

## Solar Co-op RFP Response Template

### Part 1 of 2 – Template Responses

**NOTE:** changes have been made to the RFP template to include additional Solar for All (SFA) program requirements. New questions and required information will be highlighted in yellow and **bold**. Please respond accordingly.

[Company name]		
Primary contact name		
Primary contact phone		
Primary contact email		
<b>Competitive Pricing</b>		
1.	Provide the base \$/W price the Proposer will offer to all solar co-op participants. Please note if there is a minimum system size.	<ul style="list-style-type: none"> <li>• \$#/W – Module X w/ Inverter Y</li> <li>• Slate roofs supported?</li> <li>• Ground mount cost?</li> </ul> <p><i>[These are EXAMPLES below – Add/Remove as needed]</i></p> <ul style="list-style-type: none"> <li>• \$/W - Small System Adder for Systems &lt; 3kW DC (min. 2kW)</li> <li>• <b>\$ - Roof structure reinforcement (required info for grant)</b></li> <li>• \$/W - Interior conduit run</li> <li>• \$/W - Flat Roof Installation</li> <li>• \$/W - HOA or Historical Approval</li> </ul>
2.	List any optional upgrades to system components.	<p><i>[These are EXAMPLES – Add/Remove as needed]</i></p> <ul style="list-style-type: none"> <li>• \$#/W – High efficiency module</li> <li>• \$#/W – American made</li> </ul>

	<p><b>NOTE:</b> Some participants have expressed interest in snow guards, as well as the SMA Sunny Boy TL inverters that provide a "secure power supply" during a power outage.</p>	<ul style="list-style-type: none"> <li>• \$#/W – Microinverters</li> <li>• \$### – Lifetime monitoring (one-time, flat fee)</li> <li>• \$ - Squirrel guards and snow guards</li> <li>• \$ - Electrical panel upgrade <b>(required info for grant)</b></li> <li>• \$ - Cost for a 'line side tap' <b>(required info for grant)</b></li> <li>• \$ - Cellular monitoring option + minimum 5 year data plan <b>(mandatory in all grant contracts)</b></li> <li>• \$- Home energy display – homeowner can see energy their house is consuming and how much the system is producing (optional)</li> </ul>
3.	<p>Will you offer battery backup? If so, please quantify Proposer's experience with batteries (number of commercial and/or residential PV + storage installations).</p>	<ul style="list-style-type: none"> <li>• [YES/NO]</li> <li>• Experience with PV-based battery systems</li> </ul>
4.	<p>Will you install an outlet for a Level 2 electric vehicle charger(s)? Do you sell chargers?</p>	<ul style="list-style-type: none"> <li>• [YES/NO]</li> <li>• Specify sample pricing of install and/ or charger.</li> </ul>
5.	<p>Will you offer loan financing to participants?</p>	<ul style="list-style-type: none"> <li>• [YES/NO]</li> <li>• Specify loan products and applicable terms</li> </ul>
6.	<p>Will you offer a Power Purchase Agreement or lease to participants?</p> <p><b>NOTE:</b> Not applicable for Solar for All participants.</p>	<ul style="list-style-type: none"> <li>• [YES/NO]</li> <li>• Specify starting \$/kWh price, percentage escalator, length of the contract, etc.</li> </ul>
7.	<p>Will you process all incentives on behalf of the participant?</p>	<ul style="list-style-type: none"> <li>• [YES/NO]</li> </ul>
8.	<p>Will you register the participants systems with appropriate entities (public service commissions, PJM GATS, etc.)? Who will take ownership of system SRECs?</p>	<ul style="list-style-type: none"> <li>• [YES/NO]</li> <li>• Who will own SRECs?</li> </ul>

