

[3/21/17 UPDATE]: The “Proposals Due” date was extended to 3/30/17. The related RFP schedule changes are indicated in {green font and braces} below.

[3/16/17 UPDATE]: Changes from the original version of the RFP are indicated in [red font and brackets] below. Responses to questions are [available here](#).



Request for Consultant Proposals

Home Energy Labeling Information eXchange (HELIX)

Issued by Northeast Energy Efficiency Partnerships, Inc.:
March 3, 2017

Questions Due Before:
March 9, 2017 [Responses are [available here](#)]

Notice of Intent to Bid Due:
March 17, 2017

Proposals Due:
{March 30, 2017: 5 PM Eastern Time}

NEEP Background

NEEP was founded in 1996 as a non-profit accelerating energy efficiency in the Northeast and Mid-Atlantic states. Today, it is one of six Regional Energy Efficiency Organizations (REEOs) funded, in part, by US Department of Energy to support state efficiency policies and programs. Our **mission** is to accelerate energy efficiency as an essential part of demand-side solutions that enable a sustainable regional energy system. Our **vision** is that the region embraces next generation energy efficiency as a core strategy to meet energy needs in a carbon-constrained world. Our long-term shared **goal** is to assist the Northeast and Mid-Atlantic region in reducing carbon emissions 80% by 2050, relative to 2001. Our **approach** is to facilitate collaboration, education, and enterprise in order to overcome barriers and transform markets.

Project Background

Energy is the highest cost of home maintenance, but homebuyers typically receive little or no information about how much energy they will need to heat, cool, and power the homes they see listed for sale or rent. Historically, this information was simply not available, but programs like the U.S. DOE's Home Energy Score (HEScore) now provide energy consumption and cost estimates for more homes than ever before. Thus, the primary barrier to widespread access to energy information for homes on the market is the lack of a system in place to transmit this data directly from the sellers trying to market their homes to the real estate listings buyers use to compare them.

In 2016 NEEP assembled a team to oversee the development of a database, HELIX, capable of (1) compiling HEScore data and other home energy information into a single repository and (2) using this information to automatically populate real-estate listings whether they are accessed through local Multiple Listing Services (MLS) or portals like Trulia and Zillow. Developing this database should expedite the creation of large-scale home energy labeling programs that support the market valuation of energy efficiency in homes across the northeast by making home energy information accessible to local MLSs and other market interests (e.g., realtors, appraisers, energy efficiency programs and service providers, state energy offices and building departments). Ultimately, the market valuation of energy efficiency in homes will support the use of private financing to build or retrofit homes to achieve high levels of energy efficiency and reduce wasteful use of energy.

HELIX focuses on the Northeast region – the six New England states and New York – while also aiming to provide a replicable, open-source model for others to use. The project will culminate in full implementation of the HELIX database across the seven state region in 2018, but the system may or may not be implemented as multiple instances: one instance of HELIX may serve the entire consortium of states. The project also includes training delivered to real estate professionals as well as continuous engagement with stakeholders in the Northeast in order to ensure a useful product.

HELIX is supported by the U.S. Department of Energy, Vermont Public Service Department, Massachusetts Department of Energy Resources, Energize Connecticut, and other regional partners.

Project Objectives

The long-term goal is that HELIX will serve as a regional repository for several sources of home energy information as well as a conduit for incorporating this information into local MLSs – all the while providing appropriate data security and privacy protections. See Figure 1 below, noting that the data sources could be national or state/local entities and that intermediary public records data providers/aggregators could substitute for direct connection to MLSs.

