Addendum #2

Please note the following clarifications are hereby made to the aforementioned RFP.

**Update/Change**
Included in this Addendum are
1) Spreadsheet (Utility Usage) showing monthly utilities usage and meters for electric, natural gas, and water.
2) All questions that were received either pre-submittal meeting or via email, and the corresponding answers.

**Questions and Answers**

**Question 1:** Does UNT currently use a consultant/broker for Energy Consulting Services, and has UNT previously retained the services of one? If so, who is the current provider of the above services?
*Yes. Priority Power Management.*

**Question 2:** Can UNT provide a copy(s) of current electric/natural gas supply contracts?
*UNT contracts can be requested through the UNT System attorney’s Office of General Counsel.*

**Question 3:** Will proposed vendor have access to all electric/natural gas/water bill processing/auditing data?
*Yes.*

**Question 4:** Has UNT considered aggregating load?
*Where possible.*

**Question 5:** In the selection process, how much weight will be given to the Historically Underutilized Business (HUB) portion of the RFQ?
*UNT doesn't give weight on criteria. An HSP (HUB Subcontracting Plan) needs to be included with the RFQ. Failure to include/complete the HSP correctly will disqualify the firm’s RFQ response.*

**Question 6:** Does UNT have gasoline/distillate fuel usage at portfolio, and are there plans to address this facet if so?
*No.*

**Question 7:** Does UNT have a selection timeline schedule past the MAR 2 submission deadline?
*There is no set deadline, but the goal is to have an awarded vendor around May 2018.*

**Question 8:** Will you clarify “usage” in the budget piece?
*Electrical, gas, and water usage.*

**Question 9:** What is the current database and will you provide history?
*Current database is in Excel format and will be provided by HSC.*

**Question 10:** Where are the bill paid?
*UNT System Business Service Center.*
Question 11: Is there interest in payment files sent to vendor?
Yes.

Question 12: Is the budget an annual budget and then a reforecast?
Annual budget.

Question 13: What do you envision for customized consultants?
To provide as-needed support to HSC.

Question 14: What about the power factor? Would UNTHSC consider power factor?
Yes.

Question 15: If you add or delete an account, are you interested in that?
Yes.

Question 16: Have you had a scope 1 audit?
Yes.

Question 17: Will you provide a spreadsheet of monthly utilities and low profile usage?
Provided in this Addendum (see spreadsheet “Utility Usage”).

Question 18: Is this a stand-alone agreement with the vendor and HSC?
Yes.

Question 19: Do you do business with the General Land Office (GLO)?
Yes.

Question 20: Do you see this as a broker or as a consultant?
Consultant.

Question 21: Is Energy Star a requirement?
Not at this time, if SECO makes it a requirement it will be added to the contract.

Question 22: In the main RFQ documents, on the bottom of page 7 and top of page 8, there is a section titled Past Performance. The first bullet items says “documented history or staying within budget”. Can you advise what type of information is desired here? There is always a variable in electricity and natural gas contract budgets which is unknown. This variable is UNT’s electricity and gas usage (kWh’s and MMBtu’s, respectfully). Usage can change frequently base on weather, building operation, maintenance, and etc. Any clarification you can provide for this bullet point would be appreciated.
This is meant as a contract consultant not a supplier.

Question 23: How many utility accounts for electric, natural gas, and water does UNTHSC receive a bill for each month?
Provided in this Addendum (see spreadsheet “Utility Usage”).

Question 24: Will UNTHSC have any utility subaccounts they will need in the data base? If so, how many?
No.

Question 25: How many natural gas, water, and electric power accounts will be covered under this energy consulting agreement?
Provided in this Addendum (see spreadsheet “Utility Usage”).

Question 26: How will the University provide the winning bidder with 5 years of invoice history and data?
In Excel format.

Question 27: How will the winning bidder receive ongoing invoice images and data for natural gas, electric power, and water?
Supplier interface and copies of bills.
Question 28: Does the University prefer to have an energy consultant with account managers/representatives located in the Dallas area?
   Yes, Ft. Worth, Dallas.

