



AMERICAN SAMOA POWER AUTHORITY

P.O. Box PPB, Pago Pago, AS 96799

Email: bids@aspower.com

Website: www.aspower.com

Tel. (684) 699-3057



**REQUEST FOR PROPOSAL
FOR
SMART METERING
(And Operation Management Systems)**

PROJECT NO.	ASPA24.020
ISSUANCE DATE:	FEBRUARY 5, 2024
CLOSING DATE & TIME:	FEBRUARY 26, 2024 at 2:00PM

APPROVED FOR ISSUANCE BY:

WALLON YOUNG F.

ASPA EXECUTIVE DIRECTOR

**NOTICE TO OFFERORS
REQUEST FOR PROPOSALS**

ISSUANCE DATE:	FEBRUARY 5, 2024
RFP NO:	ASPA24.020
PROJECT DESCRIPTION:	SMART METERING (And Operation Management Systems)
CLOSING DATE/TIME:	FEBRUARY 26, 2024 at 2:00PM – American Samoa time
<p>The American Samoa Power Authority invites proposals from qualified proponents interested in providing SMART METERING and Operation Management Systems. This project is federally funded. The selected Offeror must provide a proposal that completely addresses all of the requirements stated in the scope of work provided.</p> <p>A complete RFP package may be picked up from the ASPA Procurement Office located inside the Utu Abe Malae Operations Building at the Tafuna ASPA compound. You may also view this RFP online at ASPA’s website, www.aspower.com. For more information about this RFP, please contact the following person(s):</p> <p style="text-align: center;">Renee Leotele Togafau Procurement Manager PH: 684-699-3057 procurement@aspower.com</p>	
<p>The American Samoa Power Authority reserves the right to:</p> <ol style="list-style-type: none">1. Reject all proposals and reissue a new or amended RFP;2. Meet and/or correspond with individual Offerors at any time to gather additional information;3. Select a firm for award based on other qualifications than “least cost” (e.g., capability to complete work in a timely fashion or proven technical capabilities)4. Negotiate a contract with the Offeror that is selected for award;5. Not award a contract, if it is in ASPA’s best interest not to proceed with contract execution;6. Waive any non-materials violations of rules set up in this RFP at its sole discretion	

PROPOSAL INVITATION

You are hereby invited to bid for requirements of the American Samoa Power Authority

Project No.	ASPA24.020	Closing Date:	FEBRUARY 26, 2024	Closing Time:	2:00PM
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Description: **SMART METERING & Operation Management Systems**

INSTRUCTIONS

1) This REQUEST FOR PROPOSALS shall require a Cost Proposal to be submitted in a **separate sealed envelope, box, or other enclosure**.

2) All required submittals, including the Cost Proposal must be addressed to the ASPA Procurement Manager at the ASPA Tafuna Compound, or via email to procurement@aspower.com. Hard copies may also be sent to:

American Samoa Power Authority c/o Procurement
P.O BOX PPB
Pago Pago, AS 96799

Five (5) hard copies – One (1) Original and Four (4) Copies, and one (1) PDF of the complete proposal must be received at the ASPA Procurement Office no later than the date listed above. Hard copies will be required for proposals exceeding twenty-five (25) pages. The envelope, or box must be labeled with the Project No and Description.

Late submissions will not be opened or considered and will be determined as non-responsive.

Any and all pre-proposal questions and/or clarifications shall be submitted to the Procurement Manager.

NOTE TO OFFERORS

This RFP is subject to the attached General Terms and Conditions of **“RFP No. ASPA24.020 – Smart Metering (and Operation Management Systems).”**

The undersigned offers and agrees to furnish within the time specified, the articles and services at the price stated opposite the respective terms listed on the schedule of the cost quotation. In consideration of the expense to the American Samoa Power Authority in opening, tabulating and evaluating this and other quotes, and other considerations such as the schedule, the undersigned agrees the quotation shall remain firm and irrevocable within One Hundred Twenty (120) calendar days from the closing date to supply any and all of the items for which prices are quoted. Offerors may be requested to extend the validity period of their Quotes, on the same terms and conditions, if the internal processes are not finalized within the validity period.

