



Request for Consultant Proposals

Surveillance Testing Laboratories

Issued by Efficiency Forward, Inc.™:
3/29/2019

Questions Due Before:
4/15/2019 4:00PM

Proposals Due:
4/26/2019 4:00PM



Efficiency Forward/DesignLights Consortium® Background

Efficiency Forward (EF)/the DesignLights Consortium (DLC) is a non-profit organization dedicated to accelerating the widespread adoption of high-performing commercial lighting solutions. The DLC promotes high-quality, energy-efficient lighting products in collaboration with utilities and energy efficiency program members, manufacturers, lighting designers, and federal, state, and local entities. Through these partnerships, the DLC establishes product quality specifications, facilitates thought leadership, and provides information, education, tools, and technical expertise.

Project Objectives

The DesignLights Consortium (DLC) is seeking proposals for accredited, independent laboratories to conduct cost-effective testing for the DLC's [Surveillance Testing program](#).

Services to Be Performed

Your proposal is expected to cover the following services:

1. Testing of DLC qualified products according to the proper standards.
2. Administration associated with testing (tracking testing status, shipping and receiving, invoicing, etc.).

Submittal Information

Contact and Communications

All communications between bidders and EF are to be directed to:

Stephen White, Director of Admin and Finance, swhite@designlights.org.

Bidders' Questions & Responses

Bidders may submit questions on this RFP via e-mail. All questions submitted prior to **April 15, 2019 at 4:00 PM** will be answered to the best of our ability on or before April 17, 2019.

RFP Submittal Deadline & Format

Bidders are required to submit their proposal by **April 26, 2019 at 4:00 PM** will via e-mail to:

Stephen White, Director of Admin and Finance, swhite@designlights.org.

- The proposals should be submitted in both Microsoft Word and PDF format.
- A confirmation of receipt will be sent to those who submit proposals on time.
- Late submittals will be rejected.
- Bidders are not required to submit print copies of their proposals.



- The transmittal letter contained in the proposal package must have an electronic signature and must be signed by a person who is authorized to bind the proposing firm.

EF reserves the right to reject as non-responsive any proposals that do not contain the information requested in this RFP. EF is not liable for any costs incurred by any person or firm responding to this RFP or participating in best and final interviews.

Milestone Schedule

To allow adequate time for proposal submission and evaluation, the schedule below will be followed:

RFP Issued	3/29/2019
Questions Due	04/15/2019
DLC Responses	04/17/2019
Proposals Due	04/26/2019
Anticipated Notification to Successful Bidder	05/15/2019
Anticipated Contract Start Date	06/01/2019

Minimum Qualifications

A single firm or a team of firms under a single primary contractor may submit bids. Key staff members must have demonstrated expertise in SSL product testing. Changes in proposed key staff members may not be made during the execution of the work without written approval of EF.

Interested laboratories must first meet the DLC Testing Laboratory Requirements (<https://www.designlights.org/solid-state-lighting/qualification-requirements/testing-lab-requirements/>) to be considered for participation in the DLC’s Surveillance Testing program.

To be eligible, all participating independent, third party labs must agree to the tenets and requirements of the [Surveillance Testing program](#) as established by the DLC. In addition, laboratories will have to agree to the following conditions:

- Each laboratory must sign an agreement lasting through June 2020. Following this period, the agreement will be annually renewable. The DLC reserves the right to issue a new RFP for these services after completion of any contract period.
- Laboratories must be properly accredited per the DLC’s Testing Laboratory Requirements, with accreditation maintained in good standing during the entire period of the agreement. If accreditation is renewed during the contract, laboratories must provide a new copy of the organization’s accreditation certificate and scope of accreditation.
- Laboratories must be located within the continental United States of America or Canada.
- Laboratories must be independently owned and operated and must not be affiliated with any product manufacturer *in a fiduciary manner*, whether by ownership or contract.



- Laboratories may provide services to product manufacturers but must treat Surveillance Testing as a separate proprietary function on behalf of the DLC, and as such, not disclose information, including the contents of the tests and the test results, to any party other than the DLC or its technical support or applications processing contractor as requested. Selected laboratory(ies) will be required to sign a Non-Disclosure Agreement to ensure the integrity of the process.
- Each participating laboratory must demonstrate the capability and willingness to perform tests on up to 600 products per one year contract period. The DLC may decide to test fewer products, or assign fewer products to a given laboratory, at its discretion.
- Each participating laboratory must demonstrate the capability to provide test results within 10 business days of receiving the sample to be tested.
- Each participating laboratory shall provide competitive testing costs that are in line with prices for high-volume customers for LM-79, shown for both goniophotometer and integrating sphere. If an organization is capable of being the sole laboratory under contract, they shall provide pricing for both an instance in which they are the sole contractor as well as a scenario in which volume is shared with another contractor.

