

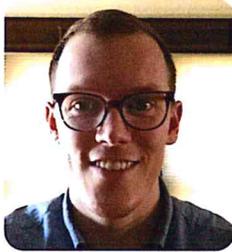
# Why *Solarize* Your City?

A Fact Sheet by StraightUp Solar

- \* Job creation
- \* Free solar education by trusted experts
- \* Time sensitive Federal & State incentives
- \* Discounts through bulk purchasing
- \* Improved environmental health
- \* Community pride & resiliency



Community Solarize programs bring together groups of potential solar customers via widespread bi-weekly education and outreach campaigns lasting 3-6 months that combine solar education sessions, or "Power Hours", with discounted pricing models from solar energy installers that are pre-qualified by a central municipal entity.



"Free education from a neutral third party is crucial to the group buy process because it gives interested home and business owners the information to properly make the best decision for their situation. The information we pack into an hour-long session could take weeks to research on one's own." Peter Murphy, MREA Solar Program Manager

By leveraging *local non-profit marketing support* and *volume price discounts*, solarize campaigns typically lower the cost of solar 10-20% below retail market rates while helping individuals and businesses overcome the previous logistic, financial, and knowledge barriers of installing solar. Today, 'Solar is Simple' and *1.1 million solar-powered homes to date* prove it, increasing demand for local skilled workers & property values across America.

**100KW** of Solar PV (~13 homes) = **\$300K<sup>+</sup>** to the Local Economy

**800** Hrs Construction Jobs | **\$90K** in Fed ITC | **\$120K** in IL SRECs

**100** Tons of CO<sub>2</sub> & **47,000** Gal of H<sub>2</sub>O Annual Usage Reduction

Cities like Portland, Milwaukee, and New York City have been running solarize campaigns for years, making it "fast, easy & zero cost" for municipal authorities to promote solar and all of the positive economic, environmental, and energy security benefits solar energy brings to a community. Illinois has joined the revolution in Chicago, Urbana-Champaign, Bloomington-Normal, and Godfrey.

"The Solar Bulk Purchase was a great way to lower the information and price barriers to solar energy ownership."  
Scott Tess, City of Urbana Environmental Sustainability Manager





**REQUEST FOR PROPOSALS**

**U-C Solar  
Solar Group Purchasing Program  
Spring 2015**

**INSTALLATION OF RESIDENTIAL AND COMMERCIAL SOLAR ELECTRIC  
SYSTEMS**

**Date of Issue:** September 29, 2015

**Proposal Date Due:** October 12, 2015

**Issued By:** Midwest Renewable Energy Association

**RFP Point of Contact:** Peter Murphy  
Market Development Coordinator  
Midwest Renewable Energy Association  
1845 N Farwell Ave. Ste. 100  
Milwaukee, WI 53202  
peterm@midwestrenew.org

## **1. INTRODUCTION**

The Midwest Renewable Energy Association (MREA), a national leader in renewable energy education and training, is seeking qualified firms ("Installer(s)"), on behalf of the U-C Solar Program (the "Program"), to submit proposals for the design, procurement and installation of residential and commercial solar photovoltaic ("PV") systems based upon the scope of work contained in this Request for Proposals ("RFP").

This program will drive community adoption of PV projects through a partnership focused on localized marketing and installation efforts, which in turn will help to reduce the cost of residential and commercial solar PV installations within Champaign County through a group procurement model.

MREA seeks proposals from Installers that can provide competitive pricing for a direct ownership model using various financing options including, but not limited to, cash and loans, and / or a leasing or power purchase agreement ("Lease / PPA") model for residential and commercial PV systems.

The intent is to select one or more qualified Installers to provide services to Program participants.

MREA will manage the RFP process and coordinate with a volunteer Advisory Committee to review the Installers' proposals. The Advisory Committee will select the winning Installer(s). Quality of the proposal, experience, proposed equipment, installation practices, and proposed pricing will all be factors in the selection process.

*Please note, the contents of this RFP are confidential and may only be used for the purpose of this RFP. None of the data contained in this RFP shall be disclosed outside the reviewing organization and shall not be duplicated, used, or disclosed in whole or in part for any purpose other than to evaluate the RFP.*

## **2. BACKGROUND**

U-C Solar is modeled on programs that ran in Chicago, IL in 2014 and Milwaukee, WI in 2013. The program is designed to lower the costs of customer acquisition by engaging potential customers through coordinated community outreach campaigns, educating consumers on the benefits of photovoltaic systems, establishing expectations for system cost and performance, outlining steps for customers looking to invest in solar, and showcasing successful solar projects.

