

STATE OF ILLINOIS  
REQUEST FOR QUALIFICATIONS  
ILLINOIS POWER AGENCY  
PROFESSIONAL SERVICES - PROCUREMENT ADMINISTRATION  
Reference Number 19-RFQ-01

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The Illinois Power Agency (“Agency” or “State”) is issuing this Request for Qualifications (“RFQ”) seeking qualified and responsible experts or expert firms (“Offerors”) to serve as a Procurement Administrator who will support the Agency in meeting the power supply and Renewable Energy Credits (“RECs”) procurement needs of Illinois utilities as specified in Procurement Plans developed by the Agency and approved by the Illinois Commerce Commission (“ICC”). A brief background and description is set forth below. 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 recipients for a Request for Proposals (“RFP”) that will include more detailed and specific requirements.

**BACKGROUND:** The Agency serves as the authority for the procurement of electricity delivered to eligible retail customers (i.e., default supply customers) of Commonwealth Edison Company (“ComEd”), Ameren Illinois Company (“Ameren”), and for a portion of the Illinois service territory of MidAmerican Energy Company (“MidAmerican”),<sup>1</sup> collectively the Utilities, and the procurement of RECs to fulfill the State’s Renewable Portfolio Standard requirements 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 “[t]he Agency shall each year, as needed, issue a request for qualifications for a procurement administrator to conduct the competitive procurement processes in accordance with Section 16-111.5 of the Public Utilities Act.” This Solicitation represents the first step in the process of retaining a Procurement Administrator. Upon completion of the Solicitation evaluation process, Offerors deemed qualified by the Agency will be invited to respond to a subsequent RFP. If selected through that subsequent RFP process, the selected Offeror will be expected to enter into a binding contract with the Agency.

This Solicitation is exempt from the procedures in the Illinois Procurement Code (30 ILCS 500) pursuant to Section 1-25(2) of the Illinois Power Agency Act (20 ILCS 3855/1-25(2)) and contains alternative bidding procedures pursuant to Section 20-10(i) of the Procurement Code (30 ILCS 500/20-10).

**Brief Description:** The Agency seeks a Procurement Administrator to manage competitive procurements that will solicit bids and secure contracts to support the electricity requirements for the eligible retail customers of the Utilities, and certain REC procurement requirements associated with a portion of their retail customer load.<sup>2</sup> Those procurements are conducted pursuant to Procurement Plans developed by the Agency and approved by the ICC.

To meet this goal, the Agency seeks Offerors that can successfully execute the tasks listed below:

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<sup>1</sup> As defined in Section 16-111.5(a) of the Public Utilities Act, eligible retail customers “means those retail customers that purchase power and energy from the electric utility under fixed-price bundled service tariffs, other than those retail customers whose service is declared or deemed competitive under Section 16-113 and those other customer groups specified in this Section, including self-generating customers, customers electing hourly pricing, or those customers who are otherwise ineligible for fixed-price bundled tariff service.”

<sup>2</sup> The scope of this solicitation for a Procurement Administrator does not include the procurement of RECs through the Agency’s Adjustable Block Program and the Illinois Solar for All Program which are based upon an open-application process and administratively-set REC prices.

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- Design the energy, capacity, and REC procurement processes in accordance with provisions of the Illinois Power Agency Act and the Illinois Public Utilities Act;
- Develop benchmarks to be used in evaluating bids submitted in response to the procurement process;
- Serve as the interface between the Utilities and suppliers;
- Manage the bidder pre-qualification and registration process;
- Obtain the Utilities' agreement to the final form of all supply contracts and credit collateral agreements;
- Administer the request for proposal process;
- Maintain confidentiality of supplier and bidding information in a manner consistent with all applicable laws, rules, and regulations;
- Submit a confidential report to the Illinois Commerce Commission recommending acceptance or rejection of bids;
- Notify the Utilities of contract counterparties and contract specifics; and
- Administer related contingency procurement events.<sup>3</sup>

