



**Electric Vehicle Supply Equipment (EVSE) Support
Program Opportunity Notice (PON) 2392
Approximately \$670,000 Available**

Proposals Due: November 14, 2011 by 5:00 PM Eastern Time*

The Electric Vehicle Supply Equipment (EVSE) Support solicitation (the Program) seeks to select an Electric Vehicle Support Contractor to assist New York State in addressing electric vehicle and EVSE deployment issues in the State. The contractor will support NYSEERDA's PEV initiatives, including its demonstration projects solicited under PON 2301, the EVSE Demonstration Program. The PON has approximately \$670,000 in initial funding available with an option to add a Phase II to the project, consisting of up to an additional \$500,000. Proposed activities of the contractor would include:

- **Studies:** Literature reviews of studies related to PEV and EVSE implementation; review of NYS-specific issues regarding PEV and EVSE including code issues, and review of level 3 charging technology and roadmap for suggested deployment and distribution strategies.
- **Data Analysis:** Perform data collection, analysis and review of both ongoing demonstration projects and projects to be selected under PON 2301.
- **Technology Transfer:** Outreach and information dissemination activities to include hosting conferences and bringing stakeholders together to review and address issues at both the local and state level; and develop collaborations with other regional and national groups working on these issues.
- **Regional Planning:** Conduct studies and develop model PEV infrastructure planning documents for the Northeast and Mid-Atlantic region.

Proposal Submission: Proposers must submit one (1) hard copy of the proposal with a completed and signed Proposal Checklist attached to the front that contains an original signature and one (1) copy of the proposal documents on a CD. Proposals must be clearly labeled and submitted to:

**Roseanne Viscusi, PON 2392
NYS Energy Research and Development Authority
17 Columbia Circle
Albany, NY 12203-6399**

If you have technical questions concerning this solicitation, contact Adam Ruder (518) 862-1090, ext. 3411 or ar3@nyserda.org or Patrick Bolton at (518) 862-1090, ext. 3322 or ppb@nyserda.org. If you have contractual questions concerning this solicitation, contact Nancy Marucci at (518) 862-1090, ext. 3335 or nsm@nyserda.org.

No communication intended to influence this procurement is permitted except by contacting Adam Ruder (Designated Contact) at (518) 862-1090, ext. 3411 or ar3@nyserda.org. Contacting anyone other than this Designated Contact (either directly by the proposer or indirectly through a lobbyist or other person acting on the proposer's behalf) in an attempt to influence the procurement: (1) may result in a proposer being deemed a non-responsible offerer, and (2) may result in the proposer not being awarded a contract.

*Late proposals and proposals lacking the appropriate completed and signed Proposal Checklist may be returned. Faxed or e-mailed proposals will not be accepted. Proposals will not be accepted at any other NYSEERDA location other than the address above. If changes are made to this solicitation, notification will be posted on NYSEERDA's web site at www.nyserda.org.

INTRODUCTION

The objective of the Electric Vehicle Supply Equipment (EVSE) Support solicitation is to support the deployment of EVSE in New York by identifying and addressing barriers to widespread EVSE deployment.

The performance, cost, and convenience of using oil as the exclusive fuel within the transportation sector are now being challenged by electric technologies, such as plug-in electric vehicles (PEVs). PEVs, which include all-electric vehicles and plug-in hybrid electric vehicles, provide an opportunity for reducing oil consumption and emissions by drawing power from the electric grid. Establishing a PEV infrastructure framework, to provide access to electric charging for these vehicles, will also create new opportunities for business and job development as the state moves toward electrified transportation. To maximize the benefits of PEVs, the emerging EVSE infrastructure (including the basic charging equipment and the communication and control connections between the vehicle and the grid) must provide access to clean electricity, satisfy stakeholder and vehicle owner expectations, and ensure safety. A number of EVSE manufacturers and operating companies have recently introduced products and business models for deploying EVSE. A demonstration program will identify successful technologies, customer interfaces, and business models. Further, it is expected that increased EVSE deployment and availability to drivers will help make consumers more comfortable with purchasing PEVs.