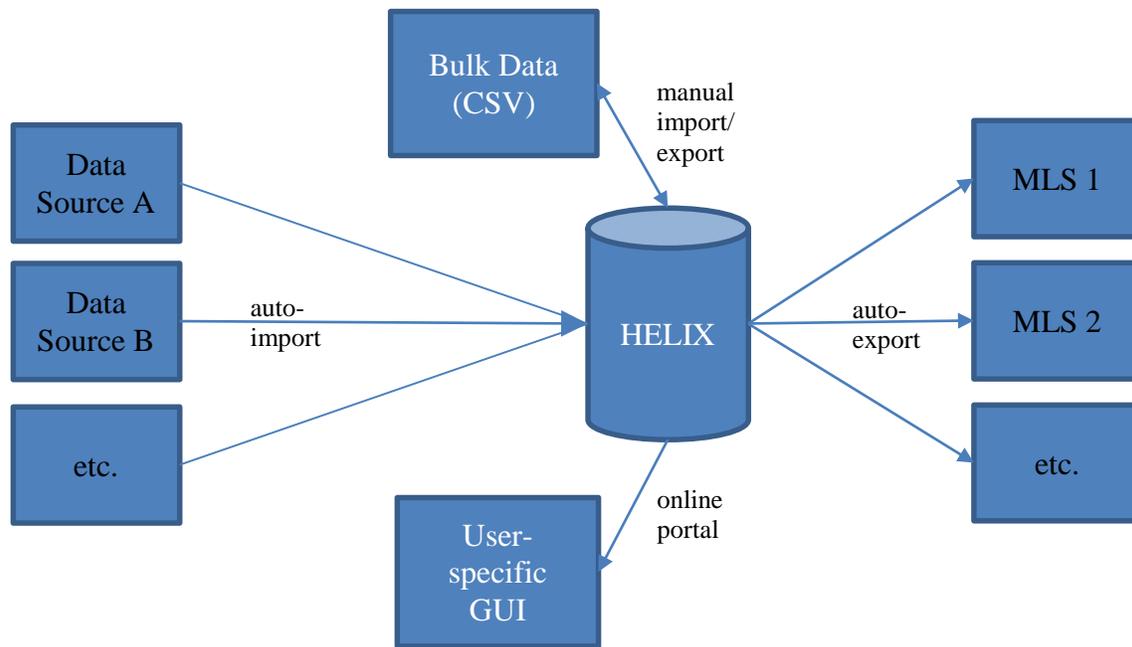


Figure 1. HELIX Long-Term Implementation Model [note: see question answers #1]

The technical solution for HELIX is envisioned to be a hosted system with the adequate security requirements to store home energy performance data. Adequate security requirements would be the minimal effort necessary to protect personally identifiable information (PII), where applicable, and to keep HELIX up and running for public access. At this time, there is no vision for keeping sensitive information within HELIX. Approved users and systems should have the ability to add to the HELIX data repository through a user-interface and/or machine-readable web services. Additionally, the same user-interface and web services should allow approved users to extract home energy performance information to other systems to make valuable use of the data.

While the eventual goal of the HELIX project is to automatically connect multiple data sources to multiple MLSs as described above, this RFP and the tasks detailed below focus on a simpler initial version referred to hereafter as HELIX version 1 (v1). Additional functionality will be added to HELIX after development of v1; as such, bidders to this RFP should propose approaches that are highly scalable.

Services to Be Performed

Your proposal is expected to cover the following major services as indicated in Figure 2:

1. **Develop the HELIX database** including internal architecture consistent with the elements of the RESO Silver Certification level.
2. **Develop web services with a focus on importing data** including an API-based link to DOE's Home Energy Score and a bulk import function via a CSV file to enable inclusion of information from additional data sources.
3. **Develop web services with a focus on transmitting home energy information** including an API suitable for use by MLSs and data aggregators of public records, a CSV export function, and a minimal web-based interface or web site to browse home energy info.

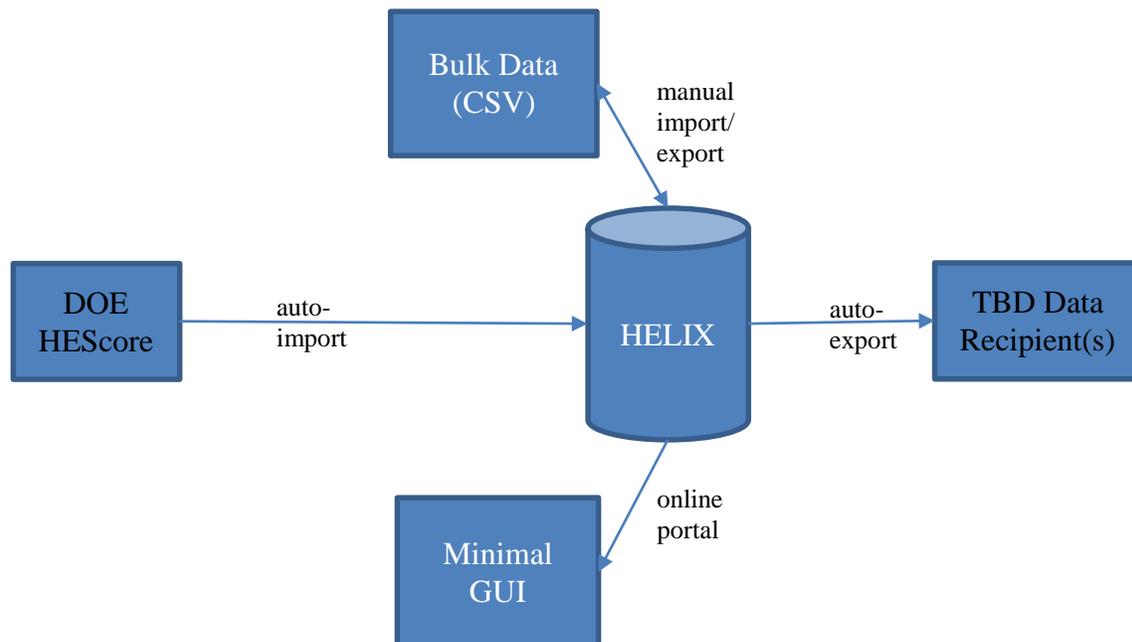


Figure 2. HELIX v1 Implementation [note: see question answers #1]

Please see Appendix B for an initial product backlog describing HELIX's goals as a technical system. The product backlog is structured through user stories and different themes with respect to the HELIX project with an aim to keep the project's development agile. Responses to this RFP document should make direct reference to the content of this backlog by referencing the ID numbers of individual elements therein. Note that the product backlog assumes use of the SEED Database as a foundation upon which to build HELIX. However, bidders are encouraged to challenge this – see the "Assumptions" section of this RFP.