This project is made possible with funding from the Department of Energy SunShot Initiative, in partnership with the City of Urbana, the Environmental Law Policy Center, and the MREA working together as part of the Midwest Grow Solar Partnership.

## **3. U-C SOLAR**

The aggregation of multiple residential and commercial scale solar PV installations within a community provides opportunities to realize economies of scale for the Installer, and ultimately cost savings for the home and business owners. Installation prices for

residential and commercial scale PV installations are generally higher due to the extra cost of customer acquisition - including marketing, advertising, and providing education to multiple homeowners. By educating the local community, streamlining marketing efforts, and aggregating sales, the Program will help make solar PV a more affordable and accessible energy option for homeowners in Champaign County.

The goals of the program include:

- Increase education and awareness of solar PV
- Reduce hard and soft costs associated with solar PV
- Increase local adoption of solar PV

The Program will be marketed to homeowners throughout Champaign County in coordination with organizations including but not limited to public and private sector employers, local community groups and non-profit organizations in order to reach members of these organizations ("Community").

Community members will participate in the Program in their own individual and personal capacities, with no endorsement, explicit or implicit, from their employers or any organization they are members of.

The Program will begin during October 2015 with the initial launch of outreach and marketing to the Community and will remain open through March 2015. The limited duration of this Program is intended to motivate Community participation. The Program timeline may be changed or extended if agreed upon by MREA, the Cities of Champaign and Urbana, and the selected Installers(s).

#### **4. PROGRAM ROLES AND RESPONSIBILITIES**

MREA will act as the U-C Solar Program Administrator. In this role, MREA will assist the Program to deploy a marketing strategy to enhance local interest in solar PV technology, as well as alleviate some of the marketing and acquisition cost for the Installers associated with residential and commercial PV installations. Specifically, MREA will:

- Manage the administration of the Program, including the RFP process, proposal evaluation and contract negotiations with selected Installer(s).
- Support organizations participating in U-C Solar with standardized marketing materials, outreach and education to engage the Community in the Program. MREA will coordinate with the organizations, which will conduct outreach through their approved internal channels of communication.

Please note: Although these organizations will be located in the Urbana-Champaign metropolitan area, the homes where installations will occur may be anywhere within Champaign county and the municipalities contained therein.

- Enable participation and Program tracking via a comprehensive web page. MREA will manage participant registration via the Program website. Participant specific data will be provided to the selected Installer(s) for use in contacting Program

participants and scheduling no cost / obligation consultations.

- Train local non-profit organization(s) to be the Community solar outreach coordinator throughout the duration of the Program.
- MREA will serve as the Community contact for Program participants to answer common questions about solar PV and available incentives. MREA will work with organizations including but not limited to public and private sector employers, other non-profits, neighborhood and industry associations, and faith based groups to conduct outreach activities.
- Participate in certain outreach measures and events, including, but not limited to meetings / workshops where various stakeholders, including Program representatives, and the selected Installer(s). Stakeholders will meet with the Community to increase awareness of solar energy, its benefits and the opportunity through U-C Solar to explore if PV could be a good fit for their home.
- Convene regular conference calls between MREA, partnering organizations, and the Installer(s) to coordinate 1) outreach activities and 2) Program status updates.

Please note: MREA will promote the Installer(s) as having been selected to perform turnkey solar energy services. However, MREA as an entity does not endorse any contractors and/or Installer(s) over another and will not endorse the selected Installer(s). MREA is not responsible for the contract that is entered into by the selected Installer(s) and Program participants. Finally, the Installer(s) will waive and release MREA and its Program partners from any and all claims and causes of action arising out of the Program.

#### **A. Participating Organizations**

Each of the participating organizations, on behalf of their Community members, will collaborate with the U-C Solar Program and the selected Installer(s) on Program implementation. Organizations will identify approved communication channels and promote education and information sessions including onsite presentations to their Community members.

