

# ILLINOIS POWER AGENCY FALL 2017 UTILITY DISTRIBUTED GENERATION RFP APPENDIX 4: PART 1 FORM

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Pursuant to Illinois Public Act 95-0481, the Illinois Power Agency (“IPA”) filed a final Procurement Plan, which provides for the procurement of renewable energy credits (“RECs”) from distributed generation (“DG”) for the portfolio of Ameren Illinois Company (“AIC”) and Commonwealth Edison Company (“ComEd”) through a Utility DG Request for Proposals (“DG RFP”). Each of AIC and ComEd is referred to as a “Company”.

The Part 1 Proposal consists of the online Part 1 Form and attachments that are uploaded to the application website (or sent to the Procurement Administrator via email). Before completing the Part 1 Form for the DG RFP, please review the RFP Rules, AIC’s Renewable Energy Credit Agreement (also referred to as the “(AIC DG) REC Contract”) and ComEd’s Master Distributed Generation Renewable Energy Certificate Purchase and Sale Agreement (also referred to as the “(ComEd) Master DG Agreement”) so that you understand the conditions under which the DG RFP will be conducted. These documents are available on the procurement website, [www.ipa-energyrfp.com](http://www.ipa-energyrfp.com).

By submitting a Part 1 Proposal in response to the DG RFP, you agree to all the terms and conditions of the DG RFP.

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***Any information that you provide in this Part 1 Proposal is provided on a confidential basis to the Procurement Administrator and may be provided on a confidential basis to the Procurement Monitor, to the IPA, or to the Staff of the Illinois Commerce Commission (“ICC”). Any information provided to AIC or ComEd will also be provided to the Procurement Monitor.***

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## INSTRUCTIONS FOR PROPOSAL

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Bidders use the online Part 1 Form and upload required documents to respond to the qualification standards of the RFP Rules. Bidders request logon credentials for the application website from the Procurement Administrator via email ([Illinois-RFP@nera.com](mailto:Illinois-RFP@nera.com)) or by submitting the [Qualification Registration Form](#) on the Qualification Forms page of the procurement website.

A Bidder that successfully completed the Part 1 Proposal for a prior procurement event under a Distributed Generation RFP is said to have “previously qualified”. Such a Bidder is generally eligible to participate in an abbreviated process to submit the Part 1 Proposal. A previously qualified Bidder that has undergone a change to its corporate structure (through a merger for example) may not be eligible to participate in the abbreviated process to submit the Part 1 Proposal and should contact the Procurement Administrator.

The Procurement Administrator evaluates Bids submitted in accordance with this RFP for each Bidder that qualifies pursuant to a successful Part 1 Proposal and that submits a Part 2 Proposal that fulfills all the requirements of the RFP Rules.

**Please complete all sections. If a section does not pertain to you, you will be required to check a box and move on to the next section.**

### I. Part 1 Proposal Submission

Bidders must:

- Complete the online Part 1 Form in its entirety;
- Submit **one (1) copy** of any documents, including Inserts, required to support the Part 1 Form by email to [Illinois-RFP@nera.com](mailto:Illinois-RFP@nera.com) or by upload to the application website.

*All times are Central Prevailing Times (“CPT”) unless specifically noted.*

*The online Part 1 Form must be submitted no later than 12 PM (noon) CPT on September 18, 2017 (the Part 1 Date).*

**Some of the documents required to support the Part 1 Form are “Inserts”. Each of these Inserts will be available as a separate form on the procurement website or from the Procurement Administrator.**

A Bidder that is required to submit a particular Insert will complete the form and upload the form to the application website (or send the form by email). If the Insert requires a signature, a Bidder will sign the completed form, will scan the completed form, and upload the scanned form to the application website (or send the form by email). **For illustrative purposes, the Inserts are shown throughout this Part 1 Form in green boxes.** The format and exact content of the Inserts may differ from the illustrative Inserts provided through this Part 1 Form. **Fields for upload of other documents are designated by a paperclip.**

Inquiries may be directed to the Procurement Administrator through the “Ask a Question” page on the procurement website at [www.ipa-energyrfp.com](http://www.ipa-energyrfp.com).

**II. Part 1 Proposal Processing**

The process for processing of the Proposal will be provided as a separate document to Bidders.

