
Electric Reliability Council of Texas, Inc. (ERCOT)

Contract Administration and Procurement



Request for Information

For

Training Facility Furniture 2-18 JT

Date of Release: February 19, 2018

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1 GENERAL INFORMATION

1.1 RFI Objective

This is a Request for Information (RFI) only and does not constitute a commitment, implied or otherwise, that the Electric Reliability Council of Texas, Inc. (ERCOT) will take procurement action in this matter.

The ERCOT objective in this RFI is to evaluate vendor product and service offerings for the design, sale and installation of new furniture for a new training facility being built on ERCOT's 2705 West Lake Drive, Taylor, Texas campus. Furniture will be required in the control room, lobby, break room and a covered outdoor patio.

1.2 ERCOT Background

1.2.1 Overview of the Electric Reliability Council of Texas, Inc.

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 Basic Philosophy: Vendor Relations

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.

1.4 Legal and Regulatory Constraints

1.4.1 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

Section 1 – General Information

Agreement. Respondents must carefully review and understand this language when developing proposals.

1.4.2 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 **ERCOT Point of Contact**

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

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

All communications relating to this RFI must be directed to ERCOT contact person named above.

1.6 **ERCOT Timeline**

ERCOT Timeline	
RFI Release Date	February 19, 2018
Notice of Intent to Respond	February 23, 2018
Vendor Questions Due	February 28, 2018
Response to Vendor Questions	March 6, 2018
Vendor Responses Due	March 20, 2018
Vendor Presentations	TBD
Future Solicitation for Proposal	TBD

1.7 RFI Cancellation

ERCOT reserves the right to cancel this RFI.

1.8 Right to Reject Responses

ERCOT may, in its discretion, reject any and all responses submitted in response to this RFI.

1.11 No Reimbursement for Costs of Responses

ERCOT will not reimburse any respondent for costs of developing a response to this RFI.

2 SCOPE, PURPOSE, AND OBJECTIVE

2.1 *Project Background*

ERCOT is constructing a training building on the Taylor, TX campus. This space will be a state-of-the-art facility that offers a unique experience for participants engaged in computer-based, control room grid-simulation. The site should be welcoming to a wide range of visitors in a flexible, contemporary environment that encourages collaboration. The project consists of the design and installation of control room workstations and other furniture in the new 17,800 SF Training Center. The construction of the building commenced in December of 2017 and will be completed by October 2018. Furniture installation is expected to take place in September 2018.

2.2 *Project Overview and Objective*

ERCOT is seeking information from qualified furniture manufacturers, designers and installers regarding current trends in office furniture design and technology. ERCOT is interested in reviewing supplier information and pricing for the following areas of this new building.

Control Room Simulator:

The control room will be used for simulation training for ERCOT operators to practice and prepare for events that could have major implications to the system such as hurricanes, winter storms, loss of primary control center, etc. The control room will also be used to train operators on any changes or updates to procedures and tools or displays used in the primary control center.

Lobby Area (Prefunction A, B, and Reception):

The lobby will serve as the general receiving area for all training visitors. Events will range in size from 10 up to 120 participants. There will be a large number of people entering the building and checking in at the reception desk all at the same time. A small coffee bar is to the left of Prefunction A, so we expect that to be a location where people will also tend to congregate. Both Prefunction A and B should serve as a space where visitors can sit with their laptops, make a quick phone call, or visit with other participants prior to a training session and also during breaks from instruction.

Break Room:

The break room will be the primary location for catering setup and service. The large center island will serve as the buffet line where attendees can be served in two lines. The break room also needs to

provide ample seating, leaving enough room for participants to line up and be served at the island. Events will range in size from 10 up to 120 participants.

Covered Outdoor Patio:

During suitable weather, the patio area will serve as lobby overflow, break room seating overflow, as well as an alternate space for attendees to sit with laptops, make phone calls, or visit with other participants. The two largest events hosted will be held in the spring and in the fall; and we anticipate visitors will want to make ample use of the covered, outdoor area.

