

Millsap ISD

Request For Proposal

ELECTRICITY SUPPLY & ASSOCIATED SERVICES

February 2, 2021

Prepared by:

Deann Lee, Superintendent

INDEX

<u>Statement of Purpose</u>	3
<u>Background</u>	3
<u>RFP Administration</u>	4
<u>Energy Overview</u>	4
<u>Assessment Process</u>	5
<u>Selection Process</u>	5
<u>Supplier Qualifications</u>	6
<u>Pricing Objectives</u>	6
<u>Education & Curriculum</u>	7
<u>Added Value</u>	7
<u>Community Involvement</u>	7
<u>Customer Care</u>	7
<u>Billing</u>	7
<u>Appendix</u>	10

Request for Proposal – Millsap ISD

Statement of Purpose

Millsap ISD Electricity Services RFP has been developed to enable Millsap ISD to procure electricity supply and associated services from the deregulated Texas electricity market.

Millsap ISD seeks an energy supplier that is prepared to work with Millsap ISD in a close working relationship for the ongoing supply of electricity. The pricing options submitted by respondents to this RFP for these services must be competitively priced and offer ongoing value to Millsap ISD.

Millsap ISD is issuing this RFP for the electricity services to take advantage of market conditions for June 1, 2022, and beyond, with each meter transferring according to each individual meter read date. The District reserves the right to reject any and/or all proposals, to accept any proposal deemed most advantageous to Millsap ISD, and to waive any informalities in bidding.

Background

Millsap ISD is an educational institution providing quality learning services from K to 12 within and across the geographic boundaries of Millsap ISD. Key objectives for the district are to minimize energy costs across all campuses by means of reduced commodity cost, energy conservation initiatives, and communicating with our Retail Electric Provider to identify potential savings outside the scope of a commodity contract.

Within Millsap ISD there are 19 meters. These have all been included within the RFP. The sites include an elementary school, a middle school, a high school, athletic facilities and various other infrastructures of Millsap ISD.

Millsap ISD is seeking an energy supplier that will assist Millsap ISD to achieve cost reduction and support our energy conservation management objectives.

Request for Proposal – Millsap ISD

RFP Administration

The response to this RFP for electricity supply and associated services should be received by Deann Lee by close of business hours on February 16, 2021.

Millsap ISD requires responses either electronically or with three hard copies.

Any queries relating to this bid should be directed to Deann Lee via email at deannlee@millsapisd.net by February 15, 2021 at 4:30 PM.

Responses will be opened and publicly read on February 17, 2021 at 8:30 AM at 201 E. Brazos St, Millsap, TX 76066.

Energy Overview

This RFP covers a total of 19 meters. The available details of Millsap ISD'S meters and historical energy usage and electricity demands are included below.

The usage details are consistent with Millsap ISD'S typical energy usage or atypical that indicates a reason for estimated variances. Factors that are likely to influence the future energy usage of Millsap ISD include: i.e. new infrastructure, new site connections, change in operation, and hours of operation.

Address and Esiid	
201 E Brazos St Cust Bldg Millsap, TX 76066	10443720000290611
305 Pine St Temp Millsap, TX 76066	10443720000126900
200 Plum St Sign Millsap, TX 76066	10443720000426242
Cafeteria Millsap, TX 76066	10443720002611131
MMS 301 E Brazos, Millsap, TX 76066	10443720002612061
Maintenance, Millsap, TX 76066	10443720002612092
Greenhouse Millsap TX 76066	10443720002612123
Football Field Millsap TX 76066	10443720002612154
MMS Gym, Millsap TX 76066	10443720002612495
Sewer Station, Millsap TX 76066	10443720006503305
MMS Gym, 301 E Brazos, Millsap, TX 76066	10443720006573582
Library Science Anx Millsap, TX 76066	10443720007486687
Bulldog Ln sign, Millsap, TX 76066	10443720007722232
600 Bulldog Dr Conc Millsap TX 76066	10443720008188534
600 Bulldog Dr EQRM Millsap TX 76066	10443720008226447
Wilson Bend Rd Perm Millsap TX 76066	10443720008430334
High School, Millsap, TX 76066	10443720008776287
Ag Science Millsap, TX 76066	10443720009154208
Athletic complex	10443720009159571

Request for Proposal – Millsap ISD

Assessment Process

The assessment of responses to this RFP will be completed by management personnel from Millsap ISD.

The review of RFP will determine the Retail Electric Provider (REP) most capable of delivering the best overall value to Millsap ISD, consistent with the requirements herein and as evidenced by the Respondent's past performance history in providing the type and scope of services required within this RFP.