9.	<p>Will there be any additional charges for securing historic permits, HOA approvals, or other permits or approvals that go above and beyond normal permitting requirements?</p> <p><b>NOTE:</b> We recognize historic permitting incurs additional cost and want to ensure your costs are covered. If additional charges are required be sure they are listed in the added cost section.</p>	<ul style="list-style-type: none"> <li>• [YES/NO]</li> <li>• Explain [optional]</li> </ul>
10.	<p>Will Proposer be able to remove and reinstall the original PV installation should a participant require roof repairs or replacement at a later date independent of Proposer's PV installation? If so, please specify at what cost to the participant.</p>	<ul style="list-style-type: none"> <li>• [YES/NO]</li> <li>• Cost</li> </ul>
11.	<p>What are your standard milestone payments for a signed contract?</p> <p><b>NOTE:</b> The Selection Committee will look favorably on milestone payments that include a final payment after receipt of permission to operate from the utility.</p>	<p><b><i>[These are EXAMPLES – Add/Remove as needed]</i></b></p> <ul style="list-style-type: none"> <li>• 25% at contract signing</li> <li>• 50% at equipment order</li> <li>• 15% at final inspection</li> <li>• 10% at final interconnection (permission to operate)</li> </ul> <p><b>NOTE:</b> grant participants will follow the predetermined milestone payment schedule outlined in the RFP. All market-based participants will follow the installer's standard milestone payments.</p>
<b>System Quality &amp; Sourcing</b>		
12.	<p>List all model names/numbers of equipment and components Proposer intends to install</p>	<p><b><i>[These are EXAMPLES – Add/Remove as needed]</i></b></p>

	<p>including panels, roof attachments, type of racking system, and type of inverters. If you offer multiple options for panels (i.e. American-made vs. not American-made), inverters (i.e., central inverters vs. micro-inverters) or roof attachments/racking, please specify components and attachment methods used for each option.</p> <p><b>Note:</b> For installations occurring on the homes of grant participants, California Solar Initiative-eligible PV modules and inverters must be installed.</p> <p><b>Note:</b> Following the intensified winter storms in recent years, there has been an increased risk of personal and property damage from masses of snow avalanching off of solar arrays. Snow management systems can reduce this danger. If your company is able to install a snow management system should a homeowner desire this additional feature, please list the component manufacturer and model your company recommends.</p>	<ul style="list-style-type: none"> <li>• American Made Module X, Model #, Details, Made in USA</li> <li>• High Efficiency Module Y, Model #, Details, Made in China</li> <li>• Inverter Z, Model #, Details</li> <li>• Racking System Q, Details</li> </ul>
13.	Describe the equipment and methodology used to weatherproof all roof attachment points made during installation.	<p><i>[These are EXAMPLES – Add/Remove as needed]</i></p> <ul style="list-style-type: none"> <li>• Flashings...</li> </ul>
14.	Will installed systems include monitoring and at what level (system wide or panel level)? How much will monitoring cost?	<ul style="list-style-type: none"> <li>• [YES/NO]</li> <li>• Cost</li> <li>• Cost for 15 years of monitoring (<b>mandatory in all grant contracts</b>)</li> </ul>

	<b>NOTE:</b> If monitoring charges are not included in the base pricing, be sure they are listed in the added cost section.	
15.	<p>What is the cost of an operations and maintenance plan that lasts 15 years and includes:</p> <ul style="list-style-type: none"> <li>• One module cleaning visit</li> <li>• One system check-up</li> <li>• Labor costs for faulty equipment replacement</li> <li>• Proactive system monitoring and response</li> <li>• (optional) 3<sup>rd</sup> party warranty assurance service to take over maintenance should your company go out of business</li> </ul> <p><b>NOTE:</b> This is required for all grant contracts and included in covered costs by the grant.</p>	<ul style="list-style-type: none"> <li>• Details</li> </ul>
16.	Do you have a long-standing relationship with any included equipment manufacturers or distributors?	<ul style="list-style-type: none"> <li>• [YES/NO]</li> <li>• Details</li> </ul>
<b>Proposer Experience &amp; Qualifications</b>		
17.	Provide three (3) customer references from customers who worked with Proposer during the installation phase.	
18.	Do you offer roofing services in house? If so, are they sub-contracted? How long have you offered roofing services? If you partner with roofing companies, please provide roofing	<ul style="list-style-type: none"> <li>• In-house roofing services? - [YES/NO] <ul style="list-style-type: none"> <li>○ Sub-contracted? - [YES/NO]</li> </ul> </li> <li>• Roofing Partner - [YES/NO] <ul style="list-style-type: none"> <li>○ Details</li> </ul> </li> </ul>

