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***Electric Reliability Council of Texas, Inc. (ERCOT)***

*Contract Administration and Procurement*



**Request for Proposal**

**For**

**Emergency Response Services 05-17 JT**

**Date of Release: May 19, 2017**

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1. GENERAL INFORMATION	4
1.1 RFP Objective	4
1.2 ERCOT Background	4
1.3 Strategic Elements	4
1.4 Basic Philosophy: Contracting for Results	5
1.5 Legal and Regulatory Constraints	5
1.6 ERCOT Point of Contact	6
1.7 Procurement Timeline	6
1.8 Communications Regarding This Procurement	6
1.9 RFP Cancellation/Non-Award	7
1.10 Right to Reject Proposals	7
1.11 No Reimbursement for Costs of Proposals	7
2 SCOPE AND REQUIREMENTS	8
2.1 Project Scope Overview	8
2.2 Emergency Dining Services	8
2.3 Living Facilities	10
2.4 Utilities/Miscellaneous	10
2.5 Supply Chain Requirements	10
2.6 General Requirements	11
2.7 Qualifications	11
2.8 Deliverables	11
3 GENERAL INSTRUCTIONS AND RESPONSE REQUIREMENTS	12
3.1 Notice of Intent to Propose	12
3.2 Vendor Questions and Comments	12
3.3 Modification or Withdrawal of Proposal	12
3.4 News Releases	13
3.5 Incomplete Proposals	13
3.6 ERCOT Use of Vendor Ideas	13
3.7 Additional Information	13
3.8 Instructions for Submitting Proposals	14
3.9 Format and Content	14
3.10 Multiple Responses	22
3.11 Joint Proposals	22

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4	Evaluation	23
4.1	Evaluation of Proposals	23
4.2	Evaluation Criteria	23
4.3	Oral Presentations and Site Visits	23
4.4	Discussions with Respondents	23

## **1. GENERAL INFORMATION**

### **1.1 RFP Objective**

The objective of ERCOT in this procurement is to identify and contract with a qualified vendor to provide emergency response services to include food preparation and living space for ERCOT employees and their families.

### **1.2 ERCOT Background**

#### **1.2.1 Overview of Electric Reliability Council of Texas, Inc.**

The Electric Reliability Council of Texas (ERCOT) manages the flow of electric power to 24 million Texas customers, representing approximately 90 percent of the state's electric load. As the Independent System Operator for the region, ERCOT schedules power on an electric grid that connects more than 43,000 miles of transmission lines and 550 generation units. ERCOT also performs financial settlement for the competitive wholesale bulk-power market and administers retail switching for 7 million premises in competitive choice areas. ERCOT is a membership-based 501(c)(4) nonprofit corporation governed by a board of directors and subject to oversight by the Public Utility Commission of Texas and the Texas Legislature. Additional information about ERCOT can be found at <http://www.ercot.com/>.

### **1.3 Strategic Elements**

#### **1.3.1 Contract Term**

ERCOT intends to award a contract resulting from this solicitation for an initial term from date of award as necessary to fulfill the goals of this RFP.

Any contract issued as a result of this solicitation is subject to cancellation, without penalty, either in whole or in part, for breach of contract. Such a contract may also be canceled by ERCOT for convenience upon a thirty (30) day written notice.

#### **1.3.2 Contract Elements**

The term “contract” means the contract was awarded as a result of this RFP and all exhibits attached hereto. At a minimum, the following documents will be incorporated into the contract: this RFP and all attachments and exhibits; any modifications, addendum, or amendments issued in conjunction with this RFP; and the successful Respondent’s proposal. Respondent, if selected, must execute ERCOT’s Master Agreement. The actual work to be performed and the compensation for such work will be

documented in a Statement of Work. If the Respondent currently has an active Master Agreement with ERCOT, only a new Statement of Work will be required.

#### **1.4 Basic Philosophy: Contracting for Results**

ERCOT'S fundamental commitment is to contract for value and successful results. A successful result is denoted as the generation of defined, measurable, and beneficial outcomes that support ERCOT's missions, objectives, and goals, and satisfies all defined contract requirements.

