

STATE OF MAINE
EXECUTIVE DEPARTMENT
Office of Public Advocate

RFP #201208378
METER EMISSIONS STUDY

RFP Coordinator: Richard Davies, Public Advocate
Office of Public Advocate
112 State House Station
Augusta, ME 04333-0112

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From the time this RFP is issued until award notification is made, all contact with the State regarding this RFP must be made through the aforementioned RFP Coordinator. No other person / State employee is empowered to make binding statements regarding this RFP. Violation of this provision may lead to disqualification from the bidding process, at the State's discretion.

Bidders' Conference: Not Applicable

Deadline for Submitted Questions: September 6, 2012, 5:00 p.m. local time

Proposals Due: September 13, 2012 not later than 2:00 p.m. local time

Due to:

Division of Purchases
Burton M. Cross Building, 4th Floor, 111 Sewall Street
9 State House Station, Augusta ME 04333-0009

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Public Notice

**State of Maine
EXECUTIVE DEPARTMENT
Office of Public Advocate
Public Notice for RFP #201208378
Meter Emissions Study**

The State of Maine, Executive Department, Public Advocate Office (“ME OPA”) has a requirement for expert consulting services to assist his staff in connection with an adjudicatory investigation into the health and safety of the smart meters that Central Maine Power Company (CMP) has deployed throughout its service territory before the Maine Public Utilities Commission.

Winning bidder(s) will work with the ME OPA to develop plans for advocating for any changes recommended in the course of the work in accordance with State procurement practices, the ME OPA is hereby announcing the publication of a Request for Proposals (**RFP #201208378**) for the purchase of the aforementioned services.

A copy of the RFP can be obtained by contacting the ME OPA’s RFP Coordinator for this project: Richard Davies, Public Advocate. The RFP Coordinator can be reached at the following email address: richard.davies@maine.gov or mailing address: Public Advocate Office, 112 State House Station, Augusta, ME 04333-0112. The ME OPA encourages all interested vendors to obtain a copy of the RFP and submit a competitive proposal.

Proposals must be submitted to the State of Maine Division of Purchases, located at the Burton M. Cross Office Building, 111 Sewall Street, 4th Floor, 9 State House Station, Augusta, Maine, 04333-0009. Proposals must be submitted by 2:00 pm, local time, on **September 13, 2012**, when they will be opened at the Division of Purchases’ aforementioned address. Proposals not received at the Division of Purchases’ aforementioned address by the aforementioned deadline will not be considered for contract award.

State of Maine – Executive Department
Office of Public Advocate
RFP #201208378
Meter Emissions Study

PART I INTRODUCTION

A. Purpose and Background

The Executive Department, Office of Public Advocate (“ME OPA”) is seeking proposals to provide expert consulting services to assist his staff in connection with an adjudicatory investigation into the health and safety of the smart meters that Central Maine Power Company (CMP) has deployed throughout its service territory before the Maine Public Utilities Commission. This document provides instructions for submitting proposals, the procedure and criteria by which the Provider(s) will be selected, and the contractual terms which will govern the relationship between the State of Maine (“State”) and the awarded Bidder(s).

Winning bidder(s) will work with the ME OPA to develop plans for advocating for any changes recommended in the course of the work.

B. General Provisions

1. Issuance of this RFP does not commit the ME OPA to issue an award or to pay expenses incurred by a Bidder in the preparation of a response to this RFP. This includes attendance at personal interviews or other meetings and software or system demonstrations, where applicable.
2. All proposals should adhere to the instructions and format requirements outlined in this RFP. Proposals are to follow the format and respond to all questions and instructions specified below in the “Proposal Submission Requirements and Evaluation” section of this RFP.
3. Bidders shall take careful note that in evaluating a proposal submitted in response to this RFP, the ME OPA shall only consider materials provided in the proposal, information obtained through interviews/presentations (if any), and internal ME OPA information of previous contract history with the Bidder (if any). The proposal shall be signed by a person authorized to legally bind the Bidder and shall contain a statement that the proposal and the pricing contained therein will remain valid and binding for a period of 180 days from the date and time of the bid opening.
4. The RFP and the selected Bidder’s proposal, including all appendices or attachments, will be incorporated in the final contract.
5. Following announcement of an award decision, all submissions in response to this RFP will be considered public records available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA) (1 M.R.S. §§ 401 *et seq.*). If a Bidder submits materials that it claims are confidential because they are not “public records” pursuant to FOAA, the Bidder must (1) conspicuously and precisely designate those particular portions of its materials as “confidential” and (2) provide the specific statutory or other legal basis that excepts the designated materials from FOAA’s definition of “public record.” (See 1 M.R.S. § 402; <http://www.maine.gov/foaa/law/exceptions.htm>.) A Bidder’s confidential designation does not ensure nondisclosure of the material; the State shall determine whether submitted materials are “public records.”

