



CITY OF SAN ANTONIO

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SAN ANTONIO, TEXAS 78283-3966

ADDENDUM I

SUBJECT: Community-Based Organizations to Conduct Residential Energy Efficiency Outreach RFQ 11-042, scheduled to open: April 29, 2011; date of issue: March 18, 2011.

FROM: Jennifer Wood, CPPB, Procurement Manager

DATE: March 28, 2011

THE ABOVE MENTIONED REQUEST FOR QUALIFICATIONS IS HEREBY AMENDED AS FOLLOWS:

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION VI, PRE-SUBMITTAL CONFERENCE:

On March 25, 2011 the City of San Antonio hosted a Pre-Submittal Conference to provide information and clarification for the Community-Based Organizations to Conduct Residential Energy Efficiency Outreach RFQ. Below is a list of questions that were submitted during the pre-submittal conference, and the Small Business Economic Development Advocacy (SBEDA) presentation. The City's official response to questions asked is as follows:

Question 1: In what format can I provide you questions to the RFQ?

Response: As stated within RFQ document on Page 13, Section XII. Restrictions on Communications, it is suggested that all questions be sent by email or by fax to: Debra Stevens, Contract Coordinator, City of San Antonio, Purchasing & General Services, debra.stevens@sanantonio.gov or to fax # (210) 207-7814.

Question 2: If an organization already promotes energy efficiency, it is allowable to combine the Better Building Program with its existing energy efficiency programming?

Response: Yes, it is allowable for an organization to combine the Better Buildings outreach with the organization's existing energy efficiency programming.

Question 3: The RFQ requires three years of financial records, what if a business has not been in operation for three years?

Response: If the Respondent has not been in operation all three years. The Respondent can submit its financial records for the duration it has been in operation.

Question 4: Are Respondents only limited to provide services for workshops?

Response: No, please refer to RFQ document Page 5, Paragraph No. 3. "Special Events" Section.

Question 5: Will successful Respondents receive Power points and other outreach materials to complete its services?

Response: Yes, the City of San Antonio and CPS Energy will provide successful Respondents with materials to complete workshops and other events.

Question 6: Are successful Respondents allowed to modify the workshop and outreach materials provided by the City of San Antonio and CPS Energy?

Response: No, Outreach materials may not be altered, or otherwise changed. The materials may not be used in any manner that would imply the City of San Antonio's or CPS Energy's endorsement of a company, its products, or its services. The materials may never be used in a manner that would disparage the City of San Antonio or CPS Energy. In addition, the materials should never be associated with any activities that are not part of the "Better Buildings" program.

Question 7: Will the outreach program include social media?

Response: Yes, successful Respondents will be requested to work in collaboration with CPS Energy's Corporate Communications of Twitter, You Tube and Facebook accounts.

Question 8: Can successful Respondents provide services to other program sectors within the Better Buildings Program?

Response: Yes

Question 9: Will CPS Energy or the City of San Antonio hold presentations that clarify the role of the Alamo Community College District, Better Buildings Residential Outreach Intermediary?

Response: Yes

Question 10: Can you clarify the role of the Alamo Community College District to the Community Organizations?

Response: Yes, the Alamo Community College District is the Better Buildings Residential Outreach Intermediary. The role of the intermediary is to:

- reply to general questions by community organization's points of contact as well their members. Questions of more detailed or technical nature should be referred to the CPS Energy Concierge.
- be on-call to support the City with other outreach activities as required. This includes, but is not limited to, press events, speaking engagements, and outreach activities requested by Council members.
- manage relationships with all community organizations as identified by City.
- track and confirm attendance and participation levels at organizational workshops to ensure they qualify for program incentive to be paid to organization.
- Conduct Train-the-Trainer Volunteer Workshops
- work with the community organizations' point of contact to identify meeting time and location, and develop methodology to advertise meeting
- host workshops and travel to community organization's facility

Question 11: Where are workshops to be held?

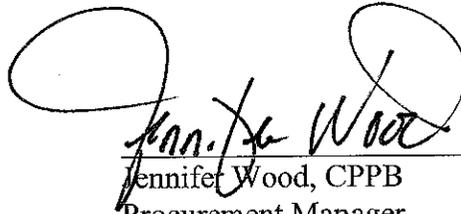
Response: Workshops can be held at locations identified by the Alamo Community College District or the location(s) provided by the successful Respondent.

Question 12: What are the successful Respondents options for advertising workshops/events?

Response: Please refer to RFQ document page 4, Paragraph No. 4, "Program Advertising" Section

Question 13: Since there will be multiple awardees, are proposals allowed from vendors located in Bexar County or outside of the CPS Energy territory?

Response: The City of San Antonio can accept proposals from vendors outside of Bexar County. Potential Respondents are to note that the service area for the Better Buildings Program is restricted to the CPS Energy Service Area.

A handwritten signature in black ink, appearing to read "Jennifer Wood", written over a horizontal line.

Jennifer Wood, CPPB
Procurement Manager

Purchasing & General Services Department