

Request for Resume (RFR) Energy Management System Consultant

Section 1 –General Information			
RFR Number: (Reference BPO Number)	J01B3400022		
Functional Area (Enter One Only)	Functional Area 10 - Management Consulting Services		
Labor Category			
Labor Category #3 - Senior Subject Matter Expert			
Anticipated start date:	TBD		
Duration of assignment:	Not to exceed 6 months		
Designated Small Business Reserve?(SBR): (Enter "Yes" or "No")	Yes		
MBE goal, if applicable:	%0		
Issue Date: <small>mm/dd/yyyy</small>	05/29/2013	Due Date: <small>mm/dd/yyyy</small>	06/19/2013
		Time (EST): <small>00:00 am/pm</small>	2:00 PM
Place of Performance:	Maryland Department of Transportation 7201 Corporate Center Drive Hanover, MD 21076		
Special Instructions: (e.g. interview information, attachments, etc.)	Interviews will be conducted by a panel using a standardized set of interview questions for all qualified candidates.		
Security Requirements (if applicable):	Selected personnel must pass background checks and obtain State ID Badges paid for by the Contractor		
Invoicing Instructions:	Invoice is to be submitted by mail to: c/o Johnnie Walker Maryland Department of Transportation 7201 Corporate Center Drive Hanover, MD 21076		
Section 2 – Agency Point of Contact (POC) Information			
Agency / Division Name:	Maryland Department of Transportation (MDOT) The Secretary's Office (TSO)		
Agency POC Name:	Joseph Palechek	Agency POC Phone Number:	410-865-1129
Agency POC Email Address:	jpalechek@mdot.state.md.us	Agency POC Fax:	410-865-1388
Agency POC Mailing Address:	7201 Corporate Center Drive Hanover, MD 21076		

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Section 3 – Scope of Work	
Background	
<p>The Maryland Department of Transportation (MDOT) operates out of the Harry Hughes Building located at 7201 Corporate Center Drive, Hanover, MD 21076. This facility serves as the “Headquarters” for MDOT, and is commonly referred to as “The Secretary’s Office” or TSO. The facility has an existing Energy Management System that controls the HVAC system and lighting that provides a comfortable and energy efficient environment for the TSO employees and those that visit the facility. A qualified Energy Management Consultant is needed to provide a comprehensive assessment of the entire existing Tridium system of the Maryland Department of Transportation Headquarters, a five floor, 110,000 square foot office building. MDOT is seeking a contractor to do a complete system evaluation to make recommendations on upgrading, renovating or replacing the existing system and its components. In addition, completion of a Scope of Work ready for immediate publication and distribution. Additionally, possible assistance in the areas of bid evaluation and installation quality assurance.</p>	
Job Description/s	
Labor Category (From Section 1 Above)	Duties/Responsibilities
Senior Subject Matter Expert	<p>The consultant shall evaluate all the components of the existing system such as the controllers, switches, actuators, sensors, and all other HVAC and Lighting’s infrastructure for a proposed new system. More specifically, the new system needs to provide efficient, state of the art, cost effective EMS system.</p> <ul style="list-style-type: none"> • Consultant must be well versed on the latest technological advancements in the EMS areas • Equipment recommendations, possible upgrades and additions to the existing system • Web-based capabilities, compatible to MDOT’s existing environment • Produce a Draft Task Order Request for Proposals (TORFP)/Invitation For Bids (IFB), Request for Proposal (RFP) • Possible assistance in the areas of bid evaluations and quality assurance
Minimum Qualifications	
Labor Category (From Section 1 Above)	Minimum Experience/Knowledge/Skill
Senior Subject Matter Expert	Education: Bachelor’s Degree from an accredited college or university in the specific discipline required by the State. A Master’s Degree or Ph.D Degree is preferred.