Please see Appendix C for a table of potential data sources for inclusion in HELIX as well as a prioritized list of different data recipient types. For HELIX v1, data sources other than DOE's HEScore will have the potential to be uploaded via spreadsheet based bulk upload, but the long-term intent is to shift to automated processes through later development.

Deliverables and Milestones

The following table of deliverables details the expected deliverables to be submitted to NEEP. NEEP shall have 5 working days to notify the contractor of any issue's or perceived discrepancies. Upon notification of said issues or discrepancies the contractor shall have 5 working days to correct.

Deliverable	Delivery Date	Format
Project Management Plan	10 working days after contract award	Electronic copy
Project Schedule	20 working days after contract award	Electronic copy
System(s) Architecture Document	60 working days after contract award	Electronic copy
Functional Requirements Document	60 working days after contract award	Electronic copy
System(s) Design Document – including privacy/security considerations	90 working days after contract award	Electronic copy
System(s) Test Plan	120 working days after contract award	Electronic copy
Maintenance & Updates Plan / User Manual	150 working days after contract award	Electronic copy
Final Delivery of all Automated Systems – inclusive of the Requirements in the previous section	11 months after contract award	N/A
Weekly Program Status Meeting	Weekly	Electronic copy

Table 1. Schedule of Deliverables

Project Milestones

The project milestones give a broader view of the work to be performed over this period with deadlines for implementation of HELIX and are detailed in the high-level timeline under the "Assumptions" section below.

Period of Performance

April 2017 through March 2018 for the base period of the contract.

Place of Performance

Work will be conducted offsite.

Assumptions

While the following assumptions are provided to help clarify and contextualize the role of HELIX, bidders are encouraged to modify these assumptions in their responses to this RFP document with explanation.

Timeline

The initial, high-level timeline would be:

- Contract executed for an initial build: April 2017
- Build HELIX version “0.1” (including internal alpha-testing): August 2017
- Build HELIX version “0.2” (including external beta-testing): November 2017
- Release first full version of HELIX, version 1.0, partially or wholly through open-source: February 2018

Number of Records at Scale versus Beta-Testing

At scale, HELIX could have multiple records per residential housing units across the seven states, but initially the scale of records may be much less, as NEEP and its partners seeks out existing data sources for relevant information and attempts to integrate them into HELIX.

Architecture/Build: Leveraging Existing Systems

One of the primary goals of HELIX is to build a replicable model built on open source technology. As such, NEEP and its partners believe that the build of HELIX should start with improvements to the U.S. DOE’s Standard Energy Efficiency Data Platform™. The Standard Energy Efficiency Data (SEED) Platform is an open source software application designed to manage building performance data, such as required by a benchmarking ordinance, which can be costly and time consuming for states, local governments and other organizations. The SEED Platform helps users combine data from multiple sources, clean/ validate it, and generate queries and reports. While SEED is predominantly focused on commercial buildings (more recently SEED is continually being improved for residential applications), NEEP and its partners believe that this code can be modified to fit the needs of HELIX. This RFP document does not prohibit the proposals of solutions not leveraging SEED, but those proposals will need to provide a strong reasoning for moving to a different platform for its solution.

Implementation: Data Consumers

The primary consumers of the data fed into HELIX would be large public records data providers/ aggregators and/or MLSs directly. There are several data providers that feed basic residential property information to the MLSs in the northeast and all over the United States. HELIX should be built with the goal to be compatible with such data providers. However, other important avenues exist for populating real estate listings, including: (1) MLSs which manage their data in-house and do not rely on intermediary data providers; and (2) real estate online portals, which could be populated directly in cases where circumventing the local MLS proves necessary. While populating real estate listings is HELIX’s most important functionality, many other use cases would allow individuals (real estate professionals) and entities (state energy offices, utility program administrators, and business interests) to benefit from having access to HELIX’s property-specific and aggregated home energy information, respectively.

Operations & Maintenance

The eventual owner of the HELIX database will either provide ongoing hosting and technical support services for HELIX itself or hire another party to provide this service. Note that bidders capable of providing hosting/maintenance services in addition to the development of HELIX v1 as detailed in this RFP should provide further information as discussed in the "Submittal Information" section below.

Submittal Information

Contact and Communications

All communications between bidders and NEEP are to be directed to: Kevin Rose, Building Energy Senior Technical Associate, krose@neep.org, 781-860-9177, ext. 158

Bidders' Questions & Responses

Bidders may submit questions on this RFP via e-mail. All questions submitted prior to **March 9, 2017** will be answered to the best of our ability within one week.

Notice of Intent to Bid

Potential bidders should submit a notification of intent to submit a proposal in response to this RFP by **March 17, 2017**. This notice should be in the form of a short e-mail to the NEEP contact above. In the case that the bidder did not receive the RFP until after the deadline, please contact Kevin Rose immediately.

RFP Submittal Deadline & Format

Bidders are required to submit their proposal by **March {30}** via e-mail to: Kevin Rose, Building Energy Senior Technical Associate, krose@neep.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.