#### **1.5 Legal and Regulatory Constraints**

##### **1.5.1 Conflicts of Interest**

ERCOT seeks to ensure a level playing field in the award of the contract. ERCOT has implemented an aggressive policy concerning actual or potential conflicts of interest to ensure fair and open competition, and has included language concerning actual and potential conflicts of interest in Section 8 of the Master Agreement. Respondents must carefully review and understand this language when developing proposals.

##### **1.5.2 Former Employees of ERCOT**

The Respondent must disclose any past employment of its employees and agents, or its subcontractors' employees and agents, by ERCOT, including the individual's name and the date such individual's employment at ERCOT ended.

##### **1.5.3 Interpretive Conventions**

Whenever the terms "shall," "must," "or "is required" are used in this RFP in conjunction with a specification or performance requirement, the specification or requirement is mandatory for the potential vendor. ERCOT may, at its sole discretion, reject any proposal that fails to address or meet any mandatory requirement set forth herein/.

Whenever the terms "can," "may," or "should" are used in this RFP in conjunction with a specification or performance requirement, the specification or performance requirement is a desirable, but not mandatory, requirement.

**1.6 ERCOT Point of Contact**

The sole point of contact for inquiries concerning this RFP is:

Jason Terrell  
2705 West Lake Drive  
Taylor, Texas 76574  
(512) 248-6331  
Fax: (512) 248-3118  
[Jason.Terrell@ercot.com](mailto:Jason.Terrell@ercot.com)

All communications relating to this RFP must be directed to the specified ERCOT contact person. All other communications between a respondent and ERCOT staff concerning this RFP are prohibited. In no instance is a respondent to discuss cost information contained in a proposal with the ERCOT point of contact or any other staff prior to proposal evaluation. Failure to comply with this section may result in ERCOT's disqualification of the proposal.

**1.7 Procurement Timeline**

Procurement Timeline	
RFP Release Date	May 19, 2017
Optional Notice of Intent to Propose Due	May 29, 2017
Vendor Questions Due	May 29, 2017
Response to Vendor Questions Posted	May 31, 2017
Vendor Proposals Due	June 9, 2017
Vendor Presentations – as needed	TBD
Anticipated Contract Award	TBD
Anticipated Contract Start Date	August 1, 2017

**1.8 Communications Regarding This Procurement**

ERCOT reserves the right to amend this RFP at any time prior to the proposal submission deadline. Any changes, amendments, or clarifications will be made in the form of responses to vendor questions, amendments, or addendum issued by ERCOT and sent to the point of contact listed on the Notice of Intent to Propose. Vendors not submitting the Notice of Intent to Propose will not receive changes, amendments, or answers to questions regarding this Request For Proposal.

**1.9 RFP Cancellation/Non-Award**

ERCOT reserves the right to cancel this RFP or to make no award of a contract pursuant to this RFP.

**1.10 Right to Reject Proposals**

ERCOT may, in its discretion, reject any and all proposals submitted in response to this RFP.

**1.11 No Reimbursement for Costs of Proposals**

ERCOT will not reimburse any respondent for costs of developing a proposal in response to this RFP.

## **2 SCOPE AND REQUIREMENTS**

### ***2.1 Project Scope Overview***

In the event of a natural disaster or other large-scale event that disrupts the flow of power in the ERCOT region, key personnel may be designated to remain onsite to facilitate the restoration of normal functionality of the ERCOT power grid. ERCOT intends to procure the services required to maintain business operations and to sustain those employees and their families required to remain onsite. The following services are being considered by ERCOT to meet the needs of this RFP.

The awarded supplier(s) are to begin mobilization procedures after instruction by the designated ERCOT point of contact or their delegate. After notice has been given, ERCOT expects the supplier(s) to arrive onsite within 24 hours of the initial mobilization notification. ERCOT's north parking lot is approximately 186,000 square feet and should be considered the primary location to deliver the requirements of this RFP.

Respondents are encouraged to submit proposals for any or all of the following services. Detailed descriptions of these services are located below.

