



# Pre-Proposal Conference



National Joint Powers Alliance® (“NJPA”)

**REQUEST FOR PROPOSAL (“RFP”)**

for the procurement of

## ELECTRICAL ENERGY POWER GENERATION WITH RELATED PARTS, SUPPLIES, AND SERVICES

**RFP Opening: December 7, 2017 AT 8:30 A.M. CENTRAL TIME**

At the offices of the National Joint Powers Alliance, 202 12th Street Northeast, Staples, MN 56479

**RFP #120617**

The National Joint Powers Alliance® (NJPA), on behalf of NJPA and its current and potential Member agencies which includes all governmental, higher education, K-12 education, not-for-profit, tribal government, and all other public agencies located in all fifty states, Canada, and internationally, issues this Request For Proposal (RFP) to result in a national contract solution for the procurement of **#120617 ELECTRICAL ENERGY POWER GENERATION WITH RELATED PARTS, SUPPLIES, AND SERVICES**. Details of this RFP are available beginning October 19, 2017. Details may be obtained by letter of request to Chris Robinson, NJPA, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479, or by e-mail at [RFP@njpacoop.org](mailto:RFP@njpacoop.org). Proposals will be received at the address above until December 6, 2017 at 4:30 p.m. Central Time and opened on December 7, 2017 at 8:30 a.m. Central Time.

### *RFP Timeline*

- October 19, 2017** **Publication of RFP** in the print and online version of USA Today, in the print and online version of the Salt Lake News within the State of Utah, in the print and online version of the Daily Journal of Commerce within the State of Oregon (note: OR entities this pertains to: <http://www.njpacoop.org/oregon-advertising> and also RFP Appendix B), in the print and online version of The State within the State of South Carolina, the NJPA website, MERX, Noticetobidders.com, PublicPurchase.com, Biddingo, and Onvia.
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Direct questions regarding this RFP to: Chris Robinson at [chris.robinson@njpacoop.org](mailto:chris.robinson@njpacoop.org) or (218)895-4168.

# November 29

is the deadline to call or email questions to:

**Chris Robinson**

218.895.4168

[chris.robinson@njpacoop.org](mailto:chris.robinson@njpacoop.org)

# December 6

at

## 4:30 P.M. Central Time

is the deadline for proposal submission.

# WHO IS NJPA?



- We are a **government agency**, governed by a publicly elected board of directors (M.S. 123A.21).
- We are **public employees**, the same as our members.
- Our **mission** is: To build valued relationships, deliver innovative solutions with integrity, and exceed the expectations of our members.

NJPA IS GOVERNMENT AGENCY WITHIN THE STATE OF MN

# WHO QUALIFIES FOR NJPA MEMBERSHIP?



## State and Local Government Entities

- Cities
- Counties
- States and State Agencies
- Special & Water Districts
- Native American Tribes
- Port & Transportation Authorities



## Public and Private Education

- K-12
- Special Education Districts
- Charter Schools
- Higher Education/Universities



## Non Profits (tax exempt organizations)

- Hospitals & Nursing Homes
- Rural Power Cooperatives
- Housing Authorities
- Member Associations & Coops

# MARKETPLACE REALITY



- The purchasing culture has changed – agencies are shopping and buying through contracts, you now have fewer opportunities to respond to bids and RFPs.
- Your competitors likely have a cooperative contract, present your NJPA contract and close the business...before your competitors do.
- Position your contract to be your first

IF YOU'RE WAITING FOR BIDS TO HIT THE STREET...  
YOU'RE TOO LATE!

