



RFP #051123
REQUEST FOR PROPOSALS
for
Fleet Electrification Transition Planning, Management, and Related Services

Proposal Due Date: May 11, 2023, 4:30 p.m., Central Time

Sourcewell, a State of Minnesota local government unit and service cooperative, is requesting proposals for Fleet Electrification Transition Planning, Management, and Related Services to result in a contracting solution for use by its Participating Entities. Sourcewell Participating Entities include thousands of governmental, higher education, K-12 education, nonprofit, tribal government, and other public agencies located in the United States and Canada. A full copy of the Request for Proposals can be found on the Sourcewell Procurement Portal [<https://proportal.sourcewell-mn.gov>]. Only proposals submitted through the Sourcewell Procurement Portal will be considered. Proposals are due no later than May 11, 2023, at 4:30 p.m. Central Time, and late proposals will not be considered.

SOLICITATION SCHEDULE

Public Notice of RFP Published:	March 23, 2023
Pre-proposal Conference:	April 11, 2023, 10:00 a.m., Central Time
Question Submission Deadline:	May 3, 2023, 4:30 p.m., Central Time
Proposal Due Date:	May 11, 2023, 4:30 p.m., Central Time Late responses will not be considered.
Opening:	May 11, 2023, 6:30 p.m., Central Time See RFP Section V.G. "Opening"

I. ABOUT SOURCEWELL

A. SOURCEWELL

Sourcewell is a State of Minnesota local government unit and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) that facilitates a competitive public solicitation and contract award process for the benefit of its 50,000+ participating entities across the United States and Canada. Sourcewell's solicitation process complies with State of Minnesota law and policies, conforms to Canadian trade agreements (including Canadian Free Trade Agreement, Ontario-Quebec Trade and Cooperation Agreement, and Canada-European Union Comprehensive Economic and Trade Agreement, as applicable), and results in cooperative purchasing solutions from which Sourcewell's Participating Entities procure equipment, products, and services.

Cooperative purchasing provides participating entities and suppliers increased administrative efficiencies and the power of combined purchasing volume that result in overall cost savings. At times, Sourcewell also partners with other purchasing cooperatives to combine the purchasing volume of their membership into a single solicitation and contract expanding the reach of contracted suppliers' potential pool of end users.

Sourcewell uses a website-based platform, the Sourcewell Procurement Portal, through which all proposals to this RFP must be submitted.

B. USE OF RESULTING CONTRACTS

In the United States, Sourcewell's contracts are available for use by:

- Federal and state government entities¹;
- Cities, towns, and counties/parishes;
- Education service cooperatives;
- K-12 and higher education entities;
- Tribal government entities;
- Some nonprofit entities; and
- Other public entities.

In Canada, Sourcewell's contracts are available for use by:

- Provincial and territorial government departments, ministries, agencies, boards, councils, committees, commissions, and similar agencies;
- Indigenous self-governing bodies;
- Regional, local, district, and other forms of municipal government, municipal organizations, school boards, and publicly funded academic, health, and social service

¹ Pursuant to HAR §3-128-2, the State of Hawaii, Department of Accounting and General Services, State Procurement Office, on behalf of the State of Hawaii and participating jurisdictions, has provided notice of its Intent to Participate in the solicitation as a participating entity.

entities referred to as MASH sector (this should be construed to include but not be limited to the Cities of Calgary, Edmonton, Toronto, Ottawa, and Winnipeg), as well as any corporation or entity owned or controlled by one or more of the preceding entities;

- Crown corporations, government enterprises, and other entities that are owned or controlled by these entities through ownership interest; and
- Members of the Canoe procurement group of Canada, and their partner associations: Canoe members are regional, local, district or other forms of municipal government, school boards, publicly-funded academic, health and social service entities in Alberta and across Canada, as well as any corporation or entity owned or controlled by one or more of the preceding entities – as well as partner associations, including Saskatchewan Association of Rural Municipalities, Association of Manitoba Municipalities, Local Authorities Services/Association of Municipalities Ontario, Nova Scotia Federation of Municipalities, Federation of Prince Edward Island Municipalities, Municipalities Newfoundland Labrador, Union of New Brunswick Municipalities, North West Territories Association of Communities, CivicInfo BC, and their members.

For a listing of current United States and Canadian Participating Entities visit Sourcewell's website (note: there is a tab for each country): <https://www.sourcewell-mn.gov/sourcewell-for-vendors/agency-locator>.

Participating Entities typically access contracted equipment, products, or services through a purchase order issued directly to the contracted supplier. A Participating Entity may request additional terms or conditions related to a purchase. Use of Sourcewell contracts is voluntary and Participating Entities retain the right to obtain similar equipment, products, or services from other sources.

To meet Participating Entities' needs, Sourcewell broadly publishes public notice of all solicitation opportunities, including this RFP. In addition, where applicable, other purchasing cooperatives and procurement officials receive notice and are encouraged to re-post the solicitation opportunity.

Proof of publication will be available at the conclusion of the solicitation process.

II. SOLICITATION DETAILS

A. SOLUTIONS-BASED SOLICITATION

This RFP and contract award process is a solutions-based solicitation; meaning that Sourcewell is seeking equipment, products, or services that meet the general requirements of the scope of this RFP and that are commonly desired or are required by law or industry standards.