- 2.1.1** Emergency food and dining services
- 2.1.2** Living facilities
- 2.1.3** Utilities

If a disruptive event should occur after the execution of a contract between ERCOT and one or more emergency service providers, ERCOT reserves the right to select the services required for such a scenario.

### ***2.2 Emergency Dining Services***

In the event of an event requiring ERCOT personnel to remain onsite, the awarded supplier(s) will be required to provide food, prepare and serve hot/cold meals for employees and their families. Assuming no electricity will be provided, respondents must provide their own means of preparing food (propane, generators, etc.). In addition, the following requirements shall be considered by respondents to this RFP.



## Section 2 – Scope and Requirements

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### 2.2.1 Daily Quantity of meals prepared

In response to this RFP, ERCOT expects respondents to provide pricing for the following number of meals served per day. Meals may be provided 3-4 times per day to account for shift schedules.

- 500-750 meals per day
- 751-1,000 meals per day
- 1,001-1,250 meals per day
- 1,251-1,500 meals per day

### 2.2.2 Menu

In addition to the pricing requirements, respondents are encouraged to provide sample menus in response to this RFP. ERCOT anticipates providing employees and their families with 75% hot meals and 25% cold meals. Respondents should define alternatives for employees with dietary restrictions.

### 2.2.3 Drinks / Ice

The awarded respondent(s) must provide beverages for consumption by ERCOT staff and their families. Respondents must provide information on the following items.

- Potable water
- Ice
- Coffee / tea / soft drinks

### 2.2.4 Dining space

During an emergency situation, ERCOT may restrict access to one or more buildings. Respondents to this RFP should provide standalone dining facility options for up to 400 individuals. The following should be considered.

- Tents
- Tables
- Chairs
- HVAC

### 2.2.5 Waste removal

Since normal city utilities will likely be suspended, ERCOT expects the awarded supplier(s) to arrange for the disposal of all waste, including cooking byproducts such as the following.

- Grease

- Food scraps
- Paper / plastic utensils

#### **2.2.6 Other items not considered by ERCOT**

ERCOT intends to leverage the experience and expertise of the respondents to this RFP to ensure that business continuity operations are conducted effectively and efficiently. If respondents believe other items are necessary to the success of the Emergency Dining Services portion of the RFP, please provide appropriate information and documentation.

### **2.3 Living Facilities**

Due to access restrictions in an emergency situation, ERCOT may require the awarded respondent(s) to provide general living and sleeping facilities. In addition to the following items for consideration, please explain how privacy will be achieved in living facilities.

- Tent(s)
- Cots
- Pillows / blankets
- Electricity
- HVAC
- Shower / restroom facilities
- Laundry services
- Waste removal
- Pets (food and containment)

### **2.4 Utilities/Miscellaneous**

In the event of a disaster disrupting normal city services, ERCOT may require the following utility-type provisions. Additional supplies may be recommended by the respondents to this RFP.

- Potable water
- Diesel fuel
- Shower / restroom facilities
- Janitorial services

### **2.5 Supply Chain Requirements**

During a disruptive event, acquiring services and supplies may be difficult. To facilitate ERCOT's selection, respondents to this RFP are required to provide information regarding their supply chains and

how each respondent will be resupplied with the food, fuel and services required to meet the needs of this RFP.

### **2.6 General Requirements**

- 2.6.1** In their responses to this RFP, respondents must describe in detail the methodology and approach to meeting the requirements of this RFP.
- 2.6.2** Respondents must include a project schedule for the performance of services described herein.
- 2.6.3** The awarded supplier must provide a Point of Contact or lead who has decision-making authority and will assume responsibility for coordination, control, and performance of this effort.
- 2.6.4** Any changes to key personnel associated with the subsequent contract must be submitted in writing and approved in writing by ERCOT.
- 2.6.5** The awarded supplier must provide an organizational chart and list of the supplier's corporate chain-of-command, as well as any established procedures for contacting individuals within that chain-of-command.

### **2.7 Qualifications**

- 2.7.1** Respondents must provide documentation of successful deliveries of similar scope and size.
- 2.7.2** Respondents must be able to arrive at the designated ERCOT facility within 24 hours of disaster declaration.
- 2.7.3** Respondents must possess the equipment required to transport all required materials from respondent location to designated ERCOT facility.
- 2.7.4** Respondents must possess the ability to prepare and serve meals in the desired quantities without utilizing any ERCOT resources.

