



Department of Public Service
112 State Street | Montpelier VT 05620
<https://publicservice.vermont.gov/>

REQUEST FOR PROPOSALS

Technical Analysis of a 100% Renewable or Clean Energy
Standard Requirement for Vermont Distribution Utilities

ISSUE DATE	May 19, 2023
QUESTIONS DUE	May 30, 2023 – 4:30 PM (EST)
RFP RESPONSES DUE BY	June 13, 2023 – 4:30 PM (EST)

PLEASE BE ADVISED THAT ALL NOTIFICATIONS, RELEASES, AND ADDENDUMS ASSOCIATED WITH THIS RFP WILL BE POSTED AT:

<https://publicservice.vermont.gov/content/requests-proposals>

THE STATE WILL MAKE NO ATTEMPT TO CONTACT INTERESTED PARTIES WITH UPDATED INFORMATION. IT IS THE RESPONSIBILITY OF EACH BIDDER TO PERIODICALLY CHECK THE ABOVE WEBPAGE FOR ANY AND ALL NOTIFICATIONS, RELEASES AND ADDENDUMS ASSOCIATED WITH THIS RFP.

STATE CONTACT:	TJ Poor, Director of Regulated Utility Planning
TELEPHONE:	(802) 558-7022
E-MAIL:	tj.poor@vermont.gov

1. OVERVIEW:

- 1.1. **SCOPE AND BACKGROUND:** Through this Request for Proposals (RFP) the Vermont Department of Public Service (hereinafter the “Department”) seeks to enter into a contract with one or more companies that can provide quantitative technical analysis of up to six scenarios for expanding Vermont’s current Renewable Energy Standard¹ to 100% renewable or clean. Several scenarios are defined below, and the remainder will be developed with input from stakeholders. Each scenario (with additional sensitivities) will be evaluated relative to a Business-as-Usual baseline reflecting the current Renewable Energy Standard of 75% renewable by 2032, supporting programs (e.g., net-metering, Standard Offer, and utility procurements), and known future entitlements within portfolios of Vermont utilities. Respondents should propose methods of quantitative analysis and metrics by which to understand the impacts of each scenario on affordability, renewability, emissions, grid requirements, and other environmental and economic outcomes.
- 1.2. **CONTRACT PERIOD:** Contracts arising from this RFP will be for a period of two (2) years. The State anticipates the start date for such contract(s) three weeks following the award date.
- 1.3. **SINGLE POINT OF CONTACT:** All communications concerning this RFP are to be addressed in writing to the State Contact listed on the front page of this RFP. Actual or attempted contact with any other individual from the State concerning this RFP is strictly prohibited and may result in disqualification.
- 1.4. **QUESTION AND ANSWER PERIOD:** Any bidder requiring clarification of any section of this RFP or wishing to comment on any requirement of the RFP must submit specific questions in writing no later than the deadline for questions indicated on the cover page of this RFP. Questions or comments not raised in writing on or before the last day of the question period may thereafter be waived. Following the close of the question period a copy of all questions or comments and the Department’s responses will be posted on the Department’s website by end-of-business Friday, June 2, 2023 at <https://publicservice.vermont.gov/content/requests-proposals>.
- 1.5. **CHANGES TO THIS RFP:** Any modifications to this RFP will be made in writing by the State through the issuance of an Addendum to this RFP and posted at <https://publicservice.vermont.gov/content/requests-proposals>. Modifications from any other source are not to be considered.
- 1.6. **BUDGET FOR SERVICES:** Proposals in response to this RFP are not to exceed \$200,000 for services under this contract.

2. DETAILED REQUIREMENTS AND OUTCOMES:

2.1. Introduction and Background

The Vermont Department of Public Service is entrusted with representing the public interest in issues related to energy, as well as other regulated utility matters. The Department serves Vermont’s citizens through advocacy for least-cost, environmentally sound, efficient, reliable, secure, sustainable, and safe energy, along with other regulated utility services.

Over the last several decades, Vermont has made commitments to increase the renewability of its electric energy supply. To reach those commitments the state has initiated an overarching

¹ <https://legislature.vermont.gov/statutes/section/30/089/08005>

policy and instituted programs to encourage the deployment of renewable energy, those include:

- Renewable Energy Standard (RES) – Taking effect beginning in 2017, the RES places obligations on Vermont’s 17 retail electricity providers to acquire certain amounts of renewable electricity each year based on the retail sales of electricity and reaching 75% of energy coming from renewable resources by 2032.
- Standard Offer – Established in 2009, encouraged the deployment of small-scale (up to 2.2 MW) renewable energy projects through a centralized procurement process. 2022 was the final year for solicitations for this program in the absence of significant attrition of contracted projects.
- Net-Metering – Established in 1999, provides incentives for customers to self-generate from small-scale renewable power sources (up to 500 kW) and net generation against energy bills, either directly or as a retail-rate-based monetary credit which can be carried forward for 12 months. The current net-metering program includes adjustors based on siting and REC disposition.

In addition to the requirements for the adoption of renewable energy to serve retail sales, Act 153 of 2020 – the Global Warming Solutions Act (GWSA) – set statutory requirements for greenhouse gas (GHG) emissions reductions and established the Vermont Climate Council. In 2021 the Climate Council released their Climate Action Plan² (CAP), which recommends that Vermont consider an energy standard requiring utilities’ power-supply portfolios be either 100% renewable or carbon-free by no later than 2030.

In early 2022 the Department released its updated Comprehensive Energy Plan³ (CEP). The CEP recommends that the State should comprehensively consider, through a transparent and open process, adjustments to both the RES and complimentary renewable programs. Like the CAP, the CEP explicitly states that consideration should be given to both a 100% Renewable Energy Standard (RES) and/or a Clean (low-carbon or carbon-free) Energy Standard (CES).

To implement the recommendations outlined in the 2022 CEP, the Department initiated a public process to review Vermont’s renewable electricity policies and programs.⁴ Throughout this process, the Department seeks to engage directly with the citizens of Vermont, and particularly with those who have historically been left out of the conversations and decision-making processes leading to renewable energy policy. In December 2022, the Department issued a Public Engagement Plan, which lays out a three-phase approach to the public

² Full text of the 2021 Climate Action Plan can be found at:

<https://outside.vermont.gov/agency/anr/climatecouncil/Shared%20Documents/Initial%20Climate%20Action%20Plan%20-%20Final%20-%2012-1-21.pdf>

³ Full text of the 2022 Comprehensive Energy Plan can be found at:

https://publicservice.vermont.gov/sites/dps/files/documents/2022VermontComprehensiveEnergyPlan_0.pdf

⁴ <https://publicservice.vermont.gov/renewables>

engagement while intentionally leaving flexibility to adapt as new ideas about or needs for public engagement emerge throughout the process.⁵

This RFP seeks proposals to support the technical analyses envisioned in the second phase of the public engagement plan (Policy and Program Review). Other contemporaneous activities, such as surveys, polling, and workshops, are also being conducted by the Department and are expected to intersect with the technical analysis work.