## PART 1 FORM

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### 1. Contact Information

First Item: Name and Address of the Bidder

*Legal Name of Bidder*

*Street Address*

*City*

*State*

*Zip Code*

**A PREVIOUSLY QUALIFIED BIDDER MUST UPDATE THIS INFORMATION AS NECESSARY.**

**A PREVIOUSLY QUALIFIED BIDDER THAT UPDATES THE BIDDER'S LEGAL NAME SHOULD CONTACT THE PROCUREMENT ADMINISTRATOR FOR INSTRUCTIONS PRIOR TO COMPLETING THE REMAINDER OF THE PART 1 FORM.**

Second Item: Representative(s) of the Bidder

The Bidder must identify the individual or individuals responsible for submission of the Proposal and provide full contact information for each individual, including address, phone number(s), and email address. These individuals, each a Representative of the Bidder or "Representative", must be authorized to act on behalf of the Bidder. At least one Representative must be authorized to undertake contracts and bind the Bidder and such Representative is expected to make the certifications and representations required by the Proposal. The Procurement Administrator sends all correspondence related to the procurement event to the Representatives, including confidential information required to submit Bids on the Bid Date. The Bidder may designate up to (3) Representatives in addition to the one designated in the Part 1 Form.

**THE BIDDER DESIGNATES ONE (1) REPRESENTATIVE BY COMPLETING THE CONTACT INFORMATION FOR THE REPRESENTATIVE IN THE FIELDS BELOW. A PREVIOUSLY QUALIFIED BIDDER MUST UPDATE THIS INFORMATION AS NECESSARY.**

*Given Name(s) of Representative*

*Last Name of Representative*

*Mr/Mrs/Ms/Dr/(other)*

*Title*

*Street Address*

*City*

*State*

*Zip Code*

*Telephone No.*

*Alternate Telephone No. (if available)*

*Email Address*

*Does the Bidder wish to designate additional Representatives to be copied on all communications from the Procurement Administrator?*

Yes                       No

**If NO**, please proceed to the next item.

**If YES**, the Bidder may designate up to three (3) additional Representatives by fully completing the Representative Insert prepared for this purpose.

**PLEASE FULLY COMPLETE THE REPRESENTATIVE INSERT. THE REPRESENTATIVE INSERT MAY BE PROVIDED BY EMAIL OR BY UPLOAD TO THE APPLICATION WEBSITE. THE REPRESENTATIVE INSERT IS AVAILABLE ON THE PROCUREMENT WEBSITE.** The Representative Insert is also labelled INSERT #P1-1.

\_\_\_\_\_  
*Name of Bidder*

**REPRESENTATIVE INSERT (#P1-1)**

The Bidder may name up to three (3) Representatives authorized to act on behalf of the Bidder, **in addition to** the Representative whose contact information is provided directly in the online Part 1 Form, by providing the information requested below.

Contact Information for Representative

<i>Given Name(s)</i>	<i>Last Name</i>	<i>Mr/Mrs/Ms/Dr/(other)</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>

*Title*

*Street Address*

  

<i>City</i>	<i>State</i>	<i>Zip Code</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>

<i>Telephone No.</i>	<i>Alternate Telephone No. (if available)</i>	<i>Email Address</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Contact Information for Representative

<i>Given Name (s)</i>	<i>Last Name</i>	<i>Mr/Mrs/Ms/Dr/(other)</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>

*Title*

*Street Address*

  

<i>City</i>	<i>State</i>	<i>Zip Code</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>

<i>Telephone No.</i>	<i>Alternate Telephone No. (if available)</i>	<i>Email Address</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>

<u>Contact Information for Representative</u>		
<i>Given Name (s)</i>	<i>Last Name</i>	<i>Mr/Mrs/Ms/Dr/(other)</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<i>Title</i>		
<input type="text"/>		
<i>Street Address</i>		
<input type="text"/>		
<input type="text"/>		
<i>City</i>	<i>State</i>	<i>Zip Code</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<i>Telephone No.</i>	<i>Alternate Telephone No. (if available)</i>	<i>Email Address</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Third Item: Role of the Bidder

The Bidder is the System Owner, or an Aggregator, or both. An Aggregator must have ownership of the RECs or the contractual right to legally transfer or assign RECs to the utility.

**REGARDLESS OF ITS ROLE, THE BIDDER MUST BE THE ENTITY THAT WILL SERVE AS THE COUNTERPARTY UNDER THE APPLICABLE SUPPLIER CONTRACT WITH THE UTILITY FOR THE DELIVERY OF RECs.**

**PLEASE CLICK THE BOX BELOW TO ACKNOWLEDGE AND AGREE TO THIS REQUIREMENT.**

- The Bidder acknowledges and agrees that the Bidder as named in this Part 1 Proposal will be the entity that will serve as the counterparty under the applicable supplier contract with the utility for the delivery of RECs should the Bidder have winning Bids approved by the Commission.

