

Request for Information

RFI0711219010

Energy Information Display and Website

Notice to Vendors

Date of Issuance: March 25, 2011

Proposals Due: 3:00 p.m. Central Time, April 15, 2011

For information regarding this notice and throughout this process, interested service providers shall contact only the issuing officer:

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Procurement Services
Iowa Department of Administrative Services
Hoover State Office Building – Level A
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Section I - Introduction, Background, and Objectives

1.1 Introduction

The Purchasing Division of the Iowa Department of Administrative Services is seeking information from vendors who are interested in providing the development of an interactive display and web portal for the display of energy information at the new Iowa Utilities Board / Office of Consumer Advocate facility. Information received from vendors in response to this RFI will be used to provide background information for the preparation of a Request for Proposals (RFP). The intended purpose of this RFI is to allow all interested vendors to present statements of interest, qualifications and strategies for addressing the needs of the State in this area.

Specifically, the state is interested in statements of interest, qualifications and strategies from vendors capable of developing and integrating an interactive touch screen energy display and website that showcase the energy efficiency techniques and power generation at the new IUB/OCA facility. The intent is for this to be an accessible educational resource that will demonstrate the range of energy efficiency measures incorporated into this facility, provide a comparison of this facility to a building constructed to today's basic energy code and allow visitors to calculate the energy savings if these efforts were applied to their facilities.

Respondents to this RFI should have expertise in one or more of the following areas:

- Creation of energy use interfaces tied to building management software
- Development of interactive informational/educational websites
- The modeling of energy use for code based buildings
- The storage and analysis of energy usage data
- The development and use of touch screen monitors for interactive displays

1.2 Background Information Concerning This Request for Information

The IUB/OCA are housed in a new high performance building located on the State of Iowa Capitol Complex. This building incorporates numerous active and passive energy efficiency measures which reduce energy consumption by 63% when compared to a similar facility built to today's base energy code. The building also incorporates 43 kW of roof mounted photovoltaic panels to further reduce its environmental impact. The building was designed to attain a LEED platinum rating.

The State is interested in exploring strategies relating to the dissemination of energy use information for this facility. The goal is to allow visitors to the facility or the agency's website to learn about the energy efficiency techniques used in the facility, observe the output of the onsite power generation and see the dollars savings created by these efforts.

1.3 Summary Information about Participating Institutions and Facility

Information about existing building and institutions is available at the following URL's:

<http://www.iowa.gov/iub/>

http://www.iowa.gov/government/ag/protecting_utility/index.html

http://www.iowa.gov/iub/about_iub/new_building.html

1.4 Request for Information Procedures

This request requires any vendor wishing to submit information to respond to this Request for Information (RFI) by 3:00 p.m., Central Time, on April 15, 2011. Invitations to demonstrate will be scheduled after the evaluation of received proposals is completed.

Vendors must provide 1 electronic copy and 3 hard copies of their proposal by the specified due date and time. The electronic copy may be e-mailed or, on a CD and included with the hard copies.

1.5 Schedule of Events

Issue RFI	March 25, 2011
Questions regarding RFI Due	April 8, 2011
RFI Responses Due	April 15, 2011

1.6 Contact Information

The contact at the Purchasing Division of the Iowa Department of Administrative Services for inquiries, comments, clarification questions and scheduling will be:

Karl Wendt, Purchasing Agent
Department of General Services
Hoover Bldg, Level A
Des Moines, Iowa 50319-0105
karl.wendt@iowa.gov
Telephone 515-281-7073
FAX 515-725-0120

1.7 Clarification Questions

Clarification questions about this RFI are to be submitted to the Division of Purchasing, Iowa Department of Administrative Services by the date and time noted in paragraph 1.6 and to the attention of the contact noted in paragraph 1.7.

1.8 Submission of Responses

The vendor's response may be hand-delivered, faxed, e-mailed, or mailed to the Purchasing Division, Iowa Department of Administrative Services to the attention of the contact noted in paragraph 1.6. If the information is to be provided electronically, the response may be limited to instructions regarding access of the electronic information. Responses will not be accepted over the telephone.

