



GREENING GOVERNMENT SERVICES: ENERGY PERFORMANCE CONTRACT QUALIFIED BIDDERS LIST QUALIFICATION REQUIREMENTS

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GREENING GOVERNMENT SERVICES: QUALIFICATION REQUIREMENTS

The following Qualification Requirements apply to firms seeking to qualify under the Greening Government Services Program to bid on federal energy performance contracts with federal departments and agencies.

Firms considered qualified have demonstrated the technical, managerial, and financial competence to discharge an energy performance contract. The Program is responsible for an ongoing qualification process. The criteria hereunder will be used for the purpose of evaluating Requests for Qualification.

Firms are advised that Natural Resources Canada (NRCan) will assess complete submissions only. Failure to provide required information will render a Request for Qualification incomplete. Firms unable to provide all the information are requested to postpone their submission until such time all necessary information becomes available.

In order to have sufficient time to assess a Request for Qualification, a complete Request must be received at the address provided in Section 1.4 no later than forty (40) working days before the date that an applicant wishes to be qualified.



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1. INSTRUCTIONS FOR APPLICANTS

1.1. Definitions

- 1.1.1. **Bidder/Qualified Bidder:** The person or entity (or, in the case of a joint venture, the persons or entities) that is qualified through the Greening Government Services Program's Qualified Bidders List of Energy Services Companies to bid on federal Energy Performance Contracts.
- 1.1.2. **Client Organization:** The person or entity (or, in the case of a joint venture, the persons or entities) that a Potential Bidder, or Qualified Bidder, has engaged through contract to provide services.
- 1.1.3. **Date of Qualification:** The date, defined in the Qualification Notice, that the potential Bidder is determined by the Program to be qualified to bid on federal energy performance contracts.
- 1.1.4. **Energy improvement measures/greenhouse gas improvement measures:** Energy and greenhouse gas (GHG) improvements that may consist of upgrades in the equipment, materials, machinery and systems to be installed or improved in the facilities to result in energy and/or GHG emissions savings to the Client which may also include fuel switching.
- 1.1.5. **Energy Performance Contract (EPC):** A contract between an energy service company, and a Federal Client whereby the energy service company is responsible for delivering a comprehensive package of Energy Services to the Federal Client. An EPC involves guaranteed energy and/or GHG emissions savings as a contract provision, financing the project and the transfer of risk from the public-sector partner to the private-sector partner. EPCs are often a customized, multi-year agreement, whereby the client pays over a pre-determined period for the energy service company's energy services out of the energy and/or GHG emissions savings generated by the improvements. The EPC provides a means of implementing energy efficiency improvements and reducing operating costs while minimizing the initial financial outlay and risks incurred by the public partner/client.
- 1.1.6. **Energy services:** Refer to the energy supply, design and implementation of energy efficiency improvements, energy management, and energy monitoring and training.
- 1.1.7. **Energy Services Company (ESCO):** A private sector party that provides a comprehensive package of professional and technical services, which includes, but is not limited to: identification of energy saving measures; analysis and design of energy management projects; project implementation, commissioning; energy monitoring; and operator training.

