

STATE OF ILLINOIS
REQUEST FOR QUALIFICATIONS
ILLINOIS POWER AGENCY
PROFESSIONAL SERVICES - ELECTRICITY PROCUREMENT PLANNING
Reference Number 15-RFQ-01

The Illinois Power Agency (“Agency” or “State”) is issuing this request for qualifications (“RFQ”) seeking qualified and responsible experts or expert firms (“Offerors”) to assist the Agency with the development of annual power supply procurement plans. A brief background and description is set forth below, followed by detailed requirements. The Agency welcomes responses from qualified Offerors able and willing to meet these requirements. Evaluation of responses to this RFQ will form the basis for determining potential recipients for one or more Requests for Proposal (RFP) including specific requirements.

BACKGROUND: The Agency serves as the procurement authority for electricity delivered to bundled rate customers of Commonwealth Edison (“ComEd”) and Ameren Illinois Company (“Ameren”), per the Illinois Power Agency Act (20 ILCS 3855/1-5 *et seq.*) and Section 16-111.5 of the Public Utilities Act (220 ILCS 5/16-111.5). The Illinois Power Agency Act states that “The Agency shall each year, as needed, issue a request for qualifications for experts or expert consulting firms to develop the procurement plans in accordance with Section 16-111.5 of the Public Utilities Act.” This solicitation represents the first step in the process of retaining an expert or expert consulting firm. Upon completion of the solicitation evaluation process, only Offerors rated as qualified by the Agency will receive a subsequent request for proposals (“RFP”). If selected through the RFP process, the selected Offeror will be expected to enter into a binding contract with the Agency. Pursuant to Section 1-25(2) of the Illinois Power Agency Act (20 ILCS 3855/1-25(2)), this solicitation is exempt from the standard procurement process outlined in the Illinois Procurement Code and instead features the “alternative bidding procedures” described under Section 1-75(a) of the IPA Act as authorized by Section 20-10(i) of the Illinois Procurement Code (30 ILCS 500/20-10(i)).

BRIEF DESCRIPTION: The Agency seeks a power supply procurement planning consultant (“Consultant”). The Consultant will primarily assist the Agency in developing its annual procurement plan as described under Section 1-75(b) of the IPA Act (20 ILCS 3855/1-75(b)). The Agency’s power supply procurement plans support the electricity (and renewable energy resources) requirements for bundled rate customers of Ameren, ComEd, and any other utilities which may require the services of the Agency.

Offerors must meet the minimum qualifications listed below:

- A. Direct previous experience assembling large-scale power supply plans or portfolios for end-use customers
- B. An advanced degree in economics, mathematics, engineering, risk management, or a related area of study
- C. 10 years of experience in the electricity sector, including managing supply risk
- D. Expertise in wholesale electricity market rules, including those established by the Federal Energy Regulatory Commission and regional transmission organizations
- E. Expertise in credit protocols and familiarity with contract protocols
- F. Adequate resources to perform and fulfill the required functions and responsibilities
- G. The absence of a conflict of interest and inappropriate bias for or against potential bidders or the affected electric utilities

It is expected that the contract resulting from this solicitation and any subsequent RFP with the awarded Offeror shall have an initial term of approximately April 1, 2015 through December 31, 2015, with the possibility for annual renewal for up to four (4) additional years.

