

REQUEST FOR PROPOSALS

**PROFESSIONAL SERVICES FOR
FULLFILLMENT OF REQUIREMENTS AS A MARKET PARTICIPANT
IN THE MIDCONTINENT INDEPENDENT SYSTEM OPERATOR RTO**



**Request for Proposals Issued:
May 25, 2022**

**Non-Mandatory Pre-Bid Site Review
June 22, 2022**

**Deadline for Submittal of Proposals:
July 13, 2022**

I. INSTRUCTIONS

The Migizi Economic Development Company (Migizi) is seeking proposals from qualified firms to perform the functions of a Market Participant that is located within the Midcontinent Independent System Operator (MISO) RTO and to perform internal billing and other related items as outlined in the “Scope of Work”.

Interested firms are invited to submit three (3) original signed proposals. The proposal shall be made in the format provided and the complete proposal, together with any and all additional materials, shall be enclosed in a sealed envelope addressed and delivered no later than 5:00pm EST on July 13, 2022 to the following address:

Brian A. Smith
Migizi Economic Development Company
MISO Market Participant Professional Services Proposal
2410 S. Leaton Rd.
Suite 1
Mount Pleasant, Michigan 48858

This Request for Proposal (RFP) does not commit Migizi to award a contract or pay any cost incurred in the preparation of a proposal responsive to this request. Migizi reserves the right to reject or accept all or part of any proposal, waive any irregularities thereof, or to cancel this RFP in part or in its entirety. Migizi further reserves the right to accept the proposal that it considers to be in the best interest of Migizi.

The services we require include:

- ✓ MISO Meter Data Management Agent activities and functions for the Saginaw Chippewa Indian Tribe, Market Participant # 1130
- ✓ Internal billing creation
- ✓ MISO settlement statement analysis
- ✓ Work with Migizi Accounting in the event there is a billing dispute with MISO or other counter-party in respect to MISO transactions

Additional services to be provided in the “Scope of Work” section.

All requirements, including scope of work must be addressed in your proposal. Non-responsive proposals may not be considered. All proposals, whether selected or rejected, shall become the property of Migizi. The full RFP can be found on the website www.migiziedc.com Firms are responsible for checking the website periodically for updates or addenda to the RFP.

A non-mandatory pre-bid walkthrough of the Saganing substation site and metered properties is scheduled for June 22, 2022 @ 10:00am. All interested firms are encouraged to attend and gain greater knowledge of the project. Any firm that intends to attend this walkthrough, needs to notify Brian Smith prior to June 20, 2022 so that appropriate security measures are taken care of in advance.

Requests for information related to this RFP should be submitted via email to Brian Smith at basmith@sagchip.org no later than June 24, 2022. Answers to all questions asked will be posted on the website listed above no later than June 29, 2022.

II. BACKGROUND

Migizi Economic Development Company is a wholly owned subsidiary of the Saginaw Chippewa Indian Tribe of Michigan. Created to manage the Tribe's non-gaming businesses, the Migizi mission is to provide for the financial security of the next seven generations of Tribal Members. With a diverse portfolio ranging across nine industries, from hospitality to health care, Migizi Economic Development Company services the Great Lakes Bay Region and provides employment opportunities for Tribal Members and non-members alike through strategic investment and sustainable growth.

The Saganing electrical substation is located within Township 18N, Range 5E, Section 31 on Tribal Lands in the Township of Standish, Arenac County Michigan. The 7 MW substation is connected to the Karn-Iosco circuit operated by METC/ITC. There is an underground utility corridor with a distribution voltage of 13.8 kV that connects the substation to each metered location within tribal lands. The system has a fiber optic SCADA System comprising of Survalent software and Schweitrer RTAC.

III. PROJECT PURPOSE

Migizi desires to engage a qualified firm that will provide various consulting and tasking related to its requirements as a Market Participant in the Midcontinent Independent System Operator (MISO). Internal functions include the proper submission of meter data and other electricity buying tasks; internal billing and submission to appropriate departments; monitor settlements according to MISO schedules to make sure that data is correct.

The selected firm will help to ensure that the systems related to electricity meters, historical data, and other related items are in compliance with all industry standards. The selected firm's primary contact with Migizi or the Tribe will be Brian Smith, Economic Development Director via email at basmith@sagchip.org or by phone at 989-775-4091.

IV. SCOPE OF WORK

Migizi Economic Development Company is seeking a qualified firm to perform the following services:

- ✓ MDMA Functions
 - Collection of interval data from the Saganing revenue meter located in the substation
 - Creation of 24 hour interval MDMA XML submission file in compliance with MISO standards
 - Upload the daily files to the MISO portal

- Collection of the interval data from the Saganing distribution meters (laundry, powwow grounds, tribal administration building, water / waste water treatment plant, hotel 1, hotel 2, and casino)
 - Work with SCIT I.T. in the event there are issues with connectivity of the meters to the SCIT network
 - Work with MISO to resolve any meter reporting errors
 - Work with SCIT Utilities and vendors to resolve and meter issues
- ✓ Electricity Buying
 - Continue to purchase power at the tribe's MISO LMP node price (CONS.SCIT) as a NITS customer
 - Periodically evaluate purchasing power in a day ahead market versus real time in the event the Migizi Board or Tribal Council approves purchasing power in the date ahead markets and manage the daily purchase and load shape in submissions into the MISO portal
 - Periodically evaluate value of negotiating a power purchase agreement
- ✓ Annual Resource Adequacy Planning
 - Work with MISO Resource Adequacy staff to ensure that Migizi has the required amount of capacity for the upcoming Planning Year(s)
 - Look for capacity purchase options prior to annual MISO capacity auction
 - Make recommendation to Migizi Board related to various capacity purchase options
 - Work with SCIT departments to execute capacity purchase documents
- ✓ Compliance
 - Insure that the firm and Migizi is in compliance with all FERC, RFC, MISO, and all related professional standards and rules along with the Saginaw Chippewa Tribal Ordinance #35
- ✓ SCADA Management/Data Collection
 - Work with Tribal I.T. to complete user set up and get direct access to SCADA network
 - Work with Tribal I.T. to complete setup of MSSQL SCADA replication and internal PostgreSQL production databases
- ✓ Internal Billing
 - Create monthly internal billing spreadsheet
 - Email spreadsheet to Tribal Operations Accounting, Migizi Accounting and Migizi Economic Development Director
 - Perform Market Settlement Statement analysis and validation versus metered energy submissions
 - Perform Transmission Settlement Statement analysis and validation versus metered energy submissions
 - Perform analysis and validation of weekly market invoices
 - Perform analysis and validation of monthly transmission invoices