Technology and market transitions that allow for widespread use of PEVs are significant but not insurmountable if comprehensive implementation plans are created that account for the needs of various stakeholders. A number of questions remain unanswered about how best to deploy EVSE and what the economic, environmental, and energy impacts may be from widespread deployment. Significant work needs to be done to collect data on early demonstration EVSE projects and review codes and standards regarding EVSE infrastructure deployment to answer these questions. NYSERDA seeks support in identifying these issues and possible solutions through PON 2392.

In addition, PON 2392 seeks support for administering NYSERDA's EVSE demonstration projects. Under PON 2301, the EVSE Demonstration Program, NYSERDA will be seeking projects to demonstrate innovative EVSE deployment opportunities located in New York State, with a total funding available of approximately \$8 million and a cap of \$1,000,000 per project for the installation and evaluation of EVSE at locations as described below in Project Categories. Projects must incorporate at least one of the following elements: vehicle to grid (V2G) application; smart charging; demand response charging; time of day and staggered charging; connection to distributed generation that will be used to charge the vehicles (the installation of distributed power generation is not an eligible expense); aggregation of V2G applications through an Energy Services Company (ESCO); parking space reservation systems such as online and through cell phones; and innovative payment systems.

Eligible project activities under PON 2301 are broken out into three categories:

- A. Installation and evaluation of EVSE at public locations such as the following: supermarkets, malls and retail outlets, train stations, hotels, restaurants, and parking garages and parking lots where the EVSE is open to the general public and will be used by a wide variety of users.
- B. Installation and evaluation of EVSE at private business locations where employees of the business will use the EVSE for personal vehicles, townhouse communities or large apartment, condo, or rental communities, where employees and residents or the public will use the EVSE to charge personal vehicles and may be used by a select group of users who maintain a vehicle at this location. EVSE located at residential parking areas or garages directly associated with five or fewer residences are not eligible.
- C. Installation and evaluation of EVSE at business locations for use by business-owned fleet vehicles. As an example, one potential project could be installing EVSE to charge a delivery company's PEV trucks at their depot where the EVSE is not accessible to the general public.

1.0 PROJECT REQUIREMENTS

NYSERDA seeks one or more organizations (including teams) to assist New York State in addressing electric vehicle and EVSE deployment issues in the State, with approximately \$670,000 in total funding available in the

initial phase and an option to add a Phase II to the project, consisting of up to an additional \$500,000. Proposed activities of the contractor will include:

- **Studies:** Literature reviews of studies completed at the federal, state, or local levels related to PEV and EVSE implementation; review of NYS-specific issues regarding PEV and EVSE including code issues, distributed generation, demand and staggered charging, smart grid and V2G issues; analysis of possible State incentive programs supporting deployment of PEV and EVSE; review of the State-Local, Local-Local, State-Utility, and Federal-State issues that may arise from widespread PEVs and EVSE; review of level 3 charging technology and roadmap for suggested deployment and distribution strategies; and additional task work order projects and studies for NYSERDA.
- **Data Analysis:** Perform data collection, analysis and review of both ongoing demonstration projects and projects to be selected under PON 2301. Suggest changes to the program from lessons learned from the demonstration projects. Suggest necessary demonstration projects to undertake in New York that will address specific data needs.
- **Technology Transfer:** Outreach and information dissemination activities to include hosting conferences and bringing stakeholders together to review and address issues at both the local and state level; Development of a website for information dissemination; Development of training modules for local policymakers involved in EVSE siting decisions; Collaboration with MPOs, Clean Cities Coalitions, and other groups on up to five local EVSE implementation plans; Development of a coordinating committee made up of State and local government, utilities, NYISO, PSC, and other New York stakeholders that will review these issues for the state and coordinate projects, implementation, and programs; and develop collaborations with other regional and national groups working on these issues.
- **Regional Planning:** NYSERDA recently received an award from the U.S. Department of Energy (DOE) under their recent "Clean Cities Community Readiness and Planning for Plug-in Electric Vehicles and Charging Infrastructure" program on behalf of the Transportation and Climate Initiative (TCI). TCI is a collaboration of the transportation, energy, and environment agencies from the 11 Northeast and Mid-Atlantic states and Washington, DC focused on reducing greenhouse gas emissions from the transportation sector. Work toward this award will include: creation of siting and design guidelines for EVSE, including suggestions for types of sites at which to focus investments, for key roadways and travel corridors that should be electrified early to enhance mobility, and for optimal intervals for having Level 2 and Level 3 charging so as to promote local and region-wide travel; development of model building codes, permitting rules, and zoning ordinances pertaining to EVSE that could facilitate EVSE deployment; and development of communications and educational materials to disseminate the guidelines developed under this project to decision-makers.