B. REQUESTED EQUIPMENT, PRODUCTS, OR SERVICES

It is expected that proposers will offer a wide array of equipment, products, or services at lower prices and with better value than what they would ordinarily offer to a single government entity, a school district, or a regional cooperative.

1. Sourcewell is seeking proposals to assist Sourcewell Participating Entities with Fleet Electrification Transition Planning, Management, and Related Services, such as:

- a. Feasibility assessments and planning;
- b. Total cost of ownership (TCO) assessments;
- c. Strategic roadmap development;
- d. Implementation and management services, including:
 - i. Incentive identification and processing;
 - ii. Subscription or as-a-service;
 - iii. Acquisition;
 - iv. Installation;
 - v. Integration;
 - vi. Charging management;
 - vii. Repair and maintenance;
 - viii. Telematics; and,
- e. Training and education.

Proposers may include related equipment, software, technology, accessories, and services to the extent that these solutions are ancillary or complementary to the equipment, products, or services being proposed in RFP Section II. B. 1. above.

2. The primary focus of this solicitation is on Fleet Electrification Transition Planning, Management, and Related Services. This solicitation should NOT be construed to include supplies-only solutions.

3. This solicitation does not include those equipment, products, or services covered under categories included in pending or planned Sourcewell solicitations, or in contracts currently maintained by Sourcewell, identified below:

- a. Fleet Payment Solutions with Related Services (RFP #080620);
- b. Fleet Management Technologies with Related Software Solutions (RFP #020221);
- c. Electric Vehicle Supply Equipment and Related Services (RFP #042221); and,
- d. Fleet Management Services (RFP #030122) with the exception of the types of solutions identified in RFP Section II. B. 1. above.

Generally, the solutions for Participating Entities are turn-key solutions, providing a combination of equipment, products and services, delivery, and installation to a properly operating status. However, equipment-only or products-only solutions may be appropriate for

situations where Participating Entities possess the ability, either in-house or through local third-party contractors, to properly install and bring to operation the equipment or products being proposed.

Sourcewell prefers suppliers that provide a sole source of responsibility for the equipment, products, and services provided under a resulting contract. If proposer is including the equipment, products, and services of its subsidiary entities, the proposer must also identify all included subsidiaries in its proposal. If proposer requires the use of distributors, dealers, resellers, or subcontractors to provide the equipment, products, or services, the proposal must address how the equipment, products or services will be provided to Participating Entities, and describe the network of distributors, dealers, resellers, and/or subcontractors that will be available to serve Participating Entities under a resulting contract.

Sourcewell encourages suppliers to offer the broadest possible selection of equipment, products, and services being proposed over the largest possible geographic area and to the largest possible cross-section of Sourcewell current and future Participating Entities.

C. REQUIREMENTS

It is expected that proposers have knowledge of all applicable industry standards, laws, and regulations and possess an ability to market and distribute the equipment, products, or services to Participating Entities.

1. Safety Requirements. All items proposed must comply with current applicable safety or regulatory standards or codes.
2. Deviation from Industry Standard. Deviations from industry standards must be identified with an explanation of how the equipment, products, and services will provide equivalent function, coverage, performance, and/or related services.
3. New Equipment and Products. Proposed equipment and products must be for new, current model; however, proposer may offer certain close-out equipment or products if it is specifically noted in the Pricing proposal.
4. Delivered and operational. Unless clearly noted in the proposal, equipment and products must be delivered to the Participating Entity as operational.
5. Warranty. All equipment, products, supplies, and services must be covered by a warranty that is the industry standard or better.

D. PROSPECTIVE CONTRACT TERM

The term of any resulting contract(s) awarded by Sourcewell under this solicitation will be four years. Sourcewell and supplier may agree to up to three additional one-year extensions based on the best interests of Sourcewell and its Participating Entities. Sourcewell retains the right to consider additional extensions beyond seven years as required under exceptional circumstances.

E. ESTIMATED CONTRACT VALUE AND USAGE

Based on past volume of similar contracts, the estimated annual value of all transactions from contracts resulting from this RFP are anticipated to be USD \$20 Million; therefore, proposers are expected to propose volume pricing. Sourcewell anticipates considerable activity under the contract(s) awarded from this RFP; however, sales and sales volume from any resulting contract are not guaranteed.

F. MARKETING PLAN

Proposer's sales force will be the primary source of communication with Participating Entities. The proposer's Marketing Plan should demonstrate proposer's ability to deploy a sales force or dealer network to Participating Entities, as well as proposer's sales and service capabilities. It is expected that proposer will promote and market any contract award.

G. ADDITIONAL CONSIDERATIONS

1. Contracts will be awarded to proposers able to best meet the need of Participating Entities. Proposers should submit their complete line of equipment, products, or services that are applicable to the scope of this RFP.
2. A proposer may submit only one proposal. If related, affiliated, or subsidiary entities elect to submit separate proposals, rather than a single parent-entity proposal, each such proposal must be prepared independently and without cooperation, collaboration, or collusion.
3. If a proposer works with a consultant on its proposal, the consultant (an individual or company) may not assist any other entity with a proposal for this solicitation.
4. Proposers should include all relevant information in its proposal, since Sourcewell cannot consider information that is not included in the proposal. Sourcewell reserves the right to verify proposer's information and may request clarification from a proposer, including samples of the proposed equipment or products.
5. Depending upon the responses received in a given category, Sourcewell may need to organize responses into subcategories in order to provide the broadest coverage of the requested equipment, products, or services to Participating Entities. Awards may be based on a subcategory.
6. A proposer's documented negative past performance with Sourcewell or its Participating Entities occurring under a previously awarded Sourcewell contract may be considered in the evaluation of a proposal.