	company's information and experience with roof repair/replacement in conjunction with solar PV installation.	<ul style="list-style-type: none"> <li>○ Experience</li> </ul>
19.	<p>Please describe the company's key personnel and certifications. Also describe your staffing plan and provide staff names for key roles.</p> <p><b>NOTE:</b> Our goal is to understand how your organization will staff and coordinate an additional 40-100 leads in a short time frame.</p>	<ul style="list-style-type: none"> <li>• Key company personnel</li> <li>• Key certifications and who holds them (NABCEP, RISE, Professional Engineer (PE), Master Electrician's License)</li> <li>• Staffing Plan &amp; contact info for each staff member: <ul style="list-style-type: none"> <li>a) Customer communication</li> <li>b) CPN communication (weekly calls and spreadsheet updates)</li> <li>c) Site visit scheduling</li> <li>d) Site visits</li> <li>e) Installation</li> <li>f) Administrative work</li> </ul> </li> </ul>
20.	<p>Please provide company information &amp; experience.</p> <p><b>NOTE:</b> Please provide answers to ALL the bulleted points.</p>	<ul style="list-style-type: none"> <li>• Number of years in business?</li> <li>• Number of years installing PV systems?</li> <li>• Are you a member of your local SEIA chapter or other professional organizations?</li> <li>• Amount of general liability insurance?</li> <li>• Amount of worker's compensation insurance?</li> <li>• State and local licensing numbers</li> <li>• Total number of installs completed in the last two years</li> <li>• Number of installs in the jurisdictions applicable for this group</li> <li>• Additional information on the company's experience, standing and stability</li> </ul>
<b>System Warranty</b>		
21.	Describe production and product warranties provided for system modules.	<p><b><i>[These are EXAMPLES – Add/Remove as needed]</i></b></p> <ul style="list-style-type: none"> <li>• Module model X <ul style="list-style-type: none"> <li>○ Product warranty = 10 years on all defects</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>○ Production warranty = 25 year linear warranty to 80% of rated capacity</li> </ul>
22.	<p>Describe warranty provided for inverters and options for extending the warranty.</p> <p>Should it not last 15 years, what is the cost to extend the warranty to 15 years?</p> <p><b>NOTE: Minimum 15-year inverter warranty mandatory for all grant contracts.</b></p>	<p><b><i>[These are EXAMPLES - Add/Remove as needed]</i></b></p> <ul style="list-style-type: none"> <li>• Inverter Y <ul style="list-style-type: none"> <li>○ Product warranty = 10 years</li> <li>○ Extendable to 20 years</li> </ul> </li> </ul>
23.	<p>Describe warranty provided for Proposer's labor and workmanship. Please also indicate whether Proposer offers an electrical production/performance guarantee.</p> <p>Should it not last 15 years, what is the cost to extend the warranty to 15 years?</p> <p><b>NOTE: Minimum 15-year labor warranty mandatory for all grant contracts.</b></p>	<p><b><i>[These are EXAMPLES - Add/Remove as needed]</i></b></p> <ul style="list-style-type: none"> <li>• Installation warranty = 10 years on all workmanship including all roof penetrations <ul style="list-style-type: none"> <li>○ Extendable to 20 years (see pricing sheet)</li> </ul> </li> <li>• Terms of performance guarantee (if applicable)</li> </ul>
<b>Social &amp; Community Benefits</b>		
23.	Provide location of Proposer's nearest regional office.	
24.	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*.	

25.	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 locally?	
<p><i>*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.</i></p>		

## Part 2 of 2 – Additional Required Documentation

Required content to be included after RFP responses above:

- Spec sheets for each module 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)
- The proposal template you use for grant program participants will be subject to review and editing by Solar United Neighbors.

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

- Any additional business promotional information, warranties, performance information, installation examples, etc.