1.1 ELIGIBILITY REQUIREMENTS

Any entity is eligible to apply for funding under PON 2392. Teaming arrangements or subcontracting of portions of the work scope is encouraged if a proposer believes that the project would benefit from the qualifications and participation of another party.

NYSERDA has established a policy to promote the award of state funded contracts in a manner that develops and strengthens Minority and/or Women Business Enterprises (M/WBEs). As a result, M/WBEs are strongly encouraged to submit proposals to this PON, either as prime applicants, joint venture partners or subcontractors.

1.2 PROGRAM FUNDING

Approximately \$670,000 in NYSERDA funding is available through PON 2392 to perform EVSE support tasks for NYSERDA, such as conduct and compile research, collect data, and perform outreach about EVSE use and deployment. Funds will be allocated on a competitive basis. NYSERDA reserves the right to award one or more contracts from this solicitation. An individual award may include all or selected portions of a proposer's work scope.

NYSERDA may choose to add up to an additional \$500,000 to the contract following Year 1 of the project.

2.0 PROPOSAL REQUIREMENTS

Proposers must submit one (1) **paper** copy and one (1) copy on CD of the completed proposal to the attention of Roseanne Viscusi at the address on the front of this Program Opportunity Notice. A completed and signed Proposal Checklist must be attached as the front cover of your proposal, **ONE OF WHICH MUST CONTAIN AN ORIGINAL SIGNATURE. Late proposals and proposals lacking the appropriate completed and signed Proposal Checklist will be returned.** Faxed or e-mailed copies will not be accepted.

2.1 YOUR PROPOSAL MUST CONTAIN, IN THE FOLLOWING ORDER:

Attachment A - Proposal Checklist with AT LEAST ONE COPY with an original signature (Mandatory)

Attachment B - Disclosure of Prior Findings of Non-Responsibility Form (Mandatory)

Attachment C - Contract Pricing Proposal Form (Mandatory)

A proposal narrative as described in the following pages (Mandatory)

Letters of project commitment from all partners to the proposal are mandatory. Absence of signed commitment letters will be viewed as a lack of partnership commitment to the project proposal.

Exceptions to NYSERDA standard terms and conditions (provided under Attachment D), if any.

NYSERDA will enter into a contract with a successful proposer(s) using the attached Sample Agreement (**Attachment D**). **If you do not accept the standard terms and conditions, provide alternate terms with justification based on the risk and benefit to New York State. Any negotiation of terms will be at NYSERDA's sole discretion.** If you do not include exceptions to these terms with your proposal and the proposal is awarded funding, no adjustment to these terms will be allowed in the NYSERDA contract. Attachment D does not need to be completed. It is provided only as a reference.

Proposals should not be excessively long (attempt to follow the page length suggestions provided below) or submitted in an elaborate format that includes expensive binders or graphics. Unnecessary attachments beyond those sufficient to present a complete, comprehensive, and effective response will not influence the evaluation of the proposal. Each page of the proposal should state the name of the proposer, the PON number, and the page number. The proposal must contain a proposed statement of work and a list of proposed deliverables in the following format:

PROPOSAL NARRATIVE

A. PROPOSED TOPICS FOR EVSE STUDIES

Describe the proposed topics of study that you believe are critical for the State to better understand before EVSE are fully deployed and address how you are equipped to conduct these studies. Include a wide range of potential topics with references to previously completed work upon which you would draw in compiling the studies. The topics of study do not have to be original research. They can be needed compilations of existing research (literature reviews) or extensions of existing work focused on other states, regions, or countries that can be extended to focus on New York State. Describe the critical issues you believe the State must address to facilitate the deployment of EVSE in a manner that takes advantage of the potential benefits of widespread PEV and EVSE deployment.