Through this Request for Proposals, the Department is seeking a consultant to assist in the technical evaluation of achieving a 100% CES or RES, taking into consideration the recommendations articulated in the CAP and CEP, including:

- Equity: Impacts of current and proposed programs on frontline communities; how the benefits and burdens of policies are distributed.
- Cost-effectiveness: Modifications to programs should closely consider costs and benefits.⁶ If there are more affordable mechanisms to meet Vermont’s energy service needs, they should be closely considered. Cost-effectiveness, in terms of dollar per desired output, can be measured a number of ways (e.g., carbon, energy provided, capacity provided, etc.). Policies and programs must be aware of any upward rate pressure that could discourage the economic proposition for customers to electrify.⁷
- Carbon⁸ reduction: The amount of carbon reduction acquired relative to alternative resources.
- Grid impact: Does the policy or program address time and locational value (or cost) of resources?
- Economic development impacts: How does the policy or program impact economic development?
- Uncertainty/flexibility: Does the policy or program stand up well to uncertainties and does it include mechanisms to react to changes over time?
- Simplicity: Is the policy/program understandable and implementable?⁹

Similarly, the CAP recommended that a study be completed to “design parameters for a 100% carbon-free or renewable electric portfolio standard that equitably promotes electrification.” Specifically, the CAP called out several questions that warrant further research:

- Using existing renewables and new resources – the right mix for equity and additionality

⁵http://publicservice.vermont.gov/sites/dps/files/documents/Final%20RES%20Public%20Engagement%20Plan_11-29-22.pdf

⁶ As discussed in Chapter 2 of the 2022 Vermont Comprehensive Energy Plan, costs and benefits must be transparent and articulated at least several levels: societal, Vermont-specific, and for electric ratepayers.

⁷ Costs (and benefits) should be comprehensive and inclusive of both compliance costs as well as additional costs and benefits attributable to implementation of each scenario (for example, inclusive of the so-called omitted costs discussed on slide 38 of: https://eta-publications.lbl.gov/sites/default/files/rps_status_update-2021_early_release.pdf)

⁸ “Carbon” in this document should be considered shorthand for carbon dioxide equivalent Greenhouse Gas Emissions.

⁹ https://publicservice.vermont.gov/sites/dps/files/documents/2022VermontComprehensiveEnergyPlan_0.pdf, p.

- Date of qualification for ‘new’ resources – considering both regional and in-state generation
- In-state and out-of-state generation – the right mix for economic development, equity, affordability, land use, and other considerations
- Supporting generation of all sizes and types (small/large/hydro/wind/solar/storage etc.)
- Pace of increased requirements by type of resource/RES Tier
- Incentivizing resources to deliver when needed (e.g., during peak hours, noting that these are likely to shift over time; seasonal needs such as winter loads; how storage may fit in), taking into account the time scale on which renewability is measured now (annually) and in the future (e.g., quarterly, monthly, hourly)
- Siting, including environmental, community, and transmission system considerations
- Carbon impact of resources; what source/criteria are utilized; whether the framework changes to a carbon standard rather than a renewable standard
 - Informed by any additional GHG inventory recommendations¹⁰

In addition, the Climate Action Plan Pathway 4, Strategy 5, calls for the State to “avoid, minimize, and mitigate the negative impacts of renewable energy generation, like other land development, on natural and working lands” (pp.202-3).

The consultant is being asked to perform a technical analysis of up to six scenarios of moving to a 100% CES or RES¹¹, as outlined below and including several to be determined through the [RES engagement work](#) the Department is currently undertaking and the Stakeholder Advisory Group for this effort (discussed below). In addition to the CAP and CAP considerations and recommendations, the analysis and metrics must be consistent with and support the state environmental justice policy as described in Act 154 of 2022, and state energy policy expressed in Title 30 of the Vermont Statutes Annotated, in particular Title 30, Section 202a, requiring that, to the greatest extent practicable, that Vermont can meet its energy service needs:

- In a manner that is adequate, reliable, secure, and sustainable
- Ensuring affordability and encouraging the state’s economic vitality
- Using energy resources efficiently and managing demands cost effectively
- In a manner that will achieve greenhouse gas reductions requirements¹²

2.2. Required Analysis

The consultant will evaluate up to six scenarios for electricity procurement. The scenarios should reflect stakeholder input as well as the CEP, CAP, and state energy policy in 30 V.S.A. § 202a.

¹⁰

<https://outside.vermont.gov/agency/anr/climatecouncil/Shared%20Documents/Initial%20Climate%20Action%20Plan%20-%20Final%20-%2012-1-21.pdf>, p. 104

¹¹ For purposes of this study, 100% “Clean” refers to the percentage of utility purchases that will be from carbon-free generators, as defined by the Vermont Greenhouse Gas Inventory. “100% Renewable” refers to utility purchases from generators who meet the definition of renewable in 30 V.S.A. §8002.

¹² <https://legislature.vermont.gov/statutes/section/30/005/00202a>

The scenarios should be evaluated relative to a Business-as-Usual¹³ baseline reflecting the current Renewable Energy Standard and supporting programs (e.g., net-metering), as well as known future entitlements within portfolios of Vermont utilities.

The Department is aware of at least the following elements of an expanded or modified RES that have been proposed by stakeholders in recent years:

- Expanding Tier I to 100% renewable or carbon-free electricity
- Expanding Tier II to 20% or 30% by a date certain – for example 2030-2035
- Expanding Tier II to include all existing VT renewables, regardless of vintage or size
- Adding a locational element to procurement programs to encourage development that minimizes grid expansion costs, minimizes impacts to natural and working lands, and provides potential community benefits
- Adding a time element (hourly, seasonal) to align with demand, contain costs, and improve impact on emissions
- Adding a new regional renewables tier, where utilities would be required to retire attributes from new facilities of any size or eligible type in New England (including Vermont) or that may be imported into New England, and considering appropriate eligibility date
- Allowing all in-state LIHI-certified¹⁴ hydro facilities to count for Tier II
- Measuring based on total electrical energy requirements, not just retail sales
- Limiting the volume of Hydro-Quebec RECs that can be used to meet Tier I
- Limiting the ability of RECs to be purchased “unbundled” without associated energy

Some of the above proposed elements are already incorporated into the defined set of scenarios below, while others may be considered as sensitivities, additional scenarios, or otherwise addressed. Respondents are encouraged to describe how the above elements may be treated within the analysis (or not).