The first step in this process is determining if Offerors are qualified. The IPA Act specifies the following qualifications for a Procurement Administrator:

- (A) direct previous experience administering a large-scale competitive procurement process;
- (B) an advanced degree in economics, mathematics, engineering, or a related area of study;
- (C) 10 years of experience in the electricity sector, including risk management experience;
- (D) expertise in wholesale electricity market rules, including those established by the Federal Energy Regulatory Commission and regional transmission organizations;
- (E) expertise in credit and contract protocols;
- (F) adequate resources to perform and fulfill the required functions and responsibilities; and
- (G) the absence of a conflict of interest and inappropriate bias for or against potential bidders or the affected electric utilities.<sup>4</sup>

The purpose of this RFQ is to determine if Offerors meet these qualifications. Qualified Offerors will be invited to respond to a subsequent RFP that will provide an opportunity for the Offerors to describe in more detail their proposed approaches to the tasks listed above, specific resources available to execute those tasks, and proposed price to implement procurements. The Agency will score responses to the RFP to determine the Offeror best suited to serve as the Agency's Procurement Administrator. That selection is subject to approval by the ICC.<sup>5</sup>

The resulting contract with the awarded Offeror shall have an initial term of approximately January 1, 2019 through December 31, 2019, with the possibility of up to four annual renewals.

Please read the entire Solicitation package and submit a Submittal of Qualifications in accordance with the instructions. All forms and signature areas contained in the submittal package must be completed in full and submitted with the technical proposal, which combined will constitute the Submittal. Do not

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<sup>3</sup> 220 ILCS 5/16-111.5(c)(1).

<sup>4</sup> 20 ILCS 3855/1-75(a)(2).

<sup>5</sup> 20 ILCS 3855/1-75(a)(4), (6).

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submit the instructions pages with offers. Offerors should retain the Instructions and a copy of the Submittal of Qualifications for future reference.

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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](http://www.purchase.state.il.us)), Illinois Public Higher Education Procurement Bulletin ([www.procure.stateuniv.state.il.us/](http://www.procure.stateuniv.state.il.us/)), Transportation Procurement Bulletin ([www.dot.il.gov/desenv/transprocbulletin.html](http://www.dot.il.gov/desenv/transprocbulletin.html)) or the Illinois Capital Development Board Bulletin ([www.cdb.state.il.us/procurement.shtml](http://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](http://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: <a href="mailto:anthony.star@illinois.gov">anthony.star@illinois.gov</a>	

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 August 27, 2018, 5 PM Central Prevailing

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Time (“CPT”). Questions received and Agency responses may be posted as an Addendum to the original Solicitation on the Bulletin; 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: September 7, 2018

Time: 5 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
Email: <a href="mailto:anthony.star@illinois.gov">anthony.star@illinois.gov</a>
Solicitation Title & Reference # Request for Qualifications – Procurement Administrator, 19-RFQ-01 Offeror Name: _____

(Place label containing information above outside of sealed envelopes/containers if submitting response in hard copy.)

- I.6 INSTRUCTIONS FOR SUBMISSION OF QUALIFICATIONS:** Responses to this RFQ must be submitted either:

(1) By email sent to the email address listed above. The email should have a subject line with the Solicitation title, and Offeror’s name. The email should contain as attachments (in PDF or Word format): Section 1 – Submittal of Qualifications Check List; Section 2 – Technical Proposal.

(2) As a single sealed envelope/container clearly labeled with the Solicitation title, and Offeror’s name delivered to the address listed above. One original and one electronic copy (USB drive or CD) of the Submittal of Qualifications package must be provided. The package shall contain the

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following two sections: Section 1 – Submittal of Qualifications Check List; Section 2 – Technical Proposal.

- 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” (Illinois Compiled Statutes). Vendor may view the full text at ([www.ilga.gov/legislation/ilcs/ilcs.asp](http://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.
- 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 of qualifications 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 of Qualifications 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 Offers 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, the substance of the Offer, and the price 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, 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. The Agency’s 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

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of Qualifications. Short listed Offeror(s) shall not commence, and will not be paid for any billable work prior to the date all parties execute the contract.

