



Request for Proposal

For:

**FRCC Tools Replacement Project Phase 2 -
Project Manager**

RFP Issue Date: December 7, 2018

RFP Response to FRCC Date: January 7, 2019

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A. INTRODUCTION AND INSTRUCTIONS TO VENDORS

A.1 INTRODUCTION

The purpose and intent of this Request for Proposal (RFP) is to commission a Project Manager for the Florida Reliability Coordinating Council (FRCC) Tools Replacement Project. The Project Manager would be required to perform the following:

1. Be the primary lead for the design, integration, and testing of FRCC tools and system infrastructure.
2. Identify options for hosting, security, and support of the FRCC tools.

A.2 BACKGROUND INFORMATION

The FRCC requires a Project Manager to facilitate the implementation, testing and integration of the tools selected during the Phase 1 of the FRCC Tools Replacement Project. The selected tools will be used by FRCC members to manage the posting, communications (sending/receiving), logging and flow of messages and data related to the interconnected electricity infrastructure.

This second phase of the project is anticipated to last approximately 16 months.

A.3 GENERAL CONDITIONS

This RFP is not an offer to contract. Acceptance of a proposal neither commits FRCC to award a contract to any vendor, even if all requirements stated in this RFP are met, nor limits our right to negotiate in our best interest. We reserve the right to contract with a vendor for reasons other than lowest price.

Failure to answer any question in this RFP may subject the proposal to disqualification. Failure to meet a qualification or requirement will not necessarily subject a proposal to disqualification.

A.3.1 Valid Period of Offer

The pricing, terms, and conditions stated in your response must remain valid for at least 120 days from the date of delivery of the proposal to the FRCC.

A.3.2 Confidentiality/Non-Disclosure

The information contained in this RFP (or accumulated through other written or verbal communication) is confidential. It is for proposal purposes only and is not to be disclosed or used for any other purpose.

Information received in response to this RFP will be held in strict confidence and not disclosed to any party, other than our company or member companies, without the express written consent of said vendor. We will sign a non-disclosure agreement, if requested by vendors.

A.3.3 Right of Rejection

We reserve the right to accept or reject any or all responses to this RFP and to enter into discussions and/or negotiations with one or more qualified vendors at the same time.

A.3.4 Best and Final Offer

We reserve the right to request a best and final offer.

A.3.5 Cost of Proposals

Expenses incurred in the preparation of proposals in response to this RFP are the vendor's sole responsibility.

A.3.6 Additional Information for Consideration by FRCC

Provide any additional experience and expertise with similar projects.

A.4 PROPOSAL INSTRUCTIONS AND TIME FRAMES

This section contains instructions governing the proposal to be submitted.

A.4.1 Proposal Delivery

Email your proposal to John Libertz at ToolsRFP@frcc.com with a subject of **FRCC Tools Replacement Project** no later than **4:00 P.M.** on **January 7, 2019.**

A.4.2 Intention to Bid

Vendors must notify us, by sending an e-mail to ToolsRFP@frcc.com with a subject of **FRCC Tools Replacement Project**, declaring their intention to bid or not by **December**

14, 2018. Please provide the name, address, e-mail address and telephone number for a single vendor contact who should receive answers to questions and RFP revisions and updates. Any vendor who elects not to bid is requested to destroy this RFP.

Appendix A detailing site address information will be provided to you when FRCC receives notification of your intention to bid.

A.4.4 RFP Questions

Questions regarding this RFP are encouraged and should be submitted by e-mail to:

John Libertz
Regional Operations Coordinator
Florida Reliability Coordinating Council, Inc.
Email: ToolsRFP@frc.com
Subject: FRCC Tools Replacement Project

Answers to questions from any vendor will be provided to all vendors. No further questions will be accepted after **December 18, 2018**.

A.4.5 Oral Presentation

As part of the evaluation process, we may require an oral presentation by the vendor. You will be notified by **January 14, 2019** if an oral presentation will be required.

A.4.6 Schedule of Events

Dates	Activity
December 7, 2018	RFP distribution
December 14, 2018	Declarations of intention to bid and all questions from vendors to FRCC due
December 21, 2018	Responses to questions due to vendors
January 7, 2019	Proposals due

A.5 PROPOSAL PREPARATION

This section provides specific instructions on preparing your proposal.

A.5.1 General Preparation

- Number pages consecutively within a section using section and page numbering (e.g., Page 3-30).
- Follow the proposal outline in Section A.5.2. For each response, identify the RFP item to which you are responding.

A.5.2 Required Proposal Outline

The following chart details the required proposal outline and specifies the content of the proposal sections.

Required Proposal Outline		
Section Number	Section Title	Section Content
1	Executive Summary	Information requested in Section 1 of RFP; limit to five pages.
2	Corporate Profile	Responses to Section 2 of RFP
3	Assessment and Vendor Identification	Responses to Section 3 of RFP
4	Design and Integration	Responses to Section 4 of RFP
5	Billing Services	Responses to Section 5 of RFP
6	Pricing Information	Responses to Section 6 of RFP

Sections A of this RFP do not require a response.

1. EXECUTIVE SUMMARY

Briefly describe the key elements of your proposal. Highlight any major features, functions, or areas of support that differentiate your service offering from your competitors' offerings.

2. CORPORATE PROFILE

2.1 COMPANY BACKGROUND

Provide a brief overview and history of your company. Describe the organization of your company and include an organizational chart.

2.2 FINANCIAL INFORMATION

Provide financial information on your company (e.g., annual report, 10-K).

2.3 REFERENCE ACCOUNTS

List three customers who have retained your company for projects that are similar in scope and size of this proposal and include:

- Company name and address
- Contact person name and telephone number
- Network products or services and length of service

3. ASSESSMENT AND VENDOR IDENTIFICATION

3.1 ASSESSMENT

3.1.1 Identify Experience with Performing System Integration

Describe your experience in performing system integrations.

4. DESIGN AND INTERGRATION

4.1 DESIGN

4.1.1 Identify Experience With

4.1.1.1 System Operator Logging Tools

Describe your work on tools that have incorporated an integrated logging and messaging tool.

4.1.1.2 Planning and Operations

Describe your work on systems, preferably NERC BES outage management systems, that have incorporated an infrastructure that allowed multiple tools to securely utilize inputs from a single source.

4.1.1.3 NERC Standard Requirements

Describe your work that addressed NERC Standard Requirements.

4.1.2 Testing

4.1.2.1 Security

Describe your capability for testing system security. List standards would you recommend testing to and what specific tests would you recommend performing for acceptance or your methodology for determining these.

4.1.2.2 Infrastructure

Describe your ability to test the system infrastructure is communicating as required.

4.1.2.3 Messaging

Describe your ability to test the capabilities of the system messaging.

5. BILLING SERVICES

5.1 FLEXIBILITY IN BILLING OPTIONS

Describe the options offered for invoice detail information. The FRCC's minimum requirement is for payment to be 30 days. How are service-level agreement (SLA) credits handled for billing purposes?

6. PRICING INFORMATION

6.1 PRICING

Provide your pricing methodology.

6.1.1 Pricing Information

In addition, provide the following pricing information:

- Contract term (years)