Scenarios for Evaluation

The base six scenarios for evaluation are:

1. Gradually increasing to a 100% Renewable Tier I requirement by 2030, both with and without a Tier II increase to 20% by 2030 and 30% by 2035
2. Gradually increasing to a 100% Carbon-free requirement by 2030, both with and without a Tier II increase to 20% by 2030 and 30% by 2035

¹³ The PSD will provide Business-as-Usual load forecast and utility portfolio information. The mix of resources assumed to be used to meet the current requirements of the RES will be provided by the selected contractor, and reviewed by the PSD and the Stakeholder Advisory Group.

¹⁴ <https://lowimpacthydro.org/>

3. Adding a new requirement for utilities to purchase renewable energy from new facilities¹⁵ in New England or that may be imported into New England (both with and without Scenarios 1 and 2 incorporated)
4. Requiring compliance on a more granular time basis than annually (time interval TBD based on contractor and stakeholder input; for example, quarterly, seasonally or hourly compliance)
5. Scenario 5 TBD by Stakeholder Advisory Group
6. Scenario 6 TBD by Stakeholder Advisory Group

Considerations

As discussed above, for each scenario the analysis should identify the tradeoffs and implications with regard to the CEP and CAP considerations, relative to a Business-as-Usual. It should be noted that three Vermont utilities – Burlington Electric Department, Washington Electric Cooperative, and the Village of Swanton Electric Department – are currently 100% renewable and thus exempt from certain requirements under Tier II. Respondents should identify whether utility-specific analysis can be conducted within the scope and budget of this solicitation.

Vermont's RES includes a Tier III energy transformation component; however, this analysis will primarily focus on energy procurement/supply scenarios (currently Tiers I and II). The current RES is based on annual retail sales (i.e., not including losses) and compliance is measured annually. As vertically integrated utilities, Vermont distribution utilities can sign long-term bundled contracts which also impact energy, capacity, transmission, and other power sector costs and benefits at a more granular level (e.g., hourly). The consultant must consider the fact that the environmental attributes (RECs) are not the only product purchased in bundled contracts and the costs and benefits of these other products impact the overall cost of the RES.

The consultant should be prepared to analyze certain sensitivities to scenarios. These sensitivities would be smaller variations to individual scenarios – for instance: changing the compliance date from 2030 to 2032 or 2035; modifying the amount of load that needs to be served by renewable or clean resources; modifying the eligibility of certain technologies; modifying the eligibility date for new resources (or establishing a new date); placing restrictions on locations of new renewable energy in Vermont; or optimizing the timing of generation through time-shifting of generation resources or load through energy storage or other load management measures, to better match supply and demand. The implications of storage or other load/supply management tools is of particular interest to the Department and stakeholders.

¹⁵ The vintage date upon which resources would be considered “new” should be considered within the stakeholder process.

Respondents to this scope of work may propose scenarios and sensitivities for analysis and consideration by the PSD and stakeholders. Respondents should make clear how many sensitivities (and which ones they suggest) may be analyzed for the given budget.

Scenario Evaluation – Methods and Metrics

The consultant will propose methods of quantitative analysis and metrics to answer at least the following questions relative to the Business-as-Usual baseline, and additional questions that may arise through the stakeholder process:

- Equity and Environmental Justice
 - Distribution of the benefits and burdens of policies, particularly as they relate to impacted and frontline communities¹⁶ both in- and out-of-state.
- Cost-effectiveness
 - Total lifetime and annual Vermont electric sector cost/benefit impacts relative to baseline (\$) and rate impact (%) inclusive of:
 - Environmental attributes/regulatory compliance cost (“externalities” not borne by the electric sector should be considered societally)
 - Underlying energy, capacity, ancillary services, and other products delivered by generation
 - Transmission System Impacts,
 - Distribution System Impacts
 - Other positive and negative impacts to rates.¹⁷
 - Total lifetime and annual Societal benefit-cost impacts relative to baseline (\$), including:
 - Value of greenhouse gas emissions (see below)
 - Other impacts that may not be captured by Vermont electric sector
- Greenhouse Gas Emissions Impact
 - Tons of CO₂ equivalent reduced, both related to Vermont’s own accounting for reductions in fossil fuel reduction, and from the perspective of changes in the ISO-NE generating mix
 - Value of avoided emissions (priced at the social cost of carbon)
- Intra-year renewability (i.e., how well does the policy align non-emitting resources with electricity demand?)
 - Average % renewability
 - Peak % renewability

¹⁶ The [Guiding Principles for a Just Transition](#) were developed by the Just Transitions Subcommittee of the Vermont Climate Council to support the development and implementation of the CAP. The Principles define frontline and impacted communities as those 1) highly exposed to climate risks, 2) experience oppression and racism, are excluded from opportunities, or have less resources to adapt from climate and economic change, 3) bear the brunt of pollution, and 4) are more likely to experience a job transition as Vermont addresses climate change. In addition, [Act 154 of 2022](#) Section 6001(4) provides the current definition of environmental justice focus populations in Vermont.

¹⁷ For example certain resources may impact, either positively or negatively, line losses (positively or negatively, depending on where located), utility administrative costs (increase or decrease), utility risk profile, and market price impacts

- Lowest % renewability
- Seasonal % renewability
- Grid impact
 - Distribution Impacts
 - Transmission Impacts
 - Reliability and resilience impacts¹⁸
- Other economic and environmental impacts
 - Land use implications
 - Net employment and State Gross Domestic Product – see consideration below of *Optional Task*.

Considerations

The Department is interested in consultant proposals on how best to quantify the above-listed impacts across selected scenarios based on prior experience and industry best practice analyzing state renewable procurement policies.

In addition, CES or RES requirements can be achieved through multiple procurement types (e.g., utility PPAs, centralized statewide reverse auction, customer-facing programs such as net energy metering or billing), the design and relative contribution of which is a key contributor to various costs and benefits. The consultant should include a component of the scenario analysis devoted to evaluation of the important aspects of procurement programs and other policies to highlight the range of options of each scenario analyzed (e.g., are 100% of resources obtained to meet obligations assumed to be procured at least cost? Is flexible load management maximized?), and this evaluation should be reflected in the proposed metrics versus the Business-as-Usual. The analysis should include at least high-level recommendations for cost-allocation and other considerations to enhance equity. The procurement program discussion should also highlight elements of programs and other policies that reduce uncertainty, provide flexibility, and simplify implementation.