## 2. Bid Participation Fee

**A BIDDER THAT HAS NOT PAID A BID PARTICIPATION FEE PURSUANT TO ITS PARTICIPATION IN A 2017 PROCUREMENT EVENT MUST PAY A BID PARTICIPATION FEE OF \$500.** A Bidder that has paid the Bid Participation Fee will not be reimbursed, even if the Bidder fails to meet the requirements of the Part 1 Proposal or the Part 2 Proposal or if the Bidder decides not to continue its participation in the RFP.

*Did the Bidder participate in a procurement event in 2017 and pay a Bid Participation Fee at that time?*

Yes

No

**If YES**, please indicate a procurement event in which the Bidder participated below.

Spring 2017 Utility DG

Fall 2017 Wind and Solar

Spring 2017 or Fall 2017 Block Energy/Capacity

**If NO**, please follow these instructions.

Bidders must pay the Bid Participation Fee to the IPA as a condition of completing the Part 1 Proposal. A Bidder can pay the Bid Participation Fee: (i) by e-check through <https://www.epayillinois.com>; or (ii) by check payable to “Illinois Power Agency”. Instructions for submission of the Bid Participation Fee are available from the Procurement Administrator upon request.

**THE BID PARTICIPATION FEE IS DUE BY THE PART 1 DATE AND THE BIDDER MUST PROVIDE EVIDENCE OF COMPLIANCE WITH THIS REQUIREMENT.** Such evidence includes a photocopy of the check, a confirmation page from the e-check website, or a receipt from the IPA.

**PLEASE UPLOAD THE EVIDENCE OF PAYMENT OF THE BID PARTICIPATION FEE BELOW OR EMAIL SUCH EVIDENCE TO THE PROCUREMENT ADMINISTRATOR:**



**If the Procurement Administrator is not able to get confirmation from the IPA that the IPA has received the Bid Participation Fee from the Bidder, the Bidder will not be eligible to continue its participation in the RFP.**

### 3. Abbreviated Requirement for Systems Returning from Spring 2017

A Bidder may only submit Bids if the Bidder has identified and provided all required documentation for systems and a total Forecast Quantity that together are the equivalent of at least one megawatt in size. To meet this requirement, the Bidder may include systems in both Size Classes, and, for the Small Size Class, may include identified systems or may include Forecast Quantities. The Bidder may include systems of any of the following technologies: wind, solar thermal energy, photovoltaic cells and panels (fixed mount), photovoltaic cells and panels (tracking), biodiesel, crops and untreated and unadulterated organic waste biomass, tree waste, and hydropower that does not involve new construction or significant expansion of hydropower dams. If a system was energized and was registered in GATS or M-RETS as of September 18, 2017 then the system is “existing” otherwise it is “new”.

A system is said to be “returning” if all required information for such system was submitted by the Bidder in response to the Spring 2017 Utility DG RFP and if such system was not part of the Bidder’s winning Bids.

***Does the Bidder have “returning” systems, i.e., systems that this Bidder presented in the Spring 2017 Utility DG RFP, systems for which all required information and documents were submitted in that RFP, and systems that were not part of the Bidder’s winning Bids in that RFP?***

Yes                       No

**If NO**, please proceed to the next item.

**If YES**, please provide all information for returning systems required by this section.

**First Item: System Characteristics**

**THE BIDDER MUST PROVIDE THE SIZE (AC RATING) OF EACH RETURNING SYSTEM.** The size of each system must not exceed 2,000 kW (AC rating). **AS APPROPRIATE, THE BIDDER IS ASKED TO UPDATE THE SYSTEMS’ CHARACTERISTICS BY FULLY COMPLETING THE RETURNING WORKSHEET INSERT PREPARED FOR THIS PURPOSE. THE RETURNING WORKSHEET INSERT PROVIDES INSTRUCTIONS ON THE CHARACTERISTICS THAT CAN OR CANNOT BE UPDATED FOR RETURNING SYSTEMS. THE BIDDER PROVIDES THE RETURNING WORKSHEET INSERT IN MICROSOFT EXCEL FORMAT BY EMAIL OR UPLOAD TO THE APPLICATION WEBSITE. THE RETURNING WORKSHEET INSERT IS AVAILABLE FROM THE PROCUREMENT ADMINISTRATOR; THE BIDDER MUST REQUEST ISSUANCE OF THE RETURNING WORKSHEET INSERT FOR ITS RETURNING SYSTEMS.** The Returning Worksheet Insert is also labelled INSERT #P1-2R.