6. The ME OPA, at its sole discretion, reserves the right to recognize and waive minor informalities and irregularities found in proposals received in response to this RFP.

C. Eligibility to Submit Bids

Public agencies, private for-profit companies, and non-profit companies and institutions are invited to submit bids in response to this Request for Proposals.

D. Contract Term

The ME OPA is seeking a cost-efficient proposal to provide services, as defined in this RFP, for the anticipated contract period defined in the table below. Please note that the dates below are estimated and may be adjusted as necessary in order to comply with all procedural requirements associated with this RFP and the contracting process. The actual contract start date will be established by a completed and approved contract.

Contract Renewal: Following the initial term of the contract, the ME OPA may opt to renew the contract for one renewal period of one year each, subject to continued availability of funding and satisfactory performance.

The term of the anticipated contract, resulting from this RFP, is defined as follows:

Period	Start Date	End Date
Initial Period of Performance	September 27, 2012	June 30, 2013
Renewal Period #1	July 1, 2013	June 30, 2014

E. Number of Awards

The ME OPA anticipates making one award as a result of this RFP process.

PART II SCOPE OF SERVICES

The contractor will be expected to provide the following services to be performed at the discretion of the Public Advocate:

- 1) Establish a detailed procedure to collect and quantify radio frequency (RF) emissions from a sample of the residential smart meters and related mesh network deployed in CMP's service territory. We seek to measure the peak RF emissions from the meters and the related mesh network, to measure all the emissions from the meters during a continuous 24-hour period. Bidders should expect to take these measurements on no more than 15 customer premises, mostly from single-family residential customers but also some from multi-unit apartment buildings.
- 2) Bidders should prepare their bids and propose a budget for the project with the understanding that they would write up the results of this survey in the form of a report or testimony that they would be able to explain and defend in an adjudicatory hearing. The bidder will not be required to comment or address the potential health impacts of the measurements derived. The bidder will be expected to compare the results of the RF measurements to Federal Communications Commission maximum permissible emission limits for a sample of other common households devices.

In particular, the Public Advocate seeks assistance in each of the sub-issues.

- a) Having the technical expertise to collect, quantify and interpret the data;
- b) Presenting the data in a report or in testimony presented to the Maine PUC; and
- c) Analyzing any similar data from other surveys or from reports of other surveys that may be presented by other parties to the case, or by Commission Staff.

Specific tasks within the above-cited services will include the following:

1. Prepare, in consultation with the Public Advocate, a list of specific steps and tasks necessary to conduct and complete the survey.
2. Conduct the survey and analysis. This will include travel to southern Maine.
3. Prepare a report or testimony, to be filed at the MPUC, presenting the results of the analysis.
4. In the event that other parties present similar data, assist the Public Advocate in analyzing that data and in preparing for and participating in technical conferences or evidentiary hearings, and in preparing proposed cross-examination of witnesses. This may include travel to Maine.
5. Assist the Public Advocate in responding to such discovery as any party may undertake of the Public Advocate and its consultant.
6. In the course of performing tasks 1 through 5, assist the Public Advocate in evaluating and responding to positions taken and evidence presented by any intervenors that may participate in the case.
7. Assist the Public Advocate in the preparation of briefs, reply briefs, oral arguments, and exceptions before the MPUC and its Hearing Examiners.