Coordination with Legislative Working Group and *Optional Net Employment and Econometric Modeling Task*

At the time of issuance of this solicitation, the Vermont General Assembly has passed [legislation](#) creating a “Legislative Working Group on Renewable Energy Standard Reform.” The legislation calls on Vermont’s Joint Fiscal Office (JFO) to hire a contractor to, in part, complete “data analysis recommendations at the direction of the legislative members [of the working group].” Results from the analysis associated with this solicitation will necessarily inform this legislative working group. At this time, the Department expects to be the liaison between this technical analysis and the Legislative Working Group, though it is likely members of the Stakeholder

¹⁸ Reliability is defined for purposes of this scope of work “foundationally, about avoiding ‘loss of load’ (or power outages), both in number and duration, during day-to-day operations....resilience is usually thought of in terms of a specific, low-probability, high-impact event.” A reliable grid can manage local, short-duration (< 24 hours) events, while a resilient one can manage > 24-hour events with widespread geographic footprints including “major events” under IEEE 1366. ([Vermont 2022 Comprehensive Energy Plan](#), pp.90-91. See also [Modern Distribution Grid Report, Volume IV](#), US Department of Energy).

Advisory Group contemplated here will overlap with the members of the Legislative Working Group. **The Department expects that the respondent to this solicitation will conduct analysis at the direction of the Department**, as informed by the Stakeholder Advisory Group described herein.

The outputs of this technical analysis will inform analysis expected to be performed by a contractor hired by the JFO, including econometric modeling to estimate impacts to gross domestic product (GDP) and employment (by affected sectors) from various scenarios. Outputs of this technical analysis should be provided in a manner suitable to be used as inputs to econometric modeling. As part of response to this solicitation, respondents should expect to work with a JFO contractor to coordinate and potentially explain the outputs of this work.

Respondents may, if they choose, separately propose analysis showing net gross domestic product, employment, and other economic metrics, to be completed as part of this scope of work. In doing so, Respondents should identify which software they expect to use (e.g., software developed by Regional Economic Models, Inc.). This should be considered an optional deliverable and outside the maximum budget otherwise described in this solicitation. This solicitation has been shared with the JFO, and responses may be reviewed by JFO.

Stakeholder Engagement

The Public Service Department will be both the point of contact for the contractor and the project manager for this contract. In order to support the process, the PSD intends to convene a Stakeholder Advisory Group to review and provide key input to the process. The PSD will recruit members for and convene the Stakeholder Advisory Group and the contractor should plan to attend these meetings, present assumptions and results, and incorporate input as may be appropriate. The Department anticipates this group will include reasonable representation from industry, environmental advocates, state agencies, community leadership, and historically underrepresented customer population. The contractor should be prepared to present results in a manner that is accessible to those perspectives and, as appropriate, be able to compensate members of the Stakeholder Advisory Group for attending meetings.¹⁹

In addition to regular meetings with the Stakeholder Advisory Group throughout the project, the PSD also expects to convene 1-2 public workshops to review and discuss draft modeling results as they are available. The contractor should also plan to attend these events to present results and answer questions. All changes should be reviewed with the PSD.

2.3. Scope of Services

Respondents to the RFP may propose modifications to the Task and Deliverables timeline and details; deviations should be clearly identified. Respondents should provide proposed dates for completion of Tasks, with a target date of November 1 for a final report. Respondents should provide a detailed proposed timeline.

¹⁹ As the Department recruits the Stakeholder group, it may become necessary to compensate members of the group who may be attending outside the scope of their normal employment. Historically, this has been most administratively efficient if the contractor is able to process compensation. The Department does not expect this to be a large portion of the budget. Respondents should reserve \$1,000 of the budget for these purposes.

2.3.1. *Kick-off Meeting with State Staff, Kick-off with Stakeholders*

- 2.3.1.1. Hold Virtual Kick-off meeting with Department to go over project objectives and goals with state staff to ensure common understanding.
- 2.3.1.2. Hold Virtual Kick-off meeting with Stakeholder Advisory Group to provide overview and to help shape final scope of study, including scenarios and sensitivities such as load growth assumptions.
- 2.3.1.3. Provide Revised scope and work plan for Department, and for Stakeholder Advisory Group review.
- 2.3.1.4. Provide Final Scope and Work Plan.

2.3.2. *Scenario Development*

- 2.3.2.1. Provide key assumptions for review by Department, and by Stakeholder Advisory Group.
- 2.3.2.2. Provide Business-as-Usual baseline, including assumptions and expected results (potentially under varying load levels).
- 2.3.2.3. Work with Department and Stakeholder Advisory Group to determine final scenarios for analysis, as well as key sensitivities to analyze.
- 2.3.2.4. Revise Business-as-Usual scenario after feedback from the Department and Stakeholder Advisory Group, as appropriate.

2.3.3. *Scenario Evaluation and Presentation of Results*

- 2.3.3.1. Provide draft results to Department for review and feedback.
- 2.3.3.2. Modify based on feedback.
- 2.3.3.3. Provide draft results to Stakeholder Advisory Group and at 1-2 public workshops.
- 2.3.3.4. Modify based on feedback.
- 2.3.3.5. Provide Final Results.
- 2.3.3.6. Be available following final results for at least one presentation.

2.3.4. *Provision of Model and Associated Training*

- 2.3.4.1. Provide excel-based modeling tool to Department (and other interested stakeholders), as well as training session so that Department staff or others may use the tool for future analysis. Tool must not be proprietary or confidential in nature.
- 2.3.4.2. Provide outputs of scenario evaluation in a manner that is suitable for inputs associated with Econometric Modeling

2.3.5. *Optional Task*

- 2.3.5.1. Conduct analysis of econometric impacts to the economy, including net gross domestic product and employment impacts. Issue draft and final results, with Department and Stakeholder Advisory Group engagement on input assumptions and draft results.

If completion of all the tasks above is not feasible within the maximum available funding, please provide information on the additional funding that would be necessary to complete specific tasks, or propose alternative tasks to achieve the objectives articulated in this RFP that can be completed within the maximum available funding.