(Estimated Length 2-4 pages)

B. DATA COLLECTION AND ANALYSIS

Describe the process you will undertake in tracking the EVSE projects in New York State, verifying the completion of projects under PON 2301, collecting data from EVSE in the State, and analyzing the data. Include details on how you will visit and track projects across the state and provide a schedule, proposed budget, list of anticipated subcontractors, and other relevant information. Include details on the types of trends and findings you will investigate when analyzing the EVSE data. List previous projects involving data collection and analysis you have completed that are relevant to this solicitation. Discuss what data is critical to understanding an EVSE project and how the project is evaluated.

(Estimated Length 2-4 pages)

C. TECHNOLOGY TRANSFER

Describe a technology transfer plan for educating stakeholders and the general public about EVSE that includes proposed meetings, outreach, training modules, marketing, and communications. Include descriptions of proposed events and initiatives. List potential members for a stakeholder panel and describe any previous work you have done with these stakeholders.

(Estimated Length 2-3 pages)

D. STATE AND REGIONAL EVSE RESOURCE DEVELOPMENT

Describe a plan for developing guidelines for the siting and design of EVSE installations and model building codes, permitting rules, and zoning ordinances that address the installation of EVSE. Explain your experience with building codes, permitting rules, and zoning ordinances. Describe your experience working with key stakeholders, including EVSE vendors, utilities, independent system operators, and public service commissions. Include a detailed description of the types of information you would include in siting and design guidelines for publicly accessible and multi-family dwelling EVSE.

(Estimated Length 2-3 pages)

E. PROJECT MANAGEMENT

Identify the Project Manager (main point of contact for NYSERDA) and key participants in the project. Describe their individual expertise and explain how each will contribute to the successful completion of the project. Provide brief biographies describing their management and technical expertise and relevant experience with EVSE, data collection, analysis and review, policy analysis and research, and outreach and information dissemination. List the tasks to be performed by the Project Manager and other key participants. Include resumes as an attachment.

(Estimated Length 2-4 pages)

F. BUDGET

All cost information must be provided on the attached Contract Pricing Proposal Form (**Attachment C**). Proposers may photocopy the Contract Pricing Proposal Form if additional space is necessary. Note, no reimbursement will be provided for costs incurred prior to contract execution for proposals awarded funding.

In addition to the Contract Pricing Proposal Form, include the following:

Team Information

- Describe the people who will do the work, their relevant experience, and whether they are external subcontractors or internal personnel
- Hourly labor rates of the various team members and the anticipated number of hours each team member will spend on each portion of the project. Provide justification or verification for the rate of pay proposed.

Attach supporting documentation to support indirect cost (overhead) rates included in your proposal as follows:

1. Describe the basis for the rates proposed (i.e., based on prior period actual results; based on projections; based on federal government or other independently-approved rates).
2. If rate(s) is approved by an independent organization, such as the federal government, provide a copy of such approval.
3. If rate(s) is based on estimated costs or prior period actual results, include calculations to support proposed rate(s). Calculation should provide enough information for NYSERDA to evaluate and confirm that the rate(s) are consistent with generally accepted accounting principles for labor costs.

NYSERDA reserves the right to audit any rate presented in the proposal and to make adjustment for such difference. Requests for financial statements or other needed financial information may be made if deemed

necessary.