III. PRICING

A. REQUIREMENTS

All proposed pricing must be:

1. Either Line-Item Pricing or Percentage Discount from Catalog Pricing, or a combination of these:
 - a. **Line-item Pricing** is pricing based on each individual product or services. Each line must indicate the proposer’s published “List Price,” as well as the “Contract Price.”
 - b. **Percentage Discount from Catalog or Category** is based on a percentage discount from a catalog or list price, defined as a published Manufacturer’s Suggested Retail Price (MSRP) for the products or services. Individualized percentage discounts can be applied to any number of defined product groupings. Proposers will be responsible for providing and maintaining current published MSRP with Sourcewell, and this pricing must be included in its proposal and provided throughout the term of any contract resulting from this RFP.
2. The proposer’s not to exceed price. A not to exceed price is the highest price for which equipment, products, or services may be billed to a Participating Entity. However, it is permissible for suppliers to sell at a price that is lower than the contracted price.
3. Stated in U.S. and Canadian dollars (as applicable).
4. Clearly understandable, complete, and fully describe the total cost of acquisition (e.g., the cost of the proposed equipment, products, and services delivered and operational for its intended purpose in the Participating Entity’s location).

Proposers should clearly identify any costs that are NOT included in the proposed product or service pricing. This may include items such as installation, set up, mandatory training, or initial inspection. Include identification of any parties that impose such costs and their relationship to the proposer. Additionally, proposers should clearly describe any unique distribution and/or delivery methods or options offered in the proposal.

B. ADMINISTRATIVE FEES

Proposers awarded a contract are expected to pay to Sourcewell an administrative fee in exchange for Sourcewell facilitating the resulting contracts. The administrative fee is normally calculated as a percentage of the total sales to Participating Entities for all contracted equipment, products, or services made during a calendar quarter, and is typically one percent (1%) to two percent (2%). In some categories, a flat fee may be an acceptable alternative.

IV. CONTRACT

Proposers awarded a contract will be required to execute a contract with Sourcewell (see attached template). Only those modifications the proposer indicates in its proposal will be available for discussion. Much of the language in the Contract reflects Minnesota legal requirements and cannot be altered. Numerous and/or onerous exceptions that contradict Minnesota law may result in the proposal being disqualified from further review and evaluation.

To request a modification to the template Contract, a proposer must submit the Exceptions to Terms, Conditions, or Specifications table with its proposal. Only those exceptions noted at the time of the proposal submission will be considered.

Exceptions must:

1. Clearly identify the affected article and section.
2. Clearly note the requested modification; and as applicable, provide requested alternative language.

Unclear requests will be automatically denied.

Only those exceptions that have been accepted by Sourcewell will be included in the contract document provided to the awarded supplier for signature.

If a proposer receives a contract award resulting from this solicitation it will have up to 30 days to sign and return the contract. After that time, at Sourcewell's sole discretion, the contract award may be revoked.

V. RFP PROCESS

A. PRE-PROPOSAL CONFERENCE

Sourcewell will hold an optional, non-mandatory pre-proposal conference via webcast on the date and time noted in the Solicitation Schedule for this RFP and on the Sourcewell Procurement Portal. The purpose of this conference is to allow potential proposers to ask questions regarding this RFP and Sourcewell's competitive contracting process. Information about the webcast will be sent to all entities that have registered for this solicitation opportunity through their Sourcewell Procurement Portal Vendor Account. Pre-proposal conference attendance is optional.

B. QUESTIONS REGARDING THIS RFP AND ORAL COMMUNICATION

All questions regarding this RFP must be submitted through the Sourcewell Procurement Portal. The deadline for submission of questions is found in the Solicitation Schedule and on the Sourcewell Procurement Portal. Answers to questions will be issued through an addendum to this RFP. Repetitive questions will be summarized into a single answer and identifying information will be removed from the submitted questions.

All questions, whether specific to a proposer or generally related to the RFP, must be submitted using this process. Do not contact individual Sourcewell staff to ask questions or request information as this may disqualify the proposer from responding to this RFP. Sourcewell will not respond to questions submitted after the deadline.

C. ADDENDA

Sourcewell may modify this RFP at any time prior to the proposal due date by issuing an addendum. Addenda issued by Sourcewell become a part of the RFP and will be delivered to potential proposers through the Sourcewell Procurement Portal. Sourcewell accepts no liability in connection with the delivery of any addenda.

Before a proposal will be accepted through the Sourcewell Procurement Portal, all addenda, if any, must be acknowledged by the proposer by checking the box for each addendum. It is the responsibility of the proposer to check for any addenda that may have been issued up to the solicitation due date and time.

If an addendum is issued after a proposer submitted its proposal, the Sourcewell Procurement Portal will WITHDRAW the submission and change the proposer's proposal status to INCOMPLETE. The proposer can view this status change in the "MY BIDS" section of the Sourcewell Procurement Portal Vendor Account. The proposer is solely responsible to check the "MY BIDS" section of the Sourcewell Procurement Portal Vendor Account periodically after submitting its proposal (and up to the Proposal Due Date). If the proposer's proposal status has changed to INCOMPLETE, the proposer is solely responsible to:

- i) make any required adjustments to its proposal;
- ii) acknowledge the addenda; and
- iii) ensure the re-submitted proposal is received through the Sourcewell Procurement Portal no later than the Proposal Due Date and time shown in the Solicitation Schedule above.