Name of Bidder

**WORKSHEET INSERT (#P1-2R)**

Insert #P1-2: Worksheet Insert

Please complete the fields below for each system and fully justify any omissions.

Representative of the Bidder	
Name of Bidder	Total of System Size

How many systems are you including in your Proposal?

1

Please complete the worksheet for each System.

		1
a) System Tag	Provided by Procurement Administrator	
b) Size	kW (AC rating)	
c) Technology	Choose applicable technology from list Place an 'x' next to the applicable technology	<input type="checkbox"/> Wind <input type="checkbox"/> Solar Thermal Energy or Photovoltaic cells and panels (fixed mount) <input type="checkbox"/> Photovoltaic cells and panels (tracking) <input type="checkbox"/> Biodiesel, crops and untreated and unadulterated organic waste biomass, tree waste <input type="checkbox"/> Hydropower that does not involve new construction or significant expansion of hydropower dams <input type="checkbox"/> New (not energized as of September 18, 2017) <input type="checkbox"/> Existing
d) New or Existing	New or Existing System ----- If Existing, you must specify the documentation you will provide (Place an x next to the applicable documentation):	<input type="checkbox"/> Interconnection Agreement <input type="checkbox"/> Net metering application approval letter <input type="checkbox"/> Final system inspection confirmation <input type="checkbox"/> PJM-EIS GATS/M-RETS system registration application and approval letter <input type="checkbox"/> Permission to operate letter <input type="checkbox"/> Other relevant documentation clearly showing the date at which the system was energized or began operation
e) Name of System Owner	Company name (if applicable) Name (First and Last) Telephone No. Email Address Title	
f) System Location	Street Address 1 Street Address 2 City, State Zip	
g) Host (owner of system location)	Company name (if applicable) Name (First and Last) Telephone No. Email Address Title	
h) Interconnecting Distributor Company	Place an "x" next to the utility or electric cooperative: ----- If Other, please specify:	<input type="checkbox"/> AIC <input type="checkbox"/> ComEd <input type="checkbox"/> MidAmerican <input type="checkbox"/> Mount Carmel <input type="checkbox"/> Corn Belt Energy Cooperative <input type="checkbox"/> City of Batavia - Department of Public Works <input type="checkbox"/> Tri-County Electric Cooperative, Inc. <input type="checkbox"/> MJM Electric Cooperative
i) Customer Account Number	Customer Account Number	
j) Tracking System	M-RETS or GATS:	
Name of System	For Bidder's internal purposes only	
k) Justification of Omission	Explain any missing fields	

Second Item: Certification

A Bidder must also certify that, except for updates provided through the Returning Worksheet Insert or through another submission to the Procurement Administrator, all previously provided information for its returning systems remains valid and up to date. **THE BIDDER MAKES SUCH CERTIFICATION BY FULLY COMPLETING THE RETURNING CERTIFICATION INSERT PREPARED FOR THIS PURPOSE. THE BIDDER PROVIDES THE RETURNING CERTIFICATION INSERT BY EMAIL OR BY UPLOAD TO THE APPLICATION WEBSITE. THE RETURNING CERTIFICATION INSERT IS AVAILABLE ON THE PROCUREMENT WEBSITE.** The Returning Certification Insert is also labelled INSERT #P1-6.

\_\_\_\_\_  
*Name of Bidder*

**RETURNING CERTIFICATION INSERT (#P1-6)**

**THE INDIVIDUAL MAKING THE CERTIFICATIONS ON BEHALF OF THE BIDDER MUST BE AUTHORIZED TO UNDERTAKE CONTRACTS AND TO BIND THE BIDDER.**

I certify that, for all returning systems included in the Proposal:

- (i) All information provided regarding the characteristics of returning systems is accurate and up to date;
- (ii) Aside from the updates provided through the Returning Worksheet Insert, none of the characteristics of returning systems have changed;
- (iii) None of the Bids associated with returning systems were identified previously by the Procurement Administrator as winning Bids; and
- (iv) All documentation provided under the Spring 2017 RFP for the returning systems remains valid, including Host Acknowledgments and Bidder-Owner Agreements as applicable.