### **2.8 Deliverables**

The following deliverables are required from the awarded supplier(s). Each of the following deliverables should be broken out as much as possible to provide visibility into cost and space requirements.

- 2.8.1** Mobilization to designated ERCOT facility upon disaster declaration
- 2.8.2** Meal provision and preparation in requested quantities
- 2.8.3** Materials required for dining room construction
- 2.8.4** Materials required for living area construction
- 2.8.5** Daily consumable costs (fuel, water, disposal, etc.)

### **3 GENERAL INSTRUCTIONS AND RESPONSE REQUIREMENTS**

#### ***3.1 Notice of Intent to Propose***

A prospective vendor may submit a Notice of Intent to Propose to the ERCOT Point of Contact identified in Section 1.6 no later than 5:00PM Central Time on **the date listed in the Section 1.7 Procurement Timeline**. The Notice of Intent should consist of an email stating that the prospective vendor intends to submit a proposal for this procurement. Only vendors who submit a Notice of Intent to Propose will receive the answers to questions from all vendors, and/or any clarifications, amendments, and addenda to the Request For Proposal. Vendors who provide a Notice of Intent are not obligated to submit proposals after submitting the NOI, but must submit a response to be considered for an award.

#### ***3.2 Vendor Questions and Comments***

All questions and comments regarding this RFP must be submitted electronically to the email address contained in Section 1.6 (ERCOT Point of Contact). All questions must reference the appropriate RFP page and section number. In order to receive a response, vendor questions and comments must be received no later than the deadline set forth in Section 1.7 (Procurement Timeline). Inquiries received after the due date may be reviewed by ERCOT but will not receive a response. Answers to vendor questions will be emailed to the point of contact listed on the Notice of Intent to Propose. A respondent must inquire in writing as to any ambiguity, conflict, discrepancy, exclusionary specification, omission or other error in this RFP prior to submitting a proposal. If a respondent fails to notify ERCOT of any error, ambiguity, conflict, discrepancy, exclusionary specification, or omission, the respondent shall submit a proposal at its own risk and, if awarded the contract, shall have waived any claim that the RFP and Master Agreement were ambiguous and shall not contest ERCOT's interpretation. If no error or ambiguity is reported by the deadline for submitting written questions, the respondent shall not be entitled to additional compensation, relief, or time by reason of the error or its later correction.

ERCOT reserves the right to amend answers prior to the proposal submission deadline.

#### ***3.3 Modification or Withdrawal of Proposal***

Proposals may be withdrawn from consideration at any time prior to the award of contract. A written request for withdrawal must be made to the ERCOT Point of Contact (Section 1.6).

A respondent has the right to amend its proposal at any time and to any degree by written amendment delivered to the ERCOT Point of Contact prior to the proposal submission deadline. ERCOT reserves the right to request an amendment to any part of the proposal during negotiations.

### **3.4 News Releases**

A respondent may not issue press releases or provide any information for public consumption regarding its participation in this procurement without specific, prior written approval of ERCOT.

### **3.5 Incomplete Proposals**

ERCOT may reject without further consideration any proposal that is not completely responsive to this RFP.

### **3.6 ERCOT Use of Vendor Ideas**

- ERCOT reserves the right to use any and all ideas presented in any proposal that are not the respondent's proprietary information and so designated in the proposal. The respondent's proprietary materials do not include information that ***is already published or available to the public, or subsequently becomes available;***
- is received from a third party who, to ERCOT's knowledge, is not in breach of ***any obligation of confidentiality; or***
- is independently developed by personnel or agents of ERCOT without reliance on the respondent's proprietary materials;

### **3.7 Additional Information**

By submitting a proposal, the respondent grants ERCOT the right to obtain information from any lawful source regarding: (i) the past business history, practices, conduct and ability of a respondent to supply goods, services, and deliverables; and (ii) the past business history, practices, conduct, and ability of the respondent's directors, officers, and employees. ERCOT may take such information into consideration in evaluating proposals.