2.4. Deliverables:

- Kickoff Meetings including proposed workplan – **July 2023**. Revised workplan based on discussions at kickoff meetings within 1 week following.
- Bi-weekly meetings (at least) with Department staff to discuss the project status, key decision points, and review materials, as relevant.
- Monthly meetings (at least) with Department and Stakeholder Advisory Group to discuss inputs, assumptions, and other aspects of scenario development and evaluation.
- Scenario Development – **August 2023**. To include evaluation of impacts of Business-as-Usual policies, including provision of key assumptions and variables, estimated utility portfolios, and in-state distributed generation deployments.
- Scenario Evaluation – **September 15, 2023 (for draft) and November 1, 2023 (for final)**. Reports summarizing key assumptions, variables, methodology, stakeholder input, and results of the analysis. Results will include at least the metrics described in Section 2.2.
 - The final report should highlight key variables associated with different procurement strategies, and the magnitude and direction of impact on the priorities considered by the CEP and 30 V.S.A. §202a.
- Provision of Model and Training – **November 2023**. Publicly accessible, Excel-based model used to analyze scenarios, to become the property of the Public Service Department, and which the Department can also use going forward to model RES costs and benefits on an annual basis.²⁰
- Presentation of Results – **September 2023 (draft results) and November/December 2023 (final results)**. Presentation of draft scenario evaluation results at 1-2 public workshops and at least one public presentation of final scenario evaluation results.
- Optional Econometric Modeling Deliverable – **December 2023**. Report describing the impact of scenarios, relative to Business-as-Usual, on net employment, gross domestic product, and other relevant economic indicators by affected sectors.

Respondents should indicate if the above timeline is not feasible and propose alternatives as appropriate, preferably without extending the final results date.

3. CONTENT AND FORMAT OF PROPOSALS: The content and format requirements listed below are the minimum requirements for State evaluation. These requirements are not intended to limit the content of a Bidder’s proposal. Bidders may include additional information or offer alternative solutions for the State’s consideration. However, the State discourages overly lengthy and costly proposals, and Bidders are advised to include only such information in their response as may be relevant to the requirements of this RFP.

3.1. The bid should include a Cover Letter and Technical Response and Price Schedule.

3.2. COVER LETTER

3.2.1. Confidentiality. To the extent your bid contains information you consider to be proprietary and confidential, you must comply with the following requirements concerning the contents of your cover letter and the submission of a redacted copy of your bid (or affected portions thereof).

²⁰ The Department understands that some portfolio and/or cost optimization modeling may be necessary that is better completed through software with more/different capabilities than Excel. To the extent possible, insight into these models is desired, with outputs that allow the Department and stakeholders to understand the model and replicate results.

- 3.2.2. All responses to this RFP will become part of the contract file and will become a matter of public record under the State's Public Records Act, 1 V.S.A. § 315 et seq. (the "Public Records Act"). If your response must include material that you consider to be proprietary and confidential under the Public Records Act, your cover letter must clearly identify each page or section of your response that you consider proprietary and confidential. Your cover letter must also include a written explanation **for each marked section** explaining why such material should be considered exempt from public disclosure in the event of a public records request, pursuant to 1 V.S.A. § 317(c), including the prospective harm to the competitive position of the bidder if the identified material were to be released. Additionally, you must include a redacted copy of your response for portions that are considered proprietary and confidential. Redactions must be limited so that the reviewer may understand the nature of the information being withheld. It is typically inappropriate to redact entire pages, or to redact the titles/captions of tables and figures. Under no circumstances may your entire response be marked confidential, and the State reserves the right to disqualify responses so marked.
- 3.2.3. Exceptions to Contract Terms and Conditions. If a Bidder wishes to propose an exception to any terms and conditions set forth in the Standard Contract Form and its attachments, such exceptions must be included in the cover letter to the RFP response. Failure to note exceptions when responding to the RFP will be deemed to be acceptance of the State contract terms and conditions. If exceptions are not noted in the response to this RFP but raised during contract negotiations, the State reserves the right to cancel the negotiation if deemed to be in the best interests of the State. Note that exceptions to contract terms may cause rejection of the proposal.

3.3. **TECHNICAL RESPONSE.** In response to this RFP, a Bidder shall include the following:

- 3.3.1. **Business Organization:** Provide details concerning your form of business organization, company size and resources.
- 3.3.2. **Capabilities and Experience:** Describe your capabilities and particular experience relevant to the RFP requirements.
- 3.3.2.1. **Qualifications:** Please describe the anticipated project team's qualifications, previous experience providing technical analysis of the impacts of state procurement policies – in particular Renewable Portfolio Standards (and their supporting programs) in vertically integrated states – on affordability, sustainability, reliability, equity, emissions, and economic development. Highlight experiences related to development of energy policy at the state, provincial, or national jurisdictions. If no such experience, please indicate so.
- 3.3.2.2. **Approach to Completing the Work:** Please discuss the proposed approach for completing each of the tasks outlined above, including:
- 3.3.2.2.1. Methods for undertaking the required analysis, including software selection to enable provision of final, publicly accessible Excel-based model to Department for its use in annual RES/CES cost-benefit evaluation and reporting.
- 3.3.2.2.2. Methods for developing and analyzing scenarios, including selection of inputs and assumptions with input from Stakeholder Advisory Group.

- 3.3.2.2.3. Methods for quantifying metrics across selected scenarios based on prior experience and industry best practice analyzing state renewable procurement policies.
 - 3.3.2.2.4. Methods for conducting optional econometric modeling task, if applicable.
 - 3.3.2.2.5. Approach to discussions with the Stakeholder Advisory Group including how participants will be compensated for their time, as appropriate.
 - 3.3.3. **Subcontractors:** Identify the names of all subcontractors you intend to use, the portions of the work the subcontractors will perform, and address the background and experience of the subcontractor(s), as per RFP section 3.3.2 above.
 - 3.3.4. **Point of Contact:** Identify who will serve as the primary point of contact with Department staff.
 - 3.3.5. **Capacity to Accomplish the Work:** Please include relevant examples from previous work experience, including at least one example of written work materials, and discuss the availability of project team members to contribute.
 - 3.3.6. **Cost Proposal:** Please include an estimated budget for the Scope of Services detailed above, including cost breakdowns by budget category (e.g., Personnel, materials, travel, etc.), linking budget items to specific tasks/deliverables.
 - 3.4. **REFERENCES.** Provide the names, addresses, and phone numbers of at least three companies with whom you have transacted similar business in the last 12 months. You must include contact names who can talk knowledgeably about performance.
 - 3.5. **REPORTING REQUIREMENTS:** Provide a sample of any reporting documentation that may be applicable to the Detailed Requirements of this RFP.
 - 3.6. **PRICE SCHEDULE:** Bidders shall submit their pricing information in the Price Schedule attached to the RFP.
 - 3.7. **CERTIFICATE OF COMPLIANCE:** This form must be completed and submitted as part of the response for the proposal to be considered valid.
- 4. GENERAL REQUIREMENTS:**
- 4.1. **PRICING:** Bidders must price the terms of this solicitation at their best pricing. Any and all costs that Bidder wishes the State to consider must be submitted for consideration.
 - 4.1.1. Prices and/or rates shall remain firm for the term of the contract. The pricing policy submitted by Bidder must (i) be clearly structured, accountable, and auditable and (ii) cover the full spectrum of materials and/or services required.
 - 4.1.2. **Cooperative Agreements.** Bidders that have been awarded similar contracts through a competitive bidding process with another state and/or cooperative are welcome to submit the pricing in response to this solicitation.
 - 4.1.3. **Retainage.** In the discretion of the State, a contract resulting from this RFP may provide that the State withhold a percentage of the total amount payable for some or all deliverables, such retainage to be payable upon satisfactory completion and State acceptance in accordance with the terms and conditions of the contract.
 - 4.2. **STATEMENT OF RIGHTS:** The State shall have the authority to evaluate Responses and select the Bidder(s) as may be determined to be in the best interest of the State and consistent with the goals and performance requirements outlined in this RFP. The State of Vermont reserves