SOLICITATION OUTLINE

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INSTRUCTIONS FOR SUBMITTING QUALIFICATIONS

- I.1 HOW TO ENTER INFORMATION:** Type information in the text fields provided. Text fields are indicated by the instruction “[Click here to enter text.](#)” in red font. If the information requested does not apply to the Offeror, then enter “N/A” into the text field. Please enter the requested information or N/A into every red text field. If appropriate, provide a brief explanation of why the field is not applicable.
- I.2 PUBLISHED PROCUREMENT INFORMATION:** Although this solicitation is exempt from the Illinois Procurement Code, the Agency will use State websites to disseminate information about this solicitation. The State publishes procurement information, including updates, on the Illinois Procurement Bulletin (www.purchase.state.il.us), Illinois Public Higher Education Procurement Bulletin (www.procure.stateuniv.state.il.us/), Transportation Procurement Bulletin (www.dot.il.gov/desenv/transprocbulletin.html) or the Illinois Capital Development Board Bulletin (www.cdb.state.il.us/procurement.shtml), (collectively and individually referred to as “Bulletin”). The Agency will also post this solicitation and related documents and announcements to its website (www.illinois.gov/ipa). Procurement information may not be available in any other form or location. Offeror is responsible for monitoring the Bulletin selected by the Agency for this procurement. The Agency will not be held responsible if Offeror fails to receive the optional e-mail notices.
- I.3 SOLICITATION CONTACT:** The individual listed below shall be the single point of contact for this solicitation. Unless otherwise directed, Offerors should only communicate with the Solicitation Contact. The Agency shall not be held responsible for information provided to or from any other person.

Solicitation Contact: Anthony M. Star	Phone: 312-814-8106
Agency: Illinois Power Agency	Fax: 312-814-0926
Street Address: 160 N. LaSalle Street, Suite C-504	TDD: 866-846-5276
City, State Zip: Chicago, IL 60601	
Email: anthony.star@illinois.gov	

Questions or comments regarding this RFQ should be timely directed in writing to the Solicitation Contact identified above. Do not discuss the solicitation or any qualification, directly or indirectly, with any State officer or employee other than the Solicitation Contact.

- I.4 OFFEROR QUESTIONS AND AGENCY RESPONSE:** All questions, other than those raised at any Offeror conference, that pertain to this solicitation must be submitted in written form and submitted to the Solicitation Contact no later than December 22, 2014. Questions received and Agency responses may be posted as an Addendum to the original solicitation on the Bulletin;

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only these written answers to questions shall be binding on the Agency. Offerors are responsible for monitoring the Bulletin.

- I.5 SUBMISSION DUE DATE, TIME, AND ADDRESS FOR SUBMISSION:** Submittal of qualifications shall be directed to the address provided below, and shall be received no later than the Submittal Due Date & Time specified below.

Submittal due Date & Time:

Date: January 9, 2015

Time: 5:00 pm CPT

Submit/Deliver Submittals To:

Agency: Illinois Power Agency
Attn: Anthony M. Star
Address: 160 N. LaSalle St., Suite C-504
City, State Zip: Chicago, IL 60601
Solicitation Title & Reference # Request for Qualifications – Procurement Planning Consultant, 15-RFQ-01 Offeror Name: _____

(Place label containing information above outside of sealed envelope/container)

- I.6 INSTRUCTIONS FOR SUBMISSION OF QUALIFICATIONS:** Responses to this RFQ must be submitted in a single sealed envelope/container clearly labeled with the solicitation title, and Offeror's name. One signed original and one electronic copy of the Submittal of Qualifications package must be provided. The electronic copy may be submitted via email to the Solicitation Contact.

The package shall contain the following two sections:

Section 1 – Submittal of Qualifications Check List

Section 2 – Technical Response

- I.7 GOVERNING LAW AND FORUM:** Illinois law and rule govern this solicitation and any resulting contract. Offeror must bring any action relating to this solicitation or any resulting contract in the appropriate court in Illinois. This document contains statutory references designated with "ILCS". Vendor may view the full text at (www.ilga.gov/legislation/ilcs/ilcs.asp). Section 1-75 of the Illinois Power Agency Act (20 ILCS 3855/1-75) and Section 16-111.5 of the Public Utilities Act (220 ILCS 5/16-111.5) are applicable to this solicitation. See specifically 20 ILCS 3855/1-75(a) and (b) for statutory qualifications and the selection process.