Signed: _____

Date: _____

RFP SUBMISSION CHECKLIST

All proposals should be accompanied by the following documents. If they are not available or not applicable, note as such. **Incomplete proposals will not be considered.**

1. Proposal Invitation Form – Page 3
2. Proposal Transmittal Form – Attachment A
3. Bid Form – Attachment B (submitted in a separate, sealed envelope)
4. Offeror's Qualification Form – Attachment C
5. Disclosure Statements – Attachment D
6. Non-Collusion Affidavit of Prime Offeror – Attachment E
8. Debarment or Suspension Certification Form – Attachment F
9. Special Reminder to Prospective Offerors – Page 5
10. 5 Hard Copies of Proposal – One (1) Original, 4 Copies, and 1 electronic (PDF preferred)

AMERICAN SAMOA POWER AUTHORITY
SPECIAL REMINDER TO PROSPECTIVE OFFERORS

Where applicable, OFFERORS are reminded to read the Proposal Invitation Instructions and General Terms and Conditions attached to the RFP and to verify that each submittal requirement (see boxes to be checked below) of the RFP is enclosed in the submittal envelope prior to the date and time of proposal opening.

[X] 1. PROPOSAL FORMS

- a. Proposal Invitation Form
- b. Proposal Transmittal Form (**Attachment A**)
- d. Bid Form – Cost Proposal (**Attachment B**)
- e. Offeror’s Qualification Form (**Attachment C**)
- f. Disclosure Statements (**Attachment D**)
- g. Non-Collusion Affidavit of Prime Offeror (**Attachment E**)
- h. Debarment & Suspension Form (**Attachment F**)

[X] 2. TECHNICAL PROPOSAL

The Technical Proposal shall follow the Scope of Work as outlined in this document. Also complete Offeror Qualification Sheet in **Attachment C**.

[X] 4. CONTRACT COST PROPOSAL

The Offeror shall complete the Proposal Cost Form (**Attachment B**).

[X] 5. SPECIAL REMINDER FORM

This form must be completed and submitted.

All required forms must be signed and returned with the proposal envelope. Failure to comply with these requirements may result in disqualification or rejection of the proposal.

I, _____ the duly authorized representative of _____, acknowledge receipt of this special reminder to prospective offerors together with “**RFP No. ASPA24.020 – Smart Metering and Operation Management Systems**” as of this date, _____ 2024.

Signature of Offeror’s Representative

GENERAL TERMS AND CONDITIONS

SCOPE OF SERVICES

INTRODUCTION

ASPA was formally established through legislative action by the American Samoa Government in (ASG) in 1981. ASPA generates and distributes electrical power, and provides water, wastewater, and solid waste services for the islands of American Samoa. Pursuant to Administrative Rule No. 01-2001, ASPA's procurement code was adopted in 2001.

1. As a separate and semi-autonomous authority, ASPA was established to afford better accountability for the utilities' operations and cost of service.
2. ASPA is governed by a five-member Board of Directors which are appointed by the Governor of American Samoa, and confirmed by the legislature.
3. ASPA's utility rates are developed and promulgated in accordance with ASG Administrative Procedures Act (ASCA § 4.1001 et. seq.) and specific guidelines within the Public Utility Regulatory Policies Act ("PURPA") for electricity.

BACKGROUND

The American Samoa Power Authority provides water, electricity and waste water services to over 43,000 residents through approximately 13,000 metered accounts. A total of 15 meter readers are assigned to read the 13,000 accounts monthly. The service area is split into various reading cycles and routes are read each day through the month. The current meter infrastructure incorporates a combination of manually read meters with readings captured via handheld reading devices.

OBJECTIVES

ASPA is soliciting proposals for a state of the art Smart Metering and Operating Management System, hereinafter referred to as the "System", for its billing and meter engineering subdivisions. Through the use of this system, ASPA intends to improve the customer experience, improve efficiency and reduce recurring operating costs. The System shall be inclusive of software, hardware, installation, implementation, customization, training, maintenance and technical support to make the System fully operational with ASPA's existing network (internet or radio based). A description of the services to be performed is included in the Scope of Work below.