the right to obtain clarification or additional information necessary to properly evaluate a proposal. Failure of bidder to respond to a request for additional information or clarification could result in rejection of that bidder's proposal. To secure a project that is deemed to be in the best interest of the State, the State reserves the right to accept or reject any and all bids, in whole or in part, with or without cause, and to waive technicalities in submissions. The State also reserves the right to make purchases outside of the awarded contracts where it is deemed in the best interest of the State.

4.2.1. **Best and Final Offer (BAFO).** At any time after submission of Responses and prior to the final selection of Bidder(s) for Contract negotiation or execution, the State may invite Bidder(s) to provide a BAFO. The state reserves the right to request BAFOs from only those Bidders that meet the minimum qualification requirements and/or have not been eliminated from consideration during the evaluation process.

4.2.2. **Presentation.** An in-person or virtual presentation by the Bidder may be required by the State if it will help the State's evaluation process. The State will factor information presented during presentations into the evaluation. Bidders will be responsible for all costs associated with providing the presentation.

4.3. **WORKER CLASSIFICATION COMPLIANCE REQUIREMENTS:** In accordance with Section 32 of The Vermont Recovery and Reinvestment Act of 2009 (Act No. 54), Bidders must comply with the following provisions and requirements.

4.3.1. **Self Reporting:** For bid amounts exceeding \$250,000.00, Bidder shall complete the appropriate section in the attached Certificate of Compliance for purposes of self-reporting information relating to past violations, convictions, suspensions, and any other information related to past performance relative to coding and classification of workers. The State is requiring information on any violations that occurred in the previous 12 months.

4.4. **EXECUTIVE ORDER 05-16; CLIMATE CHANGE CONSIDERATIONS IN STATE PROCUREMENTS:** For bid amounts exceeding \$25,000.00 Bidders are requested to complete the Climate Change Considerations in State Procurements Certification, which is included in the Certificate of Compliance for this RFP.

After consideration of all relevant factors, a bidder that demonstrates business practices that promote clean energy and address climate change as identified in the Certification, shall be given favorable consideration in the competitive bidding process. Such favorable consideration shall be consistent with and not supersede any preference given to resident bidders of the State and/or products raised or manufactured in the State, as explained in the Method of Award section. But, such favorable consideration shall not be employed if prohibited by law or other relevant authority or agreement.

4.5. **METHOD OF AWARD:** Awards will be made in the best interest of the State. The State may award one or more contracts and reserves the right to make additional awards to other compliant bidders at any time if such award is deemed to be in the best interest of the State. All other considerations being equal, preference will be given first to resident bidders of the state and/or to products raised or manufactured in the state, and then to bidders who have practices

that promote clean energy and address climate change, as identified in the applicable Certificate of Compliance.

4.5.1. **Evaluation Criteria:** Consideration shall be given to the Bidder's project approach and methodology, qualifications and experience, ability to provide the services within the defined timeline, cost, and/or success in completing similar projects, as applicable, and to the extent specified below.

4.5.2. **Complete proposals will be judged by the following criteria:**

- Qualifications of the Project Team
- Experience conducting technical analysis of state renewable electricity procurement policies
- Experience working with stakeholder groups to develop scenarios, and inputs and assumptions to those scenarios, for technical analysis
- Experience developing and applying quantitative metrics for evaluating impacts of state renewable portfolio standards on affordability, sustainability, reliability, equity, emissions, and economic development
- Capacity to accomplish the work in the timeframe specified
- Cost

4.6. **CONTRACT NEGOTIATION:** Upon completion of the evaluation process, the State may select one or more bidders with which to negotiate a contract, based on the evaluation findings and other criteria deemed relevant for ensuring that the decision made is in the best interest of the State. In the event State is not successful in negotiating a contract with a selected bidder, the State reserves the option of negotiating with another bidder, or to end the proposal process entirely.

4.7. **COST OF PREPARATION:** Bidder shall be solely responsible for all expenses incurred in the preparation of a response to this RFP and shall be responsible for all expenses associated with any presentations or demonstrations associated with this request and/or any proposals made.

4.8. **CONTRACT TERMS:** The selected bidder(s) will be expected to sign a contract with the State, including the Standard Contract Form and Attachment C as attached to this RFP for reference.

4.8.1. **Business Registration.** To be awarded a contract by the State of Vermont a bidder (except an individual doing business in his/her own name) must be registered with the Vermont Secretary of State's office <https://sos.vermont.gov/corporations/registration/> and must obtain a Contractor's Business Account Number issued by the Vermont Department of Taxes <http://tax.vermont.gov/>.

4.8.2. The contract will obligate the bidder to provide the services and/or products identified in its bid, at the prices listed.

4.8.3. **Payment Terms.** Percentage discounts may be offered for prompt payments of invoices; however, such discounts must be in effect for a period of 30 days or more in order to be considered in making awards.

5. SUBMISSION INSTRUCTIONS

5.1. **CLOSING DATE:** Bids must be received by the State by the due date specified on the front page of this RFP. Late bids will not be considered.

5.1.1. The State may, for cause, issue an addendum to change the date and/or time when bids are due. If a change is made, the State will inform all bidders by posting at the webpage indicated on the front page of this RFP.