PART III KEY RFP EVENTS

A. Timeline of Key RFP Events

Event Name	Event Date and Time
Bidders' Conference	NOT APPLICABLE
Due Date for Receipt of Written Questions	September 6, 2012 at 5:00pm, local time
Due Date for Receipt of Proposals	September 13, 2012 at 2:00pm, local time
Estimated Contract Start Date (subject to change)	September 27, 2012

B. Bidders Conference

The ME OPA does not intend to hold a Bidders' Conference as part of this RFP process.

C. Questions

1. General Instructions

- a. It is the responsibility of each Bidder to examine the entire RFP and to seek clarification in writing **via email** to Richard.Davies@maine.gov if the Bidder does not understand any information or instructions.
- b. Questions regarding the RFP must be submitted in writing **via email** and received by the RFP Coordinator as soon as possible but no later than the date and time specified in the timeline above.
- c. Questions may be submitted by e-mail. The ME OPA assumes no liability for assuring accurate/complete e-mail transmission and receipt.
- d. Include a heading with the RFP Number and Title. Be sure to refer to the page number and paragraph within this RFP relevant to the question presented for clarification, if applicable.
- e. Send written questions to:

RFP Coordinator: Richard Davies, Public Advocate

E-mail: richard.davies@maine.gov

2. **Written Questions Due:** Written questions must be received by the RFP Coordinator no later than 5:00 p.m. local time on the date shown in the timeline above. No questions will be accepted after this time.

3. Summary of Questions and Answers

Responses to all substantive and relevant questions will be compiled in writing and distributed to all registered, interested persons by e-mail no later than seven (7) calendar days prior to the proposal due date. Only those answers issued in writing by the RFP Coordinator will be considered binding. The ME OPA reserves the right to answer or not answer any question received.

D. Submitting the Proposal

1. **Proposals due:** Proposals must be received no later than 2:00 p.m. local time, on the date listed in the timeline above, at which point they will be opened. Proposals received after the 2:00 p.m. deadline will be rejected without exception.

2. Mailing/Delivery Instructions

PLEASE NOTE: The proposals are not to be submitted to the RFP Coordinator at the requesting ME OPA. The official delivery site is the State of Maine Division of Purchases (address shown below).

- a. Only proposals received at the official delivery site prior to the stated deadline will be considered. Bidders submitting proposals are responsible for allowing adequate time for delivery. Proposals received after the 2:00 p.m. deadline will be rejected without exception. Postmarks do not count and fax or electronic mail transmissions of proposals are not permitted unless expressly stated in this RFP. Any method of hardcopy delivery is acceptable, such as US Mail, in-person delivery by Bidder, or use of private courier services.
- b. The Bidder must send its proposal in a sealed package including one **original and three copies** of the complete proposal. Please clearly label the original. One electronic copy of the proposal must also be provided on **CD or flash drive** with the complete narrative and attachments in MS Word format. Any attachments that cannot be submitted in MS Word format may be submitted as Adobe (.pdf) files.
- c. Address each package as follows (and be sure to include the Bidder's full business name and address as well as the RFP number and title):

Bidder Name/Return Address

Division of Purchases
Burton M. Cross Building, 4th Floor
111 Sewall Street
9 State House Station
Augusta ME 04333-0009

Re: RFP #**201208378**
Meter Emissions Study

PART IV PROPOSAL SUBMISSION REQUIREMENTS

This section contains instructions for Bidders to use in preparing their proposals. The Bidder's proposal must follow the outline used below, including the numbering and section and sub-section headings as they appear here. Failure to use the outline specified in this section or to respond to all questions and instructions throughout this document may result in the proposal being disqualified as non-responsive or receiving a reduced score. The ME OPA and its evaluation team for this RFP have sole discretion to determine whether a variance from the RFP specifications should result in either disqualification or reduction in scoring of a proposal. Rephrasing of the content provided in this RFP will, at best, be considered minimally responsive. The ME OPA seeks detailed yet succinct responses that demonstrate the Bidder's experience and ability to perform the requirements specified throughout this document.