Proposals shall include statements of interest, ability to complete the work within the required time (time is of the essence), experience and qualifications. All qualified firms are invited to submit proposals.

SCOPE OF WORK

- The smart metering system shall include any software, hardware, and accessories necessary to make the system fully operational with existing network (internet or radio based).
- The smart metering system shall have both post and prepaid capabilities.
- The smart metering system shall have remote meter disconnection capabilities.
- The ASPA requires a "state of the art" smart metering system that will have the demonstrated ability to allow integration of as many as two or more stations into a single system and will allow sharing of information (in real time where possible) between the various locations.
- The smart metering system will allow collection and storage of information so that it is readily accessible on site or by remote users of the system in user defined formats.

- The smart metering system must be hosted through cloud services for accessibility and the bidder must provide cyber security measures in place for cloud services.
- The smart metering system must be able to read different types of meters with remote reading capabilities.
- The smart metering system must be user friendly, while having flexibility for system administrators to customize the system and generate reports from anywhere.
- The successful Bidder must include a suitable training and support strategy that will allow system users to become fully functional with the smart metering system and provide upgrading as new versions of the system or meters become available.
- Requirements of the smart metering system:
 1. Minimum Requirements - the system must:
 - a. Provide a user friendly and efficient interface.
 - b. Fully functional smart meters.
 - c. Include all features to retrieve data remotely.
 2. Provide support for a number of input and output devices that will:
 - a. Support wired and wireless modems, routers and/or radio for communication
 3. Be compatible or integrated with the following ASPA IT requirements:
 - a. Client OS: Windows 10 (x64) Pro or the most modern professional enterprise Windows OS.
 - b. Milsoft iXp System
 4. Minimum business requirements:
 - a. Adherence to ASPA Windows based platform
 - b. Adherence to data audit principles
- Training Strategy
The Bidder should clearly layout a training strategy that will allow hands-on training for as many as 10 site attendants. The training should be designed to focus on the specific needs of ASPA.
- Reporting
The Bidder should submit the following written reports as progress is made during implementation of the project:
 - a. Implementation update reports
 - b. Final Report
- Data Structure
The Bidder should show how their smart metering system can be configured to ASPA's Milsoft iXp System so that data could be easily transmitted between the two systems.
- Data Conversion
The Bidder should provide a plan for conversion of up to 20 years of data as required by ASPA. The smart metering system should be able to generate long-term trending reports using this data.
- Maintenance and Support
The Bidder should provide a plan for ongoing system support and maintenance over the life of the software.

SUBMISSION OF PROPOSALS

In order to qualify for the work on this project, bidders must submit all information requested in the RFP. All proposals must remain in effect for at least one hundred twenty (120) days from the closing date. ASPA has the sole discretion to (1) reject any and all bid proposals, and (2) negotiate the modification of any and all proposals with any bidder in whatever manner it deems in its best interests. There is no guarantee, either expressed or implied, that an award and/or contract will be made to any firm.

ASPA may request additional information from the bidders in support of proposals. Additionally, ASPA may perform an interview with bidders under consideration to clarify any information provided, or to gather more evidence of managerial, financial and technical abilities. The Offeror may include any additional information such as company and product brochures.

DATE/TIME/PLACE OF PROPOSAL SUBMITTAL AND PROPOSAL OPENING

Each Offeror must submit its proposal in a sealed envelope addressed to the following individual, no later than **February 26, 2024 at 2:00PM:**

Renee Leotele Togafau
Procurement Manager
Tel: (684) 699-3057
P.O BOX PPB
Pago Pago, AS 96799
procurement@aspower.com

The contact identified above is the sole point of contact regarding the RFP from the date of issuance until selection of the successful vendor.

EVALUATION PROCESS

The proposal must contain responses to the requirements stated above in the Scope of Work.