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- 1.1.8. **Joint Venture:** An association of two or more parties who combine their financial resources, property, knowledge, expertise or other resources in a single joint business enterprise, sometimes referred as a consortium, to submit a Request for Qualification together.
- 1.1.9. **Period of Qualification:** The three (3) year period that a Qualified Bidder remains on the Qualified Bidders List. The Period of Qualification begins from the time indicated in the Qualification Notice.
- 1.1.10. **Potential Bidder:** The person or entity (or, in the case of a joint venture, the persons or entities) that applies to be qualified through the Greening Government Services Program's Qualified Bidders List of Energy Services Companies to allow bidding on federal EPC projects through submittal of a Request for Qualification. The Potential Bidder may not have provided sufficient evidence, determined by the Program, to meet all criteria and requirements set out within the Qualification Requirements, and/or may be in the process of qualification.
- 1.1.11. **Program:** NRCan's Greening Government Services Program, including, as a component, the Federal Buildings Initiative (FBI). The Program provides services to departments and agencies to support energy improvements within federal real property as detailed in *Appendix O* of the Treasury Board's [Contracting Policy](#).
- 1.1.12. **Public Private Partnership (P3):** A cooperative venture between public and private sector parties to address public sector needs through private sector expertise and the appropriate allocation of resources, risks, and rewards.
- 1.1.13. **Qualification Notice:** Notice given from the Program, to a potential Bidder, that confirms the qualification of the Bidder on the Qualified Bidders List and provides the Date of Qualification.
- 1.1.14. **Qualification Requirements:** The technical, managerial, and financial requirements, as well as related certifications and additional information, and requirements, detailed within this document. Qualification Requirements also includes Client Attestations, and the Annual Reporting Requirements.
- 1.1.15. **Qualified Bidders List (QBL):** The Greening Government Services Qualified Bidders List for Energy Performance Contracts is a listing of Qualified Bidders that have been approved by the Program to have met all the qualification requirements to deploy EPCs with federal organizations.
- 1.1.16. **Request for Qualification (RFQ):** The initial stage of the prequalification procurement process enabling a Potential Bidder to apply for inclusion on the Qualified Bidders List for Energy Performance Contracts.

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1.2. Introduction

1.2.1. The Federal Buildings Initiative was established by NRCan in 1991. The FBI offers services to assist federal custodian departments and agencies improve energy and greenhouse gas emission performance within their facilities. Since 2017, the Greening Government Services Program commenced, and the FBI is now operating as one component of the Program. The Program provides services to departments and agencies to support energy improvements within federal real property as detailed in *Appendix O* of the Treasury Board's [Contracting Policy](#).

1.2.1.1. *Appendix O* of the *Contracting Policy* has authorized any federal contracting authority to enter into an Energy Performance Contract up to a limit of \$25 million on the condition that the first EPC over \$1 million be submitted to the Treasury Board for approval. A submission must be provided to the Treasury Board for approval for all projects exceeding \$25 million.

1.2.1.2. The federal government has committed to reduce GHG emissions from federal government operations by 40% by 2030 and 80% below 2005 levels by 2050. In 2019, the federal government increased the stringency of the targets to 40% by 2030 or earlier, and an aspiration for carbon neutrality by 2050. These targets are part of the [Federal Sustainable Development Strategy](#) and the [Greening Government Strategy](#). As a result, the Program is now supporting the reduction of both operational carbon, and energy consumption.

1.2.2. EPCs provide federal organizations with a financing mechanism to implement building retrofits. In this role, the Program maintains the QBL of ESCOs to ensure potential Bidders have acceptable technical, financial, and managerial competence to discharge an EPC with federal organizations.

1.2.3. Qualification Process - Background

1.2.4. Through submittal of an RFQ, potential Bidders are invited to demonstrate adequate technical, financial, and managerial competence by meeting defined qualification criteria outlined in the Qualification Requirements.

1.2.5. Qualification Requirements have been separated into two tiers of qualification to ensure equitable access to federal EPC projects, and to ensure risk is managed appropriately. Tier 1 enables Bidders with significant technical, and managerial experience bid on projects of all sizes. Tier 2 applies to Bidders with limited EPC experience, yet sufficient technical and managerial experience, and sets an upper cost limit for individual projects. For additional detail, see Section 3. Mandatory Technical and Managerial Requirements.

1.2.6. All mandatory technical, managerial, and financial criteria within the Qualification Requirements must be met, and all certifications and additional information must be provided by a potential Bidder to the Program to be deemed qualified.