D. PROPOSAL SUBMISSION

Proposer's complete proposal must be submitted through the Sourcewell Procurement Portal no later than the date and time specified in the Solicitation Schedule. Any other form of proposal submission, whether electronic, paper, or otherwise, will not be considered by Sourcewell. **Late proposals will not be considered.** It is the proposer's sole responsibility to ensure that the proposal is received on time.

It is recommended that proposers allow sufficient time to upload the proposal and to resolve any issues that may arise. The time and date that a proposal is received by Sourcewell is solely determined by the Sourcewell Procurement Portal web clock.

In the event of problems with the Sourcewell Procurement Portal, follow the instructions for technical support posted in the portal. It may take up to 24 hours to respond to certain issues.

Upon successful submission of a proposal, the Sourcewell Procurement Portal will automatically generate a confirmation email to the proposer. If the proposer does not receive a confirmation email, contact Sourcewell's support provider at support@bidsandtenders.ca.

To ensure receipt of the latest information and updates via email regarding this solicitation, or if the proposer has obtained this solicitation document from a third party, the onus is on the

proposer to create a Sourcewell Procurement Portal Vendor Account and register for this solicitation opportunity.

Within the Sourcewell Procurement Portal, all proposals must be digitally acknowledged by an authorized representative of the proposer attesting that the information contained in the proposal is true and accurate. By submitting a proposal, proposer warrants that the information provided is true, correct, and reliable for purposes of evaluation for potential contract award. The submission of inaccurate, misleading, or false information is grounds for disqualification from a contract award and may subject the proposer to remedies available by law.

E. GENERAL PROPOSAL REQUIREMENTS

Proposals must be:

- In substantial compliance with the requirements of this RFP or it will be considered nonresponsive and be rejected.
- Complete. A proposal will be rejected if it is conditional or incomplete.
- Submitted in English.
- Valid and irrevocable for 90 days following the Proposal Due Date.

Any and all costs incurred in responding to this RFP will be borne by the proposer.

F. PROPOSAL WITHDRAWAL

Prior to the proposal deadline, a proposer may withdraw its proposal.

G. OPENING

The Opening of proposals will be conducted electronically through the Sourcewell Procurement Portal. A list of all proposers will be made publicly available in the Sourcewell Procurement Portal after the Proposal Due Date, but no later than the Opening time listed in the Solicitation Schedule.

To view the list of proposers, verify that the Sourcewell Procurement Portal opportunities list search is set to "All" or "Closed." The solicitation status will automatically change to "Closed" after the Proposal Due Date and Time.

VI. EVALUATION AND AWARD

A. EVALUATION

It is the intent of Sourcewell to award one or more contracts to responsive and responsible proposers offering the best overall quality, selection of equipment, products, and services, and price that meet the commonly requested specifications of Sourcewell and its Participating

Entities. The award(s) will be limited to the number of proposers that Sourcewell determines is necessary to meet the needs of its Participating Entities.

Factors to be considered in determining the number of contracts to be awarded in any category may include the following:

- Total evaluation scores (giving consideration to natural breaks in the scoring of responsive proposals);
- The number and geographic location of highest-scoring proposers that offer:
 - A comprehensive selection of the requested equipment, products, or services;
 - A sales and service network ensuring availability and coverage for Participating Entities' use; and
 - Other attributes of the proposer or contents of its proposal that assist Participating Entities in achieving environmental and social requirements, and goals.

Information submitted as part of a proposal should be as specific as possible when responding to the RFP. Do not assume Sourcewell has any knowledge about a specific supplier or product.

B. AWARD(S)

Award(s) will be made to the highest-scoring proposer(s) whose proposal conforms to all conditions and requirements of the RFP, and consistent with the award criteria defined in this RFP.

Sourcewell may request written clarification of a proposal at any time during the evaluation process.

Proposal evaluation will be based on the following scoring criteria and the Sourcewell Evaluator Scoring Guide (a copy is available in the Sourcewell Procurement Portal):

Conformance to RFP Requirements	50
Financial Viability and Marketplace Success	75
Ability to Sell and Deliver Service	100
Marketing Plan	50
Value Added Attributes	75
Performance Standards or Guarantees	50
Depth and Breadth of Offered Equipment, Products, or Services	200
Pricing	400
TOTAL POINTS	1000

C. PROTESTS OF AWARDS

Any protest made under this RFP by a proposer must be in writing, addressed to Sourcewell's Executive Director, and delivered to the Sourcewell office located at 202 12th Street NE, P.O. Box 219, Staples, MN 56479. All documents that comprise the complete protest package must

be received, and time stamped at the Sourcewell office by 4:30 p.m., Central Time, no later than 10 calendar days following Sourcewell's notice of contract award(s) or non-award. and must be time stamped by Sourcewell no later than 4:30 p.m., Central Time. A protest must allege a procedural, technical, or legal defect, with supporting documentation. A protest that merely requests a re-evaluation of a proposal's content will not be entertained

A protest must include the following items:

- The name, address, and telephone number of the protester;
- Identification of the solicitation by RFP number;
- A precise statement of the relevant facts;
- Identification of the alleged procedural, technical, or legal defect;
- Analysis of the basis for the protest;
- Any additional supporting documentation;
- The original signature of the protester or its representative; and
- Protest bond in the amount of \$20,000 (except where prohibited by law or treaty).