Modifications to the RFP

EF may modify the RFP prior to the proposal submission deadline by the issuance of an addendum to all parties who have submitted a notice of intent to bid by the required date.

Post Proposal Negotiation and Awarding of Contracts

EF reserves the right to negotiate both price and non-price factors during any post-proposal negotiations with a finalist. EF has no obligation to enter into an agreement with any respondent to this RFP and may terminate or modify this RFP at any time without liability or obligation to any respondent.

Acceptance of Terms and Conditions

The submission of a proposal to EF shall constitute a bidder's acknowledgement and acceptance of the terms, conditions, and requirements outlined in this RFP.

EF will utilize its standard Consulting Agreement (Appendix A) to contract for the services outlined in this RFP. A list of exceptions to the terms and conditions outlined in the Consulting Agreement should be returned with bidder's response.

All proposals submitted to EF pursuant to this RFP shall become the exclusive property of EF and may be used for any reasonable purpose by EF.

Response Guidelines and Requirements

Proposals should provide straightforward and concise descriptions of the bidder's ability to satisfy the requirements of this RFP. Omissions, inaccuracies, or misstatements will be sufficient cause for rejection of a proposal. Proposals not submitted as indicated may be rejected.



EF is looking for proposals demonstrating creativity, expertise, and experience in how bidders approach the work scope – not necessarily a detailed final approach. Once the consultant is selected, an initial task will be to review the scope and deliverables with EF and finalize a Scope of Services.

Bidders are requested to provide a concise yet complete description of the bidder’s approach and capabilities for satisfying the required services outlined in this RFP. Excessive length is discouraged. In addition, bidders are encouraged to proactively present additional information and responses, not specifically requested, that help demonstrate understanding of this project’s objectives and needs as well as bidder’s creativity, experience, and/or expertise.

Proposals must include the following:

- **Proposal Cover**
Must indicate the RFP name, the proposal date, bidder’s name, and list of subcontractors.
- **Signed Cover/Transmittal Letter**
Must state that the person signing the letter is authorized to commit the bidding organization to the proposed work scope, budget, and rates; that the information in the proposal is accurate; and that the proposal is valid for 90 days from the date of submittal.
- **Table of Contents**
- **Laboratory team and location**
Provide a general introduction on the representatives of the laboratory testing team, including each team member’s area of expertise, and note any past experience managing verification testing work and/or experience providing test results for DLC applications. Provide a description of where your testing facility or facilities are located. Be sure to clarify if any of the locations are not participating in the RFP.
- **Laboratory qualifications**
Statement of testing laboratory qualifications, which should include at least the following information: years of experience testing LED lighting products, record of participation in verification testing for other programs, and laboratory equipment overview (number of goniophotometers and spheres – in addition to size of spheres – as well as location if multiple labs).
- **Statement of work**
Provide a high-level overview of the proposed approach to receiving, testing, and reporting of products selected for Surveillance Testing. Include the proposed approach for handling volume, meeting turnaround times, maintaining confidentiality of testing and results, storing/shipping products, and corresponding with the DLC should issues arise during the testing of the product. Describe any anticipated challenges with this task and how you would propose to overcome them (no more than 20 pages).
- **Testing costs**
Provide competitive testing costs in-line with high-volume discounts for LM-79 tests. Please provide pricing for each type of test (integrating sphere and goniophotometer) at full (300+ tests) and at partial volume. Specify the price breaks occur for different volumes.



- References
Supply three (3) references (names and telephone numbers) of clients who have had products recently tested within the laboratory.
- Exceptions to Contract Terms (if needed)
- Conflicts of Interest (if needed)
- Appendix – Sample test report
- Appendix – Resumes of key staff

Evaluation of Proposals

EF will evaluate proposals on criteria including but not limited to the scoring matrix below. As noted above, the qualifications of key staff assigned to lead this project and the amount of time they commit to the project will be weighed heavily.