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- 1.2.7. NRCan is responsible for issuing the Qualification Requirements and assessing all Requests for Qualification. Public Services and Procurement Canada's (PSPC) Policy, Risk, Integrity and Strategic Management Sector of the Acquisitions Branch, is contracted by NRCan to provide a financial capacity analysis to ensure potential Bidders have sufficient financial capacity. All remaining qualification criteria are assessed by NRCan.
- 1.2.8. Potential Bidders are invited to submit an RFQ at any time; the in-take and assessment of Requests is ongoing.
- 1.2.9. Annual Reporting Requirements (Appendix B) must be complete and submitted to the Program with the RFQ, and every year thereafter starting one (1) year from the Date of Qualification.
- 1.2.10. In conducting its evaluation of the Request for Qualification, the Program may do any of the following:
 - 1.2.10.1. Seek clarification or verification from potential Bidders regarding any or all information provided by them with respect to the RFQ;
 - 1.2.10.2. Contact any or all references supplied by potential Bidders to verify and validate any information provided by them with respect to the RFQ;
 - 1.2.10.3. Request, before offering a Notice of Qualification, specific information with respect to potential Bidders' legal status;
 - 1.2.10.4. Verify any information provided by potential Bidders through independent research, use of any government resources or by contacting third parties;
 - 1.2.10.5. Interview, at the sole cost of potential Bidders, a potential Bidder and/or all of the resources proposed by a potential Bidder to fulfill the requirements of the RFQ.
- 1.2.11. Failure to comply with any qualification criteria may result in the RFQ being declared ineligible. Material misrepresentations in a RFQ may result in rescission of a Qualification Notice, at the discretion of the Program.
- 1.2.12. The QBL will be made available to Federal Clients and published through NRCan's website.
- 1.2.13. A Federal Client is responsible for preparing a Request for Proposal (RFP) to solicit proposals for specific energy efficiency and/or GHG emission improvement projects within its facilities. The Federal Client is responsible for the evaluation of bids and award of contracts under the RFP that it issued. The QBL provides federal Clients with a qualified list of ESCOs that will be considered during the development of RFPs, and the evaluation of bids.

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1.3. Certifications and Quality Requirements

1.3.1. The Program may reject an RFQ, or rescind an existing Qualified Bidder status where any of the following has occurred:

1.3.1.1. The potential Bidder is subject to a Vendor Performance Corrective Measure, under the [Vendor Performance Corrective Measure Policy](#), which renders the potential Bidder ineligible;

1.3.1.2. An employee, identified as key personnel, or a subcontractor, is subject to a Vendor Performance Corrective Measure, under the Vendor Performance Corrective Measure Policy, which would render that employee, or subcontractor ineligible to carry out the portion of the contract the employee, or subcontractor is to perform;

1.3.1.3. Evidence, satisfactory to the Program, of fraud, bribery, fraudulent misrepresentation or failure to comply with any law protecting individuals against any manner of discrimination, has been received with respect to the Bidder, any of its employees or any subcontractors included as part of a contract;

1.3.1.4. Evidence, satisfactory to the Program, that based on past conduct or behaviour, the potential Bidder, a subcontractor or a person who is to perform the work, is unsuitable or has conducted herself/himself improperly;

1.3.1.5. With respect to current or previous transactions with Federal Clients:

1.3.1.5.1. Federal Clients have exercised their contractual remedies of suspension or termination for default with respect to a contract with the Bidder, any of its employees or any subcontractor included as part of a contract;

1.3.1.5.2. The Program determines that the Bidder's performance on other contracts, including the efficiency and quality of work as well as the extent to which the Bidder performed the work in accordance with contractual clauses and conditions, is sufficiently poor to jeopardize the successful completion of any requirement to be bid on. Efficiency and quality of work may be determined through information submitted through the Annual Reporting Requirements (Appendix B), or otherwise.

1.3.1.6. Where the Program intends to reject qualification pursuant to a provision of Section 1.4.1, the Program will so inform the potential Bidder and provide it 10 days within which to make representations, before making a final decision on rejection of qualification.