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- I.8 PUBLIC RECORDS AND REQUESTS FOR CONFIDENTIAL TREATMENT:** Submittals of Qualifications become the property of the Agency. Submittals of Qualifications, including late submissions will not be returned. All submittals will be open to the public under the Illinois Freedom of Information Act (FOIA) (5 ILCS 140) and other applicable laws and rules, unless Offeror requests in its submittal that the Agency treat certain information as confidential. A request for confidential treatment will not supersede the State's legal obligations under FOIA. The Agency will not honor requests to keep entire submittals confidential. Offerors must show the specific grounds in FOIA or other law or rule that support confidential treatment. Regardless, the Agency will disclose the successful Offeror's name, and the substance of the submittal upon final contract award. If Offeror requests confidential treatment, Offeror must submit one additional copy of the Submittal of Qualifications with proposed confidential information redacted. This redacted copy must describe the general nature of the material removed, and shall retain as much of the Submittal of Qualifications as possible. In a separate attachment, Offeror shall supply a listing of the provisions identified by section number for which it seeks confidential treatment and identify the statutory basis under Illinois law and include a detailed justification for exempting the information from public disclosure. Offeror will hold harmless and indemnify the Agency for all costs or damages associated with the Agency defending Offeror's request for confidential treatment. Offeror agrees the Agency may copy the Submittal of Qualifications to facilitate evaluation, or to respond to requests for public records. Offeror warrants that such copying will not violate the rights of any third party.
- I.9 RESERVATIONS:** Offeror must read and understand the solicitation and tailor the Submittal of Qualifications and all activities to ensure compliance. The Agency reserves the right to amend the solicitation, reject any or all submittals, cancel the solicitation, and waive minor defects. The Agency may request a clarification, inspect Offeror's premises, interview staff, request a presentation, or otherwise verify the contents of the submittal, including information about subcontractors and suppliers. The Agency will make all decisions on compliance, evaluation, terms and conditions, and shall make decisions in the best interests of the Agency and in accordance with rules and other applicable state and federal statutes and regulations. This competitive process may require that Offeror provide additional information and otherwise cooperate with the Agency. If an Offeror does not comply with requests for information and cooperate, the Agency may reject the Submittal of Qualifications as non-responsive to the solicitation. Submitting a Submittal of Qualifications does not entitle Offeror to an award or a contract. Posting Offeror's name in a Bulletin notice does not entitle Offeror to a contract. The Agency is not responsible for and will not pay any costs associated with the preparation and submission of any Submittal of Qualifications. Short listed Offeror(s) for contract award shall not commence, and will not be paid for any billable work prior to the date all parties execute the contract, unless approved in writing in advance by the State Purchasing Officer or the Chief Procurement Officer (or designee).
- I.10 AWARD:** The Agency is not obligated to award a contract pursuant to this solicitation. This solicitation and any subsequent RFP issuance, selection and award process will follow the process outlined in Section 1-75(a) of the IPA Act (20 ILCS 3855/1-75(a)). As a result of this solicitation and any subsequent RFP, the Agency may select the winning Offeror based on the winning proposal and may award an initial contract for an approximately nine-month term, with the possibility for annual renewal for four additional years. If the Agency issues an award as the result of this solicitation and any subsequent RFP, the award will be made to the Responsible Offeror who best meets the specified requirements of this solicitation and any subsequent RFP.

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- I.11 INCORPORATION OF 15-RFQ-01 BY REFERENCE:** This solicitation (15-RFQ-01) and Offeror's Submittal of Qualifications will be incorporated and made part of any subsequent contract by reference.
- I.12 PREQUALIFICATION TO RESPOND TO SUBSEQUENT RFP:** Based on the evaluation of responses and approval process described in this solicitation, qualified Offerors will be invited to respond to the subsequent RFP.
- I.13 EVALUATION PROCESS:** The Agency determines how completely and satisfactorily submittals meet the Responsiveness and Responsibility requirements. Submittals that fail to meet minimum Responsiveness and Responsibility requirements will not be considered for subsequent evaluation. The Agency considers the information provided when evaluating submittals. If the Agency finds a failure or deficiency, the Agency may reject the submittal or reflect the failure or deficiency in the evaluation.