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	<p>General Experience: At least twelve (12) years of relevant industry experience in the discipline is required.</p> <p>Specialized Experience: At least ten (10) years of combined new and related older technical experience in the IT field directly related to the required area of expertise.</p> <p>At least ten (10) years of experience in the management and direct personnel in the operation, maintenance and repair of facilities, systems and institutional equipment which includes building, heating, ventilation and air conditioning (HVAC) systems, boiler systems, generator systems and electrical systems.</p> <p>At least ten (10) years of experience in project development, design, bid proposal, schedule development, and technical support.</p>
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Section 4 - Required Submissions

NOTE:

1. Master Contractors may propose only one candidate for each position requested.
2. Master Contractors electing not to propose in response to the RFR must submit a "Master Contractor Feedback Form" via the "Master Contractor Login" on the CATS II web site.
3. Master Contractors proposing in response to the RFR must submit the documents below as separate files contained in two separate emails as follows:

Email 1 with "Technical": RFR number, Master Contractor Name, & candidate name, and in the subject line

1. Resume for the labor category described in the RFR (Attachment 1).
2. Two (2) current references that can be contacted for performance verification of the submitted candidate(s) work experience and skills. Telephone number and email address of reference is needed.

Email 2 with "Financial": RFR number, Master Contractor Name, & candidate name, and in the subject line

1. Price Proposal (Attachment 2)
2. Conflict of Interest Affidavit (Attachment 3)
3. Non Disclosure (Offeror) (Attachment 4)
4. Small Business Contract Affidavit (Attachment 5)

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1. Resume must include work history relevant to this task and no less than two (2) references.
Section 5 – Evaluation Criteria (Provide a list of evaluation criteria in descending order of importance)
1. Work Experience
2. Knowledge, References
3. Price
Basis for Award Recommendation
RFRs will be awarded in accordance with the competitive Sealed Proposals process under COMAR 21.05.03. The agency POC will recommend award to the Master Contractor whose proposal is determined to be the most advantageous to the State, considering price and the evaluation factors set forth in the RFR. The agency POC will initiate and deliver a RFR Agreement to the selected Master Contractor. Master Contractors should be aware that if selected, State law regarding conflict of interest may prevent future participation in procurements related to the RFR Scope of Work, depending upon specific circumstances.

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Energy Management System Consultant**

ATTACHMENT 1 – RFR RESUME FORM

RFR # J01B3400022

Instructions: Insert resume information in the fields below; do not submit other resume formats. Submit only one resume per Labor Category described in Section 1 of the RFR.

Candidate Name:	Labor Category (from Section 1 of the RFR):
Master Contractor:	

A. Education / Training

Institution Name / City / State	Degree / Certification	Year Completed	Field Of Study
<add lines as needed>			

B. Relevant Work Experience

Describe work experience relevant to the Duties / Responsibilities and Minimum Experience / Knowledge / Skill described in Section 3 of the RFR. Start with the most recent experience first; do not include non-relevant experience.

[Organization]	<i>Description of Work...</i>
[Title / Role]	
[Period of Employment / Work]	
[Location]	
[Contact Person (Optional if current employer)]	
[Organization]	<i>Description of Work...</i>
[Title / Role]	
[Period of Employment / Work]	
[Location]	
[Contact Person]	

<add lines as needed>

C. Employment History

List employment history, starting with the most recent employment first

Start and End Dates	Job Title or Position	Organization Name	Reason for Leaving
<add lines as needed>			

D. References

List persons the State may contact as employment references

Reference Name	Job Title or Position	Organization Name	Telephone / Email
<add lines as needed>			

ATTACHMENT 2

RFR PRICE PROPOSAL - SUPPORT STAFF

RFR # J01B3400022

(This form is to be filled out by Master Contractor/s)

Proposed Labor Category	Hourly Labor Rate	Total Hours (up to 6 months)	Labor Category Price (Labor Rate x Hours)
1. Senior Subject Matter Expert	\$	1000	\$
Total RFR Price (Sum of Labor Category Prices):			\$

Authorized Individual Name

Company Name

Title

Company Tax ID #

Proposed labor categories must be from those described in the CATS II Master Contract and must correspond to the resume/s provided. Support staff is limited to engagements of up to six months. The "Hourly Labor Rate" is the actual fully-loaded rate, all inclusive that the State will pay for services recorded in dollars and cents. Hourly rates must be equal to or less than the rates proposed by the Master Contractor for the CATS II Master Contract.

Attachment 3

CONFLICT OF INTEREST AFFIDAVIT AND DISCLOSURE

A. "Conflict of interest" means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the State, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage.

