

## RFP 81412 Fuel Supply CSJ Conversion of Units 5 and 6

First Committee Meeting, 09/27/2018 @ 1:30pm

### Draft of Agenda and Minutes, for Committee Review

1. Evaluation Committee – Designated members and advisors
  - Procurement – Edgardo Díaz, Delis Zambrana
  - End-user (inherencia en el proyecto) – Eng. Jaime Umpierre
  - Technical expertise – Fuels Office, Eng. Edgardo Vázquez
  - Generation, Eng. Roberto Rivera
  - Filsinger Energy, Eng. Paul Harmon
  
2. Sub-Committees Section 3.2 of the RFP Guide
  - This could be beneficial for redundancy, quality assurance of the pass/fail requirements and specific compliance sections within each proposal.
  - Committee members must email the Supply Chain Division Head to inform/request sub-committee.
  
3. Committee members, for this initial phase, must read the entire Overview Document, especially section 3 to evaluate proposals and select short list participants. All requirements mentioned with a ‘must’ or ‘shall’ need to be evaluated and they must be included in the proposals.
  - RFP81412 does not mention specific pass / fail or minimum requirements.
  - Therefore, all proposals will be evaluated and scored.
  
4. Committee members should read the *Guía para Procesos de Adquisiciones de Bienes y Servicios a Través de Solicitud de Propuestas (Requests for Proposals) rev. 2016* for instructions and to familiarize themselves with their responsibilities as committee members.
  - A copy of the Guide was handed out to all Eval. Committee members, emphasized Section 3.
  
5. Single Point of Contact for any communication having to do with this RFP, as it is under evaluation and until a selection is officially notified, MUST be Edgardo Díaz or Delis Zambrana.
  - Any request for information from anyone outside of the committee, PREPA employees, suppliers, consultants, government agencies, etc., must be referred to PREPA Procurement for evaluations and official replies. Evaluation Committee members are not authorized to provide information during the evaluation and selection phase of the RFP.

6. Adjusted target dates

**ADDENDUM 2**

This addendum notifies the following:

**I. MODIFICATIONS TO THE REQUEST FOR PROPOSALS DOCUMENT**

a. Article 1.6 RFP Timeline is modified as follows:

| Key Review Process Events  | Targeted Timeline               |
|--|---------------------------------|
| Request for Proposal Issued  | July 30, 2018                   |
| RFP Kick-off Meeting   | August 9, 2018                  |
| Visit to the Job Site  | August 10, 2018                 |
| Supplier Questions Deadline  | August 28, 2018                 |
| Questions Answered   | September 7, 2018               |
| RFP Proposal Submission Deadline   | September 25, 2018              |
| RFP Short List Announcement*   | October 16, 2018                |
| RFP Short List Requests for Clarifications, Presentations, Updated Proposals and Negotiation Process Begins* | October 24-25, 2018             |
| Evaluate Proposals and Conduct Supplier Final Negotiations*  | October 26 to November 16, 2018 |
| Selection Notification*  | November 23, 2018               |

\*At PREPA's discretion

7. RFP flow-chart

The Committee was informed that their evaluation process and selection of a proposal would further require the evaluation of:

- A. OCPC
- B. CEO
- C. PREPA Governing Board
- D. FOMB

8. Plan to evaluate the first phase, pass or fail criteria to select short list. **Important to reference the pages where the proponent proves compliance (passes) or fails to comply with minimum requirements. Importance of possibly including a Sub-Committee...**

Eng. Jaime Umpierre to prepare a matrix of all requirements mentioned in the RFP documents (overview, addenda, PREPA responses to supplier questions, etc.) to share with the Committee for their review on 09/28/2018. Committee will meet on Saturday, Sept. 29, and Monday, Oct. 1, 2018, to continue the evaluation process of the 6 proposals with the matrix.

# RFP 81412 Fuel Supply CSJ Conversion of Units 5 and 6

Second Committee Meeting, 09/29/2018 @ 9:00pm

Draft of Agenda and Minutes, for Committee Review

1. Evaluation Committee – Designated members and advisors  
Procurement Process – Delis Zambrana o/b/o Edgardo Díaz  
End-user (inherencia en el proyecto) – Eng. Jaime Umpierre  
Technical expertise – Fuels Office, Eng. Edgardo Vázquez  
Generation, Eng. Roberto Rivera  
Filsinger Energy, Eng. Paul Harmon  
Filsinger Energy, Nathan Pollak
2. Plan to review the scoring matrix prepared for each proposal by individual committee members and to work on the requests for clarifications (to be published today or tomorrow, with submittals due at 11:59pm, Thursday 10/04 or Friday 10/05).
3. Jaime Umpierre prepared the preliminary evaluation matrix. The committee decided to distribute proposals, evaluate each proposal independently (fill in matrix with page reference, preliminary score), and then present their review to the rest of the committee for discussion on Monday, Oct. 1, 2018.

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## **RFP 81412 Fuel Supply CSJ Conversion of Units 5 and 6**

Third Committee Meeting, 10/01/2018 @ 1:30pm

**Draft of Agenda and Minutes, for Committee Review**

1. Evaluation Committee – Designated members and advisors
  - Procurement – Edgardo Díaz, Delis Zambrana
  - End-user (inherencia en el proyecto) – Eng. Jaime Umpierre
  - Technical expertise – Fuels Office, Eng. Edgardo Vázquez
  - Generation, Eng. Roberto Rivera
  - Filsinger Energy, Eng. Paul Harmon
  - Filsinger Energy, Nathan Pollak
  
2. Plan to review the scoring matrix prepared for each proposal by individual committee members and to work on the requests for clarifications (to be published today or tomorrow, with submittals due at 11:59pm, Thursday 10/04 or Friday 10/05).
  
3. Committee members requested clarification on the evaluation criteria and eventual OCPC review, Nathan provided background and comments on what OCPC typically expects to see (they will want to see how the committee decided to apply the 1-5 scores per criterion).
  
4. Puma proposal was presented with the preliminary grading criteria discussed by all present members and FEP advisors.

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