### **3.8 Instructions for Submitting Proposals**

#### **3.8.1 Submission**

Submit all copies of the proposal to the ERCOT Point of Contact no later than **2:00 p.m. Central Time on the submission deadline** (See Section 1.6 & 1.7). The proposal must be signed by an authorized representative of the respondent and submitted electronically via email—the file must not exceed 20MB. If this size restriction cannot be met, multiple emails may be sent, but respondent must indicate how many emails ERCOT should anticipate (i.e. email 1 of 3). ERCOT reserves the right to disqualify late proposals.

#### **3.8.2 Additional Requirements**

All proposals must be:

- Clearly legible;
- Sequentially page-numbered;
- Organized in the sequence outlined in Section 3.9 and 3.9.1;
- Limited to 50 pages (excluding ERCOT required forms);
- Responsive to the requirements of this RFP;
- Proposals should include the respondent's name at the top of each page, and should not include unrequested materials or pamphlets.

### **3.9 Format and Content**

The proposal must consist of two separate parts and must be sent in two separate attachments:

- (1) Part 1 – Business Proposal; and
- (2) Part 2 – Cost Proposal.

#### **3.9.1 Part 1 -- Business Proposal**

The Business Proposal must include:

- Section 1 – Transmittal Letter;
- Section 2 – Executive Summary;
- Section 3 – Corporate Background and Experience;
- Section 4 – Methodology and Services Approach;
- Section 5 – Assumptions;
- Section 6 – Appendices;

- Section 7 – Vendor Information and Other Required Forms.

**Section 1 -- Transmittal Letter**

Respondents must include a transmittal letter printed on official company letterhead. The letter must be signed by an individual authorized to legally bind the respondent.

The transmittal letter must include:

1. Disclosure of all pending, resolved, or completed litigation, mediation, arbitration, or other alternate dispute resolution procedures involving the respondent (including subcontractors,) and its client(s) within the past 24 months.
2. Disclosure of all affiliations with, or ownership relationships with, any ERCOT Market Participant or its affiliates.
3. A description of any personal or business interest that may present an actual, potential, or apparent conflict of interest with the performance of the contract and an explanation of how the respondent can assure ERCOT that these relationships will not create an actual conflict of interest.
4. A list of key personnel previously employed by ERCOT in accordance with the requirements of Section 1.5.2.
5. A complete list of all exceptions, reservations, and limitations to the terms and conditions of the RFP.
6. Signed copies of the Professional Services Agreement, NDA, IRS W-9, and Vendor Information Form located here: <http://www.ercot.com/about/procurement/index.html>.
7. Additionally, if the nature of this RFP solicitation involves an Information Technology purchase, please review and acknowledge the “Cyber Security Requirements” document, also located here: <http://www.ercot.com/about/procurement/index.html>

Please also address the following Records and Information Management (RIM) RFP Questions:

- 1 Does the solution include an application that will generate electronic information to be saved or stored within such application, whether hosted off-site or within ERCOT’s current IT infrastructure?  
If YES, proceed to question 2.  
If NO, no further questions are required as this does not pose any RIM Program concerns.
- 2 Does your solution utilize proprietary electronic document formats?  
If YES, provide additional detail for RIM evaluation (what format(s) and access requirements).  
If NO, provide additional detail for RIM evaluation (what format(s)).

- 3 Can your product meet ERCOT's RIM program requirements<sup>1</sup> for Records and information generated or stored by the system including destruction at the end of their lifecycle?

If YES, provide additional detail for RIM evaluation.

If NO, initiate additional discussion.

### ***Section 2 -- Executive Summary***

In this section, the respondent should condense and highlight the content of the Business Proposal to provide ERCOT with a broad understanding of the respondent's approach to meeting ERCOT's objectives for this procurement.

