



ALASKA ENERGY AUTHORITY

**Informal Request for Proposals #19044
Management Guide for PCE-Eligible Utilities**

March 11, 2019

Dear Proposer:

The Alaska Energy Authority (AEA) is requesting proposals from Offerors to assist AEA personnel in producing a "Guidebook for Managing a Power Cost Equalization (PCE)-eligible Electric Utility." AEA is looking for a contractor that will be able to work with AEA staff to mold the current material into a product that will be useful for managers of PCE-eligible utilities. The contractor will also produce a new section.

Proposals must be received on or before 2:00 p.m. local time, March 22, 2019. AEA has a budget not-to-exceed \$20,000; \$15,000 initially and \$5,000 reserved for anticipated revisions. This project is federally-funded through the USDA.

Background Information

AEA staff has produced the majority of the content for the guidebook. The current version includes approximately 200 pages of content in Microsoft Word, PowerPoint, and Excel in five parts:

1. "Financial Management for a PCE-eligible utility"
2. "Operational Management for a PCE-eligible utility"
3. "Planning for the Future for a PCE-eligible utility"
4. "Guide to Submitting the PCE Annual Report to the RCA"
5. "Guide to Submitting the Utility Monthly Report"

All content will be available for inspection. In addition to the existing content, AEA will provide additional photos, content, and content review when requested by the contractor. AEA staff has also developed approximately a dozen Excel workbooks to support the content in Parts 1-5 of the Guidebook. It is not expected that significant additional research is needed for finalizing these parts. AEA staff have not started on the content for the final part of the guidebook; "Guide on Bookkeeping for PCE-eligible utility."

Minimum Contractor Requirements

Firms interested in responding to this request must meet and be able to demonstrate the following minimum requirements:

1. Verifiable experience in developing instructional manuals for rural Alaska audiences.
2. Successfully completed at least two instruction manuals within the last 5 years.
3. Verifiable experience in assisting rural communities with common Accounting practices.

Scope of Work, Deliverable, and Schedule

A. **Scope of Work:** Offerors shall have the capacity and capability to perform the following:

The work that is expected to finish the five existing parts include:

1. Rewriting the guidebook so that it is clear, concise and easily understandable by the intended audience.
2. Identifying where additional content may be needed and working with AEA staff to develop the content.
3. Identifying where existing content can be removed.
4. Modifying existing Excel templates where appropriate to be easily understandable and usable by the target audience. The guidebook should include step-by-step instructions on how to use the templates.
5. Include additional Excel templates where appropriate. Include step-by-step instructions on templates.
6. Add in pictures, call outs, and definitions where appropriate to aid in understanding.
7. Ensure consistency and continuity between all parts of the guidebook.
8. Provide references, where appropriate, between parts of the guidebook.

Contractor shall develop the final part of the guidebook, "Guide on Bookkeeping". Since bookkeeping is a distinct task, AEA would like this to be a self-contained guide, but one that will provide the basis for effectively reporting to PCE (for both the monthly reports to AEA and annual reports to the Regulatory Commission of Alaska) and providing adequate financial management of the utility.

To fulfill this task, AEA expects the contractor will need to provide the following types of explanations and examples in the guidebook:

1. How to set up GL codes and Chart of Accounts in the most-commonly used financial management tool used by PCE-eligible utilities for easing the effort needed to
 - a. do the required reporting for PCE (both the monthly and annual reports)
 - b. report about the financial health of the utility to the governing body
2. How to write and run financial reports to pull the data from the previous task
3. Include appropriate visuals, screenshots, and examples within the most-commonly used financial management tool used by PCE-eligible utilities.

AEA anticipates the Contractor will participate in providing revisions to the guidebook in July-September after using it with a number of utilities once completed.

A separate contract may be awarded in the future for additional work to develop classroom curriculum based on the guidebook.

B. **Deliverables:** The Contractor shall provide the Alaska Energy Authority with a complete guide, in both PDF and Word document form. All deliverables are expected to be formatted for print.

C. **Schedule:** The performance period of this contract will be approximately twelve weeks from the award date or completed by 5/31/2019. Milestones will be established after award and under the direction of the Planning Manager.

Proposal Format

In response to this request, Offeror's proposals will be limited to 5 pages (max.) and must include the following:

1. A cover letter that contains the complete firm name, mailing address, and telephone number of the contact on the proposal; a statement of commitment to the project; a statement that Minimum Requirements are met; and an Alaska business license number.
2. Project Understanding & Commitment: Include a brief discussion of your understanding of the services required, availability of staff, and any issues, potential conflicts or concerns you may have in participating in this contract.
3. Methodology: Outline the methods for accomplishing the proposed contract. Describe what, when, where, how, and in what sequence the work will be done. Consider how each task may be carried out; what services or interaction required from/with the Contracting Agency; et cetera. Suggest alternatives, if appropriate.
4. Personnel & Firm Qualifications: Provide statement of firm qualifications, including the resumes of key personnel who will be performing the work. Provide a brief summary of a minimum of 2 similar projects produced in the past 5 years.
5. Price Estimate: Offerors shall provide a firm fixed price cost to deliver the guidebook, in both PDF and word document form. Cost should include staff and contractor time, travel, written materials and other associated costs.

Evaluation Criteria and Contractor Selection

This solicitation does not guarantee that a contract will be awarded. All proposals may be summarily rejected. Our intent however, is to select a contractor that best meets our requirements based on the following weighted criteria:

- 1) Project Understanding and Commitment 5%
 - 2) Methodology 10%
 - 3) Personnel & Firm Qualifications 35%
 - 4) Price Estimate 40%*
 - 5) Schedule 10%
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- Total 100% = 100 points MAX

*The distribution of points based on cost will be determined by the method set out below. The lowest cost proposal will receive the maximum number of points allocated to cost.

Cost will be converted to points using the following formula:

$$\frac{[(\text{Price of Lowest Cost Proposal}) \times (\text{Maximum Points for Cost})]}{(\text{Cost of Each Higher Priced Proposal})} = 40 \text{ MAX POINTS}$$

The successful Offeror will be required to submit a certificate of insurance in accordance with Appendix B, Article 2 of the attached Sample AEA contract, as well as a completed Debarment Certification.

Deadline for Receipt of Proposal

Interested firms wishing to submit a proposal may do so by mailing, faxing, or e-mailing its proposal response to Kris Bentler, AEA, 813 West Northern Lights Boulevard, Anchorage, AK 99503, facsimile at (907) 771-3044, or e-mail at kbentler@aidea.org.

Proposal must be received on or before 2:00 p.m. local time, March 22, 2019.

Firm Name

Signature

Please Print Name and Title Date

Questions

Please direct any questions about this request for proposal to me directly, I may be reached by telephone at (907) 771-3035, or by e-mail at kbentler@aidea.org.

Professional Regards,
Kris Bentler
Contracts Administrator

Attachments:
Federal Debarment Certification
Sample AEA PSA Contract