

# Capital Development Board

## Request for Proposal

### 2025 Illinois Stretch Energy Code Technical Advisor

#### **Section A. SCOPE OF WORK**

##### **A.1. OVERVIEW AND PURPOSE**

Capital Development Board (CDB) of Illinois requests proposals from responsible Offerors with technical experience and expertise in both residential and commercial energy code development to serve as the 2025 Illinois Stretch Energy Code Technical Advisor for the purpose of developing the 2025 Illinois Stretch Energy Code as required by the Energy Efficient Building Act (20 ILCS 3125/55).

The successful Offeror will be required to develop amendments to the International Energy Conservation Code<sup>®</sup> (IECC<sup>®</sup>) to achieve statutorily mandated site energy indexes subject to CDB's final approval and discretion.

Including:

- Development of prescriptive energy measures in code language format.
- Development of readiness measures that facilitate future energy reducing measures in code language format.
- Analysis of proposed measures including impacts on energy use intensities, costs, construction, and enforcement.
- Broad understanding of code application, compliance, and enforcement for new and existing buildings.
- Presentation of amendments and supporting data at Illinois Energy Conservation Advisory Council (IECAC) meetings for the purposes of debate and consideration.

##### **A.2. DESIRED OUTCOMES OF THIS PROJECT/ENGAGEMENT**

The IECAC is a statutorily required advisory council consisting of individuals representing various segments of the building energy code industry including architects, engineers, code officials, contractors, and energy advocates. The IECAC meetings fall under the Illinois Open Meetings Act (5 ILCS 120) and the successful offeror will be required to comply with all requirements set forth in the Act. CDB serves as the Chair of the IECAC. The IECAC meetings are held via Webex.

The successful offeror will be expected to perform the following tasks and provide the following deliverables to the IECAC and CDB subject to CDB's final approval and discretion.

##### **A.2.1. IECAC MEETINGS**

- Develop a schedule of meetings with clear agendas in collaboration with CDB to ensure project milestones and deadlines are met.
- Prepare agendas, meeting notices, meeting minutes, and PowerPoint presentations to facilitate and document the IECAC meetings and subcommittee meetings.
- Answer questions and provide technical opinions on areas of potential conflict between differing parties.
- Track and maintain records of all proposals, debates on proposals, and voting on proposals.

#### Deliverables

- Agendas, meeting notices and presentations for all meetings.
- Meeting minutes for all meetings.
- Compilation of all code proposals.

#### A.2.2. CODE LANGUAGE

- The successful offeror will work in collaboration with the IECAC and CDB to develop code language that reflects the proposals by the IECAC members or members of the public for consideration by the IECAC.
- The developed code language will be made available to the IECAC and CDB as appropriate and the successful offeror shall modify the developed code language in response to changes or revisions agreed upon by the IECAC.

#### Deliverables

- Draft code language for all proposals considered by the IECAC.
- Modifications to draft code language that reflects the revisions agreed upon by the IECAC or CDB.

#### A.2.3. TECHNICAL ASSISTANCE

- The successful offeror will provide the IECAC and CDB technical assistance or access to technical advisors necessary for the IECAC and CDB to develop the Illinois Stretch Energy Codes.
- Technical assistance or technical advisory services may include, but are not limited to providing cost effectiveness, energy savings, design or engineering analysis, adoptability and enforceability of all proposed measures.
- Technical data such as cost effectiveness and energy usage must be prepared by or based on studies or reports generated by Pacific Northwest National Laboratory (PNNL) or US Department of Energy (DOE).

#### Deliverables

- Written technical analysis of each proposed measure.

#### A.2.4. FINAL PROPOSED CODE AMENDMENTS

- The successful offeror will provide an annotated version of all proposed amendments in a strike-thru/underline Word document with contextual annotations summarizing the purpose and intent of the amendment.
- The successful offeror will provide a strike-thru/underline version of all approved amendments in a Word document indicating all revisions to the model IECC<sup>®</sup>.
- The successful offeror will provide a clean version of all approved amendments in a Word document.

#### Deliverables

- Annotated version of proposed amendments.
- Strike-thru/underline version of approved amendments.
- Clean version of approved amendments.