- In the event there are any invoice or account withdrawal errors, work with the necessary accounting department and the MISO liaison to resolve any issues
- ✓ Personnel Backup
 - Train at least one other employee of selected firm other than the primary contact listed under “Instruction to Bidders, A. Submittal” and have at least two qualified employees capable of performing all tasks listed for the duration of the contract. Any changes to this list needs to be made available to Migizi.

V. CONTENTS FOR PROPOSALS

In order for a proposal to be considered, it must be clear, concise, complete, well organized and demonstrate both the respondent’s qualifications and its ability to follow instructions. The quality of answers, not length of responses or visual exhibits, is important in the proposal.

The proposal shall be organized in the format listed below. Respondents shall read each item carefully and answer each of the following items accurately to ensure compliance with Migizi requirements. Failure to provide all requested information or deviation from the required format may result in disqualification.

Instructions to Bidders

A. Submittal

Include the RFP’s title and submittal due date, the name, address, and telephone number of the responding firm. Include a contact person and corresponding email address. The letter shall state that the proposal shall be valid for 120 days from the submission of proposals due date and that the staff proposed for these contracted service(s) is available immediately. The person authorized by the firm to negotiate a contract with Migizi shall sign the cover letter.

B. Description of Firm

- ✓ Name of firm, address, telephone number, and website.
- ✓ Name, title, phone number email address of the firm’s contact person.
- ✓ Provide an organizational description of your firm.
- ✓ Demonstrated experience in providing services to electricity related entities.
- ✓ Describe the firms experience working with Native American communities.

C. Organizational Structure

Describe your firm’s organizational structure. Supply the names of the professionals who will be responsible in providing services as outlined in this RFP. Please provide resumes for these individuals.

D. References and Description of Experience

This section should identify similar projects that the firm has completed as outlined in this RFP. Use this section to indicate the areas of expertise of your firm and the firm's expertise will enable Migizi to benefit from that expertise. Include the size of other projects related to this RFP, along with the names of individuals familiar with your work that can be contacted by Migizi staff. Identify any legal proceeding (arbitration, complaint or court action) filed by an owner against your firm for any project for which you provided contractual services to during the last five years

E. Project Overview

This section should clearly convey the firm's understanding of the nature of the scope of work and the general approach the firm will use to perform the services requested.

F. Cost Proposal

This section must provide a monthly fee to perform all services outlined in the "Scope of Work". The proposed fee must be inclusive of all anticipated costs associated with that performance.

An additional hourly fee rate for related services.

VI. SELECTION CRITERIA

Migizi staff will select and rank in the order of their qualifications those companies deemed to be the most highly qualified to perform the required work.

- ✓ Demonstrated understanding and responsiveness to RFP.
- ✓ Experience of firm and personnel named in the proposal.
- ✓ Project understanding and approach including and understanding of the Tribe and Migizi.
- ✓ Oral interview (if requested by Migizi).
- ✓ Completeness and quality of the proposal.
- ✓ Cost proposal.

VII. PROCESS FOR SELECTING FIRM

Migizi may choose to interview any, all or none of the respondents as may be in the best interest of Migizi. If interviews are held, Migizi will notify those firm(s) selected as to the place, date and time. Migizi will make investigations as necessary regarding the financial stability of any or all the respondents and may require review by the Saginaw Chippewa Indian Tribe's legal counsel. The names of all firms submitting proposals and the names, if any, selected for interview shall be not become public information. Firms that have not been selected shall be so notified in writing after the conclusion of the selection process. Late bids will not be opened and not returned to bidder.

Process for RFP

Schedule for Submission and Evaluation Process

RFP distributed to known firms and posting to www.migiziedc.com

Deadline for RFP response to questions

Proposals due

Migizi staff review

Recommendation to Migizi Board of Directors

Negotiate contract/provider signed contract

Contract fully executed

VIII. AWARD

Evaluation of Bid Proposals

Proposals will be evaluated based on the degree to which the proposed solution meets or exceeds the stated requirements, and the perceived maintainability and supportability of the proposed service proposal. The order of the criteria listed is of no consequence. The weight to which each criterion is considered is at the sole discretion of Migizi and is based on the following: Cost, qualifications of primary and secondary service provider(s), qualifications of firm, references.

Evaluation sheets and any internal discussions concerning these evaluations are not public information and will not be shared with any bidder or any other person outside of Migizi.

Award of Contract

The award of the contract will be made to the responsive bidder whose bid conforms, as specified in this document, and that is most advantageous to Migizi, with price and other factors being considered. Migizi reserves the right to reject any and all bids or part thereof and waive any irregularities. Final terms of all contracts and agreements will be negotiated by the Saginaw Chippewa Indian Tribe's legal counsel and approved by the Migizi Board of Directors.

Contract Commencement

Term of contract to begin at 12:00 am October 19, 2022