RFP Evaluation Criteria/Scoring Matrix
Part A: General Approach
Proposal quality – comprehension and clarity regarding meeting project objectives and quality of proposed approach for meeting those objectives
Thoroughness and practicality of approach
Creativity of approach
Part B: Laboratory Qualifications and Experience
Does the laboratory location reside in the United States of America or Canada?
Is the laboratory team capable and competent to conduct the testing necessary for Surveillance Testing?
Is the example test result report format easy to evaluate?
Part C: Cost
Are the costs provided competitive and in-line with a high-volume pricing?
Are the costs provided consistent with DLC’s understanding of costs associated with LM-79 Integrating Sphere and Goniophotometer testing?



ATTACHMENT A Scope of Services

Accreditation/Eligibility

- Contractor shall furnish the most up to date accreditation documents throughout contract for their laboratory location(s):
 - Testing shall occur at the following accredited contractor location(s):
 - *TBD (submitted in contractor proposal)*
- Contractor responsibilities:
 - Immediate notification to DLC regarding any suspension of the laboratory accreditation or investigation of the laboratory facility or facilities by the accreditation body.
 - Immediate notification to DLC regarding any change to the eligibility requirements prescribed

Testing

- Sample handling
 - *TBD (submitted in contractor proposal)*
- Testing process
 - To be handled in accordance with LM-79-08 and relevant laboratory accreditation body.
- Handling increased volume in a short period of time
 - *TBD (submitted in contractor proposal)*
- Storage
 - All samples that are not currently under test, or being prepared for testing, shall be stored in a secured location at the contractor.
 - All storage costs are included in the price of testing. There are no additional storage fees.
 - There is no timeline for how long a product can be stored so long as there is an active contract.
 - Contractor to inform DLC as soon as Contractor is aware that it will be unable to continue storing a product after testing is complete. Contractor shall not dispose of a product until acknowledged by DLC. If acknowledgement is not received within 30 days, Contractor shall return product to DLC at DLC's expense.
 - Samples will be released at the end of the entire process, as notified by DLC. Contractor will either:
 - Dispose of the sample(s)
 - Ship the product using the manufacturer's shipping account (to be provided)
- Reference housings
 - Contractor is responsible for furnishing any reference housings needed for testing
 - When applicable, DLC will provide the reference housing to be used. DLC will make an effort to use any reference housing already obtained.



Reporting

- Contractor shall use its standard test report format, which shall contain, at minimum, the following content:
 - Customer information
 - Customer name
 - Model under test
 - DLC Surveillance Testing reference number
 - Sample received date
 - Sample test date
 - Sample unique ID number
 - Minimum requirements for tested metrics
 - Integrating Sphere
 - Lumen Output
 - Efficacy
 - Wattage
 - Correlated Color Temperature (CCT)
 - Color Rendering Index (CRI)
 - Power Factor and Total Harmonic Distortion
 - Goniophotometer
 - Lumen Output
 - Efficacy
 - Wattage
 - Zonal Lumen Distribution
 - Spectral Power Distribution (SPD)
 - Provide the full SPD file in accordance with TM-27-14, when applicable
 - IES File
 - Provide the IES file, when applicable
 - Photographs
 - Whole product – front
 - Whole product – back or side
 - Product installed in reference housing (if applicable)
 - Exterior product packaging
 - Close up manufacturer label on driver/ballast (when available)
 - Close up of manufacturer label on fixture and product packaging (when available)
 - Whole and close up of any damage to product or packaging (if applicable)
 - Test Equipment
 - Equipment type, model number, and calibration date
 - Standard(s) samples were tested in accordance with
 - Contractor test location
 - Sample test/evaluation date
 - Unique report number
 - Report issue date



- Test results within no more than 10 business days from product arrival
 - Contractor shall provide DLC test results within 10 business days upon receipt of the applicable Surveillance Testing sample and any requested supporting information requested in order to suitable test the specific model product.
 - This 10 business day timeframe remains in place even during periods of high volume, unless otherwise agreed to by the parties in writing.
- Online test report access
 - *TBD (submitted in contractor proposal)*
- Test report confirmation
 - When DLC reviews a test report that is cause for failing results, Contractor shall confirm the test results within 5 business days. This isn't required to be a full re-test of the product, but should be done with an additional level of scrutiny.
 - *TBD (submitted in contractor proposal)*

Administration

- Contractor is responsible for updating certain fields in DLC tracking system, including (but not limited to):
 - Date Product(s) Received
 - Product Released/Completed
 - Test Report Ready
 - Test Report Number
 - Lab 2nd Review Complete (when applicable)

Key Staff and Roles

- *TBD (submitted in contractor proposal)*