

**Pg. 3, Scope of Work, Task 1: Will Efficiency Vermont provide the required metrics for the reports references in this item? Or should our proposals include the metrics we plan to report on? Is the expectation that the contractor will meet with the EVT manager monthly or more often for this cycle?**

Please include the metrics that you plan to report on. The metrics should reflect the deliverables in Task 7: Tracking and Evaluation.

No, it is not expected that the contractor will meet with the EVT manager monthly or more often for this cycle.

**Pg. 4, Scope of Work, Task 4: This item references a "standard assessment tool to measure energy literacy improvements". Is there an intended tool already, or is that something we should develop and include in our proposal?**

EVT does not have an intended tool. Please develop a standard assessment tool and include that in your proposal.

**Pg. 5, Scope of Work, Task 7: Must the Energy Literacy Certification program for teachers include a certificate of that name? Or is providing graduate credit through an accredited VT university sufficient?**

Providing graduate credit through an accredited VT university is sufficient.

**Pg. 6, Response Requirements, Item D: Are the "proposed values" referenced here deliverables like the number of workshops provided, or students reached, etc? Or is VEIC asking respondents to provide their own proposed scores for each item in the table?**

Proposed values are deliverables that the bidder provides. The examples provided above are appropriate examples. VEIC is not asking respondents to provide their own proposed scores for each item in the table.

**Pg. 6, Response Requirements, Item E: Can you please provide a sample Binding Transmittal Letter?**

A transmittal letter is the one-page cover letter for the bidder's proposal. The transmittal letter should introduce the bidder and may summarize and/or highlight any points the bidder wishes about the proposal. The letter must be signed by a person authorized to accept the terms of the RFP and obligate the bidder to the services described in the proposal. The letter must also include a statement that the proposal is valid for 60 days and must clearly identify the person authorized to serve as the organization's representative for

future communications regarding the proposal. The format should be that of a normal business cover letter.

**Pg. 7 Response Requirements, Item F, indicates the Scope of Work shall not exceed \$300,000. Is this annual costs, or for the entire 3 year contract?**

The scope of work shall not exceed \$300,000 over the entire 3-year contract.