#### A.2.5. ADMINISTRATIVE RULES

- The Illinois Stretch Energy Codes are codified into Illinois law by the use of Administrative Rules specifically, Title 71 Part 600 of the Illinois Administrative Code.
- The successful offeror will provide a Word document showing all revisions to the Administrative Rules due to the approved amendments. The Word document must meet the requirements of the Joint Committee on Administrative Rules and may require multiple revisions during the rulemaking process.
- The successful offeror will assist CDB during the rulemaking process as required to respond to public comments or evaluate proposed changes to the rules.
- At the end of the administrative rule process, the successful offeror will provide the final code language in code format ready for publishing. One Word document will be in strike-thru/underline format showing the final approved amendments as revisions to the IECC<sup>®</sup> and one Word document will be a clean version of the final approved amendments.

#### Deliverables

- Strike-thru/underline changes to the Administrative Rules.
- Written technical analysis of proposed changes to approved amendments received during the rulemaking process.
- Strike-thru/underline version of final approved amendments ready for publishing.
- Clean version of final approved amendments ready for publishing.

### A.3. SCHEDULE

March 29, 2024	RFP released.
April 15, 2024	All questions from prospective offerors due. Submit to <a href="mailto:cdb.energycodes@illinois.gov">cdb.energycodes@illinois.gov</a>  Pre Submission Meeting 10:00 AM-11:00 AM  Webex: <a href="https://illinois.webex.com/illinois/j.php?MTID=m766558dddbbbc299b8983718d9402cd0">https://illinois.webex.com/illinois/j.php?MTID=m766558dddbbbc299b8983718d9402cd0</a>
April 19, 2024	Answers to questions from prospective offers released by addendum.
May 3, 2024	Submissions due.
June 10, 2024	(estimated) Contract award and start date.
July 1, 2024 – May 30, 2025	Monthly or bi-monthly IECAC meetings as needed.
January 1, 2025	First draft of proposed amendments for IECAC consideration.
May 1, 2025	Proposed final draft version of amendments for IECAC consideration.
June 1, 2025	Final revised version of amendments for formal CDB Board consideration.
July 1, 2024	Proposed administrative rules ready to submit to JCAR.
July 1, 2024 – December 31, 2025	JCAR rulemaking process. Provide assistance to CDB as needed for outreach, coordination with stakeholders including public commenters and industry groups. Revisions to administrative rules as required by JCAR.
December 15, 2025	Final proposed amendments in code language format ready for publishing.
December 31, 2025	Anticipated end date.

**A.4. TERM**

A.4.1. TERM OF THIS CONTRACT: The contract resulting from this procurement will have an initial term commencing upon **the last dated signature of the Parties** and ending on **December 31, 2025**. In no event will the total term of the contract, including the initial term, any renewal terms, and any extensions, exceed ten (10) years. Vendor shall not commence billable work in furtherance of the contract prior to final execution of the contract except when permitted pursuant to 30 ILCS 500/20-80.

## **Section B. CURRENT CONDITIONS**

### **B.1. OVERVIEW & BACKGROUND**

The Capital Development Board (CDB) is a State of Illinois agency established in 1972 that oversees vertical construction for State of Illinois funded projects. CDB also oversees development of the Illinois Energy Conservation Code and the Illinois Stretch Energy Code. The IECAC serves as an advisory body to CDB and is tasked with developing code language for possible inclusion in both of the State's energy codes. CDB has the statutory authority to accept, reject or revise code language developed by the IECAC.

The 2023 Illinois Stretch Energy Code has been developed and is currently in the legislative rulemaking process. The Illinois Stretch Energy Code is anticipated to become effective 7/1/24. The Illinois Commercial Stretch Energy Code is based on the 2024 IECC<sup>®</sup> and the Illinois Residential Stretch Energy Code is based on the 2021 IECC<sup>®</sup>. It is anticipated that both 2025 Illinois Stretch Codes will be based on the 2024 IECC<sup>®</sup>.

The successful offeror will be expected to develop Illinois specific amendments to the 2024 IECC<sup>®</sup> that are acceptable to CDB.

The Illinois Stretch Energy Codes are developed by the IECAC through open meetings. The meetings must comply with the Illinois Open Meetings Act (5 ILCS 120). The successful offeror will be expected to develop meeting schedules, agendas, notices, and minutes in accordance with Illinois Open Meetings Act and CDB requirements.