(Estimated Length 2-3 pages)

Travel, Equipment and Administrative Costs

- Present anticipated travel, equipment, and administrative costs, along with a detailed description of each (Estimated Length 1-2 pages)

Cost share information

- The proposal may show non-NYSERDA funding, which is not required but will be a factor in evaluation (see Section 2.2 Proposal Evaluation). Cost-sharing can be from the proposer, other team members, and other government or private sources. All cost sharing must be confirmed by a letter from the cost share entity committing to providing the cost share. Contributions of direct labor (for which the laborer is paid as an employee) and purchased materials may be considered "cash" contributions. Unpaid labor may be considered "in-kind" contributions. NYSERDA will not consider as cost share efforts that have already been undertaken prior to the proposal award date.
- Requested funds, cash cost share, and in-kind contributions together must account for 100% of the cost of eligible expenses for implementing the project. Contributions can come from any source. Federal funds may be used as cost share and must be used directly to implement the project for which funding is sought under this Program and increase the value of the project.

All recipients of awards for projects will receive funds on a reimbursement basis based on submission of invoices and documentation of expenses.

G. SCHEDULE

Describe a schedule for conducting the work proposed in sections A through E in a Gantt chart or similar format. The timeline for the first phase of the project should be approximately one year.

Procurement Lobbying Requirements - State Finance Law sections 139-j and 139-k

Procurement lobbying requirements contained in State Finance Law sections 139-j and 139-k became effective on January 1, 2006. (The text of the laws is available at:

<http://www.ogs.state.ny.us/aboutogs/regulations/advisoryCouncil/StatutoryReferences.html>). In compliance with §139-j and §139-k of the State Finance Law, for proposals submitted in response to this solicitation that could result in agreements with an annual estimated value in excess of \$15,000, additional forms must be completed and filed with proposals: (1) a signed copy of the Proposal Checklist including required certifications under the State Finance Law and (2) a completed Disclosure of Prior Findings of Non-Responsibility form. Failure to include a signed copy of the Proposal Checklist referenced in this solicitation will disqualify your proposal.

2.2 PROPOSAL EVALUATION

Proposals will be reviewed by a Technical Evaluation Panel (TEP) made up of NYSERDA personnel and outside experts and will be scored and ranked according to the following criteria:

1 Proposal Quality

- Appropriateness of proposed system for EVSE data collection and analysis
- Knowledge of current state of PEV and EVSE markets and regulations
- Level of insight into needed research into EVSE impacts in New York State
- Level of insight into the development of installation resources and guidelines for New York and the

rest of the Northeast and Mid-Atlantic regions

- Ability of proposed technology transfer plan to reach target audiences and accomplish public outreach goals in New York State

2 Proposer Qualifications

- Skill level and experience of the project team
- References and Past Performance
- Demonstrated relationships with relevant EVSE stakeholders
- Demonstration of past timeliness in project completion
- Inclusion of WBE or MBE contractors or sub-contractors

3 Project Value

- Proportion of project cost dedicated to program completion (versus travel, equipment, and administration)
- Reasonableness of labor costs
- Level of cost share provided
- Schedule for completion of project

3.0 GENERAL CONDITIONS

Proprietary Information - Careful consideration should be given before confidential information is submitted to NYSERDA as part of your proposal. Review should include whether it is critical for evaluating a proposal, and whether general, non-confidential information, may be adequate for review purposes. The NYS Freedom of Information Law, Public Officers law, Article 6, provides for public access to information NYSERDA possesses. Public Officers Law, Section 87(2)(d) provides for exceptions to disclosure for records or portions thereof that "are trade secrets or are submitted to an agency by a commercial enterprise or derived from information obtained from a commercial enterprise and which if disclosed would cause substantial injury to the competitive position of the subject enterprise." Information submitted to NYSERDA that the proposer wishes to have treated as proprietary, and confidential trade secret information, should be identified and labeled "Confidential" or "Proprietary" on each page at the time of disclosure. This information should include a written request to exempt it from disclosure, including a written statement of the reasons why the information should be exempted. See Public Officers Law, Section 89(5) and the procedures set forth in 21 NYCRR Part 501 www.nyserda.org/about/nyserda.regulations.pdf. However, NYSERDA cannot guarantee the confidentiality of any information submitted.

Omnibus Procurement Act of 1992 - It is the policy of New York State to maximize opportunities for the participation of New York State business enterprises, including minority- and women-owned business enterprises, as bidders, subcontractors, and suppliers on its procurement Agreements.