NEEP reserves the right to reject as non-responsive any proposals that do not contain the information requested in this RFP. NEEP 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	March 3, 2017
Questions Due	March 9, 2017
Responses to Submitted Questions	March 16, 2017
Notice of Intent to Bid	March 17, 2017
Proposals Due	March {30}, 2017
Demonstrations with Selected Bidders	{April 3-6}, 2017
Anticipated Notification to Successful Bidder	{April 7}, 2017
Anticipated Contract Start	April 2017

Table 2. RFP Schedule

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 [the type of work described within the Services to be Performed section of this RFP]. Changes in proposed key staff members may not be made during the execution of the work without written approval of NEEP.

Modifications to the RFP

NEEP 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

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

Acceptance of Terms and Conditions

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

NEEP will utilize its standard Consulting Agreement (Appendix A) as the basis for an agreement 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 NEEP pursuant to this RFP shall become the exclusive property of NEEP and may be used for any reasonable purpose by NEEP.

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.

NEEP 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 NEEP 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
- Signed Cover/Transmittal Letter
- Table of Contents
- Executive Summary
- Work Scope and Schedule
- Staffing and Subcontracting Plan
- Qualifications and Experience
- Budget and Billing Rates
- Exceptions to Contract Terms (if needed)
- Conflicts of Interest (if needed)
- Appendix – Resumes of Key Staff

The proposal cover must indicate the RFP name, the proposal date, bidder's name, and list of subcontractors. The transmittal letter must also 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.

Response Guidelines Specific to the HELIX Project

Length:

- The Work Scope and Schedule section – addressing the Product Backlog and a detailed technical approach – should be no more than ten (10) pages.
- The Qualifications and Experience section should be no more than three (3) pages and should include: Project Title, Project Client, Duration, Total Value, Description, and Similarity to HELIX.

Pricing Volume:

In the Budget and Billing Rates section, bidders must include a firm fixed price approach to the following elements of the HELIX v1 period (April 2017 - March 2018):

1. building the HELIX platform (as described in the "Services to Be Performed" section and Appendix B of this RFP; and
2. the pricing of additional data sources and recipients to be integrated into HELIX

Bidders are highly encouraged to also include information and cost estimates regarding operations and maintenance for subsequent Option Periods (April 2018 - March 2019 and April 2019 - March 2020).

Open-Source Elements:

All bidders should provide responses that utilize open-source solutions wherever possible. Bidders should clearly delineate which elements of their proposal are open-source (either through leveraging existing open source systems or ability to publically share developed source code). **Responses that include only proprietary elements will not be considered.**

Evaluation of Proposals

NEEP will base their evaluation of proposals on a scoring matrix based on the criteria 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
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: Management Approach
Dedicated resources
Demonstrated management competence of key staff
Approach to use and management of subcontractors (if applicable)
Part C: Qualifications and Experience
Demonstrated competence and experience of key staff and firm(s)
References
Part D: Cost
Total costs
Billing rates and direct costs/subcontractor mark-up rates (if any)
Part E: Demonstration
Quality of technical demo
Thoughtfulness of responses to HELIX team questions

Table 3. HELIX RFP Evaluation Criteria

Technical Approach

In responding to this RFP, the bidder’s proposal must describe a detailed approach for accomplishing the user stories detailed in the Product Backlog (see Appendix B). NEEP’s evaluation will be focused on a thoughtful approach towards building HELIX with the Product Backlog as an initial guidance document with a focus on efficiency and effectiveness.

Management Approach

NEEP’s evaluation will be based on a demonstrated ability to complete the tasks in a timely manner, meeting deadlines, quality of service, and overall level of customer satisfaction.

Qualifications and Experience

Bidders' proposals shall be evaluated on performance under existing and prior engagements for services similar to that described in this RFP document. For each engagement, bidders must include a Past Performance Volume as part of their proposal.

Cost

The contractor shall submit a separate pricing proposal detailing costs per the instructions, above. NEEP's evaluation will be based on a combination of credibility in pricing and minimizing costs.

Demonstration

Approximately one week after RFP submission, bidders will be selected and scheduled for a half-hour demonstration of an application similar to HELIX through the bidder's narration of its work to build the application, its similarity to HELIX, and its design challenges in implementation. The HELIX team may ask questions for a period of 10 minutes during the designated half-hour, and the demonstration will be held over a web conference.

Appendix A: NEEP Consulting Agreement

1. **Scope of Services and Work / Special Terms & Conditions**

Contractor shall, at the direction of NEEP, perform the services outlined in Attachment A, Scope of Services and Budget.

2. **Independent Consultant**

Contractor shall at all times be deemed to be an independent consultant. Nothing contained in this Agreement shall be construed as creating the relationship of employer and employee between NEEP and Contractor.

3. **Term**

The period of performance shall begin on the date of this Agreement as set forth above and continue as outlined in Attachment A.

4. **Compensation and Payment**

Services performed by Contractor will be billed for completion of deliverables, as outlined in Attachment A and consistent with the process outlined in Attachment B, Payment and Invoicing Guidelines. Total billings shall not exceed the budget, as outlined in Attachment A, without prior authorization of NEEP and amendment to this Agreement through a change order process.