A. Proposal Format

1. For clarity, the proposal should be typed or printed. Proposals should be single-spaced with 1" margins on white 8 ½" x 11" paper using a font no smaller than 12 point Times New Roman or similar.
2. All pages should be numbered consecutively beginning with number 1 on the first page of the narrative (this does not include the cover page or table of contents pages) through to the end, including all forms and attachments. For clarity, the Bidder's name should appear on every page, including Attachments. Each Attachment must reference the section or subsection number to which it corresponds.
3. Bidders are asked to be brief and to respond to each question and instruction listed in the "Proposal Submission Requirements" section of this RFP. Number each response in the proposal to correspond to the relevant question or instruction of the RFP.
4. The following proposal elements, if applicable/requested, will not be counted as part of the maximum total number of pages allowed for the proposal: proposal cover page, table of contents, financial forms, any required attachments, appendices, or forms provided by the ME OPA in the RFP, organizational charts, job descriptions, or staff résumés.
5. The Bidder may not provide additional attachments beyond those specified in the RFP for the purpose of extending their response. Any material exceeding the proposal limit will not be considered in rating the proposals and will not be returned. Bidders shall not include brochures or other promotional material with their proposals. Additional materials will not be considered part of the proposal and will not be evaluated.
6. Include any forms provided in the application package or reproduce those forms as closely as possible. All information should be presented in the same order and format as described in the RFP.
7. It is the responsibility of the Bidder to provide all information requested in the RFP package at the time of submission. Failure to provide information requested in this RFP may, at the discretion of the ME OPA's evaluation review team, result in a lower rating for the incomplete sections and may result in the proposal being disqualified for consideration.

8. Bidders should complete and submit the proposal cover page provided in Appendix A of this RFP and provide it with the Bidder's proposal. The cover page must be the first page of the proposal package. It is important that the cover page show the specific information requested, including Bidder address(es) and other details listed. The proposal cover page shall be dated and signed by a person authorized to enter into contracts on behalf of the Bidder.

B. Proposal Contents

Section I Organization Qualifications and Experience

1. Description of the Organization

Present a detailed statement of qualifications and summary of relevant experience. If subcontractors are to be used, provide a list that specifies the name, address, phone number, contact person, and a brief description of the subcontractors' organizational capacity and qualifications.

2. Organizational Description and Qualifications

- a. Location of the corporate headquarters. Also, describe the current or proposed location where services will be provided or from which the contract will be managed.
- b. Attach documentation of any applicable Maine licensure requirements (or any specific credentials required).
- c. Attach a copy of the face page of the Bidder's general liability, professional liability and any other relevant liability insurance policies that might be associated with this contract.

3. Organizational Experience

Briefly describe the history of the Bidder's organization, especially regarding skills pertinent to the specific work required by the RFP and any special or unique characteristics of the organization which would make it especially qualified to perform the required work activities. Include similar information for any subcontractors.

- A. A description of the organization, management and history of the firm making the proposal, including a list or description of current clients of the firm.
- B. A detailed description of the manner in which the bid respondent making the proposal would plan to perform the work described in Part II.
- C. Identification of the person or persons who would work on each or any of the tasks, together with biographies of each person taking primary responsibility for the completion of one or more of the tasks.
- D. A description of the firm's prior experience in performing similar work, in the case of each of the tasks, including a list of the cases and jurisdictions, in which such work has been recently performed, clients for whom the work was performed and names of persons available for reference. The extent of the experience of the persons who will actually perform the work should be included.
- E. A description of the financial capability of the firm to complete the work requested.
- F. A schedule listing the hourly charges for each person, professional and clerical, who will work on any portion of the project.

4. Description of Experience with Similar Projects

- a. Provide a description of five projects that occurred within the past five years which reflect experience and expertise needed in performing the functions described in the “Scope of Services” portion of this RFP. For each of the five examples provided, a contact person from the client organization involved should be listed, along with that person’s telephone number. Please note that contract history with the State of Maine, whether positive or negative, may be considered in rating proposals even if not provided by the Bidder.
- b. If the Bidder has not provided similar services, note this, and describe experience with projects that highlight the Bidder’s general capabilities.