B. "Person" has the meaning stated in COMAR 21.01.02.01B(64) and includes a bidder, offeror, contractor, consultant, or subcontractor or sub consultant at any tier, and also includes an employee or agent of any of them if the employee or agent has or will have the authority to control or supervise all or a portion of the work for which a bid or offer is made.

C. The bidder or offeror warrants that, except as disclosed in §D, below, there are no relevant facts or circumstances now giving rise or which could, in the future, give rise to a conflict of interest.

D. The following facts or circumstances give rise or could in the future give rise to a conflict of interest (explain detail—attach additional sheets if necessary):

E. The bidder or offeror agrees that if an actual or potential conflict of interest arises after the date of this affidavit, the bidder or offeror shall immediately make a full disclosure in writing to the procurement officer of all relevant facts and circumstances. This disclosure shall include a description of actions which the bidder or offeror has taken and proposes to take to avoid, mitigate, or neutralize the actual or potential conflict of interest. If the contract has been awarded and performance of the contract has begun, the contractor shall continue performance until notified by the procurement officer of any contrary action to be taken.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Date: _____

By: _____

(Authorized Representative and Affiant)

ATTACHMENT 4

NON-DISCLOSURE AGREEMENT (OFFEROR)

This Non-Disclosure Agreement (the "Agreement") is made this ___ day of _____ 20___, by and between _____ (hereinafter referred to as "the OFFEROR ") and the State of Maryland (hereinafter referred to as "the State").

OFFEROR warrants and represents that it intends to submit a TO/RFR Proposal in response to CATS II RFR #J01B3400022 for a Senior Subject Matter Expert. In order for the OFFEROR to submit a TO/RFR Proposal, it will be necessary for the State to provide the OFFEROR with access to certain confidential information including, but not limited, to this project. All such information provided by the State shall be considered Confidential Information regardless of the form, format, or media upon which or in which such information is contained or provided, regardless of whether it is oral, written, electronic, or any other form, and regardless of whether the information is marked as "Confidential Information". As a condition for its receipt and access to the Confidential Information described above, the OFFEROR agrees as follows:

1. OFFEROR will not copy, disclose, publish, release, transfer, disseminate or use for any purpose in any form any Confidential Information received, except in connection with the preparation of its TO Proposal.
2. Each employee or agent of the OFFEROR who receives or has access to the Confidential Information shall execute a copy of this Agreement and the OFFEROR shall provide originals of such executed Agreements to the State. Each employee or agent of the OFFEROR who signs this Agreement shall be subject to the same terms, conditions, requirements and liabilities set forth herein that are applicable to the OFFEROR.
3. OFFEROR shall return the Confidential Information to the State within five business days of the State's Notice of recommended award. If the OFFEROR does not submit a Proposal, the OFFEROR shall return the Confidential Information to TO/RFR Procurement Officer, TO/RFR Requesting Agency on or before the due date for Proposals.
4. OFFEROR acknowledges that the disclosure of the Confidential Information may cause irreparable harm to the State and agrees that the State may obtain an injunction to prevent the disclosure, copying, or other impermissible use of the Confidential Information. The State's rights and remedies hereunder are cumulative and the State expressly reserves any and all rights, remedies, claims and actions that it may have now or in the future to protect the Confidential Information and/or to seek damages for the OFFEROR'S failure to comply with the requirements of this Agreement. The OFFEROR consents to personal jurisdiction in the Maryland State Courts.
5. In the event the State suffers any losses, damages, liabilities, expenses, or costs (including, by way of example only, attorneys' fees and disbursements) that are attributable, in whole or in part to any failure by the OFFEROR or any employee or agent of the OFFEROR to comply with the requirements of this Agreement, OFFEROR and such employees and agents of OFFEROR shall hold harmless and indemnify the State from and against any such losses, damages, liabilities, expenses, and/or costs.
6. This Agreement shall be governed by the laws of the State of Maryland.
7. OFFEROR acknowledges that pursuant to Section 11-205.1 of the State Finance and Procurement Article of the Annotated Code of Maryland, a person may not willfully make a false or fraudulent statement or representation of a material fact in connection with a procurement contract. Persons making such statements are guilty of a felony and on conviction subject to a fine of not more than \$20,000 and/or imprisonment not exceeding 5 years or both. OFFEROR further acknowledges that this Agreement is a statement made in connection with a procurement contract.