5. **Indemnification**

Contractor shall indemnify and hold NEEP harmless against all loss and expense resulting in any way from any negligent act or omission on the part of Contractor or resulting directly or indirectly from Contractor's negligent performance under this Agreement, except to the extent that any such loss or expense is due to the negligence of NEEP.

6. **Insurance Requirements**

Contractor shall provide a current Certificate of Insurance ("COI") to NEEP when signing this contract and maintain all insurances in force throughout the term of this Agreement. All insurance coverage shall be provided by insurance companies acceptable to NEEP and having ratings of A- or better as rated by Best's Key Rating Insurance Guide. Minimum insurance coverage is outlined in Attachment C: Insurance Requirements.

7. **Termination**

- a) This Agreement shall terminate upon completion of all services that Contractor has agreed to perform pursuant to Paragraph 1 above.
- b) NEEP, by written notice, may terminate the Contract for any reason, with or without cause, in whole or in part, at any time. In the event of termination of the Agreement without cause, NEEP will make an equitable termination payment to Contractor based upon the percent of Work completed, which payment shall in no event exceed the estimated budget as set forth in Attachment A. NEEP shall have the right to terminate the Agreement for cause in the event the Contractor is responsible for repeated, persistent or substantial violations of the Agreement, fails

to perform, or becomes unable to perform its obligations under this Agreement or fails to provide adequate assurances if requested in writing that it will perform its obligations under the Agreement.

c) The Contractor may terminate this Agreement upon 30 days' notice to NEEP.

8. Assignment

Neither party may assign its obligations or rights under this Agreement without the written consent of the other party.

9. Subcontracts

Contractor may use subcontractors to perform services required hereunder, but may not charge to NEEP a rate higher than that in Attachment A for specific tasks.

10. Proprietary Rights

Upon payment to Contractor for the services outlined in Attachment A, all such Work shall be deemed to be Work made for hire and made in the course of the Services rendered hereunder, and all right, title, and interest in and to the Work, including intellectual property rights therein or thereto, shall vest solely in NEEP, and Contractor shall have no right, title, or interest in or to such Work. To the extent that title to any such Work may not, by operation of law, vest in NEEP or such Work may not be considered Work made for hire, all rights, title and interest herein, including all intellectual property rights therein or thereto, are hereby irrevocably assigned to NEEP. All such Work shall belong exclusively to NEEP, subject to the rights of any utilities or project sponsor which may have funded such Work, with NEEP having the right to obtain and to hold in its own name, patents, copyrights, registrations or such other protection as may be appropriate to the subject matter, and any extensions and renewal thereof.

The paragraph immediately above shall not apply to Contractor Property. The term "Contractor Property" shall mean all pre-existing material, including, but not limited to, any products, software, materials and methodologies proprietary to Contractor or provided by Contractor or its suppliers and any trade secrets, know-how, methodologies and processes related to Contractor's products or services, all of which shall remain the sole and exclusive property of Contractor or its suppliers. Subject to payment in full and to the terms of this Agreement, Contractor grants to NEEP a non-exclusive, non-

transferable, irrevocable license to use the Contractor Property contained in the deliverables provided hereunder for NEEP's internal business purposes only.

11. Non-Disclosure

All work shall be held strictly confidential according to the guidelines set forth in Attachment D.

12. Access to Books and Records

NEEP, and any of their duly authorized representatives, shall have access to any books, documents, papers, and records of Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts and transcriptions.

13. Governing Law

Any actions arising out of this Agreement shall be governed by the laws of the Commonwealth of Massachusetts, and shall be brought in a state or federal court within the Commonwealth, which shall have exclusive jurisdiction thereof.

14. Notices

Any notice required to be given or otherwise given pursuant to this Agreement shall be in writing and shall be hand delivered, mailed by certified mail, return receipt requested, or sent by recognized overnight courier service as follows:

If to Contractor: XXXXX
 XXXXX
 XXXXX
 XXXXX
 XXXXX

If to NEEP: Robert M. McTighe
 Director of Finance & Administration
 Northeast Energy Efficiency Partnerships, Inc.
 91 Hartwell Avenue, Suite 306
 Lexington, MA 02421-3137

15. Severability

If any term of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, then this Agreement, including all of the remaining terms, will remain in full force and effect as if such invalid or unenforceable term had never been included.

16. Entire Agreement

This Agreement and all attachments hereto contain the entire agreement of the parties with respect to the matters covered herein and cannot be modified, except in writing signed by both parties.

ATTACHMENT A
Scope of Services & Budget

To be inserted after final agreement

ATTACHMENT B
Payment and Invoicing Guidelines

1. Invoices will be issued monthly or after completion of the specified deliverable for services and expenses up to the approved budget.
 - A. Invoices are due by the 20th of each month for services and expenses in the previous month or after completion of the specified deliverable.
 - B. Invoices must be consistent with the approved Scope of Work and not exceed the contract budget.
 - C. Invoices must be itemized by line item as shown in Scope of Work.