### ***Section 3 -- Corporate Background and Experience***

#### ***Respondent Background and Experience***

This section details the respondent's corporate background and experience. If the respondent proposes to use subcontractor(s), it must describe any existing ongoing relationships with such subcontractor(s), including project descriptions. The section should include the following information:

- Respondent's full organization, company, or corporate name;
- Headquarter address;
- Type of ownership (e.g. partnership, corporation);
- If respondent is a subsidiary or affiliate and the name of the parent organization;
- State where the respondent is incorporated or otherwise organized to do business;
- Federal taxpayer identification;
- Name and title of person who will sign the contract; and
- Name and title of person responsible for responding to questions regarding the proposal, with telephone number, facsimile number, and email address.

Describe the respondent's corporate background as it relates to projects similar in scope and complexity to the project described in this RFP.

If the proposal includes the use of subcontractors, include a similar description of the subcontractor's corporate background.

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<sup>1</sup> RIM program requirements include purging records and non-record information based on current business requirements and the retention requirements found in ERCOT's Records Retention Schedule.



Include at least three (3) references for projects performed within the last five (5) years that demonstrate the respondent's ability to perform the required RFP services. Include contract dates and contact parties, with address, telephone number, and email, if available. If the work was performed as a subcontractor, the respondent must describe the scope of subcontracting activities.

***Key Personnel***

Identify and describe the respondent's proposed labor skill set and provide resumes of all proposed key personnel (as defined by the respondent). Resumes must demonstrate experience germane to the position proposed. Resumes must list any relevant professional designations for key personnel identified by Respondent. Resumes should include work on projects cited under the respondent's corporate experience, and the specific functions performed on such projects.

***Section 4 – Methodology and Services Approach***

Describe the respondent's methodology for providing the deliverables identified in Section 2. Include a proposed schedule, illustrating the terminal and summary elements identified in Section 2 or proposed by the vendor.

***Section 5 – Assumptions***

State any business, economic, legal, or practical assumptions that underlie the respondent's Business Proposal.

***Section 6 – Appendices***

Include any appendices to the respondent's Business Proposal.

***Section 7 – Vendor Information and Other Required Forms***

Respondents must complete the following required forms:

1. Nondisclosure Statement
2. Vendor information form
3. Except for current ERCOT suppliers who have an active Master Agreement with ERCOT or who have completed the Vendor Information Form (VIF) within the last six months, all Respondents must provide a completed Supplier Vendor Information Form along with the proposal.
4. If the anticipated contract value with ERCOT is equal to or >\$250,000.00, the respondent must include the two (2) most recent two (2) years audited financial statements (include

unaudited statements if supplier is unaudited). Publically-held companies must include or provide a link to the most recent Forms 10-K and 10-Q filings.

**3.9.2 Part 2 -- Cost Proposal**

The Cost Proposal must be based on the Scope of Work described in Section 2. This section should include any business, economic, legal, or practical assumptions that underlie the Cost Proposal.

Respondents may separately identify cost-saving and cost-avoidance methods and measures and the effect of such methods and measures on the Cost Proposal and Scope of Work.

Respondents must utilize the Cost Proposal table format listed below for submitting your Cost Proposal. However, respondents may propose optional cost proposals if such proposals are more cost effective (IE. Time and Materials cost structure, etc.) for ERCOT.

<b>Cost Proposal (500 - 750 meals per day)</b>		
<small>Cost not included in respondents pricing proposal to ERCOT are the sole responsibility of the respondent.</small>	<b>Number of meals per day</b>	<b>Total Cost</b>
<b>Project Deliverables and Costs</b>		
Deliverable 1 – Mobilization as required in 2.4.1	N/A	\$0.00
Deliverable 2 – Meal provision and preparation as required in 2.4.2	750	\$0.00
Deliverable 3 – Dining room construction as required in 2.4.3	N/A	\$0.00
Deliverable 4 – Living area construction as required in 2.4.4	N/A	\$0.00
Deliverable 5 – Estimated daily consumables as required in 2.4.5	N/A	\$0.00
<b>TOTAL FIXED COST:</b>		<b>\$0.00</b>