### **B.2. AREAS OF CONCERN/CHALLENGES**

The 2025 Illinois Stretch Energy Code must be available for CDB Board adoption by June 1, 2025. The site energy index of the 2025 Illinois Commercial Stretch Energy Code cannot exceed .5 of the 2006 IECC<sup>®</sup>. The site energy index of the 2025 Illinois Residential Stretch Energy Code cannot exceed .4 of the 2006 IECC<sup>®</sup>.

The amendment proposal process is an iterative process that may require the development of multiple amendments that may not be approved by the IECAC. The successful offeror must maintain a cooperative working relationship with the IECAC and CDB to facilitate the amendment approval process.

The successful offeror will have no voting rights on which amendments are approved by the IECAC and must maintain impartiality when developing and presenting amendments.

Employees of the successful offeror are not permitted to serve on the IECAC.

### **B.3. STRENGTHS**

CDB has a good working relationship with PNNL and the International Code Council (ICC) and will be responsible for obtaining publishing/licensing agreements with ICC.

The successful offeror should also have good relationships with PNNL and ICC as well as other industry stakeholders.

## **Section C. PROPOSAL REQUIREMENTS**

### **C.1. REQUIRED DOCUMENTS TO COMPLETE AND SUBMIT**

- Vendor Disclosure or IPG Active Registered Vendor Disclosure
- Offer to State
- Technical response
- Commitment to Diversity
- References

Blank documents may be found at:

<https://cdb.illinois.gov/procurement/2025illinoisstretchenergytechnicaladvisor.html>

Failure to submit Vendor Disclosure or IPG Active Registered Vendor Disclosure, as applicable, and the Utilization Plan(s), as applicable, with the Offer submitted in e-Builder shall render the Offer non-responsive.

Offerors are required to submit their response to the State's solicitation through e-Builder. Any information sent to the State outside of e-Builder for example by US Mail, FedEx, UPS, e-mail, or hand delivery, will neither be accepted nor considered. Offeror submissions will only be considered if they are received through e-Builder and on or before the time and date indicated as the "Bid Due" on the e-Builder Bid Package. Any required attachments must be submitted via e-Builder.

**Submittal instructions for e-Builder will be provided in an Addendum no later than April 15, 2024.**



## **C.2. PRE-SUBMISSION CONFERENCE**

A non-mandatory Pre-Submission Conference will be held on:

Monday, April 15, 2024 10:00 AM-11:00 AM via Webex:

<https://illinois.webex.com/illinois/j.php?MTID=m766558dddBBC299b8983718d9402cd0>

## **C.3. BUSINESS ENTERPRISE FOR MINORITIES, WOMEN, AND PERSONS WITH DISABILITIES ACT AND VETERAN SMALL BUSINESS PARTICIPATION**

This solicitation contains no goal to include businesses owned and controlled by minorities, women, persons with disabilities, or owned and controlled by military veterans.

## **C.4. SECURITY**

Bid/Performance Bond: *N/A*. If a bond is required, Offeror must submit the Bid Bond with your offer or Performance Bond to the Information Contact within ten (10) days after contract execution. The bond must be from a surety licensed to do business in Illinois. An irrevocable letter of credit is an acceptable substitute. The form of security must be acceptable to the State.

## **C.5. TERMS AND CONDITIONS**

Standard Terms and Conditions will become a part of any resulting contract. To view the Standard Terms and Conditions, please go to

<https://cdb.illinois.gov/procurement/2025illinoisstretchenergycodetechnicaladvisor.html>

## **Section D. EVALUATION PROCEDURES**

### **D.1. EVALUATION PROCESS**

The State assesses each Offer for Responsibility (E.10) and Responsiveness. The State considers the information provided and the quality of that information when assessing Offers. If the State finds a failure or deficiency, the State may reject the Offer or reflect the failure or deficiency in the assessment.

There are three scored parts to each proposal – technical, commitment to diversity, and pricing. Each part of the proposal is evaluated and ranked independently of the other parts of the proposal. The results of the evaluation of all three parts shall be used in ranking the proposals.

The State may award to the most responsive and responsible offeror whose offer best meets the specified criteria.

### **D.2. RESPONSIVENESS**

A responsive offeror is one who submits an offer that conforms in all material respects to the Request for Proposal and includes all required forms.

D.2.1. The State will determine whether the Offeror complied with the instructions for submitting offers. Except for late submissions, and other requirements that by law must be part of the submission, the State may require that an Offeror correct any deficiency as a condition of further evaluation.