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- 1.3.2. The RFQ must be comprehensible and sufficiently detailed to enable a complete assessment of the proposal. As a minimum, it must address each of the evaluation criteria set out in the Qualification Requirements.
- 1.3.3. It is the potential Bidder's responsibility to obtain clarification of the requirements contained in the Qualification Requirements, if necessary, before submitting an RFQ.
- 1.3.4. RFQs submitted to the Program will become the property of Canada and will not be returned. All RFQs will be treated as confidential, subject to the provisions of the Access to Information Act (R.S., 1985, c. A-1), and the Privacy Act (R.S., 1985, c. P-21).
- 1.3.5. The Program will evaluate only the documentation provided with the RFQ. The program will not evaluate information such as references to website addresses where additional information can be found, or technical manuals or brochures not submitted with the RFQ.
- 1.3.6. Each Request for Qualification must be signed by the Chief Financial Officer, or equivalent, of the potential Bidder. If a Request is submitted by a Joint Venture, it must be signed by each member of the Joint Venture.
- 1.3.7. The Program may reject an RFQ if the potential Bidder, any of its subcontractors, any of their respective employees or former employees was involved in any manner in any situation of conflict of interest or appearance of conflict of interest.
 - 1.3.7.1. Where the Program intends to reject an RFQ under this section, the Program will inform the potential Bidder and provide the potential Bidder an opportunity to make representations before making a final decision. Potential Bidders who are in doubt about a particular situation should contact the Program before submittal of an RFQ. By submitting an RFQ, the potential Bidder represents that it does not consider itself to be in conflict of interest. The potential Bidder acknowledges that it is within the Program's sole discretion to determine whether a conflict of interest, or an appearance of conflict of interest exists.
- 1.3.8. The potential Bidder must certify the following information, and submit responses to the Program in order for the RFQ to be considered complete:
 - 1.3.8.1. The potential Bidder certifies that it will assume responsibility for the resolution of all engineering, subcontractor and/or supplier disputes.
 - 1.3.8.2. The potential Bidder certifies that it is aware that it must comply with the [Ineligibility and Suspension Policy](#). Under the Policy, charges and convictions of certain offences against a Supplier, its affiliates or first tier subcontractors,

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and other circumstances, will or may result in a determination that the Supplier is ineligible to enter into a contract with Canada.

- 1.3.8.3. The potential Bidder certifies that it is aware that it must obtain a Procurement Business Number before issuance of certain contracts. Bidders may register for a Procurement business Number online at [Supplier Registration Information](#).
- 1.3.8.4. The potential Bidder certifies that they are in good standing with the Board of Commission responsible for workers' compensation claims in at least one of the provinces or territories in which it intends to provide Energy Management services.
- 1.3.8.5. The potential Bidder certifies that it is aware that it must comply with [Modern Treaties/Comprehensive Land Claims Agreements](#). There are currently 25 modern treaties in effect and 22 contain economic measures with procurement obligations. These 25 modern Treaties are located in Yukon (11), Northwest Territories (4), Nunavut (1), Quebec (4), Newfoundland and Labrador (1) and British Columbia (4).
- 1.3.8.6. The [Code of Conduct for Procurement](#) provides that Bidders must respond to a bid in an honest, fair and comprehensive manner, accurately reflect their capacity to satisfy the requirements set out in the RFQ, submit bids and enter into contracts only if they will fulfill all obligations of the Contract. By submitting an RFQ, the potential Bidder is certifying that it is complying with the Code of Conduct for Procurement.

1.4. Submittal of Request for Qualification

- 1.4.1. The potential Bidder must ensure that the RFQ submission aligns with formatting requirements, including:
 - 1.4.1.1. The document must be on letter-sized 21.5cm x 28cm (8-1/2" x 11") paper and/or on an encrypted USB key.
 - 1.4.1.2. RFQs and supporting information must be written in either English or French.
- 1.4.2. The RFQ (1 copy) is to be submitted to the following address:

*Greening Government Services
Office of Energy Efficiency
Natural Resources Canada
580 Booth Street, 19 B7-6
Ottawa, Ontario K1A 0E4*

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- 1.4.3. All enquiries and other communications related to this document should be directed to the address identified in Section 1.5.2, or to the email address of the Greening Government Services Program specified below (preference to email). Facsimile will not be accepted.

nrcan.greeninggovernment-gouvernementvert.nrcan@canada.ca

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2. APPLICANT INFORMATION

2.1. The potential Bidder must submit the following information to the Program. Failure to provide the required information will render a RFQ incomplete.