Respondents will be assessed against the following criteria:

- Their level of experience in retailing electricity sales within the State of Texas. References, case studies, and other verifiable documentation of experience will be utilized where they are provided.
- Their capabilities relating to the management of their operations including corporate assets, customer base and extent of retail operations including the resources and technologies that enable them to bring value to their customer base.
- The pricing options submitted will be assessed in terms of matching Millsap ISD'S pricing requirements and will assess pricing over the total period of the proposed energy services contract.
- The ability to provide services that will assist Millsap ISD in energy conservation efforts.
- Anything above and beyond the commodity contract that potentially impacts the classroom, teachers or students will be considered.
- Their approach and demonstrable performance in the area of Customer Care. This includes timely and accurate invoices to the District.
- Although the District is not currently participating in a Demand Response Program, the District prefers the Retail Electric Provider or supplier to have the expertise and programs available.

Selection Process

Qualifications of Retail Electric Provider (REP) will be assessed against criteria listed in Texas Education Code Section 44.031(b).

The awarding of the Millsap ISD electricity supply contract will be made to the Respondent providing the best overall value consistent with Millsap ISD requirements for the provision of the services identified within the RFP.

Request for Proposal – Millsap ISD

Negotiations on risk management strategy and pricing targets shall be conducted with the selected respondent. If successful, they will be deemed the selected REP.

If Millsap ISD and the selected REP can not agree on terms for a contract, Millsap ISD shall enter into negotiations with one of the remaining REP respondents.

Should Millsap ISD determine in writing and at its sole discretion that only one REP respondent is fully qualified, or that the nominated REP respondent is clearly more highly qualified than the others under consideration, a contract maybe negotiated and awarded to that REP.

Supplier Qualifications

The qualifications and operational capabilities of prospective energy suppliers are fundamental criteria which Millsap ISD will assess in selecting a preferred REP. Millsap ISD is seeking an experienced energy supplier that is fully committed to the Texas energy market and to assisting customers to maximize the benefits from electricity deregulation. In responding, suppliers should provide details of claims that support your company’s capabilities against the following criteria;

- Robustness & Experience – provide details on the size of your organization and experience working with other School Districts in TX.
- Service Management & Customer Care – provide details of any service management examples supplied to Millsap ISD or similar type customers.
- Electricity Distribution - provide details which demonstrate your company’s understanding and involvement with distribution and delivery systems.
- Energy Conservation - provide examples, including financial and non-financial benefits delivered to your customers.

Pricing Objectives

Prepare pricing options with a June 1, 2022, start date for a three (3) year, four (4) year, and five (5) year term fixed price. Each meter will be transferred according to each individual meter read date. Please include a component sheet, listing all ancillaries that will be included and/or passed through to the customer in your commodity price. The pricing submitted should be at the ZONE as the District wants the Nodal Congestion component included. The District is seeking a provider that has no material adverse change clause in the agreement.

Please also include a sample contract and any testimonials or references.

Millsap ISD will consider other pricing options that offer value and allow ongoing flexibility. If an alternative option is presented, please describe the product in full detail.

Request for Proposal – Millsap ISD

REPs should specify whether the supplied pricing has (i) an acceptance period or (ii) is subject to confirmation.

Added Value

Millsap ISD has a strong commitment to ensuring all of the associated campuses utilize energy in an efficient and cost-effective manner. Describe the energy management and energy conservation measures that your company can make available to Millsap ISD.

Community Involvement

Millsap ISD has a strong commitment to its community and would like to ensure that its vendors share the same dedication to the communities they serve. Describe your company's community involvement initiatives and emphasize opportunities to partner with Millsap ISD in community initiatives.

Customer Care

Ongoing support and service management is an important requirement of the energy services package covered by this RFP document. The service component from REP's responses will play a significant part in differentiating potential energy suppliers. Provide details of the level of customer care that will be provided to Millsap ISD.

Billing

Accurate, timely, easily understood electricity billing, and payment plans are an essential requirement. Provide details of your billing systems and payment plans that will ensure accuracy of pricing between your company and Millsap ISD.

Notice

The district may not enter into a contract with a company for goods and services unless the contract contains a written verification from the company that it does not boycott Israel and will not during the term of the contract.

Form 1295

Millsap ISD must acknowledge the receipt of the filed Form 1295 by notifying the Texas Ethics Commission of the receipt of the filed Form 1295 no later than the 30th day after the date the contract binds all parties to the contract. After Millsap ISD acknowledges the Form 1295, the Texas Ethics Commission will post the completed Form 1295 to its website with seven business days after receiving notice from Millsap ISD.

Certificate of Interested Parties (Form 1295 – must be filled out electronically with the Texas Ethics Commission's online filing application, printed out, signed, notarized, and attached to proposal in the Response Attachment section of the Millsap RFP).