2. Invoices should be billed to the following address and via email to billing@neep.org:
Northeast Energy Efficiency Partnerships, Inc.
Attn: Accounts Payable
91 Hartwell Avenue
Lexington, MA 02421-3137

3. Invoice documentation should include:
 - A. Contractor's Taxpayer Identification number
 - B. For Contractor labor/services:
 1. Total hours worked during the billing period.
 2. Approved billing rate.
 3. Total amount billed for the month.
 4. Overhead charges for billable hours (as approved in budget).
 5. Summary of activities during billing period.
 - C. For expenses:
 1. A list of expenses.
 2. Receipts for all expenses.
 3. Explanation of breakout for shared expenses as applicable (i.e., for travel costs shared with another project).

4. Invoices must include an itemized budget summary that indicates:
 - A. Total Approved Budget
 - B. Total of Previous Invoices
 - C. Total Current Invoice
 - D. Remaining Budget

5. Invoice should clearly indicate the name and address of the authorized person to whom payment must be sent.

6. All invoice payments will be made payable to Contractor within 30 days of receipt of invoice.

ATTACHMENT C
Insurance Requirements

Provide Certificate of Insurance to NEEP with signed Agreement and provide 30-day Notice of Cancellation for all insurance coverage.

Coverage	Minimum Limits
Commercial General Liability Bodily Injury & Property Damage Premises Liability Products/Completed Operations Personal & Advertising Injury Contractual Liability	\$1,000,000 per occurrence (Combined BI PD) \$1,000,000 Personal & Advertising Injury \$2,000,000 Aggregate \$2,000,000 Products/Completed Operations Aggregate
Automobile For Owned, leased, hired, and non- owned automobiles.	\$1,000,000 Combined Single Limit per accident
Umbrella	\$3,000,000 each occurrence and aggregate Products/Completed Operations included
Workers' Compensation	Statutory coverage
Disability Coverage	If located in New Jersey or New York, provide confirmation of State Disability Coverage
Employers Liability	\$1,000,000 each accident \$1,000,000 disease – each employee \$1,000,000 disease – policy limit
Additional Insured Wording	Contractor shall include Northeast Energy Efficiency Partnerships, Inc. and their respective subsidiaries, affiliates, directors, officers and employees as additional insured under Commercial General Liability, Commercial Automobile Liability and Commercial Umbrella Liability policies.
Waiver of Subrogation	Contractor shall include Waiver of Subrogation in favor of Northeast Energy Efficiency Partnerships, Inc. and their respective subsidiaries, affiliates, directors, officers and employees as additional insured under Workers' Compensation, Commercial General Liability, Commercial Automobile Liability and Commercial Umbrella Liability policies where allowed by law.
Primary & Non-Contributory	Contractor's Commercial General Liability, Commercial Automobile Liability and Commercial Umbrella Liability policies shall be primary and noncontributory with any other insurance carried by Northeast Energy Efficiency Partnerships, Inc.

Certificate Holder to read:

Northeast Energy Efficiency Partnerships, Inc.
91 Hartwell Avenue, Lexington, MA 02421-3137

ATTACHMENT D
Non-Disclosure Agreement

The Parties mutually agree as follows:

1. The term "Information" means
 - a) all business, financial, strategic, technical and other information which is (i) directly or indirectly furnished or disclosed by NEEP or its affiliates (or its or its affiliates' agents, servants, representatives, or employees) to Contractor or its representatives, whether provided orally, in writing, by electronic means or otherwise, or (ii) discovered or derived from Contractor's or its representative's presence at, or access to, any of NEEP's or its affiliate's facilities;
 - b) strategies, techniques, ideas, memoranda, notes, reports, files, copies, extracts, inventions, discoveries, improvements, or anything else prepared or derived, in whole or in part, from the information described in 1(a), above; and
 - c) the fact that the Information is being disclosed hereunder or that discussions or negotiations may take place or have taken place concerning the Purpose, or any of the terms, conditions or other facts with respect to any possible transaction relating to the Purpose, including the status thereof.
2. Contractor shall receive all Information in strict confidence, shall maintain the confidentiality and secrecy of the Information, and shall not divulge Information to any third party without the prior written consent of NEEP. Contractor may disclose Information to its employees ("Representatives") to the extent each such Representative has a need to know such Information for the purpose contemplated by this Agreement and provided that each such Representative agrees in writing to maintain the confidentiality of such Information and to be bound to observe all other obligations of Contractor under this Agreement for the benefit of NEEP and its affiliates. Contractor's liability hereunder shall include, without limitation, liability for any breach of the terms of this Agreement to the extent caused by its Representative(s).
3. Contractor shall not acquire any rights in Information by virtue of its disclosure hereunder. No license to Contractor, under any trademark, patent, or other intellectual property right, is either granted or implied by the conveying of Information to Contractor. None of the Information which may be disclosed to Contractor shall constitute any representation, warranty, assurance, guaranty or inducement by NEEP to Contractor of any kind. NEEP (including its affiliates) shall not have any liability or responsibility for errors or omissions in, or any business decisions made by Contractor in reliance on, any Information disclosed under this Agreement.
4. The terms of this Attachment D shall not apply to Information which, at the time of disclosure to Contractor, is in the public domain, or thereafter enters the public domain without any breach of this Agreement by Contractor or any of its Representatives.
5. Contractor and its Representatives shall use Information solely in connection with the

purposes of this Agreement and shall not use, directly or indirectly, any Information for any other purpose without NEEP's and any of its affected affiliate's prior written consent.