2.1.1. Name of the potential Bidder.

2.1.2. Legal name of the potential Bidder (if different than Section 2.1.1).

2.1.3. Mailing address of the potential Bidder.

2.1.4. Contact details for the individual responsible for the RFQ at the applicant organization (potential Bidder), including:

- i. Name;
- ii. Title;
- iii. Mailing address (if different than mailing address of the applicant organization);
- iv. Email address; and
- v. Phone number.

2.1.5. Provide a biographical summary of the potential Bidder and/or related companies, or group of companies. Include the number of years in operations, the number of employees, and significant changes to corporate structure.

2.1.6. A list of each affiliated, parent or subsidiary company that either in its own name, or through a partnership or joint venture, is:

- i. Qualified for the QBL; and/or
- ii. Part of another RFQ submission.

2.1.7. Provide a corporate tree for the potential Bidder and/or related companies or group of companies with a breakdown of inter-company relationships and individual corporate and shareholder ownership.

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3. MANDATORY TECHNICAL AND MANAGERIAL REQUIREMENTS

Technical and managerial requirements have been separated into two tiers of qualification. Creating two separate tiers acts to encourage market competition and innovation throughout Canada. The QBL may now attract a larger range of potential Bidders while concurrently managing risk appropriately. Requirements now accept project experience across North America rather than limiting accepted experience to projects performed in Canada. Tier 1 requirements allow for P3 experience in lieu of project experience specifically with EPC performance guarantees, in combination with significant energy service project experience. Tier 2 applies to potential Bidders with experience deploying energy services projects that may not have previously completed an EPC, and sets an upper cost limit of \$5,000,000 per project.

- 3.1. Potential Bidders applying to Tier 1, or Tier 2 must submit responses to the technical criteria outlined in Section 3.2. Tier 1 applicants must additionally submit responses to all required information within Section 3.3. Project example criteria differ between Tier 1, and Tier 2 as outlined below:

- 3.1.1. **Tier 1 Project Example Criteria:** Bidders achieving Tier 1 technical criteria will be able to bid on federal EPCs of all sizes without limit to total cost.

The potential Bidder must provide evidence of the implementation of two (2) energy improvement projects each with a total project cost in excess of \$5,000,000. Each project example must have been completed within five years of the date of an RFQ submission, and must have a minimum performance improvement of 15%. If the two examples were not delivered with an Energy Performance Contract, then the potential Bidder must provide evidence of implementing a public private partnership through completing Section 3.3.1. Project examples must be completed within North America, or must be completed with the Government of Canada (e.g. Canadian embassy). Examples provided for Section 3.2.7 must include HVAC, lighting, heat recovery, and control systems plus three additional upgrade examples of any kind (minimum of seven upgrades total). Project examples completed with federal clients are not required to exceed the total project cost minimum of \$5,000,000.

- 3.1.2. **Tier 2 Project Example Criteria:** Bidders achieving Tier 2 technical criteria will be able to bid on EPCs projects that are not to exceed a total cost of \$5,000,000.

The potential Bidder must provide evidence of the implementation of two (2) energy services projects completed within five years of the date of RFQ submission, and must have a minimum performance improvement of 15%. Project examples must be in excess of \$500,000 and must be completed within North America, or must be completed with the Government of Canada (e.g. Canadian embassy). Upgrade examples provided for Section 3.2.7 must include HVAC, lighting, heat recovery, and control systems plus three additional upgrade examples of any kind (minimum of seven upgrades total).