RESPONSIVENESS: A responsive Offeror is one whose submittal conforms in all material respects to this solicitation and includes all required information. The Agency will determine whether the submittal conforms in all material respects to this solicitation. Minor differences or deviations that have negligible impact on the suitability of the Offeror to meet the Agency's needs may be accepted or corrections allowed. The Agency will determine whether Offeror's Submittal of Qualifications comply with the instructions for submitting qualifications. Except for late submissions, the Agency may require that an Offeror correct deficiencies as a condition of further evaluation.

RESPONSIBILITY: A responsible Offeror is one who has the expertise, experience, qualifications and capability in all respects to perform fully the requirements stated on this solicitation and who has the reputation, integrity and reliability that will assure good faith performance. The Agency determines whether the Offeror is a "Responsible" Offeror. The Agency may additionally consider the following:

A "prohibited bidder" includes a person assisting the Agency in determining whether there is a need for contract, unless such information was part of a response to a publicly issued Request for Information. Additionally, a person who assisted the Agency by reviewing, drafting or preparing this solicitation, a Request for Proposal or Request for Information or who provided similar assistance is deemed a prohibited bidder.

Other factors that the Agency may evaluate to determine Responsibility (including those found outside the Submittal of Qualifications) include, but are not limited to: political contributions, certifications, conflict of interest, financial disclosures, past performance in business or industry, references, compliance with applicable laws, financial responsibility, insurability, effective equal opportunity compliance, and payment of prevailing wages if required by law.

CRITERIA FOR EVALUATION OF RESPONSIBILITY: The table below shows the minimum elements of expertise, skills, experience and qualifications. Failure to receive the minimum required points in any of these elements will automatically disqualify the Offeror.

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Expertise, Skills, Experience and Qualifications Requirements	Maximum Points Awarded	Minimum Points Required
A. Direct previous experience assembling large-scale power supply plans or portfolios for end-use customers	50	20
B. Advanced degree in economics, mathematics, engineering, risk management, or a related area of study	50	50
C. 10 years of experience in the electricity sector, including managing supply risk	50	50
D. Expertise in wholesale electricity market rules, including those established by the Federal Energy Regulatory Commission and regional transmission organizations	50	20
E. Expertise in credit protocols and familiarity with contract protocols	50	20
F. Adequate resources to perform and fulfill the required functions and responsibilities	50	20
G. Absence of a conflict of interest and inappropriate bias for or against potential bidders or the affected electric utilities	50	50

I.14 SELECTION OF OFFERORS: The Agency will select the Responsive and Responsible Offerors who meet the threshold requirements listed in the above evaluation. Those Responsive and Responsible Offerors that meet threshold criteria will be placed on a short list of pre-qualified Offerors. These Offerors will then be subject to review by Ameren and ComEd, the ICC, and other interested parties in accordance with the process contained in 20 ILCS 3855/1-75. Offerors on the short list, other than those Offerors that are disqualified as a result of an objection (made on a reasonable basis) by Ameren, ComEd, the ICC, or another interested party, will be invited to submit a proposal through a subsequent RFP. Resulting score points from this evaluation do not carry over to the RFP.

I.15 MINORITY, FEMALE, AND PERSONS WITH DISABILITY PARTICIPATION AND UTILIZATION PLAN: Any subsequent RFP solicitation will contain a goal to include businesses owned and controlled by minorities, females and persons with disabilities in the State's procurement and contracting processes. Failure to submit a utilization plan in response to any subsequent RFP as instructed in such solicitation will render the offer non-responsive. Go to www.sell2.illinois.gov/bep/Business_Enterprise.htm for complete requirements for BEP certification

I.16 SUBCONTRACTING: Subcontractors are allowed. For the purposes of this section, subcontractors are those specifically hired to perform all or part of the work that is the subject of this solicitation. If subcontractors are to be utilized, in preparation to any subsequent RFP, offerors must identify subcontractors with an annual value of more than \$50,000 and the expected amount of money each will receive under the contract.