D.2.2. Subcontractor Disclosure: If the Offer includes any subcontractors, then Offeror shall complete the Subcontractor Disclosure section of the Offer to the State of Illinois.

D.2.3. If completing IPG Active Registered Vendor Disclosure, then responsiveness may include and may not be limited to:

- Active Illinois Procurement Gateway registration # with expiration date
- Certifications timely to this solicitation
- Disclosure of lobbyists for Offeror and parent entity(ies)
- Disclosure of pending and current contracts

D.2.4. If completing Vendor Disclosure, required parts may include and may not be limited to:

- Business and Directory Information: Offeror should complete and return the Business and Directory Information form in Vendor Disclosure, Part 1.
- Illinois Department of Human Rights (IDHR) Public Contracts Number: Offeror shall complete and return the IDHR Public Contracts Number form in Vendor Disclosure, Part 2.
- Authorized to Transact Business or Conduct Affairs in Illinois: A person (other than an individual acting as a sole proprietor) must be a duly constituted legal entity prior to submitting an Offer and authorized to transact business or conduct affairs in Illinois prior to execution of the contract. For more information, see Authorized to Transact Business or Conduct Affairs in Illinois in Vendor Disclosure, Part 3.
- Standard Illinois Certifications: Offeror shall complete and return the Standard Illinois Certifications form in Vendor Disclosure, Part 4.
- State Board of Elections Registration: Offeror may be prohibited from making political contributions and be required to register with the State Board of Elections. For more information, see State Board of Elections in Vendor Disclosure, Part 5.
- Disclosure of Business Operations with Iran: Offeror should complete and return the Disclosure of Business Operations with Iran form in Vendor Disclosure, Part 6.
- Financial Disclosures and Conflicts of Interest: Offeror shall complete and return the Financial Disclosures and Conflicts of Interest form in Vendor Disclosure, Part 7.
- Taxpayer Identification Number: Offeror should complete and return the Taxpayer Identification form in Vendor Disclosure, Part 8.

D.2.5. The State will determine whether the Offer meets the stated Technical requirements. Minor differences or deviations that have negligible impact on the price or suitability of the supply or service to meet the State's needs may be accepted or corrections allowed. If no offeror meets a particular Technical requirement, the State may waive that requirement.

### **D.3. EVALUATION METHODOLOGY**

The Technical Requirements are described in Sections F.1., F.2., and F.3. The State evaluates the Technical Requirements without consideration of price.

D.3.1. Total Number of Points Available for Technical Requirements is: **800**

D.3.2. Offeror shall complete and return Sections F.1., F.2., and F.3.

D.3.3. Relative Weight in Point Format

Technical Requirements	Points Available
Mandatory Requirements without Evidence	0; all must be agreed to and are evaluated as pass or fail
Mandatory Requirements with Evidence	0; all must be met and are evaluated as pass or fail
Proposed Technical Solution (Desirable elements)	800

#### D.4. COMMITMENT TO DIVERSITY ELEMENTS

Sections 20-15 and 35-30 of the Illinois Procurement Code (30 ILCS 500/) require offerors to be evaluated on their commitment to diversity. The points available for Commitment to Diversity are described in Section F.4. and are equivalent to 20% of the Technical Requirements points. The State evaluates Commitment to Diversity without consideration of price.

D.4.1. The total number of points for Commitment to Diversity is 160.

D.4.2. Offeror shall complete and return Section F.4 Commitment to Diversity

D.4.3. Commitment to Diversity Categories: The percentages at the end of each section reflect the weighted distribution of points available identified in D.4.1.

Commitment to Diversity Categories
Category 1 – BEP Compliance - Whether or how well the Offeror meets this solicitation’s goal of contracting or subcontracting with businesses owned by women, minorities, or persons with disabilities. 5%
Category 2 – Subcontracting/Contracting with any WMD businesses (not limited to BEP vendors) - Whether the Offeror assisted businesses owned by women, minorities, or persons with disabilities. 10%
Category 3 – Diversity, Equity and Inclusion (DEI) Spend – Offeror’s percentage of business, education and/or community spend from prior calendar year gross revenue that involves businesses owned by women, minorities and/or persons with disabilities. The assisted businesses are not required to be certified in the Illinois Business Enterprise Program. 20%
Category 4 – DEI Time - Offeror’s hours spent in the prior calendar year on promoting DEI in the workplace, the community, education institutes, or supporting businesses owned by women, minorities, or persons with disabilities. The assisted business is not required to be certified in the Illinois Business Enterprise Program. The success or failure of each event does not impact the points achieved. The event may be voluntary or paid time. 20%
Category 5 – DEI Policies - Entity has provided a written copy of, or link to, their current written workforce diversity, equity, and inclusion policy. Policies must be actionable plans, not overarching concepts around DEI. 10%