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3.2. **Required Technical Criteria:** Submissions for both of the two project examples must include the following:

- 3.2.1. Name and primary address of the client organization.
- 3.2.2. Primary location(s) of the project, and the number of buildings.
- 3.2.3. The client contact's name, title, telephone number and email.
- 3.2.4. The project initiation date.
- 3.2.5. The project completion date.
- 3.2.6. A Client Attestation form (Appendix A) completed and signed by the client.
- 3.2.7. Complete list of upgrades, design, and energy improvement measures, including but not limited to: energy audits; energy analyses; feasibility studies; energy monitoring; GHG emissions reduction measures; energy system maintenance and repair; provision of training; improvements related to lighting, motors, heating, ventilation and air conditioning, envelope, cogeneration, control systems, and fuel conversion.
- 3.2.8. For all upgrades, design, and energy improvement measures identified in Section 3.2.7, above, identify whether the measures were delivered through in-house personnel, or sub-contractors.
- 3.2.9. A detailed explanation about the project management approach used to deliver the project. The explanation should include every phase from energy audits and feasibility studies to measurement and verification.
- 3.2.10. Estimated annual energy savings (gigajoules).
- 3.2.11. Actual annual energy savings (gigajoules).
- 3.2.12. Estimated annual GHG emissions savings (tonnes of CO₂-e).
- 3.2.13. Actual annual GHG emissions savings (tonnes of CO₂-e).
- 3.2.14. Estimated annual operating savings (CAD dollars).
- 3.2.15. Actual annual operating savings (CAD dollars).
- 3.2.16. A detailed description of the measurement and verification procedures used.
- 3.2.17. Total value of the contract.
- 3.2.18. The total amount of financing (dollars).

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- 3.2.19. The primary source of financing.
- 3.2.20. The financial incentives, rebates, and/or grants obtained.
- 3.2.21. A description of performance guarantees, if applicable.
- 3.2.22. Indicate the provinces and/or territories the contractor may be willing to bid on projects.
- 3.2.23. Demonstrate, for each province and/or territory identified in Section 3.2.22, that the potential Bidder has professional engineers available who are qualified to practice in that province and/or territory and who are able to take responsibility for project energy audit, design and implementation.
- 3.2.24. Demonstrate the experience of key personnel with at least five (5) years of experience in managing the design and implementation of energy improvement projects through provision of detailed résumés demonstrating relevant project experience. The contractor should also identify the employment statuses of each individual (e.g. partner, full-time employee, part-time employee, etc.).
- 3.2.25. Provide a clear statement of legal responsibility to identify where legal responsibility will rest if partnerships and joint ventures are created when undertaking work under the Program.
- 3.2.26. Identify the maximum contract duration (number of years) that the potential Bidder deems acceptable to enter into an EPC.

3.3. Tier 1 Additional Technical Criteria

If the potential Bidder has not provided sufficient evidence of performance guarantees within either project example in Section 3.2, or if the project examples do not meet the definition of “Energy Performance Contract,” the potential Bidder must complete Section 0. If both of the project examples provided in Section 3.2, meet the definition of “Energy Performance Contract”, there is no requirement to complete Section 0. (Note: the Potential Bidder must still complete Section 3.2 for two energy services projects in addition to Section 0).

- 3.3.1. **Public Private Partnership:** Evidence of a construction or infrastructure project delivered through a P3 in excess of \$5,000,000 must be provided. The project must clearly demonstrate the transfer of risk from the Client to the contractor through the delivery of performance-based provisions.

The P3 project example must include the following:

- 3.3.1.1. Name and primary address of the client organization.

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- 3.3.1.2. Primary location(s) of the project.
- 3.3.1.3. The client contact's name, telephone number and email.
- 3.3.1.4. The project initiation date.
- 3.3.1.5. The project completion date.
- 3.3.1.6. Total value of the contract.
- 3.3.1.7. Detailed description of the project.
- 3.3.1.8. Detailed description of the performance-based requirements within the contract.
- 3.3.1.9. Detailed description of how risk was allocated.
- 3.3.1.10. A Client Attestation form (Appendix A) completed and signed by the client.