2.2.1 Functional Requirements

As part of this RFI, ERCOT is including Appendices A & B which provide design concepts, color suggestions and renderings of the new facility in an effort to provide design inspiration to RFI respondents. **All suppliers providing Notice of Intent to Respond will receive copies of Appendices A & B.**

2.2.2 Lobby, Break Room and Patio

Appendices A & B encompass the only available information for the Lobby, Break Room and Patio areas. As part of their RFI response, ERCOT is expecting respondents to include multiple options at various price points to meet the basic goals for the concepts and renderings of the Lobby, Break Room and Patio areas.

2.2.3 Control Room Simulator

Also included within Appendix B is a rough design for the Control Room Simulator. The following information is intended to supplement Appendix B with regards to the Simulator Room.

Room Dimensions: 43' x 65'

Approximate Workstation Dimensions: 8" x 10'

Workstation Frame: The workstations shall be a combination of training tables, cubicle furniture, console or equivalent that are durable and suitable for heavy use. The frames of the workstations shall be constructed of light-gauge (14-16 gauge) steel and/or aluminum

Work Surface: The workstation work surfaces should be made of MDF with durable high-pressure laminate finish (PLAM) and PVC or other reinforcement fastened to the front edge.

Leg Clearance: Knee space and leg clearance shall be ergonomic and shall meet a standard for taller operators; under-counter equipment including PC's shall be mounted clear of an operator's normal leg movements.

Cable Management System: Each workstation shall have a cable tray or raceway for computer cabling and electrical power mounted under the workstation.

Decorative panels, cabinets and bookshelves: Each workstation shall include modesty panels on the front of each workstation (from 4 inches above floor to at least 8 inches above the desktop).

Horseshoe Configuration: The main desktop shall be at least 30 inches deep with two side peninsulas at least 24 inches deep. The entire workstation shall wrap around each operator in a "horseshoe configuration" to accommodate at least 10 flat-screen 24-inch monitors with articulating monitor arms.

Warranty: ERCOT requires a 1-year warranty as a minimum. Options for longer warranties may be considered.

Additional Requirements:

Each workstation shall include the following:

- Four under-counter mounted PC trays (with slide-in/slide-out access)
- Ten articulating arms for 24-inch monitors (9 on one row with the 10th monitor above the 9th)
- One hinged patch panel bracket for easy access (12-port patch panel provided by ERCOT)
- One pop-up desktop box with two convenience 110V power receptacles and two USB power connections
- One dimmable task light

2.3 ERCOT Training Facility Furniture Requirements

ERCOT seeks to solicit design and pricing information and has defined the current requirements and specifications.

2.3.1 Project-specific Requirements

- (A) All furniture and equipment proposed shall meet the basic needs of the space the furniture is intended to fill.
- (B) All furniture and equipment proposed in this RFI should be of sturdy construction.
- (C) All furniture and equipment proposed should incorporate design elements from Appendix B; included with this RFI.
- (D) Respondents are encouraged to provide multiple options at various quality and cost levels.
- (E) Each respondent shall separately identify any warranty information for each piece of furniture and equipment identified in this RFI.

- (F) In addition to the physical furniture and equipment, each respondent is expected to provide detailed information regarding design and installation services

2.4 Vendor Questions and Required Feedback

ERCOT seeks vendor responses to the following questions and solicits general feedback regarding ideal methodologies and approaches to Furniture design and installation

2.4.1 Corporate Background and Experience

- (A) Please identify all core competencies as they relate to this RFI (i.e. furniture design, installation, sales, etc.)

2.4.2 Total Cost of Ownership

- (A) What is the initial purchase price of each piece of proposed furniture or equipment?
- (B) What is the cost to install furniture and equipment in the new space?
- (C) Does the purchase of this furniture include a warranty period? Please identify the warranty period.
- (D) Please identify all costs associated with maintenance that is not otherwise included in the purchase or warranty price of the furniture.
- (E) What cost is ERCOT not considering?