1.9 Review and Rejection of RFI Responses

The State reserves the right to reject any and all responses, in whole and in part, received in response to this RFI at any time. Issuance of the RFI in no way constitutes a commitment by the State to award any contract. This RFI is designed to provide Vendors with the information necessary for the preparation of informative response proposals and demonstrations of product. This RFI process is for the States' benefit and is intended to provide the State with competitive information to assist in the selection of goods and services. The RFI is not intended to be comprehensive and each Vendor is responsible for determining all factors necessary for submission of a comprehensive response and a complete product capability demonstration. The RFI response and demonstration will not be subject to an RFP type evaluation but only to a review

of suggested product performance, cost (*cost may be estimated by Vendor, if an estimate, Vendor shall state that it is an estimated or approximate cost*) of processes offered and of abilities to perform services that may be of use to the State.

An RFI response may be rejected outright and not reviewed for any one (1) of the following reasons, therefore Vendors are asked to make every effort to meet the RFI timelines and to include the requested information:

- 1.10.1 Failure of Vendor to deliver the response by the due date and time.
- 1.10.2 Failure to include information requested in the RFI.
- 1.10.3 Failure to offer demonstrations.

1.10 Public Records and Requests for Confidentiality

- 1.10.1 The release of information by the Purchasing Division to the public is subject to Iowa Code Chapter 22 and other applicable provisions of law relating to the release of records in the possession of a State agency. Vendors are encouraged to familiarize themselves with these provisions prior to submitting a response. All information submitted by a Vendor may be treated as public information by the Purchasing Division unless the Vendor properly requests that information be treated as confidential at the time of submitting. If a request is received by the state to view information identified as confidential by a vendor, the state shall notify the vendor of the request. It shall be the vendor's sole responsibility to defend the claim of confidentiality in an appropriate legal venue. The State will withhold release of the subject information until the matter is settled.
- 1.10.2 Any requests for confidential treatment of information must be included in a cover letter with the Vendor's submittal and must enumerate the specific grounds in Iowa Code Chapter 22 or other legal reasons which support treatment of the material as confidential and must indicate why disclosure is not in the best interests of the public. The request must also include the name, address and telephone number of the person authorized by the Vendor to respond to any inquiries concerning the confidential status of the materials.
- 1.10.3 Any documents submitted which contain confidential information must be marked on the outside as containing confidential information, and each page upon which confidential information appears must be marked as containing confidential information. The confidential information must be clearly identifiable to the reader wherever it appears. All copies of the submittal, as well as the original, must be marked in this manner.
- 1.10.4 In addition to marking the material as confidential material where it appears, the Vendor must submit one copy of the RFI information from which the confidential information has been excised. The confidential material must be excised in such a way as to allow the public to determine the general nature of the material removed and to retain as much of the document as possible. These pages must be submitted with the cover letter and will be made available for public inspection.
- 1.10.5 The Vendor's failure to request in the RFI confidential treatment of material pursuant to this Section and the relevant laws and administrative rules will be deemed by the State as a waiver of any right to confidentiality which the Vendor may have had.

1.11 Copyrights

By submitting a response the vendor agrees that the state may copy the response for purposes of facilitating the evaluation or to respond to requests for public records. The vendor represents that such copying will not violate any copyrights in the materials submitted.

1.12 Restrictions on Gifts and Activities

Iowa Code chapter 68B contains laws which restrict gifts which may be given or received by State employees and requires certain individuals to disclose information concerning their activities with State government. Vendors are responsible for determining the applicability of this chapter to their activities and for complying with these requirements. In addition, Iowa Code chapter 722.1 provides that it is a felony offense to bribe a public official.

1.13 Content of the RFI

1.13.1 The State reserves the right to modify this RFI at any time.

1.13.2 Responses should be based on the material contained in this RFI or any other relevant information the vendor thinks is appropriate.

1.13.3 By submitting a response each vendor agrees that it will not bring any claim or have any cause of action against the State, the Department of Commerce, the Attorney General, or the State of Iowa, or any employee of the State, Department of Commerce or Attorney General, based on any misunderstanding concerning the information provided or concerning the States' failure, negligent or otherwise, to provide the vendor with pertinent information as intended by this RFI.