Please note: While U-C Solar is being offered to the Community members of each participating organization, these organizations do not endorse any Installer(s) and will not endorse the selected Installer(s). Any Community member who enters into the U-C Solar Program does so in his/her personal capacity and at his/her own risk and will expressly hold each of the participating organizations harmless from any liability associated with his/her/their decision to participate in this Program for services for his/her/their personal, non-work related projects.

All logos are trademarks of their respective owners.

#### **B. Installer**

In order to participate in the Program, the Installer must provide a competitive dollar per watt (\$/W) "Purchase Price" for solar PV systems as well as financial or alternative incentives based on total contracted capacity of solar PV (ex. 100 kilowatts of contracted capacity goal achieved results in an additional rebate of \$.XX/W for each Community member who completes an installation).

For Lease or PPA projects, the Installer must provide a base dollar per kilowatt-hour (\$/kWh, if possible) Lease/PPA Price, as well as financial incentives for Community members that sign a Lease or PPA for solar PV systems as total installation goals are reached. As such, proposals will not only be evaluated on the Installer's ability to provide the highest quality design and installation services, but also on the ability to deliver competitively discounted pricing with incentives for the purchase of systems as well as Leases or PPAs.

The selected Installer(s) will provide no cost / no obligation site assessments (with site visits or desktop analysis, as appropriate, different ownership (or financing) models, and installation services to Program participants. Program participants with sites that are deemed feasible for a solar PV project will have the option to contract with the selected Installer(s) before the program deadline of March 31, 2016. The Installer(s) will be the technical expert responsible for assessing individual sites, working with interested Program participants to design appropriate systems, and contracting with Program participants for installation of solar PV systems.

Installers will be required to contract with MREA to participate. It is essential, in order to meet the program goals and timelines, that Installers are prepared to execute a contract with MREA soon after their selection. Therefore, each applicant Installer must review the Terms and Conditions outlined in the DRAFT MREA-Installer Contract (Exhibit E) and provide comments on those Terms and Conditions at the time of application. MREA's facilitation of an Installer(s) proposal pursuant to this RFP does not mean that MREA accepts all aspects of the proposal, modification to which may be requested and agreed to during contract negotiations. MREA anticipates that the term of the contract with the selected Installer(s) will commence in October 2015 and continue for one year, to accommodate all installations contracted through the program.

MREA recognizes that this large-scale discount purchase model may generate a great deal of demand. In order to meet this potential demand, the RFP encourages Installers to co-apply as needed and submit one proposal based on this partnership with an agreed upon price and service delivery model. Installers may determine their preferred method of allocating or sharing program leads, whether via geographic distribution, alternating allocation, etc.

## **5. ELIGIBLE APPLICANTS**

In order for an Installer to be eligible to submit a proposal, the Installer must:

- Demonstrate experience and proficiency in solar PV installations.
- Be, at a minimum, a professional contractor licensed to conduct business in Illinois or include a licensed subcontractor in their proposal.
- Proposing firms will provide a group-based pricing structure.

- Installation firms **must** have at least one employee that is a North American Board of Certified Energy Practitioners (NABCEP) Certified PV Installer.
- Include on the project team at least one electrician holding a valid and current Illinois electrical license to perform any electrical work on the solar PV installations.
- Submit a proposal that meets the threshold review criteria outlined in Section 8 below in order to be considered complete.
- Provide a complete application by the proposal due date.
- Selected Installers must register with the Illinois Commerce Commission as a DG Installer.
- Selected Installers must meet all eligibility and qualification requirements needed to participate in the Illinois Power Agency Supplemental Solar Procurement, including, but not limited to, a declaration of using “qualified installers” as outlined on the IPA procurement website: <http://ipa-energyrfp.com/supplemental-pv-procurement-section/>
- While not required, preference will be given to:
  - Firms that are Members of the Illinois Green Business Association
  - Firms that are Members of Illinois Solar Energy Association
  - Firms with one or more employee who has completed a renewable energy or solar photovoltaic AAS degree or related certificate program from an accredited Illinois community college.