2.4.3 Project Schedule

- (A) Based upon the information included in this RFI, please identify timelines for design, installation, etc.

2.4.4 Support, Training and Management

- (A) If warranty is not included in the purchase price of the furniture and equipment, please provide various warranty levels available for purchase.

3 GENERAL INSTRUCTIONS AND RESPONSE REQUIREMENTS

3.1 *Notice of Intent to Respond*

A prospective vendor may submit a Notice of Intent to Respond to the ERCOT Point of Contact identified in Section 1.5 no later than 5:00PM Central Time on **the date listed in the timeline in Section 1.6**. The Notice of Intent should consist of an email stating that the prospective vendor intends to submit a response for this request. Only vendors who submit a Notice of Intent to Respond will receive the answers to questions from all vendors, and/or any clarifications, amendments, and addenda to the Request For Information. Vendors who provide a Notice of Intent are not obligated to respond 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 RFI must be submitted electronically to the email address contained in Section 1.5 (ERCOT Point of Contact). All questions must reference the appropriate RFI 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 1.6 (ERCOT 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 RFI prior to submission. If a respondent fails to notify ERCOT of any error, ambiguity, conflict, discrepancy, exclusionary specification, or omission, the respondent shall respond at its own risk and, if awarded the contract, shall have waived any claim that the RFI 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 submission deadline.

3.3 *News Releases*

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

3.4 *ERCOT Use of Vendor Ideas*

- ERCOT reserves the right to use any and all ideas presented in any response that are not the respondent's proprietary information and so designated in the response. 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.

3.5 Additional Information

By submitting a response, 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 responses.

3.6 Instructions for Submitting Responses

3.6.1 Submission

Submit responses 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.

3.6.2 Additional Requirements

All responses must be:

- Clearly legible;
- Sequentially page-numbered;
- Organized in the sequence outlined in Section 3.11;
- Bound in a notebook or cover (only if submitted as a hard copy);
- Responsive to the requirements of this RFI;
- Responses should include the respondent's name at the top of each page, and should not include unrequested materials or pamphlets.

3.7 Format and Content

The proposal must consist of two parts:

- Part 1 – Business Response; and
- Part 2 – Cost Proposal.

3.7.1 Part 1 -- Business Response

The Business Response, 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 – 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 RFI.
6. Signed copies of the Professional Services Agreement, NDA, IRS W-9, and Vendor Information Form located at <http://www.ercot.com/about/procurement/index.html>.

Please also address the following Records and Information Management (RIM) RFI 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 requirements¹ 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 Response to provide ERCOT with a broad understanding of the respondent's approach to meeting ERCOT's objectives for this RFI.

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 the respondent is a subsidiary or affiliate and the name of the parent organization;
- Federal taxpayer identification;
- Name and title of person responsible for responding to questions regarding the response, with telephone number, facsimile number, and email address.

Describe the respondent's corporate background as it relates to projects similar in scope and

¹ 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.

complexity to the project described in this RFI.

Section 4 – Methodology and Services Approach

Describe the respondent's methodology for providing the services/requirements identified in Section 2. Include a proposed project schedule, including start and finish dates of the terminal, and summary elements that are essential to designing and installing furniture as required in Section 2 or as proposed by the vendor.

Section 5 – Assumptions

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

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:

- Nondisclosure Statement (Attachment B)
- Vendor information form (Attachment C)
- 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, attached hereto as Attachment C along with the proposal.

3.7.2 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.

Cost proposals shall be submitted in respondent's own format and should be responsive to the needs of this RFI. Each space should be priced separately and must include multiple options for varying cost and quality levels. At a minimum, each respondent is expected to include low, mid and upper tier options for ERCOT to review and evaluate. ERCOT reserves the right to determine which options best meet their needs. At the conclusion of the RFI period, ERCOT will solicit bids for the furniture tier that best addresses the needs of this RFI; including cost and quality.

4 EVALUATION

4.1 Evaluation of Response

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, or 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 RFI 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.

4.1 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.

4.3 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.