Information on the availability of New York subcontractors and suppliers is available from:

Empire State Development
Division For Small Business
30 South Pearl Street
Albany, NY 12245

A directory of certified minority- and women-owned business enterprises is available from:

Empire State Development
Minority and Women's Business Development Division
30 South Pearl Street
Albany, NY 12245

State Finance Law sections 139-j and 139-k - NYSERDA is required to comply with State Finance Law sections 139-j and 139-k. These provisions contain procurement lobbying requirements which can be found at <http://www.ogs.state.ny.us/aboutogs/regulations/advisoryCouncil/StatutoryReferences.html>

The attached Proposal Checklist calls for a signature certifying that the proposer will comply with State Finance Law sections 139-j and 139-k and the Disclosure of Prior Findings of Non-responsibility form includes a disclosure statement regarding whether the proposer has been found non-responsible under section 139-j of the State Finance Law within the previous four years.

Tax Law Section 5-a - NYSERDA is required to comply with the provisions of Tax Law Section 5-a, which requires a prospective contractor, prior to entering an agreement with NYSERDA having a value in excess of \$100,000, to certify to the Department of Taxation and Finance (the "Department") whether the contractor, its affiliates, its subcontractors and the affiliates of its subcontractors have registered with the Department to collect New York State and local sales and compensating use taxes. The Department has created a form to allow a prospective contractor to readily make such certification. See, ST-220-TD (available at http://www.tax.state.ny.us/pdf/2007/killin/st/st220td_507_fill_in.pdf). Prior to contracting with NYSERDA, the prospective contractor must also certify to NYSERDA whether it has filed such certification with the Department. The Department has created a second form that must be completed by a prospective contractor prior to contacting and filed with NYSERDA. See, ST-220-CA (available at http://www.tax.state.ny.us/pdf/2006/killin/st/st220ca_606_fill_in.pdf). The Department has developed guidance for contractors which is available at <http://www.tax.state.ny.us/pdf/publications/sales/pub223.pdf>.

Contract Award - NYSERDA anticipates making one award under this solicitation. It may award a contract based on initial applications without discussion, or following limited discussion or negotiations pertaining to the Statement of Work. Each offer should be submitted using the most favorable cost and technical terms. NYSERDA may request additional data or material to support applications. NYSERDA will use the Sample Agreement to contract successful proposals. NYSERDA reserves the right to limit any negotiations to exceptions to standard terms and conditions in the Sample Agreement to those specifically identified in the submitted proposal. NYSERDA expects to notify proposers in approximately 10 weeks from the proposal due date whether your proposal has been selected to receive an award.

Limitation - This solicitation does not commit NYSERDA to award a contract, pay any costs incurred in preparing a proposal, or to procure or contract for services or supplies. NYSERDA reserves the right to accept or reject any or all proposals received, to negotiate with all qualified sources, or to cancel in part or in its entirety the solicitation when it is in NYSERDA's best interest. NYSERDA reserves the right to reject proposals based on the nature and number of any exceptions taken to the standard terms and conditions of the Sample Agreement.

Disclosure Requirement - The proposer shall disclose any indictment for any alleged felony, or any conviction for a felony within the past five years, under the laws of the United States or any state or territory of the United States, and shall describe circumstances for each. When a proposer is an association, partnership, corporation, or other organization, this disclosure requirement includes the organization and its officers, partners, and directors or members of any similarly governing body. If an indictment or conviction should come to the attention of NYSERDA after the award of a contract, NYSERDA may exercise its stop-work right pending further investigation, or terminate the agreement; the contractor may be subject to penalties for violation of any law which may apply in the particular circumstances. Proposers must also disclose if they have ever been debarred or suspended by any agency of the U.S. Government or the New York State Department of Labor.

4.0 Attachments:

Attachment A – Proposal Checklist with AT LEAST ONE COPY HAVING AN original signature (Mandatory)

Attachment B – Disclosure of Prior Findings of Non-Responsibility Form (Mandatory)

Attachment C – Contract Pricing Proposal Form (Mandatory)

Attachment D – Sample Agreement