## 6. TIMELINE

<b>September 29, 2015</b>	<b>Publish RFP</b>
<b>October 12, 2015</b>	<b>Proposal due date (12pm Central)</b>
<b>Oct 13, 2015</b>	<b>Review RFP responses</b>
<b>Oct 13-15, 2015</b>	<b>Advisory group to provide feedback/comments</b>
<b>October 16, 2015</b>	<b>Finalize Contract with selected Installer</b>
<b>October 23, 2015</b>	<b>Deadline for Installer to enroll as bidder in IPA SREC Auction</b>
<b>November 2015</b>	<b>Installer submits SREC bid</b>
<b>December 2015-February 2016</b>	<b>Program marketing and public-facing outreach. Could extend through May.</b>
<b>December 2015-March 2016</b>	<b>Installer executes contracts with homeowners and businesses</b>
<b>December 31, 2016</b>	<b>Installations complete</b>

## 7. PROGRAM GEOGRAPHY

While the focus of the program is on the cities of Urbana, Champaign and Savoy, the selected Installer(s) will be expected to complete installations anywhere within Champaign County and all municipalities contained therein. Any participant requests for installations outside Champaign County will be handled on a case-by-case basis – the selected Installer(s) is not required to perform such installations, but may do so at their

discretion.

## **8. PROPOSAL INSTRUCTIONS**

Installers may contact MREA with any questions or requests for additional information needed to submit a proposal.

### **8.1 Proposal Due Date**

- MREA must receive proposals no later than October 12 at 12:00PM CST.
- Proposals must be submitted electronically to [peterm@midwestrenew.org](mailto:peterm@midwestrenew.org) with the subject line "U-C Solar – [Installer Name]" All proposals will receive a confirmation email response to verify receipt.
- Mailed, faxed and late proposals will not be accepted. Proposals may be withdrawn at any time before the due date and time noted above via an emailed request. In order to maintain the fairness and integrity of the selection process, proposals must conform to the requirements of this RFP.

### **8.2 Communication**

- All communications shall be via email to [peterm@midwestrenew.org](mailto:peterm@midwestrenew.org).
- Communications with members of the Advisory Committee for the purpose of unfairly influencing the outcome of this RFP may be cause for the Installer's proposal to be rejected and disqualified from further consideration.
- MREA is not liable for any costs incurred by an Installer in the preparation and / or submission of a proposal. Any material submitted by Installers will become the property of MREA.
- MREA may modify the RFP at any time prior to the proposal due date, by issuance of a written addendum to all proposers who are participating in the process.
- MREA may also cancel, delay, or suspend this solicitation at any time if in the best interest of the Program participants represented as determined by MREA. MREA may also reject any or all proposals, in whole or in part, if in the best interest of the participants represented as determined by MREA.
- During the evaluation process, MREA has the right to require any clarification it needs in order to understand the Installer's approach. MREA and the Advisory Committee may choose to interview the highest ranked Installers. MREA anticipates Installer selection by October 23, 2015.

### **8.3 PROPOSAL FORMAT AND EVALUATION CRITERIA**

Please create project proposals in 8 1/2" x 11" document sizes using a minimum 11-point font size. Proposals shall not exceed 20 pages, excluding any appendices.

#### **8.3.1. Executive Summary (REQUIRED)**

The Executive Summary shall discuss the highlights; key features and distinguishing points of the Proposal, as well as any unique problems perceived by the Installer and

proposed solutions. The Executive Summary must be prepared and signed by a manager having the authority to make offers and enter into agreements on behalf of the Installer. Installers are welcome to partner, but one Installer must be the lead company on the proposal.

**Proposals must include the following REQUIRED information:**

**8.3.2. Qualifications of the Project Team (REQUIRED)**

- Identify the key project team members by name and position, and provide qualifications and experience.
- Identify all members of the project team, including, but not limited to, partners assisting in project financing, customer service, outreach, project engineering / design and installations. As appendices, please include an organization chart outlining the various key individuals and partners, a description of location of each, and attach resumes and copies of any licenses, if applicable, of all key individuals on the project.