8. The individual signing below warrants and represents that they are fully authorized to bind the OFFEROR to the terms and conditions specified in this Agreement. If signed below by an individual employee or agent of the OFFEROR under Section 2 of this Agreement, such individual acknowledges that a failure to comply with the requirements specified in this Agreement may result in personal liability.

OFFEROR: _____
NAME: _____
ADDRESS: _____

BY: _____
TITLE: _____

ATTACHMENT 5

SMALL BUSINESS CONTRACT AFFIDAVIT

***** PROVIDING FALSE INFORMATION *****

Anyone providing false information to the State of Maryland in connection with obtaining or attempting to obtain a contract under Small Business Reserve or Preference procurement may be subject to the following:

1. A determination by a Procurement Officer that a bidder/offeror is not responsible;
2. A determination that a contract entered into is void or voidable under § 11-204 of the State Finance and Procurement Article of the Annotated Code of Maryland;
3. Suspension and debarment under Title 16 of the State Finance and Procurement Article;
4. Criminal prosecution for procurement fraud (§ 11-205.1 of the State Finance and Procurement Article), perjury, or other crimes; and
5. Other actions permitted by law.

***** FAILURE TO MEET MINIMUM QUALIFICATIONS *****

Any Bidder or potential bidder failing to meet the qualifications of a "small business" specified in § 14-501(c) of the State Finance and Procurement Article will be ineligible to participate in a procurement designated for a Small Business Reserve under § 14-504 or Small Business Preference under § 14-206 - 207. Any person or company bidding on Small Business Reserve or Preference procurement and not qualifying as a small business under § 14-501(c) will have its bid or offer rejected on the ground that the bidder is not responsible.

I AFFIRM THAT:

To the best of my knowledge, information, and belief, as of the date of submission of this Bid/Proposal, _____ (name of firm) meets the qualifications for certification as a Small Business in Maryland. I further affirm that, if for any reason during the term of the contract _____ (name of firm) no longer meets the qualifications for certification as a Small Business in Maryland, I will notify the Procurement Officer within 30 days. I agree that a failure to so notify the Procurement Officer of this change in circumstances may result in this contract being terminated for default.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

SMALL BUSINESS QUALIFICATION NUMBER _____

Date of Most Recent Qualification _____

DATE: _____

BY: _____
Signature (Authorized Representative and Affidavit)

NOTICE TO BIDDERS

SMALL BUSINESS RESERVE PROCUREMENT

This is a Small Business Reserve Procurement for which award will be limited to Certified Small Business vendors. Only businesses that meet the statutory requirements set forth in State Finance and Procurement Article, § 14-501 - 14-505, Annotated Code of Maryland, and who are registered with the Department of General Services Small Business Reserve Program are eligible for award of a contract.

For the purposes of a Small Business Reserve Procurement, a small business is a business, other than a broker, that meets the following criteria:

The business is independently owned and operated;

- The business is not a subsidiary of another business;
- The business is not dominant in its field of operation;
- The **wholesale** operations of the business did not employ more than 50 persons, and the gross sales of the business did not exceed an average of \$4,000,000 in its more recently completed 3 fiscal years;*
- The **retail** operations of the business did not employ more than 25 persons, and the gross sales of the business did not exceed an average of \$3,000,000 in its most recently completed 3 fiscal years;*
- The **manufacturing** operations of the business did not employ more than 100 persons, and the gross sales of the business did not exceed an average of \$2,000,000 in its most recently completed 3 fiscal years;*
- The **service** operations of the business did not employ more than 100 persons, and the gross sales of the business did not exceed an average of \$10,000,000 in its more recently completed 3 fiscal years;* and
- The **construction** operations of the business did not employ more than 50 persons, and the gross sales of the business did not exceed an average of \$7,000,000 in its most recently completed 3 fiscal years.*
- The **architectural and engineering** operations of the business did not employ more than 100 persons, and the gross sales of the business did not exceed an average of \$4,500,000 in its most recently completed 3 fiscal years*.

* If a business has not existed for three years, the gross sales average is computed for the period of the business's existence. For newly formed businesses the determination will be based upon employment levels and projected gross sales.

Further information on the certification process is available at www.dgs.state.md.us and click on the Small Business Reserve hyperlink.