Section II Specifications of Work to be Performed

1. Services to be Provided

Discuss the Scope of Services referenced above in this RFP and what the Bidder will offer. Give particular attention to describing the methods and resources you will use and how you will accomplish the tasks involved. If subcontractors are involved, clearly identify the work each will perform.

1. Communicate with and consult with the Public Advocate on a regular basis as to the progress of the work and the results of that work.
2. Prepare for the Public Advocate's review drafts of all written materials to be employed in discovery or litigation, sufficiently in advance of the time that they must be submitted to the MPUC to allow the Public Advocate to review the work, pose additional questions, or discuss issues or problems in greater detail.
3. Assist the Public Advocate in proposing reasonable schedules and deadlines to the MPUC for each stage of the proceedings, complete all work in accordance with such timetables or deadlines for the processing of the case as the MPUC may impose.

Section III Cost Proposal

1. General Instructions

- a. The Bidder must submit a cost proposal that covers the entire period of the contract. Please use the expected contract start date September 27, 2012 and an end date June 30, 2013 in preparing this section.
- b. The cost proposal shall include the costs necessary for the Bidder to fully comply with the contract terms and conditions and RFP requirements.
- c. Failure to provide the requested information and to follow the required cost proposal format provided in Appendix B may result in the exclusion of the proposal from consideration, at the discretion of the ME OPA.
- d. No costs related to the preparation of the proposal for this RFP or to the negotiation of the contract with the ME OPA may be included in the proposal. Only costs to be incurred after the contract effective date that are specifically related to the implementation or operation of contracted services may be included.

Section IV Required Proposal Attachments

The following documents must be attached to the back of each Bidder’s proposal in the order as numbered below. The required documents will be reviewed and rated by the ME OPA’s evaluation team.

NOT APPLICABLE

PART V PROPOSAL EVALUATION AND SELECTION

Evaluation of the submitted proposals shall be accomplished as follows:

A. Evaluation Process - General Information

In conducting the evaluation, the ME OPA will not necessarily limit the facts considered to the written submissions provided in response to this RFP. The ME OPA reserves the right to take any or all of the following steps, either with respect to all proposals received or to a group of two or more proposals selected as superior to all others (on the basis of the written submissions).

1. Consultations with regulatory agencies in other states or the state government offices appearing before such agencies, or with other clients the Bidder has identified on the performance of firms or particular witnesses.
2. Interviews with representatives of the persons or firms submitting proposals.
3. Critical evaluation of past reports or prepared testimony.

B. Scoring Weights and Process

1. **Scoring Weights:** The score will be based on a 100 point scale and will measure the degree to which each proposal meets the following criteria.
 - a. In evaluating the proposals received, the factors of experience skill and particular expertise, together with the ability of the firm to bring those qualities to bear upon the particular tasks required will be given a weight of 50 points out of a possible 100. This segment of the valuation will include consideration of potential conflicts of interest between the firm's existing clients and issues and obligations and responsibilities applicable to the RFP.
 - b. The ability of the consultant to respond effectively, willingly and in a timely manner to requests made by the Public Advocate and his staff is a particularly significant factor. This ability will be determined by contacting past clients of the consultant and, if necessary, arranging a personal interview with the consultant, possibly in Augusta, Maine. The consultant's ability to respond to requests will be given a weight of 7.5 points (out of a possible 100).
 - c. The cost to the State for completion of work required is a significant factor, and, therefore an economical price for the completion of the work will be favorably considered in proposal evaluation. In evaluating price, the total price proposed for completion of all work will be carefully considered. Price considerations will be given a weight of 25 points out of possible 100 based upon cost and flexibility.
 - d. The Public Advocate will review each proposal in order to ascertain the degree of the proposals responsiveness to the terms and conditions of this Request for Proposal. This factor will be given a weight of 17.5 points out a possible 100.
2. **Scoring Process:** The review team will use a consensus approach to evaluate the bids. Members of the review team will not score the proposals individually but instead will arrive at a consensus as to assignment of points on each category of each proposal. The Cost section will be scored according to a mathematical formula described below.