5.2. BID DELIVERY INSTRUCTIONS:

5.2.1. ELECTRONIC: Electronic bids will be accepted.

5.2.1.1. E-MAIL BIDS. Emailed bids will be accepted. Bids will be accepted via email submission to tj.poor@vermont.gov. Bids must consist of a single email with a single, digitally searchable PDF attachment containing all components of the bid. Multiple emails and/or multiple attachments will not be accepted. There is an attachment size limit of 40 MB. It is the Bidder's responsibility to compress the PDF file containing its bid if necessary in order to meet this size limitation.

5.2.1.2. **FAX OR PAPER BIDS VIA MAIL** will not be accepted.

6. BID SUBMISSION CHECKLIST:

- ✓ Cover Letter
- ✓ Response to Required Analysis, Scope of Services, and Deliverables
- ✓ Technical Response
- ✓ References
- ✓ Price Schedule
- ✓ Signed Certificate of Compliance

7. ATTACHMENTS:

- 7.1. Certificate of Compliance
- 7.2. Price Schedule
- 7.3. Worker Classification Compliance Requirement; Subcontractor Reporting Form
- 7.4. Standard State Contract with its associated attachments, including but not limited to, Attachment C: Standard State Provisions for Contracts and Grants (December 15, 2017)

CERTIFICATE OF COMPLIANCE

For a bid to be considered valid, this form must be completed in its entirety, executed by a duly authorized representative of the bidder, and submitted as part of the response to the proposal.

- A. **NON COLLUSION:** Bidder hereby certifies that the prices quoted have been arrived at without collusion and that no prior information concerning these prices has been received from or given to a competitive company. If there is sufficient evidence to warrant investigation of the bid/contract process by the Office of the Attorney General, bidder understands that this paragraph might be used as a basis for litigation.
- B. **CONTRACT TERMS:** Bidder hereby acknowledges that is has read, understands and agrees to the terms of this RFP, including Attachment C: Standard State Contract Provisions, and any other contract attachments included with this RFP.
- C. **WORKER CLASSIFICATION COMPLIANCE REQUIREMENT:** In accordance with Section 32 of The Vermont Recovery and Reinvestment Act of 2009 (Act No. 54), the following provisions and requirements apply to Bidder when the amount of its bid exceeds \$250,000.00.

Self-Reporting. Bidder hereby self-reports the following information relating to past violations, convictions, suspensions, and any other information related to past performance relative to coding and classification of workers, that occurred in the previous 12 months.

Summary of Detailed Information	Date of Notification	Outcome

Subcontractor Reporting. Bidder hereby acknowledges and agrees that if it is a successful bidder, prior to execution of any contract resulting from this RFP, Bidder will provide to the State a list of all proposed subcontractors and subcontractors' subcontractors, together with the identity of those subcontractors' workers compensation insurance providers, and additional required or requested information, as applicable, in accordance with Section 32 of The Vermont Recovery and Reinvestment Act of 2009 (Act No. 54), and Bidder will provide any update of such list to the State as additional subcontractors are hired. Bidder further acknowledges and agrees that the failure to submit subcontractor reporting in accordance with Section 32 of The Vermont Recovery and Reinvestment Act of 2009 (Act No. 54) will constitute non-compliance and may result in cancellation of contract and/or restriction from bidding on future state contracts.

D. Executive Order 05 – 16: Climate Change Considerations in State Procurements Certification

Bidder certifies to the following (Bidder may attach any desired explanation or substantiation. Please also note that Bidder may be asked to provide documentation for any applicable claims):

1. Bidder owns, leases or utilizes, for business purposes, space that has received:
 - Energy Star® Certification
 - LEED®, Green Globes®, or Living Buildings ChallengeSM Certification
 - Other internationally recognized building certification:

2. Bidder has received incentives or rebates from an Energy Efficiency Utility or Energy Efficiency Program in the last five years for energy efficient improvements made at bidder’s place of business. Please explain:

3. Please Check all that apply:
 - Bidder can claim on-site renewable power or anaerobic-digester power (“cow-power”). Or bidder consumes renewable electricity through voluntary purchase or offset, provided no such claimed power can be double-claimed by another party.
 - Bidder uses renewable biomass or bio-fuel for the purposes of thermal (heat) energy at its place of business.
 - Bidder’s heating system has modern, high-efficiency units (boilers, furnaces, stoves, etc.), having reduced emissions of particulate matter and other air pollutants.
 - Bidder tracks its energy consumption and harmful greenhouse gas emissions. What tool is used to do this? _____
 - Bidder promotes the use of plug-in electric vehicles by providing electric vehicle charging, electric fleet vehicles, preferred parking, designated parking, purchase or lease incentives, etc..
 - Bidder offers employees an option for a fossil fuel divestment retirement account.
 - Bidder offers products or services that reduce waste, conserve water, or promote energy efficiency and conservation. Please explain:

4. Please list any additional practices that promote clean energy and take action to address climate change:

E. Executive Order 02 – 22: Solidarity with the Ukrainian People

- By checking this box, Bidder certifies that none of the goods, products, or materials offered in response to this solicitation are Russian-sourced goods or produced by Russian entities. If Bidder is unable to check the box, it shall indicate in the table below which of the applicable offerings are Russian-sourced goods and/or which are produced by Russian entities.

An additional column is provided for any note or comment that you may have.

Provided Equipment or Product	Note or Comment

Bidder Name: _____ Contact Name: _____

Address: _____ Fax Number: _____

Telephone: _____

E-Mail: _____

By: _____ Name: _____
Signature of Bidder (or Representative) (Type or Print)

END OF CERTIFICATE OF COMPLIANCE

PRICE SCHEDULE

A. Fixed Price Deliverables:

Deliverable Description	Fixed Price
Deliverable A:	\$
Deliverable B:	\$
	\$
Total Project Cost	\$

B. Hourly Labor Rates:

Service Category/Title of Positions	Hourly Rate
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

Name of Bidder: _____

Signature of Bidder: _____

Date: _____

SUBCONTRACTOR REPORTING FORM

This form must be completed in its entirety and submitted prior to contract execution and updated as necessary and provided to the State as additional subcontractors are hired.

The Department of Buildings and General Services in accordance with Act 54, Section 32 of the Acts of 2009 and for total project costs exceeding \$250,000.00 requires bidders to comply with the following provisions and requirements.

Contractor is required to provide a list of subcontractors on the job along with lists of subcontractor's subcontractors and by whom those subcontractors are insured for workers' compensation purposes. Include additional pages if necessary. This is not a requirement for subcontractor's providing supplies only and no labor to the overall contract or project.

