# Solar Co-op RFP Response Template

## Part 1 of 2 – Template Responses

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| --- | --- | --- | --- |
| [Company name] | | | |
| Primary contact name | | |  |
| Primary contact phone | | |  |
| Primary contact email | | |  |
| **Competitive Pricing** | | | |
| 1. | | List all model names/numbers of equipment and components Proposer intends to offer and price.  This includes all types of batteries and inverters installer intends to offer to co-op participants.  NOTE: this Co-op has 30+ participants, therefore the variety/number of battery system offerings will be a large consideration in the selection of an installer. | ***[These are EXAMPLES – Add/Remove as needed]***   * Battery X, Model #, Details (chemistry), price ($/kWh) * SolarEdge, Model #, Details (chemistry), price * SMA, Model #, Details, price * Magnum, Model #, Details, price * Outback, Model #, Details, price * Xantrex, Model #, Details, price * LiFePO4 chemistry option * Inverter Z, Model #, Details, price |
| 2. | | Are there any additional costs to retrofit systems not originally installed with battery ready wiring/inverters? If so, please specify equipment and breakout cost to the best of your ability. | * Installation labor cost * Additional disconnect * Panel Upgrade * Inverter swap * Can battery systems be interfaced with existing monitoring software of solar system? |
| 3. | | Will the installation include an energy management/monitoring system? If so, what is the cost?  -If applicable, will the Battery Management System (BMS) demonstrate that the batteries are charged 100% by onsite solar for the 30% ITC eligibility? | * [YES/NO] * Energy management system cost (one-time or recurring?) |
| 4. | | Will you offer loan financing to participants? | * [YES/NO] * Specify loan products and applicable terms |
| 5. | | Will you process all incentives on behalf of the participant? | * [YES/NO] |
| 6. | | What are your standard milestone payments for a signed contract? | ***[These are EXAMPLES – Add/Remove as needed]***   * 25% at contract signing * 50% at equipment order * 25% at final inspection |
| **System Quality & Sourcing** | | | |
| 7. | Please provide an estimated cost of disposal and background info about environmental impact of battery disposal and where possible, ranking of impact across offerings. | | * $ of disposal |
| 8. | Do you have a long-standing relationship with any included equipment manufacturers or distributors? | | * [YES/NO] * Details |
| 9. | Do you expect any delays in sourcing any of the equipment you’re offering? If so, what equipment and at what timeline?  Replacement Procedure: With future upgrades and battery system component replacements, will system owner have any foreseeable issue sourcing an individual component? i.e. are there components that can only be replaced by one supplier? | | * [YES/NO] * Details |
| 10. | Does the installer or supplier have a presale checklist to offer the customer? (in order to set expectations and identify critical loads and electrical devices that will be run by batteries). Please also include any related examples as an attachment. | | * [YES/NO] |
| **Proposer Experience & Qualifications** | | | |
| 11. | | Please quantify your experience with batteries (type of battery, number of commercial and/or residential PV + storage installations).  Do you have experience with off-grid as well as grid-tied storage installations? | * Experience with PV-based battery systems   + # of battery installs   + Type of battery installs |
| 12. | | Provide at least one (1) customer reference from a customer who worked with Proposer during the installation phase of battery storage systems. |  |
| 13. | | Please describe the company’s key personnel and certifications. Also describe your staffing plan and provide staff names for key roles.  **NOTE:** Our goal is to understand how your organization will staff and coordinate an additional 25 to 50 leads in a short time frame. | * Key company personnel * Key certifications and who holds them (NABCEP, RISE, Professional Engineer (PE), Master Electrician’s License) * Master electricians and/or electrical engineers who will design the systems * Staffing Plan & contact info for each staff member:   1. Customer communication   2. Solar United Neighbors communication (weekly calls and spreadsheet updates)   3. Site visit scheduling   4. Site visits   5. Installation   6. Administrative work |
| 14. | | Please provide company information & experience.  **NOTE:** Please provide answers to ALL the bulleted points. | * Number of years in business? * Number of years installing battery systems? * Amount of general liability insurance? * Amount of worker’s compensation insurance? * State and local licensing numbers * Additional information on the company’s experience, standing and stability |
| **System Warranty** | | | |
| 15. | | Describe product warranties provided for system batteries. | ***[These are EXAMPLES – Add/Remove as needed]***   * Battery model X   + Product warranty = 5 years on all defects   + Extendable? |
| 16. | | Describe warranty provided for inverters and options for extending the warranty. | ***[These are EXAMPLES – Add/Remove as needed]***   * Inverter Y   + Product warranty = 10 years   + Extendable to 20 years |
| 17. | | Describe warranty provided for Proposer’s labor and workmanship. Also, will customer be charged if installer needs to return and update battery system under the terms of this workmanship warranty? | ***[These are EXAMPLES – Add/Remove as needed]***   * Installation warranty = 10 years on all workmanship   + Extendable to 20 years (see pricing sheet) |
| **Social & Community Benefits** | | | |
| 18. | | Provide location of Proposer’s regional office. |  |
| 19. | | Do you make any efforts to offer employment opportunities to residents from unemployed or underemployed communities, including qualified individuals with criminal records? If so, please specify and indicate what policies you have in place to ensure hiring on the basis of merit and in accordance with fair employment laws\*. |  |
| 20. | | Please describe any commitments you have made or are willing to make regarding local engagement. For example, will you provide on the job internships or other training opportunities for solar job training programs? |  |
| \**In accordance with Title VII of the Civil Rights Act of 1964, the selected installer shall not discriminate on the basis of race, religion, national origin or sex. In accordance with U.S. Equal Employment Opportunity Commission (EEOC) guidance on Title VII, the selected installer shall not have a blanket policy against hiring individuals who may have convictions on their record, but shall have in place a fair and equitable hiring/employment policy that takes all relevant factors into account when making employment decisions.* | | | |

## Part 2 of 2 – Additional Required Documentation

Required content to be included after RFP responses above:

* Spec sheets for each battery and inverter type specified
* Copy of your template sales proposal (if different than your contract)
* Copy of your standard contract agreement
* Copy of general liability insurance
* Copy of applicable jurisdiction licensing certificate(s)

Optional content to be included at the end of the document:

* Any additional business promotional information, warranties, performance information, installation examples, etc.
* Example of pre-installation checklist used with homeowners to set expectations and identify critical loads and electrical devices that will be run by batteries.