



## Utility Data Management Solution RFQ

DUE APRIL 11, 2016 BY 3:00PM

### QUESTIONS & RESPONSES

The following questions were received after the initial posting of the RFQ on March 22, 2016. Responses are provided here for all candidates and are shared online as an addendum to the original RFQ at [www.cupertino.org/RFQ](http://www.cupertino.org/RFQ). Some questions were paraphrased to ensure the anonymity.

1. Listed in the RFQ is a project start date of June 1 with full implementation completion on July 1. Can you define what "Full" implementation means? Is it conversion of all ten years of historic data, setup of all license features, etc. or just the ability to be entering live bills on July 1 with additional work to be completed thereafter?

Full implementation is the deployment of essential features as listed in the RFQ (page 4) for all data noted in the background description (page 3).

2. There is a consultant agreement attached to the RFQ. Please confirm that, at this time, vendors are just reviewing this and listing any exceptions we may have as part of our response and nothing should be signed at this time.

Correct.

3. There is a requirement to compare bill data to meter data (data loggers), does the City have a metering system you are using and if so, what is it? If using data loggers or other devices, does the equipment you are using have the ability to provide the data in flat file formats?

The City does not currently own or utilize data loggers. The City is evaluating procurement of these tools to enable expanded data collection capabilities in the future. For this reason, this feature was included in our supplemental list because, like all other features that are listed as supplemental, the City would like to reserve the opportunity to pursue these additional capabilities with the selected solution in the future. The primary evaluation mechanism for vendor responses will be the essential features listed as "priority 1" in the Feature Checklist (Attachment A, RFQ page 8-9).

4. Where is phone billing data stored today and how is it captured? Are individual line items stored today or expected with the Utility Data Management Solution or just a total for each monthly bill?

Phone data analytics are listed as a supplemental feature. Existing data that is detailed in the RFQ (page 3) is the critical need. The agency will work with the selected vendor to evaluate phone data at a future date. This is not anticipated to occur before the implementation date noted in the RFQ.

5. Where is fuel data stored today and how is it captured?

Fuel data is provided by the City's current fuel vendor. This is also a supplemental dataset not anticipated to be evaluated as part of the initial implementation date.

6. How are you currently capturing or expecting to capture (1) employee commute miles traveled, (2) fugitive emissions from refrigerants, and (3) fugitive emissions from fire suppression equipment?

The City currently uses all available and relevant protocols to (1) capture and (2) analyze greenhouse gas emissions data for the community and municipal operations as defined here: <http://icleiusa.org/ghg-protocols/>.

7. How many buildings does City of Cupertino manage across these 350 utility service agreements?

The City has a small portfolio of (14) buildings and (9) parks. These accounts are not all mapped to facilities themselves, but rather to other infrastructure managed by the City (e.g. parks, medians, school fields, etc.).

8. Is the demonstration date of May 4<sup>th</sup> flexible?

The City intends to hold demonstrations for invited vendors on May 4<sup>th</sup>, 2016 as listed in the RFQ (page 5). If there are any issues a vendor has with this date, please indicate this in the RFQ response for the City to review on a case by case basis.