Subcontractor	Insured By		Subcontractor's Sub	Insured By

Date: _____

Name of Company: _____

Contact Name: _____

Address: _____

Title: _____

Phone Number: _____

E-mail: _____

Fax Number: _____

By: _____

Name: _____

Failure to adhere to Act 54, Section 32 of the Acts of 2009 and submit Subcontractor Reporting: Worker Classification Compliance Requirement will constitute non-compliance and may result in cancellation of contract and/or forfeiture of future bidding privileges until resolved.

Send Completed Form to: Department of Public Service
 112 State St.
 Montpelier, VT 05620

STANDARD CONTRACT FOR SERVICES

1. **Parties.** This is a contract for services between the State of Vermont, [REDACTED] (hereinafter called "State"), and [REDACTED], with a principal place of business in [REDACTED], (hereinafter called "Contractor"). Contractor's form of business organization is [REDACTED]. It is Contractor's responsibility to contact the Vermont Department of Taxes to determine if, by law, Contractor is required to have a Vermont Department of Taxes Business Account Number.

2. **Subject Matter.** The subject matter of this contract is services generally on the subject of [REDACTED]. Detailed services to be provided by Contractor are described in Attachment A.

3. **Maximum Amount.** In consideration of the services to be performed by Contractor, the State agrees to pay Contractor, in accordance with the payment provisions specified in Attachment B, a sum not to exceed \$[REDACTED].00.

4. **Contract Term.** The period of Contractor's performance shall begin on [REDACTED], 20[REDACTED] and end on [REDACTED], 20[REDACTED].

5. **Prior Approvals.** This Contract shall not be binding unless and until all requisite prior approvals have been obtained in accordance with current State law, bulletins, and interpretations.

6. **Amendment.** No changes, modifications, or amendments in the terms and conditions of this contract shall be effective unless reduced to writing, numbered and signed by the duly authorized representative of the State and Contractor.

7. **Termination for Convenience.** This contract may be terminated by the State at any time by giving written notice at least thirty (30) days in advance. In such event, Contractor shall be paid under the terms of this contract for all services provided to and accepted by the State prior to the effective date of termination.

8. **Attachments.** This contract consists of [REDACTED] pages including the following attachments which are incorporated herein:

Attachment A - Statement of Work

Attachment B - Payment Provisions

Attachment C – "Standard State Provisions for Contracts and Grants" a preprinted form (revision date 12/15/2017)

Attachment D - Other Provisions

Additional attachments may be lettered as necessary

9. **Order of Precedence.** Any ambiguity, conflict or inconsistency between the documents comprising this contract shall be resolved according to the following order of precedence:

(1) Standard Contract

- (2) Attachment D
- (3) Attachment C (Standard Contract Provisions for Contracts and Grants)
- (4) Attachment A
- (5) Attachment B

List other attachments, if any, in order of precedence

WE THE UNDERSIGNED PARTIES AGREE TO BE BOUND BY THIS CONTRACT

By the State of Vermont:

By the Contractor:

Date: _____

Date: _____

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____

ATTACHMENT A – STATEMENT OF WORK

The Contractor shall:

DELETE THESE INSTRUCTIONS All State contracts must describe the work to be performed in clear, concise and complete statements. Attachment A of the Standard State Contract should be used to detail the work to be performed or products to be delivered by the contractor. A well written description will include the schedule for performance, identification of project deliverables, deliverable milestones, and standards by which the contractor's performance will be measured. This description of the work may also be referred to as the Statement of Work, Specifications of Work, or Subject Matter. Please refer to Appendix II for further guidance. The deliverables and milestones should be used to inform the payment terms in Attachment B. Attaching RFPs and RFP responses to contracts is not permitted. RFP responses can be long and complicated and may include both unnecessary information and introduce internally inconsistent terms within the contract.

The level of required contract compliance monitoring, if applicable, should be based on the assessment of the risk for delay or failure to deliver the services. In assessing the risk, agencies should consider factors such as: amount of funds involved; contract duration; contract complexity; history of the Contractor with State government; amount of subcontracting involved; and other relevant issues. Whether or not liquidated damages, service credits and/or retainage are part of the contract, the document should include a section that describes specifically how the Agency will monitor the contract for compliance.

Types of compliance monitoring processes and steps may include: (i) periodic contractor reports; (ii) invoice reviews; (iii) on-site visits; (iv) scheduled meetings; (v) audits; (vi) independent performance reviews; (vii) surveys of users/clients; and (viii) post-contract audit or review. This section may also describe a process for identification, discussion, and resolution of disputes between the Contractor and the State, both during the contract duration and after expiration.

NOTE: Additional guidance for drafting Attachment A is provided in Bulletin 3.5, Appendix II

ATTACHMENT B – PAYMENT PROVISIONS

The maximum dollar amount payable under this contract is not intended as any form of a guaranteed amount. The Contractor will be paid for products or services actually delivered or performed, as specified in Attachment A, up to the maximum allowable amount specified on page 1 of this contract.

1. Prior to commencement of work and release of any payments, Contractor shall submit to the State:
 - a. a certificate of insurance consistent with the requirements set forth in Attachment C, Section 8 (Insurance), and with any additional requirements for insurance as may be set forth elsewhere in this contract; and
 - b. a current IRS Form W-9 (signed within the last six months).
2. Payment terms are **Net 30** days from the date the State receives an error-free invoice with all necessary and complete supporting documentation.
3. Contractor shall submit detailed invoices itemizing all work performed during the invoice period, including the dates of service, rates of pay, hours of work performed, and any other information and/or documentation appropriate and sufficient to substantiate the amount invoiced for payment by the State. All invoices must include the Contract # for this contract.
4. Contractor shall submit invoices to the State in accordance with the schedule set forth in this Attachment B. Unless a more particular schedule is provided herein, invoices shall be submitted not more frequently than monthly.
5. Invoices shall be submitted to the State at the following address: psd.invoice@vermont.gov and tj.poor@vermont.gov

**ATTACHMENT C: STANDARD STATE PROVISIONS
FOR CONTRACTS AND GRANTS
REVISED DECEMBER 15, 2017**

“Attachment C: Standard State Provisions for Contracts and Grants” (revision version dated December 15, 2017) constitutes part of this Agreement and is hereby incorporated by reference as if fully set forth herein and shall apply to the purchase of all goods and/or services by the State under this Agreement. A copy of this document is available online at: <https://bgs.vermont.gov/purchasing-contracting/forms>.