Category 6 – Diversity in Staffing - % of individuals on governing board and/ or Senior executives out of all staff who identify as women, minorities or person with disabilities. 10% % of individuals in management /supervisor positions out of all staff who identify as women, minorities or person with disabilities. 13% % of total staff who identify as women, minorities or person with disabilities. 12%
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## **D.5. PRICE**

The State opens Price proposals after evaluating all Technical and Commitment to Diversity proposals.

If the State does not consider the price to be fair and reasonable and negotiations fail to meet an acceptable price, the State reserves the right to cancel the award and take appropriate action to meet the needs of the State. The State determines whether the price is fair and reasonable by considering the offer, including the offeror's qualifications, the offeror's reputation, all price proposals submitted, other known prices, the project budget, and other relevant factors.

D.5.1. The total number of points for Price is 240

D.5.2. The State will determine Price points using the following formula:

$$\text{Maximum Price Points} \times (\text{Lowest Price} / \text{Offeror's Price}) = \text{Total Price Points}$$

## **D.6. MAXIMUM AVAILABLE POINTS**

The maximum number of points is 800 (Technical) + 160 (Commitment to Diversity) + 240 (Price) = 1200 maximum available points.

## **Section E. ADMINISTRATIVE REQUIREMENTS**

### **E.1. GOVERNING LAW AND FORUM**

Illinois law and rules govern this solicitation and any resulting contract. Offeror must bring any action relating to this solicitation or any resulting contract in the appropriate court in Illinois. This document contains statutory references designated with "ILCS". To view the full text, go to <http://www.ilga.gov/legislation/ilcs/ilcs.asp> . The Illinois Procurement Code (30 ILCS 500) and the Standard Procurement Rules (44 ILL. ADM. CODE PART 8) are applicable to this solicitation. To view them respectively, go to <http://www.ilga.gov/legislation/ilcs/ilcs5.asp?ActID=532&ChapterID=7> and <https://www.ilga.gov/commission/jcar/admincode/044/04400008sections.html>

### **E.2. PUBLIC RECORDS AND REQUESTS FOR CONFIDENTIAL TREATMENT**

Offers become the property of the State. All offers will be open to the public under the Illinois Freedom of Information Act (FOIA) (5 ILCS 140) and other applicable laws and rules, unless Offeror requests in its Offer that the State treat certain information as confidential. A request for confidential treatment will not supersede the State's legal obligations under FOIA. The State will not honor requests to keep entire Offers confidential. Offerors must show the specific grounds in FOIA or other law or rule that support confidential treatment. Regardless, the State will disclose the successful Offeror's name, the substance of the Offer, and the price.

If Offeror requests confidential treatment, Offeror must submit additional copy/copies of the Offer with proposed confidential information redacted. This redacted copy must tell the general nature of the material removed and shall retain as much of the Offer as possible. In a separate attachment, Offeror shall supply a listing of the provisions identified by section number for which it seeks confidential treatment and identify the statutory basis or bases under Illinois law, including a detailed justification for exempting the information from public disclosure.

Offeror will hold harmless and indemnify the State for all costs or damages associated with the State defending Offeror's request for confidential treatment. Offeror agrees that the State may copy the Offer to facilitate evaluation, or to respond to requests for public records. Offeror warrants that such copying will not violate the rights of any third party.

### **E.3. MINORITY CONTRACTOR INITIATIVE**

The State requires a fee of \$15 to cover expenses related to the administration of the Minority Contractor Opportunity Initiative. Any offeror awarded a contract of \$1,000 or more under Section 20-10, 20-15, 20-25 or 20-30 of the Illinois Procurement Code (30

ILCS 500) is required to pay a fee of \$15. The Comptroller shall deduct the fee from the first check issued to the Vendor under the contract and deposit the fee in the Comptroller's Administrative Fund. 15 ILCS 405/23.9.

#### **E.4. FEDERAL FUNDS**

The resulting contract may be partially or totally funded with Federal funds. Upon notice of intent to award, the percentage of supplies and/or services involved that are Federally funded and the dollar amount of such Federal funds will be disclosed.