1.14 Cost to Vendors

The State is not responsible for any costs incurred by a vendor, which are related to the preparation or delivery of the response, any on-site inspection that may be required, or any other activities related to this RFI.

1.15 Responses Property of the State

All printed information used to demonstrate a vendor's product becomes the property of the State. The State will have the right to use ideas or adaptations of ideas that are presented in the responses.

1.16 Sources of Information Used by the State In Addition to the Responses

The State reserves the right to contact vendors after the submission of responses for the purpose of clarification and to ensure mutual understanding.

1.17 No Obligation to Issue RFP

The issuance of this RFI does not obligate the State in any way to issue an RFP for the goods and services described in this RFI.

Section II - Submittal Requirements

2.1 Vendor Identifying Information

- 2.1.1 State the name and principal place of business of the vendor.
- 2.1.2 Identify the vendor's type of business entity such as a corporation or partnership.
- 2.1.3 State the vendor's place of incorporation, if applicable. At the respondent's discretion, provide an organization chart for the vendor. Include any parent, subsidiary and affiliate companies you feel may be relevant to this presentation.
- 2.1.4 State the name, address, email address, telephone number and FAX number of the vendor representative to contact regarding all technical matters concerning this RFI.

2.2 Vendor References

- 2.2.1 List all jurisdictions or customers for which the vendor has provided similar Energy Information Systems.
- 2.2.2 Indicate the dates on which each contract began and ended or is expected to end.
- 2.2.3 Please include any applicable references, including name, telephone number and position of the reference with respect to the identified service, and explain how this could benefit the State.

2.3 Experience with Energy Information Display and Website Systems

Please provide narrative describing your experience with Energy Information Display and Website systems. Include information about who you provided the service for, particularly for public entities.

2.4 Software

Describe the features and abilities of Energy Information Systems both from a user's perspective and an administrator's perspective. Describe the information that is needed for development. What are the outputs and formats? What will be known by the building user or a state administrator when utilizing the system over time? Can the system be customized if needed over time? What would be some anticipated examples? Are systems capable of integrating with Energy Star, The Climate Registry, or other national programs?

2.5 Hardware Requirements

Specify computer requirements required to access the Energy Information Systems. Provide a description of the hardware required to operate the system. Provide a minimum and optimal system configuration.

2.6 Software Requirements

Indicate the operating system, define the language used upon which the system is based, and the programming language used.

2.7 Reporting

Explain how software application provides routine management reports describe the ability to create ad-hoc, customized reports.

2.8 Warranty and Support

Provide typical warranty information to include the following items:

- Manufacturer's standard warranties.
- Manufacturer's extended warranties.

- Integrator's product warranties.
- Response times for repairs and replacement components.
- Provide description of scheduling procedures, lead time, and response time.
- Definition of maintenance contract, detail all items.
- Identify cities where repair technicians are located.
- Describe how program enhancements and upgrades are distributed.
- Are custom service levels available? If so, describe in detail.

2.9 Internet Access

Please describe how, users can access the system functionality from a computer on the Iowa Utilities Board website, as there would not be any touch screen capability but mouse operation to move through the site and all users will have a keyboard. At a minimum, please address the following:

- What effect does adding this capability have on the operation of the kiosk, from both a hardware and software standpoint?
- From a security standpoint, how would the system running the kiosk software and Internet access be protected from unauthorized access?
- Does the addition of Internet capability require that a server PC be added to the hardware list? Describe how the system would now be configured and its effect (if any) on the performance of the kiosk with the Internet component and include a system diagram. Include specifications for any additional items needed. Explain options for on-site and off-site hosting of the server.

2.10 Implementation

Provide expected delivery time for the implementation of system upon receipt of award.

Identify any third party vendors involved in your implementation strategy and describe these relationships. Describe the skills and time required by Iowa Utilities Board personnel for initial installation and implementation of the proposed system. Describe the documentation provided with the product along with applicable costs for any additional documentation.