- 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 20 ILCS 3855/1-75(a). As a result of this Solicitation and any subsequent RFP, the Agency may select the winning Offeror to administer procurement events based on the winning proposal and may award a one-year contract, with the possibility for renewal for four additional years to the winning Offeror. The Agency's selection is subject to approval by the Illinois Commerce Commission. If the Agency issues an award, the award will be made to the Responsible Offeror whose offer best meets the specified requirements and evaluation criteria.
- I.11 INCORPORATION OF 19-RFQ-01 BY REFERENCE:** This Solicitation (19-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 to this Solicitation, only qualified Offerors will be invited to respond to any 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 complies 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



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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 elements of expertise, skills, experience and qualifications.

<b>Threshold Criteria to Evaluate Responsive and Responsible Offerors</b>
(A) Direct previous experience administering a large-scale competitive procurement process.
(B) An advanced degree in economics, mathematics, engineering, or a related area of study.
(C) 10 years of experience in the electricity sector, including risk management experience.
(D) Expertise in wholesale electricity market rules, including those established by the Federal Energy Regulatory Commission and regional transmission organizations.
(E) Expertise in credit and 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.

**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 all threshold criteria will be placed on a short list of pre-qualified Offerors. These Offerors will then be subject to review by the Utilities, the ICC, and other interested parties in accordance with the process contained in 20 ILCS 3855/1-75(a)(3).<sup>6</sup> Offerors on the short list, other than those Offerors that are disqualified as a result of an objection by the Utilities, or the ICC, or other interested party, will be invited to submit a response to the RFP. Only RFP responses from invited Offerors will be accepted by the Agency.

**I.15 MINORITY, FEMALE, AND PERSONS WITH DISABILITY PARTICIPATION AND UTILIZATION PLAN:** Any subsequent RFP solicitation will contain a 5% goal to include businesses owned and

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<sup>6</sup> "The Agency shall provide affected utilities and other interested parties with the lists of qualified experts or expert consulting firms identified through the request for qualifications processes that are under consideration to develop the procurement plans and to serve as the procurement administrator. The Agency shall also provide each qualified expert's or expert consulting firm's response to the request for qualifications. All information provided under this subparagraph shall also be provided to the Commission. The Agency may provide by rule for fees associated with supplying the information to utilities and other interested parties. These parties shall, within 5 business days, notify the Agency in writing if they object to any experts or expert consulting firms on the lists. Objections shall be based on: (A) failure to satisfy qualification criteria; (B) identification of a conflict of interest; or (C) evidence of inappropriate bias for or against potential bidders or the affected utilities. The Agency shall remove experts or expert consulting firms from the lists within 10 days if there is a reasonable basis for an objection and provide the updated lists to the affected utilities and other interested parties. If the Agency fails to remove an expert or expert consulting firm from a list, an objecting party may seek review by the Commission within 5 days thereafter by filing a petition, and the Commission shall render a ruling on the petition within 10 days. There is no right of appeal of the Commission's ruling." (20 ILCS 3855/1-75(a)(3))

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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: <https://www2.illinois.gov/cms/business/sell2/bep/Pages/default.aspx> 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.

**I.17 TIMELINE:** The Agency plans to follow the timeline below to contract for the professional services of a Procurement Administrator(s):

- RFQ Issued: August 9, 2018
- RFQ Offerors Conference Call: August 22, 2018, 1 PM CPT<sup>7</sup>
- Deadline to submit written questions: August 27, 2018, 5 PM CPT
- RFQ Responses due: September 7, 2018, 5 PM CPT
- Offerors notified of eligibility: September 28, 2018 (tentative)
- RFP Issued: October 5, 2018 (tentative)
- RFP Responses Due: November 5, 2018 (tentative)
- Award made: December 14, 2018 (tentative)
- Contract start date: January 1, 2019 (tentative, subject to ICC approval)

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<sup>7</sup> Please send an e-mail to the Solicitation Contact listed above to request the call-in number for this call.