<b>Cost Proposal (751 – 1,000 meals per day)</b>		
Cost not included in respondents pricing proposal to ERCOT are the sole responsibility of the respondent.	Number of meals per day	Total Cost
<b>Project Deliverables and Costs</b>		
Deliverable 1 – Mobilization as required in 2.4.1	N/A	\$0.00
Deliverable 2 – Meal provision and preparation as required in 2.4.2	1,000	\$0.00
Deliverable 3 – Dining room construction as required in 2.4.3	N/A	\$0.00
Deliverable 4 – Living area construction as required in 2.4.4	N/A	\$0.00
Deliverable 5 – Estimated daily consumables as required in 2.4.5	N/A	\$0.00
<b>TOTAL FIXED COST:</b>		<b>\$0.00</b>

<h2 style="text-align: center;">Cost Proposal (1,001 – 1,250 meals per day)</h2>		
Cost not included in respondents pricing proposal to ERCOT are the sole responsibility of the respondent.	Number of meals per day	Total Cost
<h3>Project Deliverables and Costs</h3>		
Deliverable 1 – Mobilization as required in 2.4.1	N/A	\$0.00
Deliverable 2 – Meal provision and preparation as required in 2.4.2	1,250	\$0.00
Deliverable 3 – Dining room construction as required in 2.4.3	N/A	\$0.00
Deliverable 4 – Living area construction as required in 2.4.4	N/A	\$0.00
Deliverable 5 – Estimated daily consumables as required in 2.4.5	N/A	\$0.00
<b>TOTAL FIXED COST:</b>		<b>\$0.00</b>

<b>Cost Proposal (1,250 – 1,500 meals per day)</b>		
Cost not included in respondents pricing proposal to ERCOT are the sole responsibility of the respondent.	Number of meals per day	Total Cost
<b>Project Deliverables and Costs</b>		
Deliverable 1 – Mobilization as required in 2.4.1	N/A	\$0.00
Deliverable 2 – Meal provision and preparation as required in 2.4.2	1,500	\$0.00
Deliverable 3 – Dining room construction as required in 2.4.3	N/A	\$0.00
Deliverable 4 – Living area construction as required in 2.4.4	N/A	\$0.00
Deliverable 5 – Estimated daily consumables as required in 2.4.5	N/A	\$0.00
<b>TOTAL FIXED COST:</b>		<b>\$0.00</b>

**3.10 Multiple Responses**

A respondent may submit more than one proposal, including a joint proposal with one or more respondents.

**3.11 Joint Proposals**

Two or more companies may join together and submit a joint proposal in response to this RFP. A joint proposal must completely define the responsibilities each company proposes to undertake. Also, the joint proposal must designate a primary respondent who will be responsible for the delivery of all goods, services, and requirements as specified in the RFP, and a single authorized official from the primary respondent to serve as the sole point of contact between ERCOT and the joint proposers. Any contract resulting from a joint proposal must be signed by an authorized agent or officer of each company. Each company included in the submission of a joint proposal will be jointly and severally liable during the term of the contract.

## **4 Evaluation**

### **4.1 Evaluation of Proposals**

ERCOT will select the successful vendor through an internal evaluation process. ERCOT will consider capabilities or advantages that are clearly described in the proposal, which may be confirmed by oral presentations, site visits, or demonstrations if required, and verified by information from reference sources contacted by ERCOT. ERCOT reserves the right to contact individuals, entities, organizations that have had dealings with the respondent, or staff proposed for this effort, whether or not identified in the proposal.

### **4.2 Evaluation Criteria**

The primary criteria for evaluating the proposals as they relate to this RFP are as follows:

1. The vendor's ability to meet the requirements set forth in Section 2.
2. The vendor's fees or cost structure.

### **4.3 Oral Presentations and Site Visits**

ERCOT may, at its sole discretion, request oral presentations, site visits, and/or demonstrations from one or more respondents. ERCOT will notify selected respondents of the time and location for these activities, and may supply agendas or topics for discussion. ERCOT reserves the right to ask additional questions during oral presentations, site visits, and/or demonstrations to clarify the scope and content of the written proposal, oral presentation, site visit, or demonstration.

### **4.4 Discussions with Respondents**

ERCOT may, but is not required to, conduct discussions and negotiations with all, some, or none of the respondents for the purpose of obtaining the best value for ERCOT.