Protests that do not address these elements will not be reviewed.

D. RIGHTS RESERVED

This RFP does not commit Sourcewell to award any contract, and a proposal may be rejected if it is nonresponsive, conditional, incomplete, conflicting, or misleading. Proposals that contain false statements or do not support an attribute or condition stated by the proposer may be rejected.

Sourcewell reserves the right to:

- Modify or cancel this RFP at any time;
- Reject any and all proposals received;
- Reject proposals that do not comply with the provisions of this RFP;
- Select, for contracts or for discussion, a proposal other than that with the lowest cost;
- Independently verify any information provided in a proposal;
- Disqualify any proposer that does not meet the requirements of this RFP, is debarred or suspended by the United States or Canada, State of Minnesota, Participating Entity's state or province; has an officer, or other key personnel, who have been charged with a serious crime; or is bankrupt, insolvent, or where bankruptcy or insolvency are a reasonable prospect;
- Waive or modify any informalities, irregularities, or inconsistencies in the proposals received;
- Clarify any part of a proposal and discuss any aspect of the proposal with any proposer; and negotiate with more than one proposer;
- Award a contract if only one responsive proposal is received if it is in the best interest of Participating Entities; and

- Award a contract to one or more proposers if it is in the best interest of Participating Entities.

E. DISPOSITION OF PROPOSALS

All materials submitted in response to this RFP will become property of Sourcewell and will become public record in accordance with Minnesota Statutes Section 13.591, after negotiations are complete. Sourcewell considers that negotiations are complete upon execution of a resulting contract. It is the proposer's responsibility to clearly identify any data submitted that it considers to be protected. Proposer must also include a justification for the classification citing the applicable Minnesota law. Sourcewell may reject proposals that are marked confidential or nonpublic, either substantially or in their entirety.

Sourcewell will not consider the prices submitted by the proposer to be confidential, proprietary, or trade secret materials. Financial information, including financial statements, provided by a proposer is not considered trade secret under the statutory definition.



3/29/2023

Addendum No. 1

Solicitation Number: RFP 051123

Solicitation Name: Fleet Electrification Transition Planning, Management, and Related Services

Consider the following Questions and Answers to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

Does this RFP include electric vehicles?

Answer 1:

Refer to RFP Section II. B. 2. – “The primary focus of this solicitation is on Fleet Electrification Transition Planning, Management, and Related Services. This solicitation should NOT be construed to include supplies-only solutions.” Proposers may include related equipment, software, technology, accessories, and services if they are complementary to the solutions proposed being proposed in RFP Section II. B. 1.

Question 2:

Can you please confirm the definition of Sole Source in this instance?

Answer 2:

The RFP text on page 5 reads, “Sourcewell prefers suppliers that provide a sole source of responsibility for the equipment, products, and services provided under a resulting contract.” In this context Sourcewell is stating its preference for suppliers who can provide all equipment, products, and services themselves. Refer to the paragraph text in full on page 5 of the RFP if a proposer intends to include any subsidiary entities, distributors, dealers, resellers, or subcontractors as part of its proposal.

Question 3:

Can Sourcewell please clarify the scope of as-a-Service? Is this pertaining to Transportation-as-a-service? Software-as-a-Service?

Answer 3:

“Subscription or as-a-service” applies to the services identified in RFP subparagraph II. B. 1. d. – “Implementation and management services.”

Question 4:

Can respondents include Charge Management Software Systems?

Answer 4:

RFP Section II. 1. d. vi. of the requested equipment, products, or services includes, “Charging management.” Related software may be included if it is complementary to the service provided.

Question 5:

Is the focus of this RFP more vehicle-oriented or project management/consultant-oriented?

Answer 5:

See Answer 1 above.

Question 6:

Can projects include solar/storage/any integrated technologies for resiliency and cost optimization?

Answer 6:

RFP Section II. 1. d. vi. of the requested equipment, products, or services includes “Integration” under implementation and management services.

Question 7:

Is Sourcewell interested in a charging-as-a-service option on behalf of its participating entities? If so, would an energy-savings-performance-contract model be accepted as a contracting/pricing option, where energy savings help to pay for the cost of the fleet electrification project?

Answer 7:

RFP Section II. 1. d. vi. of the requested equipment, products, or services includes, "Charging management."

It is left to the discretion of each proposer to articulate and propose the pricing approach that aligns with their business methods and satisfies the requirements of RFP Section III. - Pricing. Proposals are evaluated based on the criteria stated in the RFP.

End of Addendum

Acknowledgement of this Addendum to RFP 051123 posted to the Sourcewell Procurement Portal on 3/29/2023, is required at the time of proposal submittal.



04/14/2023

Addendum No. 2

Solicitation Number: RFP 051123

Solicitation Name: Fleet Electrification Transition Planning, Management, and Related Services

Consider the following Questions and Answers to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

If a proposer is offering a full end to end solution for Fleet Electrification Transition Planning, Management, and Related Services, and providing a Charging-as-a-Service model; wherein all capital costs for infrastructure, equipment, hardware, software, operations and maintenance are included in one price per kWh of electricity consumed through charging activities, how should the proposer describe this in the pricing section since each customer's pricing is based on a unique solution and there is not a one-size fits all pricing?