\_\_\_\_\_  
Signature of Individual authorized to  
undertake contracts and bind the Bidder

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

#### 4. Identification of Systems

A Bidder may only submit Bids if the Bidder has identified and provided all required documentation for identified systems and a total Forecast Quantity that together are the equivalent of at least one megawatt in size. To meet this requirement, the Bidder may include systems in both Size Classes, and, for the Small Size Class, may include identified systems or may include Forecast Quantities. Systems in the “Small Size Class” are systems under 25 kW in nameplate capacity (AC rating), and Systems in the “Large Size Class” are systems of at least 25 kW but no more than 2,000 kW in nameplate capacity (AC rating). The Bidder may include systems of any of the following technologies: wind, solar thermal energy, photovoltaic cells and panels (fixed mount), photovoltaic cells and panels (tracking), biodiesel, crops and untreated and unadulterated organic waste biomass, tree waste, and hydropower that does not involve new construction or significant expansion of hydropower dams. If a system was energized and was registered in GATS or M-RETS as of September 18, 2017 then the system is “existing” otherwise it is “new”.

##### First Item: System Characteristics

The information required by this section must be provided separately and completely for each system that is identified but that is not a returning system. The size of each system must not exceed 2,000 kW (AC rating).

**THE BIDDER MUST PROVIDE ALL INFORMATION REQUIRED REGARDING THE SYSTEMS’ CHARACTERISTICS BY FULLY COMPLETING THE WORKSHEET INSERT PREPARED FOR THIS PURPOSE. THE BIDDER PROVIDES THE WORKSHEET INSERT IN MICROSOFT EXCEL FORMAT BY EMAIL OR BY UPLOAD TO THE APPLICATION WEBSITE. THE WORKSHEET INSERT IS AVAILABLE ON THE PROCUREMENT WEBSITE.** The Worksheet Insert is also labelled INSERT #P1-2. If the Bidder resubmits the Worksheet Insert to respond to a deficiency notice from the Procurement Administrator, the Bidder must use the Worksheet Insert as it was provided back to the Bidder with such deficiency notice.

Name of Bidder

## WORKSHEET INSERT (#P1-2)

Insert #P1-2: Worksheet Insert

Please complete the fields below for each **NEW** system and fully justify any omissions.

Representative of the Bidder	
Name of Bidder	Total of System Size

How many **NEW** systems are you including in your Proposal?

1	Generate Columns	Clear ALL
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Please complete the worksheet for each **NEW** System.

		1
a) System Tag	Provided by Procurement Administrator	
b) Size	kW (AC rating)	
c) Technology	Choose applicable technology from list Place an 'x' next to the applicable technology	Wind
		Solar Thermal Energy or Photovoltaic cells and panels (fixed mount)
		Photovoltaic cells and panels (tracking)
		Biodiesel, crops and untreated and unadulterated organic waste biomass, tree
		Hydropower that does not involve new construction or significant expansion of hydropower dams
d) Name of System Owner	Company name (if applicable) Name (First and Last) Telephone No. Email Address Title	
e) System Location	Street Address 1 Street Address 2 City, State Zip	
f) Host (owner of system location)	Company name (if applicable) Name (First and Last) Telephone No. Email Address Title	
g) Interconnecting Distribution Company	Place an "x" next to the utility or electric cooperative:  ----- If Other, please specify:	AIC
		ComEd
		MidAmerican
		Mount Carmel
		Corn Belt Energy Cooperative
		City of Batavia - Department of Public Works
		Tri-County Electric Cooperative, Inc.
		MJM Electric Cooperative
h) Customer Account Number	Customer Account Number	
Name of System	For Bidder's internal purposes only	
i) Justification of Omissions	Explain any missing fields	

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Insert #P1-2: Worksheet Insert

Please complete the fields below for each **EXISTING** system and fully justify any omissions.

Representative of the Bidder	
Name of Bidder	Total of System Size

How many **EXISTING** systems are you including in your Proposal?

1

Please complete the worksheet for each **EXISTING** System.

Please complete the worksheet for each <b>EXISTING</b> System.		1
a) System Tag	Provided by Procurement Administrator	
b) Size	kW (AC rating)	
c) Technology	Choose applicable technology from list Place an 'x' next to the applicable technology	Wind
		Solar Thermal Energy or Photovoltaic cells and panels (fixed mount)
		Photovoltaic cells and panels (tracking)
		Biodiesel, crops and untreated and unadulterated organic waste biomass, tree
		Hydropower that does not involve new construction or significant expansion of hydropower dams
d) Name of System Owner	Company name (if applicable) Name (First and Last) Telephone No. Email Address Title	
e) System Location	Street Address 1 Street Address 2 City, State Zip	
f) Interconnecting Distribution Company	Place an "x" next to the utility or electric cooperative:  ----- If Other, please specify:	AIC
		ComEd
		MidAmerican
		Mount Carmel
		Corn Belt Energy Cooperative
		City of Batavia - Department of Public Works
		Tri-County Electric Cooperative, Inc.
MJM Electric Cooperative		
g) Customer Account Number	Customer Account Number	
h) Tracking System	Provide the GATS/M-RETS registration number	
Name of System	For Bidder's internal purposes only	
i) Justification of Omissions	Explain any missing fields	

Second Item: Documentation for System Characteristics

A Bidder must also provide documentation to support the information provided regarding the characteristics of each system presented in the Proposal.