6. Contractor shall return and deliver, or cause to be returned and delivered, to NEEP all tangible Information, including copies and abstracts thereof, within 30 days of a written request by NEEP.

Appendix B: Product Backlog

This Product Backlog will guide future development for the eventual HELIX. These feature items are compiled through research with several stakeholders associated with the project.

- **ID:** The unique identifying number for each product backlog item.
- **Theme:** The product backlog items are collected into various buckets and/or themes to group them logically for future development. Themes include: SEED improvements, back-end development, front-end development, administration, API development, infrastructure and hosting.
- **As a/an:** This column identifies the role of the requestor of a particular item.
- **I want to...:** This column identifies the core request of the requestor - i.e. what do they really want to get done or achieve?
- **So that...:** This column identifies the cause of their request - i.e. why do they want this feature?
- **Acceptance Criteria:** This column defines what it means to be done. Furthermore, it shows the actual point-of-contact validate when the item has been done, where possible.
- **Priority:** On a MoSCoW scale - must have, should have, could have, and won't have - the product backlog items are sorted for their need to be done for the HELIX project.

ID	Theme	As a/an	I want to...	So that...	Acceptance Criteria	Priority
1	SEED Improvements	developer	ensure that the home energy info can import into SEED in [several] formats (including CSV, XML, and HPXML. Could also include JSON)	SEED can be the foundation of HELIX's data repository	Manual and web services connection between home energy data and SEED works to present data in SEED.	Must Have
2	SEED Improvements	developer	ensure that MLS and home energy info can be successfully matched algorithmically through SEED	I can be confident that different data point about a common address are successfully consolidated into one record and/or view	Robust testing on currently available home energy info and MLS test data does not lead to low quality data	Must Have

ID	Theme	As a/an	I want to...	So that...	Acceptance Criteria	Priority
3	SEED Improvements	developer	to query SEED for a record based on pieces of information related to a home	I can match my fragmented data with an existing record in SEED	Robust testing of putting querying fragmented data about a home to get the home in SEED	Must Have
4	SEED Improvements	developer	to be able to create properties in SEED using an API	I can automate the creation of properties more easily.	Simple test of creating an API endpoint for creating properties.	Must Have
5	SEED Improvements	developer	allow records to persist beyond tax years	I can keep data longer for homes without recognition of tax codes	Modifying SEED code to not kill old records due to tax records considerations	Must Have
6	SEED Improvements	developer	be able to append fields to property record for all types of home energy information	I can keep more robust data for homes within SEED	Creation of methods for appending information to homes with additional home energy information that we may not have scoped currently	Must Have
7	Administration	administrator	be able to create new users to view data on HELIX – potentially, other administrators, as well (but only a single superuser)	I am able to involve stakeholders in viewing home energy data	Users being able to view data only	Must Have

ID	Theme	As a/an	I want to...	So that...	Acceptance Criteria	Priority
8	Administration	administrator	be able to delete users to view data on HELIX	I am able to revoke stakeholders' privileges in viewing home energy data	Users being able to not view data	Must Have
9	Administration	administrator	be able to edit users' privileges to view data on HELIX	I am able to involve stakeholders in viewing home energy data in different ways	Users being able to view data but also other privileges	Must Have
10	API Development	administrator	be able to create new API users to create data	I am able to involve stakeholders in viewing home energy data	API users are able to create records in HELIX	Must Have
11	API Development	administrator	be able to delete API users to create data	I am able to revoke privileges home energy data	API users are not able to access HELIX	Must Have
12	API Development	administrator	be able to edit API users' privileges to create data	I am able to involve stakeholders in viewing home energy data	API users' privileges are able to be edited	Must Have

ID	Theme	As a/an	I want to...	So that...	Acceptance Criteria	Priority
13	Administration	administrator	be able to see all activity in the HELIX platform through a user interface	I can be able to audit activity within HELIX	Administrator is able to login to an administrative view of the platform	Must Have
14	API Development	public records data [aggregator or an MLS]	extract all information from HELIX in one call (subject to privacy restraints)	I can have one data transaction into my public records repository for MLS's	Bulk download of data possible	Must Have
15	API Development	public records data [aggregator or an MLS]	extract only information that [has changed since the last bulk download of data from HELIX]	I can minimize the technical overhead [] of new bulk downloads of data	[Bulk downloads of data or API calls are possible of only the data that has changed since a given date.]	Must Have
16	Front-End Development	end user	upload information on home energy performance data to HELIX through a CSV file	I can perform these data transaction through a user interface instead of web services	End user are able to upload CSV files	Must Have
17	Front-End Development	end user	edit information on individual homes	I can update homes individually if need be (as an alternative to automated data pulls from other sources)	End users are able to manipulate individual records through a user interface	Must Have