Answer 1:

Each proposer, in its discretion, will determine and propose the pricing approach that aligns with its business methods and satisfies all the requirements of the RFP Section III. on Pricing. In the competitive process, Sourcewell will not advise a proposer on the format of its proposal.

Question 2:

Instead of a stated amount for discounted pricing, can the proposer use volume discounts such as 5% below initial charging-as-a-service offered price once volume reaches a certain quantity of vehicles?

Answer 2:

See Answer 1 above.

Question 3:

Regarding the Sourcwell contract template, many contract terms apply to products or goods (tangible items) as opposed to services. Can Sourcwell please provide a separate form for services-based contracts? Will Sourcwell positively receive struck terms that are inapplicable or viewed as onerous?

Answer 3:

To request a modification to the template contract terms, conditions, or specifications, a Proposer may complete and submit the Exceptions to Terms, Conditions, or Specifications Form, which is found as the final Table of Step 1 – Specifications in the proposal submission process. The contract template will be completed and sent to each awarded vendor, with inclusion of any exceptions stated in the proposer's Exceptions to Terms, Conditions, or Specifications Form that are acceptable to Sourcwell, with the award notification.

Question 4:

Template contract Section 2.B. – Warranty, specifically contemplates a warranty in excess of industry-norm standard of care for Services, making the work performed by a supplier uninsurable. How is this reconciled with RFP section C. Requirements, point 5 which calls for "...services must be covered by a warranty that is industry standard or better" and Table 9A & 9B?

Answer 4:

As it relates to services, a proposer has the opportunity to complete Table 9B, in Step 1 of the proposal preparation process, entitled "Performance Standards and Guarantees", describing its performance or services standards or guarantees. A proposer may also upload relevant supporting material in Step 2 of the proposal preparation process in the Portal.

Question 5:

Template contract Section 5.A. – Participation, will Sourcwell's contract with Supplier be made available to entities in BOTH U.S. and Canada? Are there additional Canadian based terms that would apply? Are the clauses incorporating Minnesota based law applicable to Participating Entities outside of Minnesota?

Answer 5:

A proposer is not required to cover every geographic region to be considered for award. Each proposal is evaluated based on the criteria stated in the RFP.

Refer to Sourcewell template contract Section 6. B. – Additional Terms and Conditions/Participating Addendum, “Additional terms and conditions to a purchase order, or other required transaction documentation, may be negotiated between a Participating Entity and Supplier, such as job or industry-specific requirements, legal requirements (e.g., affirmative action or immigration status requirements), or specific local policy requirements.”

Refer to Sourcewell template contract Section 6. F. – Governing Law and Venue, “The governing law and venue for any action related to a Participating Entity’s order will be determined by the Participating Entity making the purchase.”

Question 6:

Template contract Section 6.A. - Orders and Payment, Does Sourcewell have privity of contract with Participating Entities, and if so, to what extent? Will Sourcewell share their agreement with Participating Entities with Supplier? Is the form of the “purchase order” contemplated determined by Participating Entities? Is Sourcewell a party to each agreement or addendum made with a Participating Entity that uses the Sourcewell contract?

Answer 6:

Refer to RFP Section I. B. – Use of Resulting Contracts, “Use of Sourcewell contracts is voluntary and Participating Entities retain the right to obtain similar equipment, products, or services from other sources.” Sourcewell Participating Entities do not enter into a contract with Sourcewell, but rather a membership agreement.

Refer to Sourcewell template contract Section 6. A. – Orders and Payment, “If a Participating Entity issues a purchase order, it may use its own forms, but the purchase order should clearly note the applicable Sourcewell contract number.” Participating Entities typically access contracted equipment, products, or services through a purchase order issued directly to the contracted supplier. Sourcewell is not typically directly involved in a Participating Entity’s purchase order.

Question 7:

Template contract Section 8.B. - Administrative Fee, is the administrative fee envisioned to be a line item within the costing section determined by Proposer? “The Administrative Fee must be included in, and not added to, the pricing.” Does this mean the rates shall include an Administrative Fee baked in or should it be separated out? Is

the administrative fee 1%, 2%, between 1% and 2% or a flat fee? RFP is vague and does not specify. Sample contract refers to the term but does not define the term.

Answer 7:

The administrative fee must be included in the pricing and not as a separate line item for a Participating Entity.

It is left to the discretion of each proposer to determine and propose an administrative fee that is consistent with its business and its industry.

Question 8:

Template contract Section 17. - Performance, Default, and Remedies, what role does Sourcwell play in the event of a dispute between a Participating Entity and Supplier?

Answer 8:

Section 17 of the Sourcwell template contract defines the process to address unresolved contract issues between an awarded supplier and Sourcwell. Participating Entities may negotiate their own dispute procedures with an awarded supplier as part of a resulting purchase order in accordance with Section 6. B. of the template contract.

Question 9:

RFP E. Estimated Value – could Sourcwell provide any detail as to how the estimated value was determined?

Answer 9:

The estimated value of all resultant contracts is based on market research and similar contracts available in the government space. No sales or sales volume are guaranteed.

