



April 6, 2018

### **Request for Proposal**

Rolling Plains Management Corporation is currently requesting proposals from qualified individuals or firms to negotiate electricity for its current service facilities to be effective as of June 1, 2018. Bidder must be able to mediate short time contracts with potential energy providers. This proposal will allow Rolling Plains the ability to reduce operational costs using stable and predictable prices for electricity.

### **Submission Requirements**

This proposal must contain the following information:

- Proposals from at least 3 electric suppliers beginning June 1, 2018 for the Rolling Plains' locations identified in Attachment A including:
  - Fixed pricing for 3 year period with the option of 2 year renewal
  - Penalties and fees for early termination
- Information regarding individual or company designated to mediate short time contracts with potential energy providers including the following information:
  - Individual/company name, address, and phone
  - Summary or experience of individual/company
  - Assurance of ability to mediate a contract with energy providers
  - Other information pertinent to your qualifications

### **Conflict of Interest**

Proposer shall identify any conflict of interest involving Rolling Plains' employees, contractors or governing board, real or perceived, which could occur because of this proposal.

### **Deadline for Submission**

The deadline for submission of proposals will be Wednesday April 27, 2018 at 5:00 p.m. RPMC specifically reserves the right to vary the provisions set forth herein any time prior to the execution of a contract where such variance is deemed to be in the best interest of the needs of RPMC.

If selected for negotiations, proposers may be required to prepare and submit additional information prior to final award is selection, in order to reach terms for the provisions of services, which are agreeable to both parties.

## **Evaluation Criteria**

The selection of a proposal is to be made after a careful evaluation of prevailing prices in the area of the proposals received. The successful vender must be responsive to the terms of the proposal and must demonstrate that he/she is a responsible bidder.

- a) A responsible bidder is one who submits a complete proposal within the stated time in accordance with the proposal.
- b) A responsible bidder is one who demonstrates, via his or her response to the selection criteria, his or her ability to deliver the services solicited for procurement. Selection of a bidder will include the consideration of proposed cost; the ability to offer services requested and provided services in a timely manner.

## **Contact Person**

Proposals may be directed to Mark Halsell or e-mailed to [mark.halsell@rollingplains.org](mailto:mark.halsell@rollingplains.org). Proposals may be submitted by mail to: Rolling Plains Management Corporation, PO Box 490 118 N. 1<sup>st</sup> Street, Crowell Texas. 79557.

## **Limitations and Reservations**

Rolling Plains Management Corporation reserves the right to accept or reject any and all proposals received as a result of this request, to negotiate with all qualified sources, or to cancel in part in its entirety this request if found to be the best interest of RPMC.

This request does not commit RPMC to award a contract, to pay any costs incurred for the preparation of proposals or to produce or contract for any services. All proposals will become part of this agency's official files.

## **Modification of Contract**

Contract must allow the inclusion or exclusion of any properties opened or closed after initial contract signing as a result of normal business operation.

## **Termination of Contract**

Whereas Rolling Plains is a non-profit, 501(c)(3) company, funded with State and Federal dollars, all contracts executed as a result of this RFP shall be subject to early termination if funding prevents the ability to operate any or all facilities owned or leased by Rolling Plains.

## **Questions**

All questions regarding this Request for Proposal must be directed, in writing to Mark Halsell at [mark.halsell@rollingplains.org](mailto:mark.halsell@rollingplains.org). All questions must be submitted at least four business days before the submission deadline and will be posted on agency's website, [rollingplains.org](http://rollingplains.org) under RFP's, 48 hours prior to the response deadline.

**Grievance Procedures**

All protests and complaints regarding the bid process or selections of the winning bid must be submitted in writing to:

Executive Director

PO Box 490

Crowell, Texas, 79227

All protests and complaints shall be referred to the RPMC Executive Committee for resolution.

**Non-discrimination and Equal opportunity**

Bidder represents that neither it nor any member of its governing body presently has any interest of, shall acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of this Contract and that no person having such interest shall be employed or appointed by Contractor.

**Rolling Plains Management Corporation is an equal opportunity employer and provider.**