#### **E.5. EMPLOYMENT TAX CREDIT**

Offerors who hire qualified veterans and certain ex-offenders may be eligible for tax credits. 30 ILCS 500/45-67 and 45-70. Please contact the Illinois Department of Revenue (217-524-4772) for information about tax credits [35 ILCS 5/216, 5/217].

#### **E.6. RESERVATIONS**

Offeror must read and understand the solicitation and tailor the Offer and all activities to ensure compliance. The State reserves the right to amend the solicitation, reject any or all offers, award by item/services, group of items/services, or grand total, and waive minor defects. The State may request a clarification, inspect Offeror's premises, interview staff, request a presentation, or otherwise verify the contents of the Offer, including information about subcontractors and suppliers. The State may request Best & Final Offers when appropriate. The State will make all decisions on compliance, evaluation, and terms and conditions, and shall make decisions in the best interests of the State and in accordance with the Illinois Procurement Code, rules and other applicable State and Federal statutes and regulations. This competitive process may require that Offeror provide additional information and otherwise cooperate with the State. If an offeror does not comply with requests for information and cooperate, the State may reject the offer as non-responsive to the solicitation. Submitting an offer does not entitle Offeror to an award or a contract. Posting a vendor's name in a Bulletin notice does not entitle the vendor to a contract. The State is not responsible for and will not pay any costs associated with the preparation and submission of any offer.

Awarded Offeror(s) shall not commence and will not be paid for any billable work undertaken prior to the date all parties execute the contract, unless approved in writing in advance by the State Purchasing Officer or the Chief Procurement Officer (or designee).

#### **E.7. AWARD**

The State is not obligated to award a contract pursuant to this solicitation. If the State issues an award, the award will be made to the responsive and responsible offeror whose offer best meets the specified criteria unless otherwise permitted by the Illinois

Procurement Code and Illinois Administrative Code. However, if the State does not consider the price to be fair and reasonable and negotiations fail to meet an acceptable price, then the State reserves the right to cancel the award and take appropriate action to meet the needs of the State. The State will determine whether the price is fair and reasonable by considering the offer, including the offeror's qualifications, the offeror's reputation, all prices submitted, other known prices, the project budget and other relevant factors. The State will post a notice to the Bulletin identifying the apparent most responsive and responsible offeror.

#### **E.8. INVOICING ADDRESS**

The awarded Vendor shall invoice at the completion of the contract unless invoicing is tied in the contract to milestones, deliverables, or other invoicing requirements agreed to in the contract.

Invoices should be sent to:

Paula Sorensen  
401 S Spring  
Third Floor  
Springfield, IL 62706  
US  
Email: paula.sorensen@illinois.gov  
Phone: (217)782-1887  
FAX: (217)524-0565

Vendor shall not bill for any taxes unless accompanied by proof that the State is subject to the tax. If necessary, Vendor may request the applicable Agency's Illinois tax exemption number and Federal tax exemption information.

#### **E.9. PROTEST REVIEW OFFICE**

Offeror may submit a written protest to the Protest Review Office following the requirements of the Administrative Rules, 44 Ill. Adm. Code 8.2075. For protests related to specifications, the Protest Review Office must physically receive the protest no later than 14 days after solicitation or related addendum was posted to the Bulletin. For protests related to rejection of individual offers or awards, the protest must be received by close of business no later than 14 days after the protesting party knows or should have known of the facts giving rise to the protest.

In order to ensure timely recognition of your protest, you may e-mail the protest to the Protest Review Office at [CDB.CPO@Illinois.gov](mailto:CDB.CPO@Illinois.gov).



## **E.10. RESPONSIBILITY**

A responsible Offeror is one who has the capability in all respects to perform fully the contract requirements and who has the integrity and reliability that will assure good faith performance. The State determines whether the Offeror is a "responsible" offeror; an offeror with whom the State can or should do business. For example, the State may consider the following:

E.10.1. A "prohibited bidder" includes any person assisting an employee of the State of Illinois by reviewing, drafting, directing, or preparing any invitation for bids, a request for proposal, or request of information, or providing similar assistance unless such assistance was part of a publicly issued opportunity to review drafts of all or part of these documents. For purposes of this section, an employee of the State of Illinois means one who, by the nature of his or her duties, has the authority to participate personally and substantially in the decision to award a State contract. No person or business shall submit specifications to a State agency unless requested to do so by an employee of the State. No person or business that contracts with a State agency to write specifications for a particular procurement need shall submit a bid or proposal or receive a contract for that procurement need.