Question 10:

Regarding Table 10, Line Item 57 of the proposer questionnaire – Will Sourcwell accept a standard agreement form containing enhancements to terms?

Answer 10:

A proposer may include any standard transaction documents they propose to use in connection with an awarded contract.

Question 11:

Where can the forms referenced in template contract Section 21 be found for download?

Answer 11:

Template contract section 21 are Provisions for Non-United States Federal Entity Procurements Under United States Federal Awards or Other Awards. Sourcewell does not maintain or provide any forms regarding this section.

Question 12:

RFP subparagraph II. B. 1. C. states that Sourcewell is seeking support on 'strategic roadmap development', is this pertaining to the proposer's roadmap or support for a participating entity's roadmap?

Answer 12:

Refer to RFP Section II. B. 1. – “Sourcewell is seeking proposals to assist Sourcewell Participating Entities with...”

Question 13:

RFP subparagraph II. B. 1. d. v. states that Sourcewell is seeking support on “Integration”, please confirm what integration means here. Does it mean alternate power source integration or integration with other providers, etc.?

Answer 13:

“Integration” applies to the services identified in RFP subparagraph II. B. 1. d. – “Implementation and management services.”

Question 14:

RFP Section II. C. - What type of documentation is necessary to include for proof of meeting the requirements listed here in their submission for all equipment, products, and services?

Answer 14:

It is left to the discretion of each proposer to determine the information necessary to best articulate the proposal and best represent their equipment, products, or services. Each proposer has the opportunity to describe their proposal in the specifications tables and upload supporting documentation.

Question 15:

RFP subparagraph III. A. 4. states pricing must be – “Clearly understandable, complete, and fully describe the total cost of acquisition (e.g., the cost of the proposed equipment, products, and services delivered and operational for its intended purpose in the Participating Entity’s location).” Does this refer to the cost of acquisition to operate the product/service or is it the cost to the participating entity or proposers cost to acquire?

Answer 15:

Proposed pricing must describe the total cost of acquisition to the Participating Entity.

Question 16:

RFP Section III. B. - Are the “Administrative Fees” part of this solicitation or part of a future solicitation and award with a participating entity?

Answer 16:

Refer to Section 8. B. of the Sourcewell template contract for additional information regarding administrative fees related to sales under an awarded contract. “In consideration for the support and services provided by Sourcewell, the Supplier will pay an administrative fee to Sourcewell on all Equipment, Products, and Services provided to Participating Entities.”

Question 17:

RFP subparagraph II. B. 1. d. vi. - We do not want to assume the definition of “Charging management”, could you specify what this includes? i.e. throttle charger output, payment management, proposer managed entity charger, etc.

Answer 17:

“Charging management” applies to the services identified in RFP subparagraph II. B. 1. d. – “Implementation and management services.”

Question 18:

In the portal submission area, Step 1, Table 15, Line Item 80, Can you clarify if you are referring to the local power company's infrastructure or the electrical distribution system at a given facility?

Answer 18:

Line Item 80 refers to Participating Entities.

Question 19:

Page 10, Section V, Subsection E - states, 'A proposal will be rejected if it is conditional or incomplete'. What does 'conditional' mean in this sentence?

Answer 19:

“Conditional” in this context refers to proposals that substantially limit or modify any of the terms and conditions, specifications, or requirements of the request for proposals.

End of Addendum

Acknowledgement of this Addendum to RFP 051123 posted to the Sourcewell Procurement Portal on 04/14/2023, is required at the time of proposal submittal.



04/20/2023

Addendum No. 3

Solicitation Number: RFP 051123

Solicitation Name: Fleet Electrification Transition Planning, Management, and Related Services

Consider the following Question and Answer to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

When identifying the registered entity for this project, can the entity transfer project components over to another entity as long as they are a wholly owned subsidiary? Would tax forms demonstrating the entity is a wholly-owned subsidiary be sufficient?

Answer 1:

Refer to RFP Section II. B., page 5 – “If proposer is including the equipment, products, and services of its subsidiary entities, the proposer must also identify all included subsidiaries in its proposal.” Each proposer has the opportunity in Step 1, Table 1, of the response process to articulate the proposer’s legal name, included subsidiary entities, and assumed names or DBA names.

End of Addendum

Acknowledgement of this Addendum to RFP 051123 posted to the Sourcewell Procurement Portal on 04/20/2023, is required at the time of proposal submittal.



04/21/2023

Addendum No. 4

Solicitation Number: RFP 051123

Solicitation Name: Fleet Electrification Transition Planning, Management, and Related Services

Consider the following Questions and Answers to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

Regarding Line Item 62, “Propose a method of facilitating “sourced” products or related services, which may be referred to as “open market” items or “nonstandard options”. For example, you may supply such items “at cost” or “at cost plus a percentage,” or you may supply a quote for each such request.” We would require additional information to understand the requirements for facilitating “sourced” items for Sourcewell’s Participating Entities. For some services offered, in addition to a fee, the “at cost” item would flow through.

Answer 1:

Generally, a sourced or open market item is a product or service that a participating entity is seeking to purchase under the contract, but that is not among the awarded vendor’s offerings. It is typically deemed incidental to the balance of the transaction.

Each proposer, in its discretion, will determine and propose the method and pricing approach for sourced products or related services that align with its business methods.

Question 2:

Elaborate on Line Item 79, “Describe any ongoing services or subscriptions your company offers.”