ASPA reserves the right to make the contract award to the Offeror that submits the proposal which best meets the requirements set forth herein and which is in the best interest of ASPA after taking into consideration the aforementioned factors.

PRICE	40 POINTS
EXTENT & SUCCESS OF PREVIOUS WORK YOUR COMPANY HAS PROVIDED TO ORGANIZATIONS SIMILAR IN NATURE	15 POINTS
QUALIFICATIONS OF KEY PERSONNEL	15 POINTS
ADHERENCE TO RFP REQUIREMENTS	30 POINTS
TOTAL POINTS POSSIBLE	100 POINTS

OPENING AND EVALUATION OF PROPOSALS

Proposals will be opened and recorded as part of the record for the Source Evaluation Board (SEB).

All Proposals will be opened at the ASPA Procurement Conference Room or in another location so designated by the ASPA Procurement Manager.

In accordance with Procurement Rule § 3-114, mistakes in a proposal detected during or after proposal closing may be corrected. If the Offeror submits evidence in writing satisfactory to the Procurement Manager that a mistake has been made by the Offeror in the calculation of the proposal, the proposal may be corrected or withdrawn; provided, that the claim of mistake and the evidence in support thereof must be made and provided within three (3) business days after the proposal has been opened.

QUALIFICATION OF OFFERORS

At a minimum, the Offeror shall submit information which is required by the "Offeror's Qualification Form".

ASPA may make such investigations as it deems necessary to determine the ability of the Offeror to perform the work.

The Offeror shall furnish to ASPA such additional information and date for this purpose as ASPA may request, or the proposal may be deemed non-responsive.

MULTIPLE PROPOSALS – COLLUSION

If more than one proposal is submitted by any one party or in the name of its clerk, partner or other person, all proposals submitted by said party may be rejected by ASPA.

If requested by ASPA to do so, an Offeror may submit an alternate proposal.

If ASPA believes that collusion exists amongst any Offerors, the participants in such collusion will be disqualified from contract award consideration.

The proposals in which the prepared costs and fees are unreasonably high, or unrealistically low, may be rejected at ASPA's sole discretion.

BUSINESS LICENSE

Off-island offerors shall be appropriately licensed in accordance with the state and/or country of the Offeror's origin and shall be skilled and regularly engaged in the general type and capacity of work called for under the RFP.

Local offerors must possess a current, valid American Sāmoa Business license prior to the execution of the contract. Certificates must also be current.

OFFEROR'S UNDERSTANDING

The successful Offeror must inform itself of the conditions relating to the execution of the work.

The successful Offeror shall comply with federal and territorial statutes and ordinances relative to the execution of the work including, but not limited to, applicable regulations which concern the following:

1. Wage Rates;
2. Non-discrimination in the employment of labor;
3. Protection of public and employee safety and health;
4. Environmental protection;

5. Historic preservation;
6. Protection of natural resources;
7. Fire protection;
8. Burning and non-burning requirements;
9. Permit, fees, and similar subjects

The successful Offeror shall agree to the requirements under Executive Order No. 11246, as amended, including specifically the provisions of the equal employment opportunity clause.

AMERICAN SAMOA LICENSES, PERMITS, TAXES AND IMPORT DUTY

The Offeror shall be cognizant of and shall comply with all American Sāmoa Government (ASG) laws and ordinances pertaining to licenses, permits, the American Sāmoa Government tax structure and import duty.

- a. Successful Offeror shall have an ASG Business License (*see para Business License*) in order to perform the required contractual work
- b. As necessary, the successful Offeror must pay income taxes to ASG based on the profit made on the contract
- c. Successful Offeror who is also a foreign corporation shall take note of the American Sāmoa section 1442 of the Internal Revenue Code for tax year 2000, as adopted by ASG pursuant to A.S.C.A § 11.0403.

WITHDRAWAL OF PROPOSAL

Any Proposal shall be withdrawn prior to the closing date and time by notifying ASPA in a written request.

No Proposal shall be withdrawn after the closing date and time.

