Small Business Sources Sought Template

*[Throughout this template, fill-in-the-blank areas are indicated with the symbols <> and notes are indicated by [ ].*

*Disclaimer: This template is intended to be used as a resource. This template should be carefully reviewed by agency counsel, agency contracting staff, and other appropriate agency staff, as applicable. Agency staff should adhere to their agency's policies and requirements, and should use their agency's templates and forms, as appropriate.]*

The *<agency>* is considering an on-site photovoltaic (PV) energy sales agreement (ESA, also known as power purchase agreement) contract at *<site>*, with an estimated size of *<x>* MW. The ESCO would design, install, own, operate and maintain the PV system. The contract will utilize the Government’s 25 year Energy Savings Performance Contract (ESPC) authority. The project will be implemented using the North American Industry Classification System (NAICS) Code 221114 – Solar Electric Power Generation. The applicable classification code is S - Utilities and Housekeeping Services.

**Specific objectives for such a project may include:**

Development of the project at no up-front cost to the Government.

Purchase electricity at a lower cost than current cost.

*<Sale or Agency purchase>* of the Renewable Energy Certificates (RECs).

The *<agency>* is conducting this Sources Sought to identify small business contractors who possess the capabilities to provide services as specified above and to determine their availability, capability and adequacy. If your firm may be interested in this requirement, is a qualified small business for the NAICS code 221114 (250 employees according to <https://www.sba.gov/sites/default/files/files/Size_Standards_Table.pdf>), and has performed similar projects, we request the information shown below. An organization that is not considered a small business under the applicable NAICS code should not submit a response to this notice.

As permitted by FAR Part 10, this is a market research tool being utilized for informational and planning purposes. Your responses will assist the Government in the development of its acquisition strategy for a possible Request for Proposal (RFP), to be issued at a later date, and in determining whether any type of small business set-aside is possible for this procurement or whether full and open competitive procedures should be utilized. If full and open competition is ultimately pursued, responses to this synopsis will be used to aid in establishing small business subcontracting goals.

This notice shall not be construed as a RFP or as any commitment or obligation on the part of the Government to issue a solicitation. The Government does not intend to award a contract on the basis of this request, so proposals will not be considered. No reimbursement will be made for any costs associated with providing information in response to this synopsis or any follow-up information requests.

Response is strictly voluntary - it is not mandatory to submit a response to this notice to participate in any formal RFP process that may take place in the future. However, it should be noted that information gathered through this notice may significantly influence our acquisition strategy. All interested parties will be required to respond separately to any solicitations posted as a result of this sources sought notice.

**Submission Instructions:** Responses via *<email/fax/mail>* are due *<date/time>* to *<name/ phone/email>* and must include the information requested below. Responses greater than *<x>* double-sided pages (including all attachments) will not be considered. Late responses will not be accepted. This is strictly market research and the Government will not entertain any questions.

Respondents will not be notified of the results of the evaluation. We appreciate your interest and thank you in advance for responding to the Sources Sought.

Qualified firms shall submit a statement of interest on company letterhead demonstrating the firm’s qualifications to perform the defined work. Responses must be complete and sufficiently detailed to address the specific information. The documentation shall address, at a minimum, the following:

1. **Company Profile to include:**
2. Company name and address;
3. Affiliate information: parent company, joint venture partners, and potential teaming partners;
4. Year the firm was established and number of employees;
5. Two points of contact (names, titles, phone numbers and email addresses);
6. DUNS number and CAGE Code, as registered in the System for Award Management (SAM) at <http://www.sam.gov/>:
7. Small Business designation/status (must correlate with SAM registration):

\_\_\_\_\_ Small business \_\_\_\_\_ HUBZone \_\_\_\_\_ WOSB

\_\_\_\_\_ 8(a) \_\_\_\_\_ VOSB

\_\_\_\_\_ SDVOSB

\_\_\_\_\_ Small Disadvantaged Business

1. Is the firm currently on the Department of Energy’s (DOE’s) or the agency’s Qualified List of Energy Service Companies? (The ESPC statute requires a company to be on a qualified list in order to be awarded an ESPC contract; however firms not currently on the list can generally get qualified for DOE's list roughly 3 months after submission of a complete and satisfactory application). See: <http://energy.gov/eere/femp/doe-qualified-energy-service-companies>
2. Documentation of the company’s ability to obtain financing for a contract valued between*<list estimated project cost range>*.
3. Bonding capability.
4. List at least *<x>* current commercial PV ESAs in the last 5 years of similar size and scope.

These PV systems must be designed, installed, owned and operated by your company, with payment from the client solely for kWh production. Please use the table below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Location of PV Project (company name, city, state) | POC (name, phone #, email) | Serving Utility | PV System Capacity (MW) | Type of System (Rooftop, carport, ground-mounted) | First year of commercial operation |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Include a brief statement as to why each project is relevant to this sources sought notice and other relevant information such as any teaming or joint venture partners, whether the company was responsible for selling the SRECs, responsibility for interconnection studies and/or agreement. In addition, include proof of satisfactory past performance on the referenced projects.

Additional comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This information is true and correct to the best of my knowledge.

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Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name