## SECTION 1 – CHECK LIST

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### 1. 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 19-RFQ-01 BY REFERENCE:** Offeror acknowledges that this Solicitation (19-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  N/A

**1.4. SUBMISSION OF TECHNICAL PROPOSAL – Section 2:** Offeror is submitting a complete and responsive Technical Proposal, Section 2, in a properly labeled email or container, to the correct email address or location, and by the due date and time.

Yes  No

**1.5. MILESTONES AND DELIVERABLES:** Offeror's has the capability to meet the agency's milestones and deliverables requirements in Sections 2.3.

Yes  No

**1.6. OFFEROR QUALIFICATIONS:** Offeror has responded affirmatively to all qualifications questions contained in Section 2.4.

Yes  No

**1.7. OFFEROR STATEMENT OF QUALIFICATIONS:** Offeror has provided an accurate and complete statement of qualifications in Section 2.5.

Yes  No

**1.8. OFFEROR SIGNATURE:** An authorized representative of the identified Offeror has signed this Submittal of Qualifications, bottom of Section 2.

Yes  No

**2. SPECIFICATIONS, QUALIFICATIONS AND STATEMENT OF OFFEROR QUALIFICATIONS**

**2.1. GOAL:** The Agency seeks a qualified and responsible Procurement Administrator to provide consulting and procurement administration services. The Procurement Administrator will assist the Agency in meeting its mission to develop and implement plans annually 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 the Ameren, ComEd, and MidAmerican, and to procure RECs through competitive procurements to meet certain renewable portfolio standard requirements for the Utilities as specified in the Agency’s Long-Term Renewable Resources Procurement Plan.

**2.2. EXPERTISE, EXPERIENCE AND SERVICES REQUIRED:** The Agency seeks expert consulting and procurement administration services from qualified Offerors that have the following experience (set out in Section 1-75(a)(2) of the Illinois Power Agency Act, 20 ILCS 3855/1-75(a)(2)):

- A. Direct previous experience administering a large-scale competitive procurement process;
- B. [Staff with] advanced degrees in economics, mathematics, engineering, or a related area of study;
- C. 10 years of experience in the electricity sector, including risk management experience;
- D. Expertise in wholesale electricity market rules, including those established by the Federal Energy Regulatory Commission and regional transmission organizations; expertise in credit and contract protocols;
- E. Experience in credit and contract protocols;
- F. Adequate resources to perform and fulfill the required functions and responsibilities; and
- G. The absence of a conflict of interest and inappropriate bias for or against potential bidders or the affected electric utilities.

In addition to the qualifications set out in the IPA Act, the Agency also desires offerors to have experience in renewable energy markets and products, in particular the procurement of RECs through competitive solicitations to facilitate the development of new generating facilities.

The Procurement Administrator will be required to complete the following tasks (set out in Section 16-111.5(c)(1) of the Public Utilities Act (220 ILCS 5/16-111.5(c)(1)):

- Design the final procurement process in accordance with Section 1-75 of the Illinois Power Agency Act and subsection (e) of 220 ILCS 5/16-111.5 following ICC approval of the procurement plan;
- Develop benchmarks in accordance with subsection (e)(3) of 220 ILCS 5/16-111.5 to be used to evaluate bids; these benchmarks shall be submitted to the ICC for review and approval on a confidential basis prior to the procurement event;

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- Serve as the interface between the Utilities and suppliers;
- Manage the bidder pre-qualification and registration process;
- Obtain the Utilities' agreement to the final form of all supply contracts and credit collateral agreements;
- Administer the request for proposals process;
- Have the discretion to negotiate to determine whether bidders are willing to lower the price of bids that meet the benchmarks approved by the ICC; any post-bid negotiations with bidders shall be limited to price only and shall be completed within 24 hours after opening the sealed bids and shall be conducted in a fair and unbiased manner. In negotiations there shall be no disclosure of any information derived from proposals submitted by competing bidders; if information is disclosed to any bidder, it shall be provided to all competing bidders;
- Maintain confidentiality of supplier and bidding information in a manner consistent with all applicable laws, rules, regulations, and tariffs;
- Submit a confidential report to the ICC recommending acceptance or rejection of bids;
- Notify the respective utility of contract counterparties and contract specifics;
- Administer related contingency procurement events.

