

Community Small Business RFP Question & Answer

- 1. Can an Implementer Subcontractor pay approved incentives to customers on behalf of Focus on Energy if they abide by Focus on Energy's required criteria, or is that task strictly completed by the Focus on Energy Fiscal Agent?**

Incentives are required to be issued by Focus on Energy's Fiscal Agent through the Program's database.

- 2. Can you provide a list of the target communities and/or geographic regions that Focus on Energy would like this program to focus on? Figure 1 on page 10 of the RFP does not include a key.**

Communities and/or geographic regions to be targeted are at the discretion of the bidder. The map provided was to identify the concentration of participants through previous small business programs. This map is for awareness purposes only.

- 3. There is some inconsistency regarding anticipated energy savings in the RFP. Can you provide clarification on Focus on Energy's expectations for claiming energy savings via this program?**

Energy savings will be claimed for equipment or building upgrades funded through the Community Small Business Program. A goal was not specified as the Program's savings potential will be dependent on the bidder's proposal, such as the territories targeted, the energy-savings potential of properties participating, and/or the budget allocated to support energy-saving upgrades.

- 4. At a high-level, what percentage of the total budget would Focus on Energy like to allocate for incentives vs. program delivery?**

Focus on Energy does not set a percentage for allocation of dollars as it will vary depending on the program design elements.

- 5. How do you anticipate needing to receive information to and from the Focus on Energy database? What IT security measures are required?**

Refer to the RFP, *Task 3: Administration and Compliance*

Implementers must comply with the Focus on Energy Policy Manual, Operational Procedures Guide, and their contracts. Implementers will be subject to compliance audits at the

Administrator or PSC's discretion. Bidders should describe their compliance and risk mitigation capabilities related to fiscal management and information security including:

- Capabilities for ensuring costs are tracked and assigned appropriately.
- Approach to minimizing errors and associated administrative costs.
- Audits, such as Service Organization Controls (SOC) audits and other internal audits performed on a regular basis.

New Focus staff must receive Compliance Training by the Administrator before SPECTRUM database credentials can be created. Please refer to these policies in the Focus on Energy Policy Manual located [HERE](#): *Information Security & Confidentiality, The Database; and IT Systems & Software*.

Also, refer to the following procedures contained in the Focus on Energy Operational Procedures Guide located [HERE](#): *Program Management and Incentive Processing*.

Refer to the proposed Contract located [HERE](#), specifically, Section 7.0, *Information Technology Systems*.

If an Implementer chooses to use a data collection tool, it is expected the information collected will be made available through Focus database. The Focus database will be used to initiate all payments to participants which are paid by the Fiscal Agent.

- 6. You reference that the Bidder should complete the Quad IV Summary tab on the Pricing Proposal Spreadsheet, but there is no tab with that name. Can you confirm that you mean the Budget and Savings Summary tab?**

This statement was intended to reference the Budget and Savings Summary tab. Bidders should complete the Budget and Savings Summary tab in the Proposal and Pricing spreadsheet and submit with their proposal. There is no Quad IV Summary tab.

- 7. The required checklist references a Task 4: Innovation and Pilots. However, there is no Task 4 in the Community Small Business Program RFP. Is there meant to be a Task 4? Or should we leave this item blank in the final checklist?**

There is no Task 4 required; please disregard this item by leaving blank in the checklist.

- 8. Will defining the parameters of a "community" be a joint effort between the Administrator and the Implementer, or will the Implementer define those parameters?**

Bidders are encouraged to propose a definition through their proposal, and input on the final definition will be provided by the Administrator to the selected Implementer.

9. If bidder has a current PSA can it be amended to include the SMB and MF programs?

Yes.

10. What is the definition of a major renovation?

A major renovation is an extensive alteration of an existing facility, such as significantly changing its function or purpose (change-of-use), even if the renovation doesn't include any structural change to the facility. Typically, the primary building systems – building shell, HVAC, and electrical – are replaced, the building's interior is demolished to the existing studs, and building operations cannot continue while the work is in progress.

11. Since there are no set goals for this offering, is there a percentage or expectation of electricity vs. gas savings?

No, there are not specific expectations for the split between electric and natural gas; however, bidders should consider both fuel types in their response.

12. Would water savings be part of the program?

While water savings can happen indirectly through energy-saving upgrades, Focus on Energy cannot claim or offer incentives exclusively for water savings.

13. Could a participant receive prescriptive or custom rebates/incentives through other Focus on Energy offerings for the same equipment (provided that value would be subtracted from the incentives through the Community Small Business offering)?

No. Equipment associated with energy-efficient upgrades through the Community Small Business offering would not be eligible for incentives offered through another Focus on Energy offering.

14. Given the time of year and ACEEE Summer Study conference, is there an opportunity to extend the deadline for proposal submission?

No