ID	Theme	As a/an	I want to...	So that...	Acceptance Criteria	Priority
18	Infrastructure & Hosting	system owner	know that the HELIX system is secure	I can have confidence that HELIX does not suffer prolonged downtime though no PII will be stored	Use various security testing tools with clean results	Must Have
19	Infrastructure & Hosting	system owner	know that the HELIX system is available	I can have confidence that HELIX does not suffer prolonged downtime	Keep availability and uptime high, though it is not a mission-critical system	Must Have
20	SEED Improvements	end user of SEED	see sequential home energy info for a home through multiple energy ratings/certifications and before/after retrofit	I have a historical view of a home over time	Have GUI to see multiple records for one home	Should Have
21	SEED Improvements	developer	add GIS data to SEED to be able to map address to lat/long data	I can map addresses of homes to actual locations on a map	Records should have lat/long coordinates	Could Have
22	Administration	administrator	create multiple instances of HELIX by state	I have an different database for each of the seven states in the Northeast region	Validate different instances of HELIX	Could Have

ID	Theme	As a/an	I want to...	So that...	Acceptance Criteria	Priority
23	Front-End Development	end user	build custom reports within HELIX [and export data in common formats, such as CSV files and other formats currently supported by SEED]	extract only the information that I need from HELIX	End users are able to select a limited number of columns for reporting – no utility or regulatory functionality is desired at this time	Should Have
24	Back-end Development	system owner	[augment existing data for an individual residential property with other data within HELIX including utilizing record matching functionality for residential properties]	I can view how HELIX information coincides with other information available about homes	View HELIX information with other datasets and match them based on address or other applicable ways to bring data together without duplicating records	Should Have
25	Back-end Development	system owner	build HELIX upon open-source technology where feasible	I can release HELIX as a project that other regions of the country can benefit from	Release a publicly-available HELIX project for the community - either as an open-source project or a disclosure of some fraction of the source code in public code repository	Should Have
26	Infrastructure & Hosting	system owner	know that HELIX [has the ability to scale for 100,000's of records – not concurrent users –] in one hosted instance	I can help other states in the Northeast have confidence in the system for further investment	Load-test the HELIX system appropriately [for numbers of records and users]	Should Have

ID	Theme	As a/an	I want to...	So that...	Acceptance Criteria	Priority
27	Back-end Development	Administrator	be able to solve potential data conflicts through a dashboard	I can manually handle data mismatches where applicable	Observe a dashboard of problematic data records for further investigation.	Must Have
28	Data Quality	Data Provider	know what fields are acceptable and useful to send to the registry	data sharing can be accomplished as simply as possible.	The development of a data dictionary document for public consumption.	Must Have
29	Data Quality	Registry	match energy efficiency measures with their expected useful life	I can archive information that is deemed out of date	A document listing business rules for retirement of data based on data source.	Should Have
30	Access for Users	Realtor	access a detailed help function that explains the various labels, ratings, and other data fields and enumerated values	I can fully understand the information that is being auto-populated into my listing and accurately communicate it to potential buyers.	The development of content for a help section for those that want to consume data from HELIX.	Should Have

Appendix C: Potential HELIX Data Sources and Recipients

Items in *italics* are explicitly identified as integral to HELIX v1 as detailed in this RFP.

The **potential data sources** below are included to indicate examples of the type of information HELIX v1 should be configured to store. Note that HELIX v1 will only include direct, automatic connection to one data source (DOE HEScore), other functionality included in the HELIX v1 like bulk import/export will provide opportunities for connection to additional data sources. Note that, in all cases, the project team’s preference is to include within HELIX both any final ratings / scores / certifications provided by these data sources as well as the underlying data to the extent they can be made available.

Potential HELIX Data Sources

Data Source	Method for Direct, Automatic Connection to HELIX
<i>U.S. DOE HEScore</i>	<i>Connect via DOE HEScore’s API</i>
RESNET HERS Rating	Connect as negotiated by HELIX team and corresponding entities
LEED-H	
NGBS	
PHIUS	
Other national certification programs	
(Solar PV info)	Use strategies in “Capturing the Sun” report, as applicable
State/utility energy efficiency programs – existing homes	Connect as negotiated by HELIX team and corresponding entities
State/utility energy efficiency programs – new homes	
Other state/utility specific programs	
	Prioritize programs with (1) APIs and/or an easily accessible data storage platform and (2) large volume of available information

The **potential data recipient** types below are included to indicate candidates for the “TBD Data Recipient(s)” for HELIX v1. While the specific entities themselves are not named here, the potential data recipients are categorized and prioritized here to clarify this element of bidders’ responses to this RFP and inform considerations for scalability of their proposed solutions to later developments.

Data Recipient Types Ranked By Priority

No.	Data Source
0	<i>Generic spreadsheet output for use by a data aggregation entity</i>
1	MLS with RESO Silver Field structure in place
2	MLS with existing ‘Green’ field structure in place
3	MLS with no existing ‘Green’ field structure in place
4	Online real estate portals (e.g. Zillow, Trulia)