

**Request for Qualifications  
for  
Energy Services Program  
for  
Mississippi Home Corporation (MHC)**

**I. Introduction**

Mississippi Home Corporation (“MHC”) was created in 1989 as the successor-in-interest to the Mississippi Housing Finance Corporation (“MHFC”). MHFC was created in 1980 as a public body corporate politic of the State, pursuant to the Mississippi Housing Finance Corporation Act, § 43-33-507, *Mississippi Code of 1972*, for the purpose of raising funds from private investors to make such private funds available to finance the acquisition, construction and improvement of residential housing for persons of low and moderate income within the State. While granting the Corporation a broader set of powers than those possessed by MHFC, the Mississippi Home Corporation Act, §§ 43-33-701 *et seq.*, *Mississippi Code of 1972*, as amended vested all property, rights, and powers of MHFC in the Corporation, subject to all pledges, covenants, agreements and trusts made or created by MHFC.

**II. Purpose**

The Mississippi Home Corporation seeks specific qualifications from certified Energy Services Companies (ESCOs) that can provide a comprehensive energy management program for all facilities owned and/or managed by MHC pursuant to Mississippi laws. MHC shall negotiate and execute a professional services agreement with the selected firm for the conduct of an investment grade energy audit.

For the purposes of this document, “performance contracting” is defined as a contract for the design and implementation of energy efficiency measures including services, equipment, and maintenance for which the payment obligation is directly related to the energy and operational savings (avoidance) attributable to the scope of services and equipment provided under the contract for the term of the agreement.

The ESCO shall provide a written energy savings guarantee, clearly stated in units of energy to be saved. Annual cost savings derived from such improvements beyond the guaranteed minimum savings will be held by MHC and will not be allocated to future annual savings guarantees or shortfalls in other years. Any operation and maintenance cost savings proposed by the selected ESCO will be rigorously reviewed and, if agreed to, will be limited to those that can be thoroughly documented and approved by MHC.

**III. Contact Person**

ESCOs submitting responses may direct questions regarding this RFQ to Bradley Joyner (the “Contact Person”) at 601.718.4633.

**IV. Proposal Submission**

Written submission and all requested information for all proposals must be received by the Contact Person no later than 4:00 p.m. (CDT), on September 30, 2020. Complete proposals should be mailed or hand-delivered to Mississippi Home Corporation, Attn: Bradley Joyner, 735 Riverside Dr, Jackson, MS 39202. LATE PROPOSALS WILL NOT BE ACCEPTED.

**V. Proposal Validity**

All proposals shall include a statement that the proposal shall be valid for sixty (60) days after the contract award date.

By submitting a Proposal, a Provider certifies that it is not currently debarred from submitting proposals for contracts issued by any political subdivision or agency of the State of Mississippi (the “State”) or federal government, and that it is not an agent of a person or entity that is currently debarred from submitting proposals for contracts issued by any political subdivision or agency of the State or federal government.

## **VI. Incurred Expenses**

MHC shall not be responsible for any expenses incurred by a Provider in responding to this RFQ.

## **VII. Cancellation of Request for Qualifications or Rejection of Proposals**

MHC may cancel this RFQ and may reject any or all proposals in whole or in part.

## **VIII. Evaluation of Proposals and Award Notice**

Providers must demonstrate that they have the capacity and capability to provide the services as described herein. All Providers must meet the qualifications and submit the documentation indicated below with their proposal. Failure to provide any of the required documentation may be cause for the proposal to receive lower scores.

Proposals will be evaluated by a Committee of MHC Staff, with final selection to be made by the Board of Directors. The chosen Provider performing services for MHC must be appropriately licensed in Mississippi.

## **IX. Proposal Confidentiality**

Until the award is made and notices given to all Providers, unless required by applicable law, MHC will not disclose the contents of any proposal or discuss the contents of any proposal with a Provider, so as to make the contents of any offer available to competing Providers. After all Providers have been notified of the award of a contract, proposals may be available for public review in accordance with the Mississippi Public Records Act.

## **X. Proposal Format and Instructions to Provider**

Proposals should be as thorough and detailed as possible so that MHC may properly evaluate each Provider's capabilities to provide the required services. Failure to submit the following documents may be cause for the proposal to receive lower scores.

Proposals submitted to MHC must, at a minimum, contain the following information and shall be organized as follows:

- A. Letter of Transmittal
  - 1. Name, address, and telephone number of Provider;
  - 2. A signature of the Provider or any partner, officer or employee who certifies that he or she has the authority to bind the Provider;
  - 3. Date of the proposal;
  - 4. A statement that the Provider, if awarded the contract, will comply with the terms and conditions set forth in this RFQ; and
  - 5. A statement that the Provider's proposal is valid until the contract award date.
- B. An Overview of the Contractor
  - 1. An outline of professional experience;
  - 2. A copy of all professional licenses, including a commercial license issued by the Mississippi State Board of Contractors;
  - 3. The amount of liability insurance and worker's compensation carried by the Contractor; and

4. A copy of Mississippi Development Authority ESCO Certification.

C. References

Please provide at least three references from state housing finance agencies, state agencies, other governmental entities or financial institutions.

D. Costs

Describe the compensation structure for the performance contract.

E. Employment Practices

MHC requires that a Provider be an Equal Opportunity Employer. Please provide:

1. A statement that the Provider complies fully with all government regulations regarding nondiscriminatory employment practices; and
2. A copy of any written EEO, ADA, or affirmative action policies presently followed by the Provider.

**XII. Supplemental Information**

Providers who desire to view the subject building prior to making a proposal should contact Bradley Joyner to set up an appointment. MHC will make every effort to allow for such to the extent time and schedules allow.

None of the proposed services of the Provider may be contracted to a third party without prior approval by MHC. If the Provider intends to contract with a third party, it must be included in the RFQ.

**XIII. REJECTION OF PROPOSALS**

Issuance of this RFQ does not constitute a commitment on the part of MHC to award or execute a contract. The Corporation retains the right, in its sole discretion, at any time to reject any or all proposals, in whole or in part, and to cancel or cancel and reissue this RFQ, before or after receipt and opening of proposals in response thereto, or take any other actions, if it considers it to be in the best interests of MHC. Any proposal that does not meet the requirements or specifications of this RFQ may be considered non-responsive to this RFQ and the proposal may be rejected by MHC in its sole discretion. MHC shall have the right, in its sole discretion, to reissue or not reissue an RFQ and to negotiate a contract or not negotiate a contract, all without any liability to any Provider.

**XIV. PROHIBITION AGAINST UNAUTHORIZED CONTACTS**

MHC is committed to a competitive procurement process that maintains the highest level of integrity, ethics and professionalism. Therefore, except as expressly contemplated in this RFQ, or in connection with normal business activities not associated with this RFQ, no direct or indirect contact or other solicitation initiated by Providers, or any employees or representatives of Offers, including but not limited to their attorneys, representatives or others promoting their position, will be allowed with any MHC officer, employee, consultant or adviser, individually or otherwise, from and after the release of this RFQ until MHC selects a successful Provider (the "Quiet Period"). During the Quiet Period, all contact and other solicitations made by a Providers, or any person or entity employed by or on behalf of such a Provider shall be directed towards the Contact Person identified in this RFQ or otherwise as directed by the Corporation as part of the RFQ. Any violation of this prohibition may result in the immediate disqualification of a Provider.