Answer 2:

Proposers may describe any available ongoing services or subscriptions that are included as part of their proposed offering of solutions and are within the scope of RFP Section II. B. 1. – Requested Equipment, Products, or Services.

End of Addendum

Acknowledgement of this Addendum to RFP 051123 posted to the Sourcewell Procurement Portal on 04/21/2023, is required at the time of proposal submittal.



04/26/2023

Addendum No. 5

Solicitation Number: RFP 051123

Solicitation Name: Fleet Electrification Transition Planning, Management, and Related Services

Consider the following Questions and Answers to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

Can Sourcewell please provide further explanation as to what is meant by incentives processing for public agencies in Line Item 78?

Answer 1:

This area allows proposers to describe their method of processing various types of tax incentives, credits, grants, or rebates as it relates to public agencies.

Question 2:

What is the anticipated duration for this contract?

Answer 2:

Refer to RFP Section II. D. – Prospective Contract Term, “The term of any resulting contract(s) awarded by Sourcewell under this solicitation will be four years. Sourcewell and supplier may agree to up to three additional one-year extensions based on the best interests of Sourcewell and its Participating Entities. Sourcewell retains the right to consider additional extensions beyond seven years as required under exceptional circumstances.”

End of Addendum

Acknowledgement of this Addendum to RFP 051123 posted to the Sourcewell Procurement Portal on 04/26/2023, is required at the time of proposal submittal.



05/03/2023

Addendum No. 6

Solicitation Number: RFP 051123

Solicitation Name: Fleet Electrification Transition Planning, Management, and Related Services

Consider the following Questions and Answers to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

How will the participating entities see our pricing? Do they see our pricing via the attachment submitted to Sourcewell?

Answer 1:

Refer to RFP Section VI. E. – Disposition of Proposals, “All materials submitted in response to this RFP will become property of Sourcewell and will become public record in accordance with Minnesota Statutes Section 13.591, after negotiations are complete.”

Question 2:

Do you have any archetypes that help categorize Sourcewell’s large sum of participating entities? And if we are selected, will you be able to provide the contact information of buyers for all participating entities?

Answer 2:

Refer to RFP Section I. B. – Use of Resulting Contracts for a description of the types of entities eligible to be participating entities.

Awarded suppliers will work with their Supplier Development Administrator to best market the contract post-award.

Question 3:

Does Sourcewell organize any virtual or in-person events for participating entities? If yes, can a calendar be provided if we are selected?

Answer 3:

Sourcewell does not currently hold these types of events.

Question 4:

Does “ongoing services or subscriptions” from Table 15, Line Item 79: Industry Specific Questions, refer to any tools that could be leveraged on a need basis for any work delivered under this solicitation or does it refer to required subscriptions that come with our services?

Answer 4:

Refer to Addendum 4, answer 2.

Question 5:

Does the requested previous experience with governmental organizations in Table 4, Line Item 24 and Table 5, Line Item 25 only apply to entities located in the United States and Canada?

Answer 5:

Refer to the table instructions for Line Item 24, “Supply reference information from three customers to whom you have provided equipment, products, or services similar to the solutions sought in this RFP and who are eligible to be Sourcewell participating entities.” Currently only the types of entities described in RFP Section I. B. – Use of Resulting Contracts are eligible to be Sourcewell participating entities. For Table 5, Line Item 25 the “State/Province” field only allows the selection of U.S. states or Canadian provinces or territories.

Question 6:

What are the assumptions on fleet size that we can use to help us determine pricing?

Answer 6:

Sourcewell utilizes a competitive, solutions-based solicitation approach that is not based on detailed specifications or finite quantities. A proposer can propose its entire line of equipment, products, and services falling within the requested equipment, products, and services as described in the RFP.

Question 7:

We noted that for many existing Sourcewell contracts for services that pricing is not available publicly, but instead participating entities can receive it upon request. Is it possible for us to note on our pricing forms that we would like to have our pricing only available upon request? Pricing is considered proprietary and confidential, and we would prefer it not be available publicly on Sourcewell's website.

Answer 7:

Content of an awarded supplier's landing page on Sourcewell's website is handled as part of the post-award contract launch process with their Supplier Development Administrator.

Regarding documents a proposer may deem proprietary or confidential refer to RFP Section VI. E. – Disposition of Proposals, "All materials submitted in response to this RFP will become property of Sourcewell and will become public record in accordance with Minnesota Statutes Section 13.591, after negotiations are complete."

Question 8:

Is a DUNs number sufficient to satisfy the Unique Identifier Number requirement in question 4 or do bidders need to provide a CAGE code?

Answer 8:

Refer to the "General Instructions" located above Table 1. "...respond "N/A" if the question does not apply to you (preferably with an explanation)."

Question 9:

With regards to pricing, given these are consulting services, we are looking for some guidance on parameters that would allow pricing to be compared to other vendors. What can we use to provide more representative pricing?

Answer 9:

Each proposer, in its discretion, will determine and propose the pricing approach that aligns with its business methods and satisfies all the requirements of the RFP Section III. on Pricing. In the competitive process, Sourcewell will not advise a proposer on the format of its proposal.

End of Addendum

Acknowledgement of this Addendum to RFP 051123 posted to the Sourcewell Procurement Portal on 05/03/2023, is required at the time of proposal submittal.