



STATE OF OHIO  
DEPARTMENT OF ADMINISTRATIVE SERVICES  
GENERAL SERVICES DIVISION  
OFFICE OF PROCUREMENT SERVICES  
4200 SURFACE ROAD, COLUMBUS, OH 43228-1395

OPTIONAL USE CONTRACT FOR: THIRD PARTY ADMINISTRATOR - ELECTRIC AGGREGATION

CONTRACT NUMBER: CSP904713

EFFECTIVE DATES: 04/19/13 TO 07/31/17

The Department of Administrative Services has accepted Proposals submitted in response to Request for Proposal (RFP) No. CSP904713 that opened on 02/08/13. The evaluation of the Proposal responses has been completed. The Offeror listed herein has been determined to be the highest ranking Offeror and has been awarded a Contract for the services listed. The respective Proposal response including, Contract Terms & Conditions, any Proposal amendment, special Contract Terms & Conditions, specifications, pricing schedules and any attachments incorporated by reference and accepted by DAS become a part of this Services Contract.

This Requirements Contract is effective beginning and ending on the dates noted above unless, prior to the expiration date, the Contract is renewed, terminated, or cancelled in accordance with the Contract Terms and Conditions.

This Requirements Contract is available to the Ohio Department of Administrative Services as applicable.

The agency is eligible to make purchases of the contracted services in any amount and at any time as determined by the agency. The State makes no representation or guarantee that department will purchase the volume of services as advertised in the Request for Proposal.

Questions regarding this and/or the Services Contract may be directed to:

Geraldine Berry, CPPB  
geraldine.berry@das.ohio.gov

This Requirements Contract and any Amendments thereto are available from the DAS Web site at the following address:

[www.ohio.gov/procure](http://www.ohio.gov/procure)

### THIRD PARTY ADMINISTRATOR - ELECTRIC AGGREGATION

**OBJECTIVE:** The state of Ohio issued an RFP for the services of a third party administrator (TPA) with expertise in the field of electric energy procurement and management, to secure electric services for the eligible state agencies and governmental units. The TPA will be responsible for the development and management of an electric aggregation program to provide a reliable electric supply, maximize cost savings, and expand the program in both volume and the number of accounts.

The program must employ a third party administrator model, in which the Contractor performs many of the administrative functions under the direction of the State including marketing, development of a buying strategy, forecasting, nominating, bid preparation, and reporting. The TPA must not be affiliated with a particular electric supplier or marketer, acting impartially in the best interest of the State. Therefore, if an electrical supplier or affiliated company submitted a proposal under this RFP and awarded the Contract, that supplier may not bid to supply electric energy to the State under this Contract.

- I. **SCOPE OF WORK.** The Office of Procurement Services offered to make available any existing information available, including billing histories for all accounts in the program. In order to attain the objectives as outlined previously, the TPA will:
  - A. Work with the State to gather historical usage data.
  - B. Provide the State with its market expertise, information, and recommendations throughout the process to make informed decisions and as requested by the State.
  - C. Conduct a survey of active and licensed suppliers as certified by the Public Utilities Commission of Ohio and registered in the applicable utilities in order to determine the best market strategies, generate the most competitive bids and maximize savings to the State.
  - D. Define data requirements, identify sources of data, and create a central data repository of all relevant account information. In addition, the contractor will provide online access to and export capability for monthly account usage information. The contractor will be responsible for pulling utility usage data for all accounts included in the procurement directly from the utility, including all associated costs.
  - E. Meet with selected State personnel and potential participants to answer questions, discuss various aggregations of the States account, explain the procurement processes, and discuss market conditions.
  - F. Work with the State to advertise the procurement, contact registered suppliers for the applicable utilities to inform them of the procurement, and register prospective bidders.
  - G. Establish a pre-qualification process for potential energy suppliers. The contractor will work with the State to develop sound financial and technical qualifications that suppliers must meet in order to bid. These qualifications will include, but are not limited to: viability to meet the standard terms and conditions of the State's contracts, proof of appropriate licenses and transport agreements, adherence to switching rules and enrollment processes, and the ability to meet minimum load requirements for competitive supply.
  - H. Create a customized website for each procurement which serve as a centralized site for all parties to access data and review any updates. The contractor will also post: the procurement rules, historical usage data/demand data in downloadable Excel files, rules, contract terms and conditions, and other important data. The TPA's customize Website will be accessible to both the State and qualified suppliers.
  - I. Assist the State, as requested, to determine the best contract structure for each bidding event within the procurements and provide recommendations for contract language changes. The contractor will provide information regarding the best time to hold the procurement based on the State's specified timelines and market conditions.
  - J. Review the final contract to ensure that it meets both the State's and suppliers requirements.
  - K. Create pricing scenarios and forecast from data provided by the State, other customers, servicing utilities, and market data which may serve as the baseline against which bid prices are compared.
  - L. Assist the State in assessing pricing decisions that adhere to cost savings goals regarding price risk avoidance, maximized savings, renewable energy, and any additional objectives that the State deems appropriate.
  - M. Perform all work on a no upfront cost basis. The successful Offeror will be reimbursed by winning suppliers at a rate based upon a per MWh basis over the life of the contract for all accounts awarded as a result of services provided. Fees paid will be based on the amount of actual MWh used.
  - N. Receive assistance from the State in providing authorizations to collect account numbers and available historical account data from the servicing utility and/or current competitive suppliers.
  - O. Submit the questions and answers from the bidder's conferences to the State for approval prior to posting.
  - P. Assist the State in the determination and possible acceptance of the "best offer".
  - Q. If, in the best interest of the State, a supply contract is not executed, the State will be under no obligation to compensate the selected Vendor for services rendered.