Millsap ISD is required to comply with House Bill 1295, which amended the Texas Government Code by adding Section 2252.908, Disclosure of Interested Parties. Section 2252.908 prohibits

Request for Proposal – Millsap ISD

Millsap ISD from entering into a contract resulting from this RFP with a business entity unless the business entity submits a Disclosure of Interested Parties (Form 1295) to Millsap ISD at the time the business entity submits the signed contract. The Texas Ethics Commission has adopted rules requiring the business entity to file Form 1295 electronically with the Texas Ethics Commission. The following **definitions** apply:

(1) **“Business Entity”** means an entity recognized by law through which business is conducted, including a sole proprietorship, partnership, or corporation. TEX. GOV’T CODE § 2252.908(1).

(2) **“Interested Party”** means a person:

- a) who has a controlling interest in a business entity with whom Millsap ISD contracts; or
- b) who actively participates in facilitating the contract or negotiating the terms of the contract, including a broker, intermediary, adviser, or attorney for the business entity. TEX. GOV’T CODE § 2252.908(3).

(3) **“Controlling interest”** means:

- a) an ownership interest or participating interest in a business entity by virtue of units, percentage, shares, stock, or otherwise that exceeds 10 percent;
- b) membership on the board of directors or other governing body of a business entity of which the board or other governing body is composed of not more than 10 members; or
- c) service as an officer of a business entity that has four or fewer officers, or service as one of the four officers most highly compensated by a business entity that has more than four officers. TEX. ETHICS COMM. RULE 46.3(c).

(4) **“Intermediary”** means a person who actively participates in the facilitation of the contract or negotiating the contract, including a broker, adviser, attorney, or representative of or agent for the business entity who:

- a) receives compensation from the business entity for the person’s participation;
- b) communicates directly with the governmental entity or state agency on behalf of the business entity regarding the contract; and
- c) is not an employee of the business entity. TEX. ETHICS COMM. RULE 46.3(e).

As a “business entity,” all vendors must:

(1) complete Form 1295 electronically with the Texas Ethics Commission using the online filing application, which can be found at

https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

- **All vendors must complete Form 1295, even if no interested parties exist**

- In Section 2, insert “Millsap ISD”

- In Section 3, insert the Millsap ISD RFP # for this proposal

(2) print a copy of the completed form (make sure that it has a computer-generated certification number in the “Office Use Only” box)

(3) have an authorized agent of the business entity sign the form

(4) notarize the form

(5) submit the completed, signed, notarized Form 1295, with the certification of filing, by attaching the form to your proposal.

Request for Proposal – Millsap ISD

CERTIFICATE OF INTERESTED PARTIES		FORM 1295	
Complete Nos. 1 - 4 and 6 if there are interested parties. Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.		OFFICE USE ONLY	
1 Name of business entity filing form, and the city, state and country of the business entity's place of business.			
2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed. Harris County Department of Education			
3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the goods or services to be provided under the contract. HCDE RFP No. <insert RFP No. here>			
4 Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)	
		Controlling	Intermediary
<b style="color: red; font-size: 1.2em;">SAMPLE ONLY! <b style="color: red; font-size: 1.2em;">Vendor must complete form electronically on Texas Ethics Commission's website: <b style="color: red; font-size: 1.2em;">https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm			
5 Check only if there is NO Interested Party. <input type="checkbox"/>			
6 AFFIDAVIT I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.			
_____ Signature of authorized agent of contracting business entity			
AFFIX NOTARY STAMP / SEAL ABOVE			
Sworn to and subscribed before me, by the said _____, this the _____ day of _____, 20 _____, to certify which, witness my hand and seal of office.			
_____ Signature of officer administering oath		_____ Printed name of officer administering oath	
_____ Title of officer administering oath			
ADD ADDITIONAL PAGES AS NECESSARY			

Appendix

LETTER OF AUTHORIZATION FOR THE REQUEST OF HISTORICAL USAGE INFORMATION

Date: _____ Expiration Date: _____

LIST TDU (List TDUs that apply to request)

- Oncor CenterPoint Sharyland
- AEP TNMP Entergy Texas

Please accept this letter as a formal request and authorization for the above referenced Distribution Company (TDU) to release energy usage data, including kWh, kVA or KW, and interval data (if applicable) at the following location(s). This information request shall be limited to no more than the most recent 12-month period of service.

Service Address

ESI Number (found on bill)

Request for Proposal – Millsap ISD

Please forward usage and load information in electronic (Microsoft Excel) format to:

E-mail:

AUTHORIZATION

I affirm that I have the authority to make and sign this request on behalf of my company for all ESIDs that are associated with this request.

(Signature)

(Company)

(Name, printed)

(Billing Street Address)

(Title)

(City, State, Zip Code)

(Email Address)

(Telephone Number)