**BIDDERS PROVIDE THIS INFORMATION BY PROVIDING ALL DOCUMENTATION REQUIRED AND BY REPRESENTING THAT THE INFORMATION PRESENTED IS ACCURATE AND COMPLETE BY FULLY COMPLETING THE DOCUMENTATION INSERT PREPARED FOR THIS PURPOSE. THE BIDDER PROVIDES THE DOCUMENTATION INSERT, AND ANY SUPPORTING DOCUMENTATION, BY EMAIL OR UPLOAD TO THE APPLICATION WEBSITE. THE DOCUMENTATION INSERT IS AVAILABLE ON THE PROCUREMENT WEBSITE.** The Documentation Insert is also labelled INSERT #P1-3.

\_\_\_\_\_  
Name of Bidder

**DOCUMENTATION INSERT (#P 1-3)**

*Is the Bidder identifying at least one system in the Worksheet Insert (#P1-2)?*

Yes                       No

**If NO**, (i.e., your Proposal consists entirely of a total Forecast Quantity, your Proposal consists entirely of returning systems, or your Proposal consists entirely of a combination of a total Forecast Quantity and returning systems) this Insert is complete.

**If YES**, please provide the information required below.

**THE INDIVIDUAL MAKING THIS CERTIFICATION ON BEHALF OF THE BIDDER MUST BE AUTHORIZED TO UNDERTAKE CONTRACTS AND TO BIND THE BIDDER.**

For each new system, if any, the size of the system provided in the Worksheet Insert is a reasonable estimate of the nameplate capacity of the system (AC rating) and that such estimate is based on the equipment that is or will be installed, and the manufacturer's specifications; and for each existing system, if any, the size provided is the nameplate capacity of the system (AC rating) The documentation presented in support of the characteristics of the systems provided in the Worksheet Insert is accurate to the best of my knowledge and belief.

\_\_\_\_\_  
Signature of Individual authorized to                      \_\_\_\_\_  
undertake contracts and bind the Bidder                      Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

**COMPLETION OF THE REMAINDER OF THIS INSERT IS REQUESTED BUT NOT MANDATORY. THE REMAINDER OF THIS INSERT IS MEANT TO ASSIST WITH THE DOCUMENTATION THAT IS REQUIRED. IT IS PROVIDED ONLY FOR THE CONVENIENCE OF BIDDERS.**

**BY ANSWERING THE QUESTIONS BELOW, YOU CAN CONFIRM THAT YOU HAVE PROVIDED THE REQUIRED DOCUMENTATION FOR YOUR SYSTEMS.**

**QUESTION 1: Are you the owner for ALL of the systems presented in your Proposal?**

Yes       No

**If YES**, please go to the next question.

**If NO**, for any system for which you are not the owner, you must present evidence that you have ownership of the RECs for that system or that you have the contractual right to legally transfer or assign RECs from the system to the utility. Evidence means one of the following documents for each of these systems:

- a signed contract between you and the System Owner; OR
- a letter of intent between you and the System Owner in which the System Owner agrees that it intends to give you unconditioned title to the RECs from the systems or the right to legally transfer or assign such RECs to a utility under the term of the applicable supplier contract.

If evidence is not yet available for a system, you can state this fact but you will be required to submit evidence by the Part 2 Date. **Go to the next question.**

**QUESTION 2: If a system was energized and was registered in GATS or M-RETS as of September 18, 2017 then the system is “existing” otherwise it is “new”. Are some of the systems presented in your Proposal existing systems?**

Yes       No

**If NO**, please go to the next question.

**If YES**, you must provide evidence from GATS or M-RETS that the system is registered with GATS or M-RETS. Such evidence includes a copy of the GATS or M-RETS account summary report, a GATS/M-RETS facility approval letter, or equivalent documentation from GATS/M-RETS. If such documentation is unavailable, you must provide other documentation showing the date at which the system was energized or began operation, such as:

- Interconnection Agreement;
- Net metering application approval letter;
- Final system inspection confirmation;
- Permission to operate letter;
- Other relevant documentation (in which case the Procurement Administrator may request more information).