3. **Scoring the Cost Proposal:** The total cost proposed for conducting all the functions specified in this RFP will be assigned a score according to a mathematical formula. The lowest bid will be awarded 25 points. Proposals with higher bids values will be awarded proportionately fewer points calculated in comparison with the lowest bid.

The scoring formula is:

(lowest submitted cost proposal / cost of proposal being scored) x (insert maximum cost points available) = pro-rated score

No Best and Final Offers: The State of Maine will not seek a best and final offer (BAFO) from any Bidder in this procurement process. All Bidders are expected to provide their best value pricing with the submission of their proposal.

4. The ME OPA reserves the right to negotiate with the successful Bidder to finalize a contract at the same rate or cost of service as presented in the selected proposal. Such negotiations may not significantly vary the content, nature or requirements of the proposal or the ME OPA's Request for Proposals to an extent that may affect the price of goods or services requested. The ME OPA reserves the right to terminate contract negotiations with a selected respondent who submits a proposed contract significantly different from the proposal they submitted in response to the advertised RFP. In the event that an acceptable contract cannot be negotiated with the highest ranked Bidder, the ME OPA may withdraw its award and negotiate with the next-highest ranked Bidder, and so on, until an acceptable contract has been finalized. Alternatively, the ME OPA may cancel the RFP, at its sole discretion.

C. Selection and Award

1. The final decision regarding the award of the contract will be made by representatives of the ME OPA subject to approval by the State Purchases Review Committee.
2. Notification of contractor selection or non-selection will be made in writing by the ME OPA.
3. Issuance of this RFP in no way constitutes a commitment by the State of Maine to award a contract, to pay costs incurred in the preparation of a response to this request, or to pay costs incurred in procuring or contracting for services, supplies, physical space, personnel or any other costs incurred by the Bidder.
4. The ME OPA reserves the right to reject any and all proposals.

D. Appeal of Contract Awards

Any bidder aggrieved by the award decision that results from this RFP may appeal the decision to the Director of the Bureau of General Services in the manner prescribed in 5 MRSA § 1825-E and 18-554 Code of Maine Rules, Chapter 120. The appeal must be in writing and filed with the Director of the Bureau of General Services, 9 State House Station, Augusta, Maine, 04333-0009 within 15 calendar days of receipt of notification of contract award.

PART VI CONTRACT ADMINISTRATION AND CONDITIONS

A. Contract Document

1. The successful Bidder will be required to execute a contract in the form of a State of Maine Agreement to Purchase Services (BP54). A list of applicable Riders is as follows:

Rider A: Specification of Work to be Performed

Rider B: Method of Payment and Other Provisions

Rider C: Exceptions to Rider B

Rider D:

Rider E:

Rider G: Identification of Country in Which Contracted Work Will Be Performed

The complete set of standard BP54 contract documents may be found on the Division of Purchases website at the following link: <http://www.maine.gov/purchases/info/forms/BP54.doc>

Other forms and contract documents commonly used by the State can be found on the Division of Purchases website at the following link: <http://www.maine.gov/purchases/info/forms.shtml>

2. Allocation of funds is final upon successful negotiation and execution of the contract, subject to the review and approval of the State Purchases Review Committee. Contracts are not considered fully executed and valid until approved by the State Purchases Review Committee and funds are encumbered. No contract will be approved based on an RFP which has an effective date less than fourteen (14) calendar days after award notification to Bidders. (Referenced in the regulations of the Department of Administrative and Financial Services, Chapter 110, § 3(B)(i): <http://www.maine.gov/purchases/policies/110.shtml>

This provision means that a contract cannot be effective until at least 14 days after award notification.

3. The ME OPA estimates having a contract in place September 27, 2012. The State recognizes, however, that the actual contract effective date depends upon completion of the RFP process, date of formal award notification, length of contract negotiation, and preparation and approval by the State Purchases Review Committee. Any appeals to the ME OPA's award decision(s) may further postpone the actual contract effective date, depending upon the outcome. The contract effective date may need to be adjusted, if necessary, to comply with mandated requirements.
4. In providing services and performing under the contract, the successful Bidder shall act independently and not as an agent of the State of Maine.