EXECUTION OF CONTRACT

Upon receiving the Notice of Award, a contract will be drawn up. The successful Offeror must sign and deliver the Contract to ASPA, together with any other documents as may be required by ASPA within fifteen (15) calendar days.

RFP CONDITIONS

This RFP does not commit ASPA to award a contract or to pay any cost incurred in the preparation of a proposal.

ASPA reserves the right to do the following:

1. Reject any Offeror for being non-responsive to the Proposal requirements which are contained in this RFP;
2. Reject all proposals and reissue an amended RFP;
3. Request additional information from any Offeror submitting a proposal;
4. Select an Offeror for award based on other than "least cost" criteria (e.g., capability to complete the requested services in a timely fashion or substantive and relevant work experience);
5. Negotiate a contract with the Offeror selected for award;

6. Revoke an award letter from one Offeror should negotiations fail to produce a satisfactory contract from ASPA's point of view and award the project to another Offeror;
7. Retain a liquidated damages proposal bond of any Offeror who does not negotiate with ASPA in good faith; and
8. Waive any non-material violations of rules contained in this RFP.

ASPA may also issue addenda to this RFP.

1. The Offeror must send ASPA a signed Receipt of Addenda form confirming the receipt of any Addendum.
2. The Offeror shall submit any additional information that is required by any Addendum;
3. If any Offeror fails to acknowledge the receipt of any such Addendum, the Offeror's Proposal will be considered irregular and will be accepted by ASPA only if it is in ASPA's best interest.

OFFEROR'S QUALIFICATION DATA

It is the intention of ASPA to award a contract to a qualified Offeror who is able to furnish satisfactory evidence that the Offeror has the requisite experience and ability, including sufficient capital, facilities and plant, which are necessary to prosecute the work successfully and promptly and to complete it within the term set forth in the contract.

The Offeror shall complete and submit the "Offeror's Qualification Form" as part of the total proposal package.

ASPA reserves the right to award this Landscape Maintenance Contract to two or more contracts separately. ASPA also reserves the right to award to one contracts for the full contract.

ATTACHMENT A – PROPOSAL TRANSMITTAL FORM

Date: _____

AMERICAN SAMOA POWER AUTHORITY

American Samoa Government

To Whom It Concerns:

The undersigned (hereafter referred to as the Offeror) hereby proposes and agrees to furnish all of the requested submittal and proposal information pertaining to

RFP NO. ASPA24.020 – SMART METERING & OPERATING MANAGEMENT SYSTEM

In accordance with the Scope of Work (Attachment B), General Terms and Conditions, and other procurement requirements specified in this document for the prices stated in the itemized proposal form(s) attached hereto, plus any and all sums to be added and/or deducted resulting from all extra and/or omitted work in accordance with the unit and/or lump sum prices stated in the itemized proposal form attached hereto.

The undersigned has read and understands the proposal requirements, and is familiar with and knowledgeable of the local conditions at location(s) where the work is to be performed. The Offeror has read the Request for Proposal Instructions and General Terms and Conditions attached to ascertain that all of the requirements (see check boxes) of the cost proposal are submitted in the proposal envelope, with five copies, at the date and time for proposal opening. (See Page Five of this document, "SPECIAL REMINDERS TO PROSPECTIVE OFFERORS" to verify that all four submittal requirement boxes have been checked.)

Signed

Date

ATTACHMENT B – BID FORM

DESCRIPTION	U/M	QTY	U/COST	TOTAL
Software License		1		
Technical Support		1		
Installation Fee		1		
Smart Electric Meter		6000		
Meter Box (Deter Ants)		6000		
Ocean Freight		1		
			TOTAL	

Shipping/Lead Time:

Offeror must provide a full description of product warranty. Offeror's who fail to state warranty may be deemed non-responsive.