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4. MANDATORY FINANCIAL REQUIREMENTS

Potential Bidders are required to have the full financial capability necessary for the provision of EPCs or to obtain capability through a financial institution. A potential Bidder's operating line of credit based on receivables cannot be used to demonstrate financial capability. Financial capability must be demonstrated by recent and sustained financial performance, by a strong working capital position, and by demonstrated access to multi-year financing sources.

The Program will consult with the Cost and Price Analysis Group in the Policy, Risk, Integrity and Strategic Management Sector of PSPC to determine the financial capacity of a potential Bidder, based on the required information below. The information required may be amended, based on the sole discretion of the Program, for the purpose of determining the financial capability of a potential Bidder.

Financial capability will be determined through review of recent operating results, ratio analysis, and financial capability modeling. Operating results will consider a variety of factors, such as a Dun and Bradstreet report, Paydex score, financial stress score, commercial credit score, sales revenue, profitability, and the overall history of the potential Bidder. Ratio analysis will consider liquidity, asset management ratios, debt management ratios, and profitability ratios. Financial capability modeling will rely on the Springate model, and the Altman model. Determination of financial capability is based on the overall picture of a potential Bidder's ability to successfully deliver EPCs with an acceptable level of risk.

4.1. Financial Requirements: To determine the potential Bidder's financial viability, the Program requires the submission of the financial information detailed below for evaluation. The potential Bidder must provide the following information to the Program for the RFQ to be considered complete:

4.1.1. Audited financial statements prepared by the potential Bidders outside accounting firm for the Potential Bidder's last three fiscal years, including, as a minimum, the Balance Sheet, the Statement of Retained Earnings, the Income Statement and any notes to the statements.

4.1.1.1. Unaudited financial statements prepared in-house may be accepted in lieu of audited financial statements if no external statements are available. If financial statements were prepared in-house, a certification from the Chief Financial Officer or equivalent authorized signing officer of the potential Bidder, that the financial information provided is complete and accurate.

4.1.1.2. If the date of the financial statements in Section 4.1.1 or Section 4.1.1.1, above, is more than five months before the date of RFQ, the Potential Bidder may be requested by the Program to provide, unless this is prohibited by legislation for public companies, the last quarterly financial statements (consisting of a Balance Sheet and a year-to-date Income Statement), as of two months before the date on which the RFQ is submitted.

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- 4.1.2. Details on its maximum capability to engage in EPCs. Details are to include the maximum annual dollar amount the firm can finance and the total financial capacity of potential Bidder.
 - 4.1.3. A letter from the potential Bidder's financial institution, or other financing sources, indicating the maximum level of financing available to the potential Bidder for the purpose of completing federal EPCs.
 - 4.1.4. Evidence that the potential Bidder carries adequate insurance coverage with respect to comprehensive general liability and errors and omissions.
 - 4.1.5. Evidence that the potential Bidder can comply with bonding requirements. Inability to provide evidence of bonding in excess of \$5,000,000 per project may result, at the sole discretion of the Program, in the potential Bidder being limited to qualification subject to Tier 2 restrictions.
 - 4.1.6. If the potential Bidder is a joint venture, the financial information required must be provided by each member of the joint venture.
 - 4.1.7. If the potential Bidder is a subsidiary of another company, then the financial information requested above (Sections 4.1.1 to 4.1.5) must be provided by the ultimate parent company at the request of the Program.
 - 4.1.8. If sufficient financial capability cannot be demonstrated by the potential Bidder, or if financial assessment indicates potential limitations to the size of the project the potential Bidder may competently perform, then, at the sole discretion of the Program, the Potential Bidder may be limited to qualification subject to Tier 2 restrictions, or deemed unqualified.
 - 4.1.9. Significant deficiencies of financial capability, as determined by the Program, may result in the inability of the potential Bidder to demonstrate adequate financial competence.
- 4.2. **Other Information:** The Program reserves the right to request from the potential Bidder any other information required to conduct a complete financial capability assessment. The potential Bidder also understands that a complete financial capability review of the firm may also be conducted at the time individual bid solicitations are issued.

