

RFI Issue Date: 9/15/2023

RFI Due Date: 10/6/2023

Solicitation: Identifying standard functions of current utility accounting and dashboard software services

## VENDOR INFORMATION

VENDOR NAME: Vendor Name	EMAIL: Email	
STREET ADDRESS: Street Address	P.O. BOX IF APPLICABLE: P.O. Box	ZIP: 00000
CITY & STATE & ZIP City State Zip Code	TELEPHONE NUMBER: xxx-xxx-xxxx	
NAME & TITLE OF CONTACT PERSON Name Title		

### 1.0 Submission Instructions

A. Email: Submit one emailed electronic file to Carson Ford at [carson.ford@deq.nc.gov](mailto:carson.ford@deq.nc.gov). This can be in the form of a Word or PDF file. Title the document Utility\_Accounting\_RFI\_VENDOR NAME.doc (.docx or .pdf also acceptable). VENDOR NAME should be substituted with your company's name.

### 2.0 Overview

The North Carolina State Energy Office is seeking information from Vendors capable of providing utility accounting and dashboard services to North Carolina state agencies, universities, community colleges, local governments, and K-12 schools (participants). The State Energy Office recognizes that monitoring and managing utility use reduces energy costs and is a critical tool for fiscal and facility management sections to achieve a balance between energy efficiency and cost.

The purpose of this RFI is to inform the State Energy Office on the standard functions of current utility accounting and dashboard software systems. The prior contract expires on June 30, 2024. The State Energy Office intends to administer the new contract and have each participant elect in the program to issue their own purchase order to the successful bidder.

The State Energy Office is seeking general responses to the RFI on your firm's ability to provide the services identified in the RFI.

### 3.0 Instructions

#### 3.1. Schedule

Respondents will have three (3) weeks to prepare and return their submissions to this RFI. Responses must be received by the date and time specified on the first page of this RFI.

#### 3.2. Clarification Questions

Clarification questions will be accepted until September 29, 2023, at 3:00 PM. Clarification questions can be submitted by email to [carson.ford@deq.nc.gov](mailto:carson.ford@deq.nc.gov). An addendum containing any general clarification questions and their answers may be issued as an addendum to this RFI.

### 3.3 Response

**Please note this is a request for information only and not a request for goods or services.** The Vendor must bear all costs for preparing this RFI.

### 4.0 Requested Information:

- 1) Is your system capable of interfacing with a variety of different accounting systems?
- 2) Is there an additional charge to add historic energy data to current accounts,
  - a. If so, how is that charge calculated?
- 3) Is there a limit to the number of data fields associated with an account or property?
- 4) Is your system able to normalize energy usage data for weather?
  - a. If so, how would the weather data be sourced?
- 5) Does your system integrate with ENERGY STAR Portfolio Manager?
  - a. If so, does it require participant interaction, or can it be done automatically?
- 6) Do you produce a savings summary report or equivalent to demonstrate the service's value to the participant?
- 7) Does your system have the capability to compare the rate class for certain accounts year to year?
- 8) The State is currently interested in doing an in-person annual training for new participants or staff to be trained as a group, would this be a reason for your company to not bid?
- 9) What makes your system stand out among the rest of the industry?