B. Standard State Agreement Provisions

1. Agreement Administration
 - a. Following the award, an Agreement Administrator from the ME OPA will be appointed to assist with the development and administration of the contract and to act as administrator during the entire contract period. ME OPA staff will be available after the award to consult with the successful Bidder in the finalization of the contract.
 - b. In the event that an acceptable contract cannot be negotiated with the highest ranked Bidder, the ME OPA may withdraw its award and negotiate with the next-highest ranked Bidder, and so on, until an acceptable contract has been finalized. Alternatively, the ME OPA may cancel the RFP, at its sole discretion.

2. Payments and Other Provisions

The State anticipates paying the Contractor on the basis of net 30 payment terms, upon the receipt of an accurate and acceptable invoice. An invoice will be considered accurate and acceptable if it contains a reference to the State of Maine contract number, contains correct pricing information relative to the contract, and provides any required supporting documents, as applicable, and any other specific and agreed-upon requirements listed within the contract that results from this RFP.

PART VII LIST OF RFP APPENDICES AND RELATED DOCUMENTS

1. Appendix A – State of Maine Proposal Cover Page
2. Appendix B – Cost Proposal Form

PART VIII APPENDICES

Appendix A

**State of Maine
Executive Department
Office of Public Advocate
PROPOSAL COVER PAGE**

**RFP #201208378
Meter Emissions Study**

Bidder's Organization Name:		
Chief Executive - Name/Title:		
Tel:	Fax:	E-mail:
Headquarters Street Address:		
Headquarters City/State/Zip:		
<i>(provide information requested below if different from above)</i>		
Lead Point of Contact for Proposal - Name/Title:		
Tel:	Fax:	E-mail:
Street Address:		
City/State/Zip:		

Proposed Cost:	
<i>The proposed cost listed above is for reference purposes only, not evaluation purposes. In the event that the cost noted above does not match the Bidder's detailed cost proposal documents, then the information on the cost proposal documents will take precedence.</i>	

- This proposal and the pricing structure contained herein will remain firm for a period of 180 days from the date and time of the bid opening.
- No personnel currently employed by the ME OPA or any other State agency participated, either directly or indirectly, in any activities relating to the preparation of the Bidder's proposal.
- No attempt has been made or will be made by the Bidder to induce any other person or firm to submit or not to submit a proposal.
- The undersigned is authorized to enter into contractual obligations on behalf of the above-named organization.

To the best of my knowledge all information provided in the enclosed proposal, both programmatic and financial, is complete and accurate at the time of submission.

Authorized Signature

Date

Name and Title (Typed)

**State of Maine
Executive Department
Office of Public Advocate
COST PROPOSAL FORM**

**RFP #201208378
Meter Emissions Study**

Bidder's Organization Name: _____

Year One -- June 30, 2013

Staff Resources – Employees (Titles/Hourly Rates)	Est. Hrs.	Projected Cost
Total Staff Costs	N/A	\$

Purchased Services – Non Employees	Projected Costs
Consultants (including travel, etc.)	\$
Other (Describe)	\$
Total Purchased Services	\$

Non Personal Service Items	Projected Costs
Supplies and Materials	\$
Employee Travel	\$
Total Non Personal Service Items	\$

Other Costs (attach list if necessary)	Projected Costs
Indirect Costs (Rate ____%)	\$

Total Project Costs	Total Costs
	\$

Subcontracting is limited to ____% of non-employee direct personal services and related incidental expenses, including travel.

Year Two**Staff Resources – Employees (Titles/Hourly Rates)****Est. Hrs.****Projected Cost**

Total Staff Costs	N/A	\$

Purchased Services – Non Employees**Projected Costs**

Consultants (including travel, etc.)		\$
Other (Describe)		\$
Total Purchased Services		\$

Non Personal Service Items**Projected Costs**

Supplies and Materials	\$
Employee Travel	\$
Total Non Personal Service Items	\$

Other Costs (attach list if necessary)**Projected Costs**

Indirect Costs (Rate ____%)	\$
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Total Costs

Total Project Costs	\$
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Subcontracting is limited to ____% of non-employee direct personal services and related incidental expenses, including travel.