Nothing herein is intended to prohibit a vendor from bidding or offering to supply developing technology, supplies or services after providing the State with a demonstration of the developing technology, supplies, or services; provided the subject of the demonstration to the State represents industry trends and innovation and is not specifically designed to meet the State's needs. Nothing herein is intended to prohibit a person or business from submitting a bid or offer or entering into a contract if the person or business: (i) initiates a communication with an employee to provide general information about products, services, or industry best practices and, if applicable, that communication is documented in accordance with Section 50-39 of the Illinois Procurement Code or (ii) responds to a communication initiated by an employee of the State for the purposes of providing information to evaluate new products, trends, services, or technologies.

E.10.2. Other factors that the State may use to evaluate to determine responsibility include, but are not limited to: political contributions, certifications, conflict of interest, financial disclosures, taxpayer identification number, past performance in business or industry, references (including those found outside the Offer), compliance with applicable laws, financial responsibility, insurability, effective equal opportunity compliance, payment of prevailing wages if required by law,

capacity to produce or sources of supply, and the ability to provide required maintenance service or other matters relating to the offeror's ability to deliver in the quality and quantity within the time and price as specified in this solicitation.

E.10.3. Awarded offerors must always have financial resources sufficient, in the opinion of the State, to ensure performance of the contract and must provide proof upon request. The State may require a performance bond if, in the opinion of the State, it ensures performance of the contract. The State may terminate the contract, consistent with the termination for cause provision of the contract, if the vendor lacks the financial resources to perform under the contract.

E.10.4. The State may require that an offeror correct any deficiencies as a condition of further evaluation.

## Section F. PROPOSAL FORMS

Offeror must complete and return:

- The following three (3) tables of Technical Requirements: Mandatory Requirements without Evidence (Section F.1), Mandatory Requirements with Evidence (Section F.2), and Proposed Technical Solution (Section F.3)
- Commitment to Diversity (Section F.4)
- Offer to the State of Illinois

Please read and follow each instruction carefully.

### F.1. MANDATORY REQUIREMENTS WITHOUT EVIDENCE

Please read each item carefully and check "Agree" indicating acceptance for each requirement in F.1. An Offeror that does not check "Agree" will be disqualified and the rest of the proposal will not be scored. These Mandatory Requirements shall be included in any contract resulting from this solicitation.

<b>MANDATORY REQUIREMENTS WITHOUT EVIDENCE</b>	
F.1.1. Proposed amendments to the IECC <sup>®</sup> Commercial and Residential Provisions that are acceptable to the IECAC and CDB that also achieve the site energy index required by statute.	<input type="checkbox"/> Agree
F.1.2. Analysis for each amendment that includes costs, energy use intensity, impact on enforcement, and impact on construction.	
F.1.3. Scheduling, agendas, meeting notices and meeting minutes for all IECAC meetings.	
F.1.4. Proposed amendments shall be presented in strike-thru/underline format indicating changes to the referenced IECC <sup>®</sup> code.	
F.1.5. Cost effectiveness, site energy use and site energy index for approved amendments shall be prepared by or based on studies or reports generated by PNNL or DOE.	
F.1.6. Track and maintain records of all proposals, debates on proposals, and voting on proposals.	
F.1.7. Strike-thru/underline changes to the Administrative Rules.	
F.1.8. Strike-thru/underline version of final approved amendments ready for publishing and a clean version of final approved amendments ready for publishing.	
F.1.9. Microsoft Teams and Sharepoint shall be used for routine correspondence, collaboration and file sharing using a State of Illinois Sharepoint Site provided by CDB. The use of Microsoft Teams and Sharepoint shall be required for all awarded vendor(s); Awarded vendor(s) may need to download Microsoft Teams and Sharepoint onto their own personal computer and/or mobile device. Administration and	

<p>access of the Microsoft Team, Sharepoint and its corresponding channel shall be administered by the Dept. of Innovation and Technology (DoIT)/CDB.</p>	
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**F.2. MANDATORY REQUIREMENTS WITH EVIDENCE**

Please check "Met" to each of the mandatory requirements for the proposed solution. An Offeror that does not provide substantiating evidence for each requirement will be disqualified and the rest of the proposal will not be scored.