ATTACHMENT C – OFFEROR QUALIFICATION FORM

1. Name of Organization: _____

2. Business Address: _____

3. Telephone: (Home Office) _____

Business Telephone: _____

Email Address: _____

Fax Number: _____

Tax Identification Number: _____

4. Contact Person: _____

5. Type of Business (please check one):

Corporation _____ Partnership _____ Proprietorship _____ Joint Venture _____

Note: For Corporations – Articles of Incorporation Certification must be on record with the Treasurer of American Samoa. Copies of partnership agreements and articles of incorporation must be submitted to the revenue branch with application form and relevant documents. Aliens cannot operate sole ownership enterprises and partnerships with aliens are subject to immigration board review.

6. Place of Organization or State of Incorporation: _____

7. Owner's Names and Addresses (if not a Corporation):

8. For Corporations: Names and Addresses of Directors, Officers, and Stockholders with 20% or greater interest in the company.

9. List US States and Territories where the company is registered as a foreign corporation.

10. List all projects of similar scope and extent which the Offeror has conducted within the past five-years; provide the dollar value contract amount for each project. And list project owner contact information for reference inquiries.

Location and Date of Project: _____

Nature and scope of contract (provide a brief project description): _____

Name and address of awarding agency or owner for which work was performed:

Name, address, and phone number of Contact Person for the agency

Contract Amount _____ Date of Completion _____

If not completed, why? _____

Was contract performed under joint venture, if so with whom and under what arrangement?

Location and Date of Project: _____

Nature and scope of contract (provide a brief project description): _____

Name and address of awarding agency or owner for which work was performed:

Name, address, and phone number of Contact Person for the agency

Contract Amount _____ Date of Completion _____

If not completed, why? _____

Was the contract performed under joint venture, if so with whom and under what arrangement?

11. List the name or names of supervisory personnel proposed to be employed on the work under this Contract, including the qualifications and experience record for each. Personnel resumes may be included within the Offeror's proposal submittal.

<u>Name</u>	<u>Qualifications/Experience</u>
_____	_____

_____	_____

12. List the names and addresses of at least three (3) references, one of which should be a bank or other lending institution, governmental agency, or bonding company.

<u>Name of Reference</u>	<u>Address and Contact Information</u>
_____	_____

ATTACHMENT D – DISCLOSURE STATEMENT

This form must be completed by all offerors and submitted with the proposal.

I _____,
(Name of owner or partner- all partners must complete a form)

of _____ the Offeror, that has submitted
(Name of Company)

the attached proposal:

(Complete one of the two following statements)

1. I **have no** immediate relatives (parents, children or siblings) who are currently employed by the American Samoa Power Authority (ASPA) or the American Samoa Government (ASG)

(Signed) (Title)

2. I **have** immediate relatives (parents, children or siblings) who are currently employed by ASPA or the ASG.

Their names and positions in are as follows.

Name	Relationship to Offeror	Position in ASPA
------	-------------------------	------------------

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(Signed) (Title)

Note: It is not against ASPA procurement rules for the relatives of government employees to bid on and receive government contracts provided they disclose such relationships at the time of bidding.

ATTACHMENT F – DEBARMENT OR SUSPENSION CERTIFICATION FORM

By submitting this offer and signing this certificate, the bidder certifies that company and principals:

1. Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency
2. Have not, within a three-year period, preceding this bid has been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) transaction of contract under a public transaction, violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (2) of this certification;
4. Have not, within a three-year period, preceding this bid had one or more public transactions (Federal, State or Local) terminated for cause or default; and
5. Are not presently listed on the Federal Government Terrorism Watch List as described in Executive Order 13224.

The inability of a bidder to provide the certification required will not necessarily result in denial of participation in this covered transaction. The bidder shall submit an explanation of why it cannot provide the certification. The certification or explanation will be considered in connection with ASPA’s determination whether to enter into this transaction. However, failure of the bidder to furnish a certification or an explanation shall be reason for disqualification from participation in this transaction. The bidder shall provide immediate written notice to ASPA if at any time the bidder learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstance.

Bidder’s Name:			
Bidder’s Address:			
Bidder’s Telephone & Email Address:			
Authorized Company Official’s Name (Printed:			
Signature of Company Official:			
EIN:		DUNS #:	