# HOW IT WORKS



**NJPA: A legal pathway between buyers & suppliers**

# NJPA CONTRACT USE & ACCEPTANCE

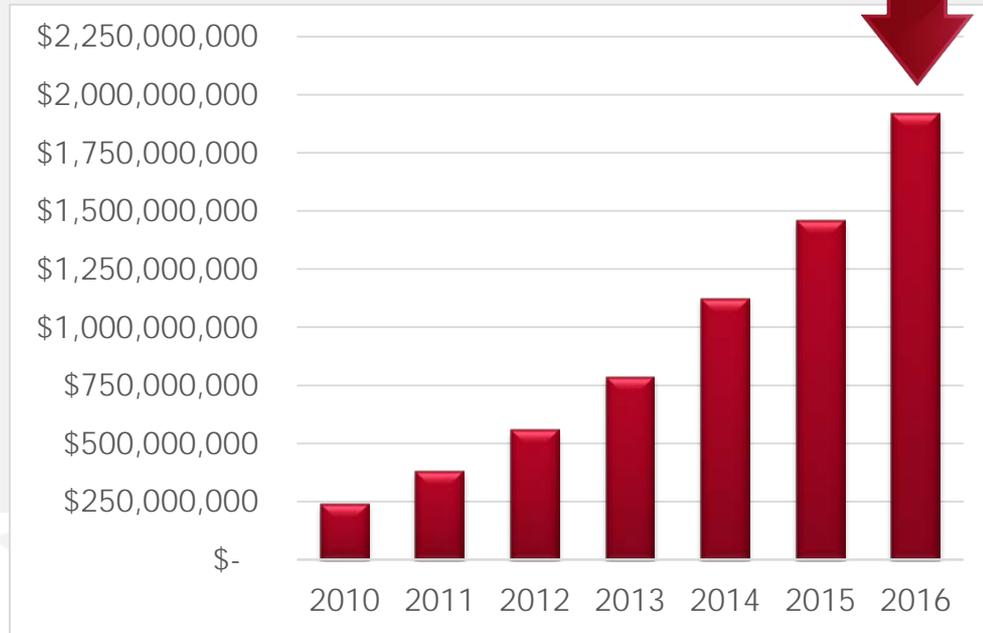


200+ CONTRACTS



NATIONAL COOPERATIVE  
CONTRACTS  
are working for both buyers AND  
suppliers.

## NJPA Contract Volume Annually



Nearly \$2 Billion in purchases in  
2016

# VALUE OF COOPERATIVE PURCHASING

## VENDOR

No need to respond to numerous, time consuming individual customer bids.

Offer your full line of products & services.

Leverage the relationships you have earned.

Promote value and quality over price.

Provide established discounted, ceiling-based pricing.



**Save Time & Money**



**Full-line of Contracted Solutions**



**Trust and Relationships**



**Low-bid, Low-quality Responses**



**National Volume Pricing**

## MEMBER

No need to duplicate the competitive RFP process. Reduces the impact of: agency staff, budget cuts & protests.

Choose the products & services they need and want.

Select the vendor they want to buy from & the rep they want to work with.

Avoid unpleasant experience of low-bid, low-quality awards.

Receive national volume, ceiling-based, discounted pricing.

# World-Class Companies

## SOLUTIONS: from **A** ...to **Z**



# GOVERNMENT SALES USING NJPA

Satisfying The Competitive Solicitation Requirements... NOT Skipping them



## TRADITIONAL BID PROCESS



# NJPA's LEGAL AUTHORITY & RESPONSIBILITY



- NJPA facilitates a **competitive solicitation & award** process nationally on behalf of our members' needs and expectations.
- NJPA is its own lead agency and has the **legislative authority** to establish contracts.
- Acceptance and comfort always comes down to **local policy and interpretation**.

NJPA SATISFIES OUR MEMBERS' COMPETITIVE CONTRACTING REQUIREMENTS

# Proposal Format and Helpful Hints

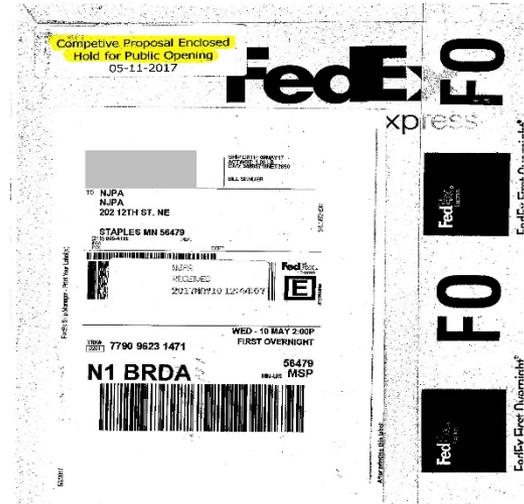
- RFP Section 4.9 and Pre-Submission Checklist:
  - Electronic version (in an editable version)
  - Hard copy
  - Original signatures on required forms
  