SECTION 1 - SUBMITTAL OF QUALIFICATIONS CHECK LIST

SUBMITTAL OF QUALIFICATIONS CHECK LIST

By completing and signing this form, the Offeror makes a Submittal of Qualifications to the Agency that the Agency may accept. Offeror should also use this form as a final check to ensure that all required documents are completed and included with the submittal. Offeror must mark each blank below as appropriate. Offeror understands that failure to meet all requirements is cause for disqualification.

CHECK LIST:

- 1.1. SOLICITATION REVIEW:** Offeror reviewed the solicitation, including all referenced documents, laws, and instructions, completed all blanks, provided all required information, and demonstrated how it will meet the requirements of the Agency.
 Yes No
- 1.2. INCORPORATION OF 15-RFQ-01 BY REFERENCE:** Offeror acknowledges that this solicitation (15-RFQ-01) and Offeror's responses to it will be incorporated and made part of any subsequent contract by reference.
 Yes No
- 1.3. ADDENDA:** Offeror acknowledges receipt of any and all addendums to this solicitation and has taken those into account in making this Submittal of Qualifications.
 Yes No
- 1.4. SUBMISSION OF QUALIFICATIONS - Section 2:** Offeror is submitting a complete and responsive statement of qualifications, in a properly labeled container, to the correct location, and by the due date and time.
 Yes No
- 1.5. EXPERTISE, EXPERIENCE AND STAFF:** Offeror has the required expertise, skill, experience staff, and ability to meet the requirements of the Agency in Section 2.2 through Section 2.5.
 Yes No
- 1.6. MILESTONES AND DELIVERABLES:** Offeror's has the capability to meet the agency's milestones and deliverables requirements in sections 2.2 and 2.3.
 Yes No
- 1.7. OFFEROR STATEMENT OF QUALIFICATIONS:** Offeror provided a complete statement of qualifications Sections 2.5.
 Yes No
- 1.8. SIGNATURE OF AUTHORIZED REPRESENTATIVE:** The undersigned authorized representative of the identified Offeror hereby submits this Submittal of Qualifications in full compliance with this solicitation.

Signature of Authorized Representative: _____

Printed Name of Signatory: [Click here to enter text.](#)

Date: [Click here to enter a date.](#)

SECTION 2 - TECHNICAL RESPONSE

2.1. GOAL: The Agency seeks a qualified Consultant. The Consultant will assist the Agency in meeting its mission to develop annual plans for the procurement of adequate, reliable, affordable, efficient and environmentally sustainable electric service at the lowest total cost over time, taking into account any benefits of price stability for the eligible retail customers of Ameren and ComEd and any other utilities which may require the services of the Agency.

2.2. EXPERTISE, EXPERIENCE AND SERVICES REQUIRED: The Agency requires expert consulting and power supply procurement planning services from qualified Offerors that, at a minimum, have the following experience and qualifications.

- A. Direct previous experience assembling large-scale power supply plans or portfolios for end-use customers
- B. An advanced degree in economics, mathematics, engineering, risk management, or a related area of study
- C. 10 years of experience in the electricity sector, including managing supply risk
- D. Expertise in wholesale electricity market rules, including those established by the Federal Energy Regulatory Commission and regional transmission organizations
- E. Expertise in credit protocols and familiarity with contract protocols
- F. Adequate resources to perform and fulfill the required functions and responsibilities
- G. The absence of a conflict of interest and inappropriate bias for or against potential bidders or the affected electric utilities

The Consultant with input from the Agency and or the electric utilities will be required to complete the following tasks.

- 1. Analyze the projected balance of supply and demand for eligible retail customers over a 5-year period
- 2. Identify the wholesale products to be procured following plan approval by the Illinois Commerce Commission
- 3. Perform hourly load analysis; this analysis includes:
 - (i) Multi-year historical analysis of hourly loads
 - (ii) Switching trends and competitive retail market analysis
 - (iii) Known or projected changes to future loads
 - (iv) Growth forecasts by customer class
- 4. Analyze the impact of any demand side and renewable energy initiatives. This analysis includes:
 - (i) The impact of demand response programs and energy efficiency programs, both current and projected
 - (ii) Supply side needs that are projected to be offset by purchases of renewable energy resources, if any
- 5. Develop a plan for meeting the expected load requirements that will not be met through preexisting contracts. This plan includes:

SECTION 2 - TECHNICAL RESPONSE

- (i) Definitions of the different Illinois retail customer classes for which supply is being purchased
 - (ii) The proposed mix of demand-response products for which contracts will be executed during the next year
 - (iii) Monthly forecasted system supply requirements, including expected minimum, maximum, and average values for the planning period
 - (iv) The proposed mix and selection of standard wholesale products for which contracts will be executed during the next year, separately or in combination, to meet that portion of the load requirements not met through pre-existing contracts, including but not limited to monthly 5 x 16 peak period block energy, monthly off-peak wrap energy, monthly 7 x 24 energy, annual 5 x 16 energy, annual off-peak wrap energy, annual 7 x 24 energy, monthly capacity, annual capacity, peak load capacity obligations, capacity purchase plan, and ancillary services
 - (v) Proposed term structures for each wholesale product type included in the proposed procurement plan portfolio of products
 - (vi) An assessment of the price risk, load uncertainty, and other factors that are associated with the proposed procurement plan; this assessment, to the extent possible, includes an analysis of the following factors: contract terms, time frames for securing products or services, fuel costs, weather patterns, transmission costs, market conditions, and the governmental regulatory environment; the proposed procurement plan shall also identify alternatives for those portfolio measures that are identified as having significant price risk.
6. Provide ad hoc support and deliverables that, from time to time, may be required to assist the Agency in meeting its statutory mission and regulatory requirements, such as reports or updates as may be required by the Illinois General Assembly or through Orders entered by the Illinois Commerce Commission.

2.3. MILESTONES AND DELIVERABLES: The successful Offeror will be able to assist the Agency to meet the following expected milestones and deliverables:

- 2.3.1. Submit a draft procurement plan for public comment on or about August 15th of each year based upon the load forecasts submitted by the utilities on July 15th of each year.
- 2.3.2. Submit a procurement plan to the Illinois Commerce Commission on or about September 30th of each year
- 2.3.3. Support the Agency as necessary through the procurement plan approval process which starts with the submission of the plan in September and concludes the Illinois Commerce Commission approval in December of the same year
- 2.3.4. Provide ad hoc support and timeline for deliverables as determined by the Agency from time to time

SECTION 2 - TECHNICAL RESPONSE

2.4. STAFF SPECIFICATIONS: The Consultant must have adequate staff with the necessary skill and experience to perform the requirements specified in Sections 2.2 and Section 2.3 above in a timely and efficient manner.

2.5. OFFEROR STATEMENT OF QUALIFICATIONS: Please describe Offeror’s background, experience, skills, qualifications and staff relevant to the role of the Agency’s Consultant using the table below.

Minimum expertise, experience skills, and qualifications requirements:

Minimum Expertise, Skills, Experience and Qualifications Requirements	Explain how Offeror meets the minimum requirement
A) Direct previous experience assembling large-scale power supply plans or portfolios for end-use customers	Click here to enter text.
B) Advanced degree in economics, mathematics, engineering, risk management, or a related area of study	Click here to enter text.
C) 10 years of experience in the electricity sector, including managing supply risk	Click here to enter text.
D) Expertise in wholesale electricity market rules, including those established by the Federal Energy Regulatory Commission and regional transmission organizations	Click here to enter text.
E) Expertise in credit protocols and familiarity with contract protocols	Click here to enter text.
F) Adequate resources to perform and fulfill the required functions and responsibilities	Click here to enter text.
G) Absence of a conflict of interest and inappropriate bias for or against potential bidders or the affected electric utilities	Click here to enter text.

Please provide below any additional information which may assist the Agency to assess the Offeror’s background, experience, qualifications. Please limit response to one page.

[Click here to enter text.](#)

Signature of Authorized Representative: _____

Printed Name of Signatory: [Click here to enter text.](#)

Date: [Click here to enter a date.](#)