**8.3.3. Proposing Firm Profile (REQUIRED)**

- Description of the applying Installer, including company size, financial stability, location, capacity for work, and access to various supply chains. Highlight relevant experience, skills and capabilities necessary to undertake this Program, including, but not limited to, demonstrated experience.
- Provide references for at least five (5) of its projects.
- Describe Installer's ratio of part time to full time employees.
- Provide a description of Installers health and safety record and practices.
- Please describe the demonstrated experience of the Installer in developing, designing and installing residential and commercial solar PV systems. Please discuss how your experience on previous projects relates to the U-C Solar Program.
- Licensing and Subcontractors: Firms must be registered contractors in the State of Illinois to be considered for this project.
- All contractors shall be licensed, insured and bonded.
- Provide name, contact information, and contractor license numbers for all subcontractors the Installer intends to employ using existing business relationships for the Program. (e.g. solar-installation, roofing, or electrical subcontractors).
- Any other licenses or certifications required by the State of Illinois.
- Include NABCEP Certification information here, as well as any Master Electrician or other certified staff involved in this project.
- Identify any subcontractors you plan to use, along with their value to the project, and provide background information on size, experience, management, licensing, and subcontracting agreement.
- Finally, please provide details regarding average number of systems per week that Installer or subcontractors have installed over the past two years, for standard installations (e.g. those with no additional roofing work / panel upgrades / structural reinforcement / tree trimming / etc.).

#### **8.3.4. Scope of Services and Schedule (REQUIRED)**

Provide a narrative that outlines a detailed strategy that should at a minimum address the following items:

- **Program Plan:** Provide a plan for implementation for the Scope of Work (Exhibit A), describing the proposing Installer's ability to provide solar PV installation services to the Community during the Program period. Specifically, the proposal should describe the Installer's ability to provide timely customer service, site assessments, and installation services. Please elaborate on the specific intake process for Program participant leads, method for screening sites, and an installation schedule. Include an estimate of the number of residential and commercial solar PV projects the Installer team can complete on a monthly basis. Describe a quality assurance process for the solar PV installations and outline the process for managing any permits, inspections and the interconnection process with the local utility. Finally, outline how the quality of the proposed equipment and installation process will be explained to the Program participant.
- **Timeline:** Provide an expected timeline for the average Program participant registered in the Program to guide participating organization and Community member expectations.
- **Geographic Proximity:** Provide a plan to address the Installer's geographic proximity to the targeted Community and how this will shape the services provided.
- **Minimum and Maximum system size:** Please describe the minimum and maximum system size (in kW) to be installed for Program participants as part of U-C Solar. Note: Eligibility for SREC sale is contingent on system size smaller than 25kW.

#### **8.3.5. Pricing Schedule / Sample Proposals (REQUIRED)**

Although pricing is an important element to the selection process, it is evaluated in the context of the Installer's scores on other criteria outlined in the RFP.

- Please describe all financing options Installer will offer Program participants. Include details on credit score requirements, interest rates, terms, and conditions for the various financing product options. Please add a statement confirming that Program participants are not required to use Installer's financing options and may opt to pursue loans with other financial institutions for a direct purchase.
- Outline what Installer's *current average installation cost* for direct purchased residential and commercial system in Champaign County is. Please provide cost information for both Purchased PV systems (\$/W) and Lease/PPA (\$/kWh, if possible) systems as applicable.
- Outline the *discounted* Purchase Price, the discounted Lease/PPA Price, and the additional financial incentive based on Program installation capacity milestones that you will provide for the U-C Solar Program on the Pricing Proposal (Exhibit

C). Financial incentive for Program installation capacity milestones can include, though is not limited to, a rebate, gift card, or other financial incentive.

- The Lease/PPA price should assume the customer is putting no money down for a system that will produce 90 percent of optimal production, and should be presented on a \$/kWh basis if possible. For third-party ownership offerings that are a fixed monthly payment (i.e. \$/month), the payment should be translated into a \$/kWh price for means of comparison.
- Pricing proposals must represent the total installation costs (“turn-key”) for a residential and commercial solar PV system. This should include system design; permit allowances, applicable materials and equipment, transportation, labor, and all equipment and workmanship warranties. The price should be independent of any sales tax, tax credits or incentives available to Program participants.
- Installers should refer to and complete the Pricing Proposal (Exhibit C). Information on Exhibit C must be electronic - hand written documents will not be accepted. Any costs not included in the turnkey pricing shall be explicitly called out as adders. MREA will not recognize any project related cost adders if they are not outlined in Exhibit C at the time of the proposal.
- Price Contingencies (Adders): It is understood that features of certain installations will result in higher costs. Installers must outline specific electrical, mechanical, structural, equipment, site, or labor features that will result in greater costs on the Price Contingencies Form (Exhibit C). Installers must also identify all adders as an itemized summary on Participant proposals throughout the Program. In addition, Installers must identify a maximum Purchase Price or Lease/PPA Price associated with more complicated installations and understand that an individual project price cannot exceed the base price plus the additional price. Adders should be listed as a \$/watt cost for Purchased projects, and a \$/kWh cost (if possible) for Leased/PPA projects. If applicable, Installers may also list an adder as a flat cost for Purchased projects. Installers will be responsible for identifying individual projects that trigger additional pricing and will itemize adders on a Program participant’s proposal for transparency.
- System Specifications: The Program is interested in high quality as well as cost competitive equipment. Identify system specifications for equipment that will be used for projects going through the Program, including equipment manufacturers, models (ex. module wattages, efficiencies), and warranties for modules, inverters, racking, meters, and data acquisition systems, if applicable. Please include details in your proposal about applicable labor and roof penetration warranties as well. Production guarantees in addition to product warranties are encouraged.