- Level-1 and Level-2 responsiveness
  
- Questions on Forms A and P—and industry-specific questions
  
- Scope refinements in RFP Section 3.17

# Proposal Format and Helpful Hints (cont'd)

## 10 PRE-SUBMISSION CHECKLIST



Check when Completed	Contents of Your Bid Proposal	Hard Copy Required Signed and Dated	Electronic Copy Required - CD or Flash Drive
	Form A: Proposer Questionnaire with all questions answered completely	X - signature page only	X
	Form B: Proposer Information		X
	Form C: Exceptions to Proposal, Terms, Conditions, and Solutions Request	X	X
	Form D: Formal Offering of Proposal	X	X
	Form E: Contract Acceptance and Award		X
	Form F: Proposers Assurance of Compliance	X	X
	Form P: Proposer Questionnaire with all questions answered completely	X-signature page only	X
	Certificate of Insurance with \$1.5 million coverage	X	X
	Copy of all RFP Addendums issued by NJPA	X	X
	Pricing for all Products/Equipment/Services within the RFP being proposed		X
	Entire Proposal submittal including signed documents and forms.		X
	All forms in the Hard Copy Required Signed and Dated should be inserted in the front of the submitted response, unbound.		
	Package containing your proposal labeled and sealed with the following language: "Competitive Proposal Enclosed, Hold for Public Opening XX-XX-XXXX"		
	Response Package mailed and delivered prior to deadline to: NJPA, 202 12th St NE, Staples, MN 56479		



# Proposal Format and Helpful Hints (cont'd)

- Public Data – MN Statutes Chapter 13
  - Public data = everything, unless “nonpublic” by statute
  - Most common relevant exception is “trade secret” under §13.37
  - Generally - formula, pattern, compilation, program, device, method, technique or process that has been kept secret
  - “Proprietary information” is not part of the definition of trade secret in Minnesota; and, Federal FOIA is not applicable.
- Vendor may request redaction of nonpublic information – process explained in the RFP
  - Likely **not** a trade secret, but commonly requested for redaction: pricing, financial information and spend volume for government customers

# Scope Limitations

## ELECTRICAL ENERGY POWER GENERATION WITH RELATED PARTS, SUPPLIES, AND SERVICES

**3.17 Additional Scope Definitions:** In addition to ELECTRICAL ENERGY POWER GENERATION WITH RELATED PARTS, SUPPLIES, AND SERVICES, **this solicitation should be read to include, but not to be limited to:**

**3.17.1 Primary Offerings:** Proposer's primary solution offerings may include: stationary and portable electrical generators; backup or standby generator sets; mobile or trailer mounted generators; enclosures; automatic transfer switches; switch gears; used generator sets; rental generator set agreements; and, generator-related design, installation, maintenance, or repair services. It is further intended that Proposer's primary solutions will be for, or related to, electrical energy power generation from biofuel or fossil fuel sources.

**3.17.2 Incidental or Complementary Offerings:** in addition to the primary offerings, Proposer may include incidental or complementary offerings of: solar panel and microgrid solutions; mobile light towers; trailers; and, replacement or repair parts related to the primary offerings. It is further intended that electrical energy generation from renewable energy sources will not be more than an incidental or complementary part of Proposer's proposed solutions.

# Industry-Specific Questions (Form P)

- 19) Please specify product and voltage range the generator equipment that you are offering.
- 20) Describe your mobile or trailer mounted units, if any, and specify the ranges.
- 21) If you are providing trailers as part of a turnkey package, please provide details.
- 22) Describe how you will include customization and the pricing of such for the units.
- 23) Describe installation and service programs, and identify the associated services, service provider locations and pricing.
- 24) Describe any preventative maintenance or extended service coverage agreements.
- 25) Do you provide preventive, periodic or full maintenance plans/programs for the solutions you are proposing in this response?
  - a. If so, provide a recommended service & maintenance agreement for a periodic/preventative and or full maintenance plan.
  - b. What are recommended service intervals?
- 26) Describe your rental agreements and pricing schedule.
- 27) Will you include used equipment and if so, provide a pricing strategy for these units.
- 29) Provide a general overview of your products EPA compliance.
- 29) Identify the lifecycle cost of ownership of your generator solutions.

# Award Criteria - Forms A, P and G

- Conformance to Terms and Conditions
- Pricing
- Financial, Industry, and Marketplace Success
- Ability to Sell and Service Nationally
- Marketing Plan
- Value Added Attributes
- Warranty
- Selection and Variety of Products and Services

Conformance to RFP Terms and Conditions	50	
Financial Viability and Marketplace Success	75	
Ability to Sell and Deliver Service Nationwide	100	
Marketing Plan	50	
Value-Added Attributes	75	
Warranty	50	
Depth and Breadth of Offered Products and Related Services	200	
Pricing	400	
<b>TOTAL POINTS</b>	<b>1000</b>	

Reviewed by: \_\_\_\_\_ Its \_\_\_\_\_  
 \_\_\_\_\_ Its \_\_\_\_\_



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