These Mandatory Requirements shall be included in any contract resulting from this solicitation.

Please provide substantiating evidence in your Proposed Technical Solution. Use the column on the right to indicate the section and page number where your evidence/response to each item may be found. The State will evaluate Offeror's evidence/response to verify the mandatory requirement is met.

<b>MANDATORY REQUIREMENTS WITH EVIDENCE</b>	<b>Proposal Section and Page Number</b>	
<p>F.2.1. Minimum 5 years of experience working with governmental entities in the development of energy codes. Provide a list of codes including 1) the name of the code, 2) the state or governmental entity for which the code was developed, and 3) contact information for the state or governmental entity that can verify the offeror's participation.</p>	<input type="checkbox"/> Met	
<p>F.2.2. Examples of code amendments authored by the offeror including related analyses of the amendments.</p>		
<p>F.2.3. Letter of reference from at least 2 government employees in different states that can attest to the offeror's qualifications for developing energy codes.</p>		
<p>F.2.4. Resumes of all individuals working on the project and their roles. At least 1 individual working on the project must have a minimum 5 years of experience developing similar codes.</p>		
<p>F.2.5. Supply a project plan describing how specific tasks, major milestones, deliverables and dates will be met as outlined in Section A. Roles and responsibilities of team members should also be included.</p>		
<p>F.2.6. Demonstrate knowledge in building energy code topics such as zero energy codes, renewable energy strategies, global warming potential, and carbon-free initiatives.</p>		

<b>MANDATORY REQUIREMENTS WITH EVIDENCE</b>		<b>Proposal Section and Page Number</b>
F.2.7. Demonstrate knowledge and experience in residential and commercial building design, construction, and energy code enforcement.		

**F.3. PROPOSED TECHNICAL SOLUTION – DESIRABLE ELEMENTS**

Please explain how your organization meets or will meet each of the desirable elements. Use the column on the right to indicate the section and page number of your proposal where your response to each item may be found.

<b>PROPOSED TECHNICAL SOLUTION – DESIRABLE ELEMENTS</b>	<b>Point Value</b>	<b>Proposal Section and Page Number</b>
F.3.1. <b>Code Experience</b> – Offeror shall have experience developing energy codes for governmental entities. Offeror shall also have experience providing technical analyses of energy code amendments including cost, impacts on construction, and impacts on enforcement.	250	
F.3.2. <b>Project Team</b> – Offeror’s team shall include those with expertise and experience developing commercial and residential energy codes, technical staff with expertise in commercial and residential building construction, and technical staff with expertise in energy cost analyses and building modeling. The ability to work cohesively and cooperatively with multiple stakeholders of differing viewpoints is required.	250	
F.3.3. <b>Project Plan</b> – Offeror’s plan shall include strategies for developing energy conservation measures, and methodologies for assessing the impact of measures on construction and enforcement. Offeror’s plan shall also include strategies for ensuring milestones are met as outlined in Section A.3.	200	
F.3.4. <b>Construction Experience</b> – Offeror shall have experience in residential and commercial building construction to properly evaluate the impact of amendments on cost, technical feasibility, and enforcement.	100	

#### **F.4. COMMITMENT TO DIVERSITY**

Commitment to Diversity Vendor Guidance including Vendor Submission Forms are located on the Chief Procurement Officer for Capital Development Board's Bulletin at <https://cdb.illinois.gov/procurement/construction-relatedservices-projects.html>

#### **F.5. PRICING**

F.5.1. TYPE OF PRICING: The Illinois Office of the Comptroller requires the State to indicate whether the contract pricing is firm or estimated at the time it is submitted for obligation. Pricing pursuant to this contract is firm.

F.5.2. EXPENSES ALLOWED: Expenses are not allowed.

F.5.3. DISCOUNT: The State may receive a **Click here to enter text.** % discount for payment within **Click here to enter text.** days of receipt of correct invoice. This discount will not be a factor in making the award.

F.5.4. TAXES: Pricing shall not include any taxes unless accompanied by proof the State is subject to the tax. If necessary, Offeror may request the applicable agency's Illinois tax exemption number and federal tax exemption information.

F.5.5. OFFEROR'S PRICING OFFER: Enter pricing in the line item of (e-Builder).

### **Section G. ATTACHMENTS AND EXHIBITS**

*None*