Question 29: Is there a current provider of energy consulting services to the University?
   Yes.

Question 30: If there is a current provider of energy consulting services to the University, is the University looking for new, additional or enhanced services?
   None that aren't currently being provided.

Question 31: What is the annual cost of the currently effective energy consulting contract?
   $25,000 – However, at this time this is a Request for Qualifications. Your future pricing should reflect the scope of service and not on past contracts.

Question 32: Is there a budget allocated for energy management services?
   Yes.

Question 33: What is the expected start date and preferred Term length(s) of the prospective Energy Consulting Services Contract?
   Date is pending on an awarded vendor. The term is still being discussed, but it would be a 5 year contract. (3 year term with 2 yearly options or 2 year term with 3 yearly options).

Question 34: What is the anticipated total budget for this contract?
   At this time, there is no set budget.

Question 35: What is the anticipated average weekly resource expectation (hours per week, # of resources)?
   We would anticipate 10-15 hours per month, with more hours need during supply contract procurement and negotiations.

Question 36: What is the anticipated expectation for on-site vs. off-site work percentage (% on-site)?
   We would anticipate 95% off-site.

Question 37: Can HSC provide a list of their ongoing electricity and natural gas programs?
   Provided in this Addendum (see spreadsheet “Utility Usage”).

Question 38: What type of online portal is HSC specifically looking for (e.g., an FTP site or a Java based platform)?
   Java based.

Question 39: Has the University engaged a Consultant in the past or currently for some or all of the Scope of Services outlined in the RFQ? If yes, may we ask who?
   Yes, Priority Power Management.

Question 40: What is the University’s preference regarding compensation of Consulting Services? Pay Consultant Direct or Consultant fee imbedded into prospective supply contract(s)?
   Pay Consultant Direct.

Question 41: How many meters for electricity, natural gas, and water would be covered under the Scope of Services outlined in the RFQ?
   Provided in this Addendum (see spreadsheet “Utility Usage”).

Question 42: Will HSC provide the 5 years of historical data we are required to retain under the last bullet in the Special Services Selection? Will this data be in an electronic format that can be easily imported?
   Yes.

Question 43: Regarding the requirement for unaudited financial, are financial statements that are reviewed by our third-party accountants acceptable?
   Yes.
Question 44: Are we able to mark any of the information we submit as confidential/proprietary and will this information be protected from public release?

*Information regarding this RFQ will be protected to the extent that Texas State Law allows. UNT is a state agency and abides by Texas State policies and laws.*

Question 45: The bid documents reference insurance requirements in Attachment 1. We do not see where this Attachment is included. Can you provide insurance requirements?

*Please see Addendum #1 – The correct Sample Service Agreement has been added to the websites.*

Question 46: Does the UNT System have existing electric and natural gas contracts in place with a third party supplier? If so, when do these agreements end? Are these agreements with one or multiple suppliers?

*Yes, there are existing supply contracts in place. There is a single electricity contract with the GLO/Cavallo that expires after 3/31/2026. Thus, a UNT system wide electricity RFP will not be needed during the RFQ term. However, there may be need for electricity RFP’s during the term for any new construction, acquisitions, or other load added to UNT’s portfolio. For gas supply, there is a single contract in place with GLO that expires 3/31/2021. There will need to be a system wide gas supply RFP facilitated sometime during the RFQ term.*

Question 47: Does you hedge in the forward curve for the NYMEX portion of its natural gas contract? If yes, is hedging performed financially or physically?

*UNT’s current gas supply contract is a physical hedge in the forward NYMEX market. UNT has not conducted a financial hedge to date for gas supply, but is always open to discussion and review of such a transaction.*

Question 48: Has the UNT System conducted a consumption based rate, tariff and/or tax review?

*Yes this has been done for both electricity and natural gas. However, the RFQ selected vendor should expect to conduct their own rate/tariff analysis and make any recommendations for changes as needed.*

*-End of Addendum-

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**ACKNOWLEDGEMENT:** Please acknowledge receipt of this addendum by initialing the appropriate line on the Addenda Checklist, Section 4 of the RFP.