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APPENDIX A: CLIENT ATTESTATION

The provision of client attestation is a requirement to qualify within the Greening Government Services Program's Qualified Bidders List. The questionnaire, below, is to be completed and signed by the client, and included within the submittal of a Request for Qualification.

Client Information

Name:

Address:

Email:

Phone:

Project Information

Name of Contractor:

Project title:

Planned project start date:

Actual project start date:

Planned project completion date:

Actual project completion date:

Annual energy savings (GJ) resulting from the project:

Describe the energy savings performance guarantees within the contract (e.g. annual energy savings, and cost savings):

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Provide an explanation of the variance between the guaranteed energy savings performance, and the actual annual energy savings (if applicable):

Total cost (\$) of the project:

Describe the utility rebates or other financial incentives arranged by the contractor:

Were measurement and verification procedures planned, and agreed to at the start of the project?

Describe any discrepancies with the measurement and verification procedures used to verify savings, and any results reported by the contractor:

Describe the operations, maintenance, and repair services provided by the contractor (if applicable):

Provide an overall rating of the quality and timing of services provided by the contractor (circle below).

- A. **Excellent:** Exceeded expectations, highly recommend the contractor
- B. **Good:** Met all requirements, recommend the contractor
- C. **Fair:** Achieved project objective, room for improved quality and performance, recommend the contractor
- D. **Poor:** significant shortfall in performance and quality, do not recommend the contractor

Briefly explain the reason for your rating.

Client signature, title, and date

GREENING GOVERNMENT SERVICES: QUALIFICATION REQUIREMENTS

APPENDIX B: ANNUAL REPORTING REQUIREMENTS

Bidders considered qualified have demonstrated the technical, financial and managerial competence to discharge an energy performance contract (EPC). The Greening Government Services Program is responsible for verifying potential Bidders information to ensure Bidders meet the Qualification Requirements of the Program, including the mandatory criteria requirements for an annual submission.

The following criteria will be used for the purpose of ensuring Potential Bidders and qualified Bidders meet, and continue to meet, the requirements of the Qualified Bidders List (QBL). Failure to provide the required information, detailed below within a Request for Qualification will render a Request incomplete. Failure to provide the required information detailed below on an annual basis, as determined in the Period of Qualification, may render a potential Bidder ineligible, and the Bidder may be suspended from the QBL until such time as all mandatory reporting requirements are met. If information is not available to provide a response to specific a criteria requirement, the potential Bidder, or returning Bidder should respond with “not available”.

The potential Bidder must provide:

- a. **EPC Project Criteria:** A list of all EPCs completed for federal Client Organizations within the last year (period starting 12 months before the RFQ submittal date), including the following details:
 - i. Name of the Federal Client.
 - ii. Primary location(s) of the project.
 - iii. The Client contact’s name, telephone number and email.
 - iv. Anticipated project initiation date.
 - v. Anticipated project completion date.
 - vi. Project initiation date.
 - vii. Project completion date.
 - viii. Complete list of upgrades, design, and energy improvement measures, including but not limited to: energy audits; energy analyses; feasibility studies; energy monitoring; energy system maintenance and repair; provision of training; improvements related to lighting, motors, heating, ventilation and air conditioning, envelope, cogeneration, control systems, and fuel conversion.
 - ix. Estimated annual energy savings (gigajoules).
 - x. Actual annual energy savings (gigajoules).
 - xi. Estimated annual operating savings (dollars).
 - xii. Actual annual operating savings (dollars).
 - xiii. A description of the measurement and verification procedures.
 - xiv. Total value of the contract.
 - xv. Total amount of financing.
 - xvi. Primary source of financing.

- b. Updates to the provinces and territories the potential Bidder wishes to operate.

GREENING GOVERNMENT SERVICES: QUALIFICATION REQUIREMENTS

- c. Updates to the corporate structure of the Bidder, such as significant acquisitions, and mergers.
- d. Disclosure of integrity checks as determined by the [Ineligibility and Suspension Policy](#) resulting in a period of ineligibility or suspension.
- e. Updates to Indigenous business status within the [Indigenous Business Directory](#).