Modules and inverters shall be listed on the California Energy Commission (CEC) GoSolarCalifornia website <http://www.gosolarcalifornia.ca.gov/equipment/index>. Please include these system specifications on Exhibit C.

- Participant Proposals: All proposals provided to Program participants shall

itemize the cost of each technology option if more than one is offered (example: mid-efficiency vs. high efficiency modules or central inverter vs. micro-inverters) and any adders that may be needed to complete a participant's project. Levelized costs of electricity (LCOEs) in \$/kWh shall be provided for each equipment & finance combination, to allow for directly comparable evaluation of options by each participant. Applicable incentives should also be included on individual participants' quotes.

- Proposal for sites that are not feasible for solar PV: Outline the process by which the Installer team will handle leads that do not have feasible sites for solar PV.
- Sample Proposals: Please provide a sample proposal for each of the four (4) homes included in Exhibit D. For each sample home, please provide a system proposal for each financing method being offered (cash purchase, loan, Lease/PPA), that reflects turnkey system pricing. For each proposal, please include a sample customer contract tailored to the Program including a description of Installers terms of payment, process and timeline, from initial deposit to final payment. MREA and the volunteer Advisory Committee will review the Sample Proposals.

#### **9. APPENDIX: SUPPORTING INFORMATION**

The Appendix may include any supporting information, such as resumes, references or other data that will support Installer as the best proposer for the U-C Solar Program. You may also include sample customer contracts in the Appendix.

#### **10. PROPOSAL EVALUATION**

All proposals must meet U-C Solar Program objectives and must be responsive to the relevant scope of work and proposal requirements outlined above. Proposals will be evaluated on the general criteria below:

- Threshold Requirements: Applications must meet a threshold review before they will be provided to the Advisory Committee. To meet the threshold review, proposals must include the following:
  - Installer has demonstrated significant experience installing residential and commercial PV systems;
  - Completed and signed Exhibits B, C.1, C.2, D and E;
  - Both a Purchase Price option (presented as a \$/watt price) and a Lease/PPA Price option (Presented as \$/kWh price if possible) with corresponding PPA/Lease financial incentive on Exhibit C.1;
  - The proposed Purchase Price to Program participants **must** be discounted off the current installation cost in Champaign County;
  - Identify any project price adders and the range of any price escalators on Exhibit C.2;
  - A template copy of both a direct purchase contract and a lease or PPA agreement with the customer, specifying the terms and conditions;
  - Identification of any financing or third-party partners that enable the Lease/PPA price; and
  - Installer submits four sample proposals based on the example sites provided in Exhibit D.

Once an Installer proposal passes MREA's threshold review based on the requirements listed in this RFP, the volunteer Advisory Committee based on the following criteria will evaluate the proposals:

- Overall quality and value: overall quality of proposal and specified equipment;
- Experience: degree of Installer's experience and proficiency in the scope of work, including demonstrated experience in developing, designing and installing residential and commercial solar PV systems. In addition, experience of Installer team (if applying in partnership with other companies).
- Implementation: ability to provide timely, quality customer service and installations within the geographic scope of Program.
- Price structure: quality and simplicity of pricing proposal for Purchase Price (\$/kW) and Lease/PPA Price (\$/kWh if possible) and corresponding financial incentive. In addition, the value offered by the proposed equipment, price adders, price escalators, and contract terms and conditions;

Please feel free to contact MREA directly with any questions concerning this request for proposals at [peterm@midwestrenew.org](mailto:peterm@midwestrenew.org).