If evidence is not yet available for a system, you can state this fact but you will be required to submit evidence by the Part 2 Date. **Go to the next question.**

**QUESTION 3: Are some of the systems presented in your Proposal new (i.e., the system was not energized as of September 18, 2017)?**

Yes       No

**If NO**, no further documentation of the system characteristics is required. You have completed this Insert.

**If YES**, please go on to the next question.

**QUESTION 4: Is the System Owner and the Host the same individual/company for ALL of your systems?**

Yes       No

**If YES**, no further documentation of the system characteristics is required. You have completed this Insert.

**If NO**, you must provide evidence that the Host has agreed to the installation of the system. Evidence means one of the following documents for each of these systems:

- Host Acknowledgment (Appendix 4 of the RFP Rules); OR

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- A signed agreement between you and the Host, or between the System Owner and the Host, in which the Host acknowledges that the installation of a system is planned on the Host's premises; OR
- A letter of intent signed by the Host acknowledging that the installation of a system is planned on the Host's premises; OR
- Another document to give site control or permission to install the system at the system location to you or to the System Owner.

Please provide below all documentation to support the information provided regarding the characteristics of each system presented in the Proposal.

	
	
	
	



## 5. Forecast Quantities

A Bidder may include in its Proposal a total Forecast Quantity of RECs from systems in the Small Size Class that are not yet identified as of September 18, 2017. **FORECAST QUANTITIES CANNOT BE PRESENTED FOR SYSTEMS OF THE LARGE SIZE CLASS.**

If the Bidder has winning Bids that include one or more Forecast Quantities, such quantity cannot be converted to identified systems and RECs for which payment can be received under the terms of the applicable supplier contracts until September 30, 2018.

### First Item: Total Forecast Quantity

**A BIDDER INCLUDING ONE OR MORE FORECAST QUANTITIES IN ITS PROPOSAL MUST SPECIFY THE TOTAL FORECAST QUANTITY IN THE FIELD BELOW.** The total forecast quantity must be expressed as an annual quantity of RECs. For purposes of determining the capacity associated with the number of RECs in a Forecast Quantity, a capacity factor of 17% will be used.

(RECs)
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### Second Item: Forecast Quantity Certifications

A Bidder is required to make the certifications detailed in the RFP Rules.

**THE BIDDER SUBMITS THESE CERTIFICATIONS BY FULLY COMPLETING THE P1 SPECULATIVE INSERT PREPARED FOR THIS PURPOSE. THE BIDDER PROVIDES THE P1 SPECULATIVE INSERT BY EMAIL OR UPLOAD TO THE APPLICATION WEBSITE. THE P1 SPECULATIVE INSERT IS AVAILABLE ON THE PROCUREMENT WEBSITE.** The P1 Speculative Insert is also labelled INSERT #P1-4.

\_\_\_\_\_  
*Name of Bidder*

### **P1 SPECULATIVE INSERT (#P1-4)**

**THE INDIVIDUAL MAKING THE CERTIFICATIONS ON BEHALF OF THE BIDDER MUST BE AUTHORIZED TO UNDERTAKE CONTRACTS AND TO BIND THE BIDDER.**

I, \_\_\_\_\_, (name of individual signing below) certify:

1. The total Forecast Quantity consists of systems in the Small Size Class that are not yet identified. I understand and agree that under the terms of the applicable supplier contracts, no portion of the total Forecast Quantity can be used to identify systems in the Large Size Class.
2. I will undertake to identify all systems associated with the total Forecast Quantity by July 13, 2018. I understand and agree that the initial meter read dates for such systems must occur by August 31, 2019. Failure to meet these deadlines may result in a draw on the Letter of Credit provided by the Bidder.
3. Further, I understand and agree that no payment for RECs from the total Forecast Quantity can be expected to be made prior to September 30, 2018.

4. I plan to acquire either unconditioned title to or right to legally transfer RECs from the systems that will be identified through contracts with System Owners.
5. I acknowledge that for the purposes of confirming that the required minimum bid size of 1 MW is met, and for purposes of identifying the size of any additional Blocks presented in the Bids, the Procurement Administrator will use the capacity factor of 17% to calculate the capacity associated with a Forecast Quantity.

\_\_\_\_\_  
Signature of Individual authorized to  
undertake contracts and bind the Bidder

\_\_\_\_\_  
Date

## 6. Representations and Additional Requirements

### First Item: Certifications

**THE INDIVIDUAL MAKING THE CERTIFICATIONS ON BEHALF OF THE BIDDER MUST BE AUTHORIZED TO UNDERTAKE CONTRACTS AND TO BIND THE BIDDER.**

A Bidder is required to make the certifications detailed in the RFP Rules.