**2.3. MILESTONES AND DELIVERABLES:** The successful Offeror will be able to assist the Agency to meet several expected milestones and deliverables as indicated below:

- 2.3.1. Administering procurement events for electric energy and capacity in the spring and fall of each year in accordance to the then effective/approved Electricity Procurement Plan.<sup>8</sup> The 2019 Electricity Procurement Plan is expected to be approved by the ICC in December of 2018;<sup>9</sup>
- 2.3.2. Administering the competitive procurements of RECs resulting from the approved Long Term Renewable Resources Procurement Plan (“LTRRPP”), - please refer to Section 5 of the approved LTRRPP ([https://www2.illinois.gov/sites/ipa/Pages/Renewable\\_Resources.aspx](https://www2.illinois.gov/sites/ipa/Pages/Renewable_Resources.aspx)) for a list of planned competitive procurements scheduled for 2019; and
- 2.3.3. Providing ad hoc support and deliverables that, from time to time, may be required to assist the Agency in meeting its statutory mission and

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<sup>8</sup> A copy of the 2018 Procurement Plan is available at [https://www2.illinois.gov/sites/ipa/Pages/Current\\_Approved\\_Plan.aspx](https://www2.illinois.gov/sites/ipa/Pages/Current_Approved_Plan.aspx).

<sup>9</sup> The Agency expects to release a draft 2019 Electricity Procurement Plan for public comment by August 15, 2018. It will be available at: <https://www2.illinois.gov/sites/ipa/Pages/Plans-Under-Development.aspx>.

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regulatory requirements, such as reports or updates required by Illinois Commerce Commission Orders.

**2.4. OFFEROR QUALIFICATIONS:** Please refer to Sections 2.2 above. For each of the Minimum Requirement items in the table below, state by entering Yes or No whether the offeror meets the minimum requirement. Failure to meet any of the requirements will automatically disqualify the Offeror.

Minimum Requirement	Offeror must state below whether its staff meet each Minimum Requirement by entering Yes or No
(A) Direct previous experience administering a large-scale competitive procurement process.	<a href="#">Click here to enter text.</a>
(B) An advanced degree in economics, mathematics, engineering, or a related area of study.	<a href="#">Click here to enter text.</a>
(C) 10 years of experience in the electricity sector, including risk management experience.	<a href="#">Click here to enter text.</a>
(D) Expertise in wholesale electricity market rules, including those established by the Federal Energy Regulatory Commission and regional transmission organizations.	<a href="#">Click here to enter text.</a>
(E) Expertise in credit and contract protocols.	<a href="#">Click here to enter text.</a>
(F) Adequate resources to perform and fulfill the required functions and responsibilities.	<a href="#">Click here to enter text.</a>
(G) The absence of a conflict of interest and inappropriate bias for or against potential bidders or the affected electric utilities.	<a href="#">Click here to enter text.</a>

**2.5. OFFEROR STATEMENT OF QUALIFICATIONS:** Please describe Offeror’s background, experience and qualifications relevant to the role of the Agency’s Procurement Administrator. **Be sure to specifically address each of the seven criteria (A-G) listed in Section 2.4.** Please limit the statement of qualifications to no more than twenty (20) pages (not including resumes of key staff). Please do not submit marketing materials. The response to this section may also be included as an attachment the response.

[Click here to enter text.](#)

## Section 2 – Technical Proposal and Signature Page

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**SIGNATURE OF AUTHORIZED REPRESENTATIVE:** The undersigned authorized representative of the identified Offeror hereby submits this Submittal of Qualifications to perform 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.](#)