

**STATEMENT OF WORK
GUARANTEED ENERGY SAVINGS PROGRAM
INVITATION TO QUALIFY (ITQ) CONTRACT**

OVERVIEW: The purpose of this Guaranteed Energy Savings Program ITQ is to qualify responsible and responsive contractors to provide services necessary to facilitate, manage, and complete projects executed under the Commonwealth's Guaranteed Energy Savings Act (GESA). These GESA Projects involve the design and implementation of energy-related improvements, referred to herein as Energy Conservation Measures (ECM), at no up-front cost to the Commonwealth.

ISSUING OFFICE: This ITQ is managed and administered by the Commonwealth of Pennsylvania, Department of General Services (DGS), Bureau of Procurement. All inquiries should be referred to:

Keith Worley, Commodity Specialist
Department of General Services, Bureau of Procurement
555 Walnut Street, Forum Place, 6th Floor
Harrisburg, PA, 17101-1914
Telephone: (717) 346-2679
E-mail: kworley@state.pa.us

QUALIFICATIONS: Contractors interested in becoming an ITQ Contractor must meet the following requirements. Failure to meet the below requirements will result in the application being rejected. Each Contractor that meets the minimum qualifications will be awarded a contract. Award of a contract to a Contractor is not a guarantee of business.

- A. Substantiate a minimum of three (3) years of experience in the field of energy-related capital improvements and developing energy conservation measures.
- B. Substantiate the Contractor has on-staff and identify a full time Professional Engineer (P.E.) licensed to practice in Pennsylvania as well as a full time Certified Energy Manager (C.E.M). Note that a single individual may possess both credentials and satisfy this requirement.
- C. To demonstrate that the above requirements are satisfactorily met, the Contractors **must** submit a company overview providing a brief business history outlining the length of time in business, an outline of the management and operational structure, including number of senior staff professionals and other staff professionals, as well as resumes of key staff professionals who have experience energy related capital improvements and guaranteed energy savings projects.

**STATEMENT OF WORK
GUARANTEED ENERGY SAVINGS PROGRAM
INVITATION TO QUALIFY (ITQ) CONTRACT**

SERVICE CATEGORIES: Contractors will need to choose the appropriate commodity code(s) to qualify for this contract. Contractors will select the appropriate code(s) under the Business Details section of the qualification process. The Commonwealth may add additional commodity codes as the need arises. The table below lists the appropriate commodity code and description of each service category.

COMMODITY CODE	DESCRIPTION OF SERVICE CATEGORY
83100000-ITQ-203 GESA Contracting Services	Contractors qualified under this service category will have the opportunity to respond to RFQs for GESA Projects to be completed at Commonwealth facilities. The GESA Contractor shall design, construct, and implement ECMs in accordance with the requirements of this ITQ and the specifications of the applicable RFQ.
83100000-ITQ-204 GESA Project Consulting Services	When desired, DGS will engage the services of an energy consultant (referred to herein as the DGS Energy Consultant or Consultant) to act as an agent and authorized representative/designee for DGS and the Funding Agency in the management and oversight of all phases of a GESA Project.

REQUEST FOR QUOTES (RFQ) PROCEDURES: Commonwealth agencies will issue an RFQ to qualified Contractors, through the Commonwealth's Custom Portal, powered by the JAGGAER system. Contractors will respond to the RFQ in the system. The requesting agencies may require the qualified Contractors to furnish, upon request, additional documentation in the RFQ. The qualified Contractors selected for the RFQ process will receive a Purchase Order (PO) and will supply the service to meet the specific requirements as indicated in the RFQ.

Agencies will make a best value selection based upon the criteria set forth in the RFQ. Best Value refers to the process of selecting the quote which provides the greatest value to the agency based on evaluating and comparing all pertinent criteria, including cost, so that the Contractor whose overall proposal best suits the agency's needs is selected for each individual project.