**THE BIDDER SUBMITS THESE CERTIFICATIONS BY FULLY COMPLETING THE P1 CERTIFICATIONS INSERT PREPARED FOR THIS PURPOSE. THE BIDDER PROVIDES THE P1 CERTIFICATIONS INSERT BY EMAIL OR UPLOAD TO THE APPLICATION WEBSITE. THE P1 CERTIFICATIONS INSERT IS AVAILABLE ON THE PROCUREMENT WEBSITE. The P1 Certifications Insert is also labelled INSERT #P1-5.**

\_\_\_\_\_  
*Name of Bidder*

### **P1 CERTIFICATIONS INSERT (#P1-5)**

**THE INDIVIDUAL MAKING THE CERTIFICATIONS ON BEHALF OF THE BIDDER MUST BE AUTHORIZED TO UNDERTAKE CONTRACTS AND TO BIND THE BIDDER.**

I, \_\_\_\_\_, (name of individual signing below) certify:

1. I understand and agree to the terms of the (AIC DG) REC Contract and the (ComEd) Master DG Agreement, also referred to as the applicable supplier contracts;
2. For each identified system, I have ownership of the RECs associated with such system or I have the right to transfer such RECs to a Company or I expect to acquire such rights. In particular, no such system has obtained rebates, funding, or other support that would preclude the transfer of RECs to the Company;
3. A revenue quality meter has been or will be installed to measure the output of each system, compliant with the determination made by the Illinois Power Agency in its document "Revenue-Quality Metering Accuracy Standard and Acceptable Technologies";
4. The system is located, or will be located when installed, on the customer side of a customer's electric meter and the system is, or will be primarily used to offset that customer's electricity load;
5. The system is or will be interconnected to the distribution system of an interconnecting distribution company in Illinois (an electric utility, alternative retail electric supplier, municipal utility, or rural electric cooperative located in Illinois). If the system is identified but not yet interconnected, I have investigated that a system of the proposed size can be interconnected to the applicable distribution company;
6. The system is or will be registered in GATS or M-RETS.

\_\_\_\_\_  
Signature of Individual authorized to  
undertake contracts and bind the Bidder

\_\_\_\_\_  
Date

Second Item: Comments on the Letters of Credit

A Bidder must, with its Part 2 Proposal, submit a Letter of Credit or amend its existing Letter of Credit with the IPA. The Letter of Credit must be in the form of the Standard Letter of Credit provided as Appendix 9 of the RFP Rules or incorporate only modifications approved by the IPA and posted to the procurement website.

A Bidder may, in its Part 1 Proposal, provide comments on or propose modifications to the Standard IPA Letter of Credit drawn for the benefit of the IPA and to be submitted with the Part 2 Proposal.

**THE BIDDER PROVIDES COMMENTS OR PROPOSES MODIFICATIONS EXCLUSIVELY BY SUBMITTING A REDLINE OF THE STANDARD IPA LETTER OF CREDIT IN MICROSOFT WORD FORMAT. THE BIDDER PROVIDES THESE MODIFICATIONS BY EMAIL OR UPLOAD TO THE APPLICATION WEBSITE. THE STANDARD IPA LETTER CREDIT IS AVAILABLE IN MICROSOFT WORD FORMAT ON THE PROCUREMENT WEBSITE.**

**Optional.**

	Standard IPA Letter of Credit
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Third Item: Bidders Applying Under Agency Agreements

A Bidder that is submitting a Proposal under an Agency Agreement will be subject to additional requirements in its Part 1 Proposal.

*Are you submitting a Proposal under an Agency Agreement?*

Yes

No

**If NO, please proceed to the next section.**

**If YES, THE REQUIREMENTS FOR A BIDDER APPLYING UNDER AN AGENCY AGREEMENT WILL BE PROVIDED TO YOU IN A SEPARATE NOTICE.**

## 7. Justification of Omissions

**IF YOU ARE UNABLE TO PROVIDE ANY OF THE DOCUMENTS OR INFORMATION REQUIRED IN THE PART 1 PROPOSAL, PLEASE JUSTIFY FULLY ANY OMISSIONS IN THE SPACE PROVIDED BELOW. IF YOU WANT TO PROVIDE ADDITIONAL INFORMATION, PLEASE DO SO BELOW.**

**IF YOU WANT TO PROVIDE ADDITIONAL DOCUMENTS PLEASE PROVIDE THESE BY EMAIL OR BY UPLOAD TO THE APPLICATION WEBSITE (BELOW).**

	
	
	
	