## **11. GENERAL REQUEST FOR RESPONSE CONDITIONS**

### **11.1 Notice of Confidentiality - General Statement**

All of the material submitted to MREA will be considered confidential, except for as-needed consideration by Advisory Committee for review. As a non-profit organization that is not a public entity, MREA is exempt from publically disclosing any documentary material data, or other information received from an applicant.

### **11.2 Contractual Requirements**

Upon the Advisory Committee's selection of a proposal(s), MREA and the selected Installer(s) will execute a contract, which will set forth the respective roles and responsibilities of the parties. See Exhibit E for a draft version of this contract.

### **11.3 Waiver Authority**

MREA reserves the right, at its sole discretion, to waive minor irregularities in submittal requirements, to modify the anticipated timeline, to request modifications of the application, to accept or reject any or all applications received, and/or to cancel all or part of this RFP at any time prior to awards.

### **11.4 Disclaimer**

This RFP does not commit MREA to award any funds, pay any costs incurred in preparing an application, or procure or contract for services or supplies. MREA reserves the right to accept or reject any or all applications received, negotiate with all qualified applicants, cancel or modify the RFP in part or in its entirety, or change the application guidelines, when it is in the best interests.

## **Exhibit A – Scope of Work**

Installers selected for the U-C Solar Program will have primary responsibility for managing leads, performing site assessments, providing general customer service, contracting, installation, and all other functions typically associated with the sales and installation process. Installers will play an integral role in public outreach and educational events coordinated between MREA, participating organizations, the Community and the Installer.

As leads are identified (registered through the Program website), the Installer will provide site assessments (as appropriate) and system designs for individual solar PV projects. The site assessment will evaluate a site's suitability for solar PV, including shading, onsite load, and any electrical, structural, or mechanical issues that may increase the cost of the solar PV project relative to the proposed cost. The system design should maximize system production while minimizing project cost.

Upon contracting, the Installer will be responsible for providing each customer with a turnkey service, which includes securing all local permits, and completing the installation within one year of the Program end date. In addition, the Installer will be expected to provide information regarding net metering, pending SREC program development by the Illinois Power Agency, options for current or future sale of SRECs, and any other federal or state incentives available for the customer. Chosen installer(s) will work with MREA and program participants to make sure information on Illinois opportunities is accurate and appropriate.

The Installer and MREA must identify a process for managing leads that have non-feasible sites for solar PV. Examples may include offering individuals with non-feasible sites more information on other technology options, such as energy efficiency, or requesting potential assistance in any U-C Solar volunteer outreach opportunities.

The Installer will also provide to MREA weekly reports, and any additional data as requested, including but not limited to, the number of community initial interest contacts, number of site visits completed, number of feasible sites, number of signed contracts, financing options associated with signed contracts and contracted capacity.

The Installer will be able to contract with customers through March 31, 2016, and will have until May 31, 2016 to receive approved permits for projects from the Authority Having Jurisdiction ("AHJ"). The Installer will be required to provide MREA with a final report outlining the total number of contracted customers within the community and the resulting prices and incentives associated with each installation by March 31, 2016. All installations should be complete by December 31, 2016.

**Exhibit B**

**Authorized Applicants Signature and Acceptance Form**

The undersigned is a duly authorized representative of the Applicant listed below. The Applicant has read and understands the RFP requirements. The undersigned acknowledges that all of the terms and conditions of the RFP are mandatory.

The Applicant understands that all materials submitted as part of the application are not subject to public disclosure and acknowledges and agrees that MREA has no obligation, and retains the sole discretion to keep all information associated with the RFP process confidential as explained in Section 11.1 of the RFP.

The Applicant understands that MREA, as the U-C Solar Program Administrator, will collaborate with an Advisory Committee who will retain the sole discretion to implement or choose not to implement the application set forth herein, and that MREA's receipt of the application does not imply any promise of selection for the Program at any time.

The Applicant understands that, if selected by the Advisory Committee, the Applicant and MREA will detail and execute a contract similar in form to the template provided in Exhibit E that outlines the respective roles and responsibilities of the parties.

I certify that the statements made in this application, including all attachments and exhibits, are true and correct to the best of my knowledge.

Applicant: \_\_\_\_\_  
(Printed Name of Applicant Organization)

By: \_\_\_\_\_  
(Signature of Authorized Representative)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_