- R. Evaluate potential savings for prospective customers, based upon historical information. Aggressively market and pursue new accounts that may be added to the Contract pursuant to the Cooperative Purchasing Act, Section 125.04(B) of the Ohio Revised Code. The Cooperative Purchasing Program responsibilities include:
1. Advising the State on general strategies related to the addition of local government and school district accounts,
  2. Clearly communicate and present the program to potential participants,
  3. Perform basic cost savings analyses to be completed with 20 business days of receipt of request on prospective facilities to determine their suitability for the Program,
  4. Provide the same level of service and billing capability as for existing accounts.  
Note: There is no minimum size account (volume) to join this program.
- S. Describe a contingency plan should key personnel becomes unavailable to work on this project for any reason.
- T. Submit evidence of its financial stability and capacity, in narrative form, to meet the requirements of the project. The Offeror may also provide such other assurances as may serve to assure the State that, if awarded a contract, the Offeror would be able to meet its obligations.
- U. Should the State enter into any Demand Response agreements, the Suppliers and/or TPA will not assess additional fees/costs.

II. REPORTING. The successful Offeror will be required to work with DAS as follows:

- A. Develop the reports that include, but are not limited to measurement of the program and offeror's efficiency, effectiveness and adherence. Reporting will be at intervals mutually agreed upon by DAS and the successful Offeror. The reports will include but are not limited to the Electric Energy Market, historic reports that will show the usage trend for the account and which may be used by each account to document savings and report implemented efficiencies, etc. Additionally the TPA will verify the accuracy of all account information at the start of the contract, maintain and verify the accuracy of all account record on an annual basis thereafter.
- B. The TPA must personally contact at least one contact person for every account in the Program initially and on an annual basis.
  1. Meet in person with Procurement Services on a quarterly basis.
  2. An updated accounts list must be sent quarterly to the State identifying new accounts and terminated accounts with cause for termination.
- C. Market the program. The TPA must develop marketing materials that fully explain the Program.
- D. Transition and reporting dates. Will be determined.
- E. All other reports and meeting will be determined by the successful Offeror and the State Contract Representative.

PROPOSAL ADDITIONS

AWARDEE ADDITIONAL VALUE-ADDED SERVICES: The Contractor's proposals provide additional value-added services that may become available by amendment. These services include, but are not limited to Assessment of Demand Response Opportunities and Utility Invoice Management and Payment.

COST SUMMARY

RFP TITLE: THIRD PARTY ADMINISTRATOR (TPA) – ELECTRIC AGGREGATION  
RFP: CSP904713  
Index No.: DAS010  
UNSPSC Code: 83101800  
OAKS ID NO.: 0000209883

1. The TPA will perform all work on a no-upfront cost basis.
2. Contractor will be reimbursed by winning suppliers at a rate based upon a per MWh over the life of the contract for all accounts awarded as a result of services provided.
3. Any fees will be paid upon a MWh basis.

DESCRIPTION	COST PER MWh
Contract Fees	\$ 0.60

All costs must be in U.S. Dollars.  
The State will not be responsible for any costs not identified.  
There will be no additional reimbursement for travel or other related expenses.  
Miscellaneous Fees or Charges may be taken into consideration but not granted.

CONTRACTOR INDEX

CONTRACTOR AND TERMS:

BID CONTRACT NO.: CSP904713-1 (06/30/17)

OAKS ID: 0000209883  
World Energy Solutions, Inc.  
100 Front Street, 20<sup>th</sup> Floor  
Worcester, MA 01608

TERMS: Net 30 Days

CONTRACTOR'S CONTACT:

Tony Barnhart  
VP of Government Sales  
6500 Emerald Parkway, Suite 385  
Dublin, OH 43016

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