

Solarize RFP Response Template

Part 1 of 2 – Template Responses

[Company name]		
Primary contact name		
Primary contact phone		
Primary contact email		
Competitive Pricing		
1.	Provide the base \$/W price the Proposer will offer to all solarize participants. Please note if there is a minimum system size.	\$/W – Module X w/ Inverter Y - Slate roofs supported? - Ground mount cost? <i>[These are EXAMPLES below – Add/Remove as needed]</i> \$/W - Small System Adder for Systems < 3kW DC (min. 2kW) \$ - Electrical Service Upgrade (flat) \$/W - Interior conduit run \$/W - Flat Roof Installation \$/W - HOA or Historical Approval
2.	List any optional upgrades to system components. NOTE: Some participants have expressed interest in the SMA Sunny inverters that provide a "secure power supply" during a power outage.	<i>[These are EXAMPLES – Add/Remove as needed]</i> \$/W – High efficiency module \$/W – American made \$/W – Microinverters #### – Lifetime monitoring (one-time, flat fee)

3.	Will you offer battery backup? If so, please quantify Proposer's experience with batteries (number of commercial and/or residential PV + storage installations).	• [YES/NO] • Experience with PV-based battery systems
4.	Will you offer loan financing to participants?	• [YES/NO] • Specify loan products and applicable terms
5.	Will you offer a Power Purchase Agreement or lease to participants?	• [YES/NO] • Specify starting \$/kWh price, percentage escalator, length of the contract, etc.
6.	Will you process all incentives on behalf of the participant?	• [YES/NO]
7.	Will you register the participants systems with appropriate entities (public service commissions, PJM GATS, etc.)? Who will take ownership of system SRECs?	• [YES/NO] • Who will own SRECs?
8.	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? NOTE: 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.	• [YES/NO] • Explain [optional]
9.	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	• [YES/NO] • Cost

	Proposer's PV installation? If so, please specify at what cost to the participant.	
10.	What are your standard milestone payments for a signed contract? NOTE: The Selection Committee will look favorably on milestone payments that include a final payment after receipt of permission to operate from the utility.	<i>[These are EXAMPLES – Add/Remove as needed]</i> • 25% at contract signing • 50% at equipment order • 15% at final inspection • 10% at final interconnection (permission to operate)
System Quality & Sourcing		
11.	List all model names/numbers of equipment and components Proposer intends to install 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.	<i>[These are EXAMPLES – Add/Remove as needed]</i> • American Made Module X, Model #, Details, Made in USA • High Efficiency Module Y, Model #, Details, Made in China • Inverter Z, Model #, Details • Racking System Q, Details
12.	Will installed systems include monitoring and at what level (system wide or panel level)? How much will monitoring cost? NOTE: If monitoring charges are not included in the base pricing, be sure they are listed in the added cost section.	• [YES/NO] • Cost
13.	Do you have a long-standing relationship with any included equipment manufacturers or	• [YES/NO] • Details

	distributors?	
Proposer Experience & Qualifications		
14.	Provide three (3) customer references from customers who worked with Proposer during the installation phase.	
15.	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 company's information and experience with roof repair/replacement in conjunction with solar PV installation.	• In-house roofing services? - [YES/NO] ○ Sub-contracted? - [YES/NO] • Roofing Partner - [YES/NO] ○ Details ○ Experience
16.	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 40-100 leads in a short time frame.	• Key company personnel • Key certifications and who holds them (NABCEP, RISE, Professional Engineer (PE), Master Electrician's License) • Staffing Plan & contact info for each staff member: a) Customer communication b) CPN communication (weekly calls and spreadsheet updates) c) Site visit scheduling d) Site visits e) Installation f) Administrative work
17.	Please provide company information & experience. NOTE: Please provide answers to ALL the bulleted points.	• Number of years in business? • Number of years installing PV systems? • Are you a member of MDV-SEIA or other professional organizations? • Amount of general liability insurance? • Amount of worker's compensation insurance? • State and local licensing numbers • Total number of installs completed in the last two years

		• Number of installs in the jurisdictions applicable for this group • Additional information on the company's experience, standing and stability
System Warranty		
18.	Describe production and product warranties provided for system modules.	<i>[These are EXAMPLES – Add/Remove as needed]</i> • Module model X ○ Product warranty = 10 years on all defects ○ Production warranty = 25 year linear warranty to 80% of rated capacity
19.	Describe warranty provided for inverters and options for extending the warranty.	<i>[These are EXAMPLES – Add/Remove as needed]</i> • Inverter Y ○ Product warranty = 10 years ○ Extendable to 20 years
20.	Describe warranty provided for Proposer's labor and workmanship.	<i>[These are EXAMPLES – Add/Remove as needed]</i> • Installation warranty = 10 years on all workmanship including all roof penetrations ○ Extendable to 20 years (see pricing sheet)
Social & Community Benefits		
21.	Provide location of Proposer's nearest regional office.	
22.	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*.	
23.	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?	
<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>		

Part 2 of 2 – Additional Documentation

Required content to be included after RFP responses above:

- Spec sheets for each module and inverter type specified
- 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.