both parties. Kits should be dynamic and viable for the next several years.</p>
<p><b>20.</b> What role can utilities play in marketing and promoting the kits?</p>	<p>Each participating utility will work with the Contractor in the distribution of kits in their service area and will provide marketing and promotion of the energy education program as the utility deems necessary. Utilities intend to make initial contact with the school districts and parochial schools prior to the vendor contacting the schools to let them know that they are involved in the project and to encourage their support.</p>
<p><b>21.</b> What role can the Energy Office play in marketing and promoting the kits?</p>	<p>Though the marketing and promotion of the kits is largely the responsibility of the winning bidder and the utilities, it is the intent of the Energy Office to promote the energy education program on its website and work with the winning bidder to enroll schools in areas where no utility participation can be secured.</p>
<p><b>22.</b> To clarify, kits order in the spring of 2010 may be delivered at the start of school in the fall of 2010, correct?</p>	<p>Yes, it is expected that the kits and enrichment materials will be available in the fall of 2010. They may be ordered at any time from the spring of 2010 to the end of the 2010-2011 school years.</p>
<p><b>23.</b> Will the Energy Office assist in identifying which schools are located in each utility company service area?</p>	<p>No, the utilities will provide a list of schools in their service territory. Assistance will be provided collaboratively among the NEO, OPPD, LES, and NPPD.</p>

QUESTIONS	ANSWERS
<p><b>24.</b> Specifically, what type of surety bond does the state require for this project?</p>	<p>The State requires a performance bond for the project.</p>
<p><b>25.</b> Does the NEO have a preference for the branding technique of the Student and Teacher Kits? The logos may be applied to the custom kits as high quality decals or printed directly on the packaging and materials. The decal approach reduces cost through the ability to respond immediately to variations in regional demand without maintaining large safety inventory of individual utility branded boxes and materials.</p>	<p>The Nebraska Energy Office logo must be printed on every kit. Decals may be used for utilities.</p>
<p><b>26.</b> If the preference is for printed packaging, would it suffice to use decals to demonstrate the package design and positioning of the logos, and a non Nebraska specific kit print sample to demonstrate printing quality?</p>	<p>The bidder needs to clearly demonstrate the finished product's quality. Yes, we would like to see the decals on the demonstration so we can be assured of the quality.</p>
<p><b>27.</b> How many logos would the NEO like to see on the demonstration kits? Please specify which Participating Utilities' logos should be displayed.</p>	<p>Each kit will have two logos. The printed Nebraska Energy Office logo and that of the participating utility for the school which makes a request. The eight participating utilities are identified in question #15. Bidders shall include a sample of each utility logo which is proposed in their proposal response. Additional utilities may be added during the duration of the contract.</p>

QUESTIONS	ANSWERS
<p><b>28.</b> Page 1 under "Scope of Service" says 1 original and 5 copies. Page 4, Section II.F, says 1 original and 10 copies. Further down in Section F it says "10 electronic copies of the proposal should be submitted on separate CD's and packaged as required below in section RR Proprietary Information." Please clarify: in addition to the one original with signatures in ink, how many hard copies and how many copies on CD?</p>	<p>Section II.F Second Paragraph shall be amended to read as follows:</p> <p>To facilitate the proposal evaluation process, one (1) original, clearly identified as such, and five (5) copies of the entire proposal should be submitted. The copy marked "original" shall take precedence over any other copies, should there be a discrepancy. Proposals must be submitted by the proposal due date and time. A separate sheet must be provided that clearly states which sections have been submitted as proprietary or have copyrighted materials. All proprietary information the bidder wishes the State to withhold must be submitted in accordance with the instructions outlined in Section III, Proprietary Information. Proposal responses should include the completed Form A, Bidder Contact Sheet. Proposals must reference the request for proposal number and be sent to the specified address. Container(s) utilized for original documents should be clearly marked "ORIGINAL DOCUMENTS". Please note that the address label should appear as specified in Section II part A on the face of each container or bidder's bid response packet. Rejected late proposals will be returned to the bidder unopened, if requested, at bidder's expense. If a recipient phone number is required for delivery purposes, 402-471-2401 should be used. The request for proposal number must be included in all correspondence.</p>

QUESTIONS	ANSWERS
<p><b>29.</b> Section IV.H on page 26 in the final paragraph says that "participating utilities will be allowed usage of curriculum developed as a result of this RFP." Please clarify "all deliverables will become the exclusive property of the State" and "allowed usage of curriculum". Please confirm that only materials and curricula developed originally for the State will be the exclusive property of the State. Please also confirm that consultant's pre-existing materials and curricula that are adapted for State use will remain the intellectual property of the consultant and that the consultant will retain all copyrights and patents on materials and curricula that pre-date the contract.</p>	<p>Original work will become the property of the State. The State will retain the right to utilize said intellectual property as defined in the contract.</p>
<p><b>30.</b> In Section V.A.4.b on page 30 we're asked for our "proposed development approach". What are we "developing"? Our curriculum has already been fully developed and correlated with Nebraska State Educational Standards for grades 4-8.</p>	<p>These kits are an enrichment program to be developed to enhance the curriculum of the schools. Please supply a sample of what has been developed if you already have developed your curriculum.</p>
<p><b>31.</b> In Section V.A.4.c on page 30 we're asked for our "technical and education considerations". Will you please define "technical and education considerations" for purposes of this RFP response? For instance, is this section asking for technical specifications on equipment included in the homework kits? Or is this section asking what technical information about the kit devices is being taught to the children in the program (for instance, gallons per minute)? Is this section the place for us to include a sample of our curricula or would you like an overview of the educational content with several examples?</p>	<p>It is not asking for technical specification. It is asking what technical information about the kit devices is being taught to the children in the program. It is expected that a sample of the curricula will be provided.</p>