

AWARD RECOMMENDATION

Notice of Intent to Award Number: 240000001171

Notice of Intent to Award Date: 7/29/2024

The Department of Technology, Management and Budget office has completed the evaluation of RFP 240000002249- Renewable Energy Consultation Services and has recommended an award to Michigan Energy Options in the amount of \$275,000.00, pending State Administrative Board approval, if applicable. More information on the State Administrative Board can be found at: [State Administrative Board](#).

Bidders who were not recommended for the award are encouraged to schedule a debriefing session with the Solicitation Manager. The debriefing session will provide the bidder with the State’s rationale on why the bidder was not recommended for the award. The Solicitation Manager may be contacted as follows:

Valerie Hiltz, Solicitation Manager.
 hiltzv@michigan.gov
 517-249-0459

Public copies of all bidder proposals can be found here: [DTMB - Bid Proposals \(michigan.gov\)](#)

Background Information:

This Request for Proposal (RFP) solicitation was issued for selection of a Contractor to provide Renewable Energy Consultation Services. The term of this contract is three years with up to three one-year renewal options.

Bidders:

The RFP was posted on SIGMA VSS on Monday, May 20, 2024, and was available for 22 days. The following bidders submitted proposals by the published due date of June 11, 2024.

Bidder	Address, City, State, Zip Code	SDVOB*	GDBE**
Michigan Energy Options, 501c3	320 W. Ottawa Street, Lansing MI 48933	No	No

*SDVOB: Service-Disabled Veteran Owned Business

**GDBE: Geographically Disadvantaged Business Enterprise

EVALUATION SYNOPSIS

I. Evaluation Process

A Responsible Vendor is a vendor that demonstrates it has the ability to successfully perform the duties identified by the solicitation. A Responsive proposal is one that is submitted in accordance with the solicitation instructions and meets all mandatory requirements identified in the solicitation.

Proposal Instructions: Evaluation Process

7. EVALUATION PROCESS. The State will evaluate each proposal based on the following factors:

	Technical Evaluation Criteria	Weight
1.	Schedule A, Section 1, 2 and 3	35
2.	Schedule A, Sections 4, 5 and 6	25
3.	Schedule A, Sections 7, 8 and 9	15
4.	Vendor Questions Worksheet	25
	Total	100

Proposals receiving 80 or more technical evaluation points will have pricing evaluated and considered for award.

The full evaluation process is stated in the RFP Proposal Instructions.

II. Evaluation Method

Responses to this solicitation were reviewed by a Joint Evaluation Committee (JEC) which consisted of the following individuals:

Voting	
Valerie Hiltz, Category Specialist DTMB Central Procurement Services/ Services and Commodities Division	Adam Ashley, Category Analyst DTMB Central Procurement Services/ Services and Commodities Division
Michelle Crook, Senior Project Engineer DNR/Executive Office	Chuck Allen, Department Analyst DNR/ Parks and Recreation Division
Sarah Nelson, Departmental Analyst DNR/ Office of Public Lands, Executive Division	

III. Evaluation Results

A. Michigan Energy Options

The Evaluation Team determined that Michigan Energy Options based on a score of 99, did meet the requirements of this RFP This determination was accomplished by evaluating their responses to the Technical Evaluation Criteria.

- Schedule A, Section 1, 2 and 3

The Evaluation Team determined that overall, the responses were satisfactory with no deficiencies noted.

35/35

2. Schedule A, Sections 4, 5 and 6

The Evaluation Team determined that overall, the responses were satisfactory with no deficiencies noted.

25/25

3. Schedule A, Sections 7, 8 and 9

The Evaluation Team determined that overall, the responses were satisfactory with no deficiencies noted.

15/15

4. Vendor Questions Worksheet

The Evaluation Team determined that overall, the responses were mostly satisfactory, but the following deficiency was noted:

- a. Section 1, bidder supplied mailing address instead of the Legal address as requested.

24/25

Total Score: 99/100

IV. Technical Evaluation Summary

Selection Criteria		Michigan Energy Options
1	Schedule A, Sections 1,2 and 3	35
2	Schedule A, Sections 4, 5 and 6	25
3	Schedule A, Sections 7, 8 and 9	15
4	Vendor Questions Worksheet	24
Total		99

V. Pricing Summary

The Bidder, having passed technical, was eligible to have their pricing proposal evaluated.

	JOB TITLE (Rate Class)	RATE PER HOUR
1	Executive Director	\$ 180.00
2	Project Manager and Principal Consultant	\$ 175.00
3	Technical Lead	\$ 150.00
4	Junior Staff	\$ 125.00
5	Administration Support	\$ 75.00

VI. Award Recommendation

Award recommendation is made to the responsive and responsible Bidder who offers the best value to the State of Michigan. Best value is based on the proposal meeting the minimum point threshold and offering the best combination of the factors stated in the *Proposal Instructions Evaluation Process* section, and price.

Michigan Energy Options provided the best value to the State. Best value factors for Award Recommendation include demonstration of success in providing these services in the past, demonstration of their organizations standard process and procedures and 100% acceptance of all Statement of Work and Standard Contract Term requirements. This is a Michigan based organization providing employment to Michigan citizens.

Award Recommendation is made to Michigan Energy Options in the amount of \$275,000.00.