



FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
COMMISSIONER NICOLE "NIKKI" FRIED

July 07, 2021

ADDENDUM 1

TO: VENDORS

FROM: MICHELLE FAIRCLOTH, PURCHASING DIRECTOR II

RE: REQUEST FOR PROPOSAL OOE 20 21 98
A STUDY OF ENERGY EQUITY WITHIN FLORIDA

This addendum is to provide all potential respondents answers to questions received in reference to this Request for Proposal.

Question / [Answer](#)

1. Projects undertaken by University-based research centers typically include compensated faculty and staff (Principal and co-investigators) and uncompensated faculty who are available to serve as project advisors. Can both compensated and uncompensated project staff be included under (Tab B) Statement of Qualifications and Experience?
Yes, the Statement of Qualification and Experience may include both compensated and uncompensated project staff. Please note, potential respondents must include the roles and responsibilities of all staff that will be assigned to the contract and their relationship to the project.
2. In conducting similar projects for other state agencies, Universities often integrated the completion of the proposed scopes of work into graduate-level design studio courses. Understanding that that project will be led and completed by subject matter experts, is the inclusion of a graduate capstone studio course an acceptable option for staff augmentation under (Tab D) Plans and Procedures?
No, the inclusion of a graduate capstone studio course does not meet the scope of work for this RFP, however, the Department does not discourage Universities from utilizing the Energy Equity Report in future graduate level courses. The response to Tab D Plans and Procedures must include a comprehensive and detailed response plan of how the following will be addressed:
 - **Geography & Demography of LMI Energy Burden**
 - **Energy Efficiency (EE) Program Design Element**
 - **Transportation**
 - **Environmental Justice**

The deliverables must be specific to the following tasks:

TASK 1 Data Collection

TASK 2 Draft Study of Energy Equity Report

TASK 3 Final Energy Equity Report

3. Regarding the use of compensated graduate-level research assistants, as it relates to (Tab E) Pricing, are there agency specific guidelines that limit compensation or reimbursement (e.g.; salary only v. salary and tuition waiver)?
There are no specific guidelines that limit compensation for salary or tuition waivers. Costs are allowable to the extent that the compensation is reasonable for the services rendered and meets all applicable state and federal laws and/or rules or written policies.
4. Many of the data required in the project tasks may be collected by DOA and/or other State agencies and/or energy providers. What level of assistance will OOE provide in helping to collect these data internally and in coordinating and/or supporting data collection efforts with other state agencies and energy providers?
The Department will provide support with access to internal data and/or other State agencies and/or energy providers, as needed. The level of assistance will be based on the need and Department's availability.
5. The Transportation task includes a directive to identify and analyze the energy equity/burden relative to the geographic location of Transit Oriented Development (TOD) projects/infrastructure.
 - a. What is the anticipated geographic extent of this analysis (sample area v. statewide)?
Statewide
 - b. Does DOA have a specific transit network(s) that should be targeted?
No
 - c. Is this subtask being coordinated with FDOT's Transit Office?
Not at this time.
6. In part "B" of Section 2 "Technical Specifications", it states "energy benchmarking for LMI multifamily units". Would you please be able to clarify what you mean by "benchmarking"?
Benchmarks are the metrics/datasets utilized to determine energy efficiency standards. This section should include an analysis of the energy benchmarking policies/requirements/ordinances in Florida as it relates to LMI multifamily housing.
7. The phrase "Whole-of-government" is mentioned throughout the RFP. Would you be able to clarify how you define the term "whole-of-government" and who is included in this role?
The Department considers a "whole-of-government" approach as the shared roles of state governments to address needs in an all-inclusive manner.
8. What are the highest priority items in the scope of work described on pages 3 and 4?
The Department is not giving priority to the items. All items included in Section 2. Technical Specification, Scope of Work must be included in the report.
9. Items B1-10 on page 4 call for the final report to "include an analysis" of a wide and diverse policy agenda that goes well beyond the items listed in A1-4. What would the "analysis" to be included in the report entail: summary of existing literature, questions for further research, performing new analysis on items such as the nexus of energy costs and public health, other?
The analysis does not have specific requirements and may include any of these items.
10. Item B8 calls for "consultation and dissemination of findings" with key stakeholders. Does this mean that data results are to be presented to stakeholders before the end of the contract period? **Yes.**

What type of consultation and dissemination is envisioned?

Ongoing communication with stakeholders to discuss the information. This communication may be in the form of conference calls, virtual meetings, surveys, etc.

11. Item B10 calls for energy benchmarking for LMI multifamily units. Is FDACS looking for a review of existing benchmarking systems, or creation of a new system?
Item B10 does not address energy benchmarking. More clarification will be needed in order to respond.

12. Given Florida's changing environment, should the analysis of heat islands also look at future temperatures? Yes
13. Is the 9-month contract span a firm deadline?
Yes, however extensions maybe for up to six months with all the same terms and conditions of the original agreement, as needed.
14. The RFP requests that the report contain EE program performance data. Much of this data is housed by state agencies; to date, we have faced obstacles retrieving this data. Will the state of Florida assist the contractor who is awarded this project in locating and pulling these responsive datasets?
The Department can assist with the location and retrieval of data.

How much time would the state agency or agencies need to pull this data, so that our proposal can include a reasonable timeline for collecting relevant data?
The timeline will depend on the level of assistance needed.
15. We did not see a suggested budget range for the proposal. Is there a range that the state of Florida is hoping to see in the proposals?
No, there is no range, however, all proposed costs must be justifiable and reasonable for accomplishing the scope of work.
16. The Price Sheet (Attachment C) is organized by task; would the funding structure enable a contractor to hire a full-time early career data analyst to lead the data collection and cleaning effort? We anticipate that existing staff would be more focused on synthetic analysis, policy recommendations, and engagement with stakeholders.
There is no restriction for hiring additional staff, however all costs must be justified and reasonable.
17. Towards the end of Page 4 in Section 2: Technical Specifications there is the following sentence: "All data gathered for this report must be submitted upon completion of the report." Would this (or any other provision within the RFP) preclude the publication of study findings within academic journals, in addition to submitting the data and final report to OOE?
Please refer to Articles' 4, 5, and 6 of the Florida Department of Agriculture and Consumer Services Division of Administration CONTRACTUAL SERVICES AGREEMENT (Attachment I).

This Addendum is hereby incorporated into and made a part of the above noted Request for Proposal. All other terms, conditions and specifications of this Request for Proposal will remain the same. For questions regarding this Addendum, please contact the Purchasing Office at (850) 617-7181 or email at Bids@FDACS.gov