

**Illinois Power Agency  
Fall 2015 Procurement Event:  
Supplemental Photovoltaic Procurement (“SPV RFP”)**



**Bidder Information Session**



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**October 7, 2015**

**NERA**  
ECONOMIC CONSULTING

# Disclaimer

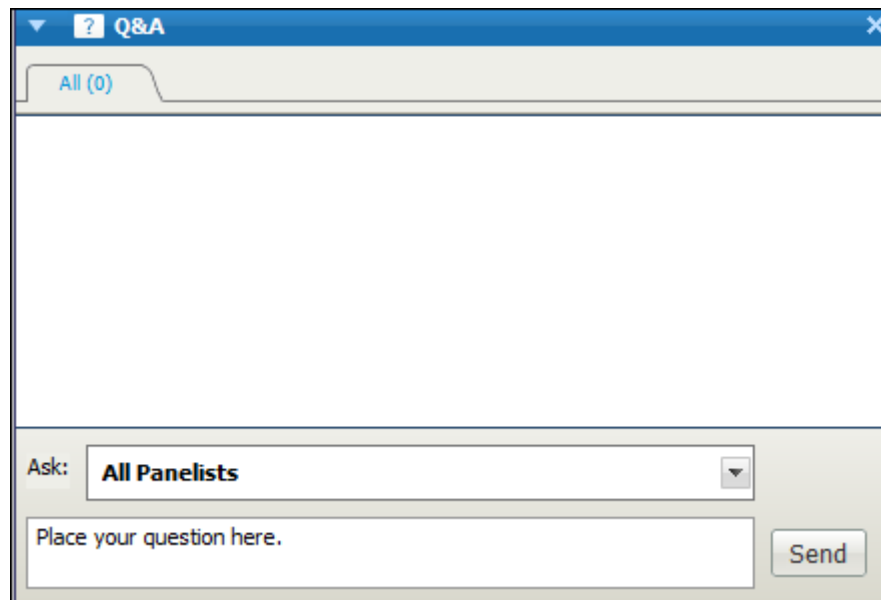
- Any statements herein or made on the call describing or referring to the documents are summaries only and are qualified in their entirety by the documents
- Final contract and RFP documents are posted to the procurement website ([www.ipa-energyrfp.com](http://www.ipa-energyrfp.com)) and bidders bear full responsibility for reviewing and understanding the documents
- Governing documents include Public Act 98-0672 as well as the ICC Order and the SPV Plan in Docket No. 14-0651

# Agenda

- ❑ Plan Overview
- ❑ Process and Product Overview
- ❑ Supplier Contract
- ❑ The RFP Process
- ❑ Post-Bid Process
- ❑ Bids and Bid Forms

# Questions?

To submit questions to the presenters, please locate the **“Q&A”** **on the right hand side of your screen**, and select **“All Panelists”** in the **“Ask”** box; type in your question and click **“Send”** to submit your question



The image shows a screenshot of a web-based Q&A interface. The window title is "Q&A". At the top, there is a tab labeled "All (0)". Below the tab is a large empty white area for displaying questions. At the bottom of the window, there is a form with the following elements:

- An "Ask:" label followed by a dropdown menu currently showing "All Panelists".
- A text input field with the placeholder text "Place your question here."
- A "Send" button to the right of the text input field.





# PLAN OVERVIEW

# Regulatory Filings

- ❑ **June 28, 2014:** Illinois House Bill 2427 was signed into law as Public Act 98-0672 creating Section 1-56(i) of IPA Act
  - sets aside \$30 million for purchase of RECs from PV
- ❑ **October 28, 2014:** IPA filed its supplemental photovoltaic procurement plan (the “SPV Plan”) with the ICC
- ❑ **January 21, 2015:** the ICC issued its order approving the SPV Plan in Docket No. 14-0651 with certain modifications
- ❑ **March 3, 2015:** The final SPV Plan is posted to the IPA website with modifications set forth in the ICC Order

# SPV Plan at a High Level

- Procurement of renewable energy credits from **new distributed generation solar PV** installations through three events
- Five-year contract for purchase of RECs
- RECs delivered through PJM-EIS GATS or M-RETS
- Larger systems ( $\geq 25$  kW and  $\leq 2,000$  kW) must be identified while smaller systems ( $< 25$  kW) may be identified after selection through the bid process

# Timeline and Budget

	<b>Funds</b>	<b>System Size</b>	<b>Notes</b>
<b>June 2015</b>	<b>\$5M</b>	<b>Under 25 kW 25-500kW</b>	<b>5,000 REC maximum bid size in the under 25 kW category</b>
<b>November 2015</b>	<b>\$10M</b>	<b>Under 25 kW 25-500 kW 500-2,000 kW</b>	<b>Objective of 50% : Under 25kW 15% : 25-500 kW 35% : 500-2,000kW</b>
<b>March 2016</b>	<b>\$15M</b>	<b>Under 25 kW 25-500 kW 500-2,000 kW</b>	<b>Additional event for balance of funds as needed in Early 2017</b>



# New Systems Only

- System energized no earlier than January 21, 2015
- System energized and registered with tracking system no later than 12 months after procurement event
- If award is based on Forecast REC Quantity, systems must:
  - ♦ **New!** be identified no earlier than 20 business days after the Bid Date or the first day of the next quarter (whichever comes later)
  - ♦ be identified no later than 6 months after the procurement event
  - ♦ be energized and registered within 12 months after identification
- Extensions may be granted under certain circumstances for system to be energized or identified

# Other System Characteristics

- system is of solar photovoltaic technology
- distributed renewable energy generation devices
- interconnected with a regulated utility, alternative retail electric supplier, municipal utility, or rural electric cooperative in Illinois
- behind customer side of utility meter
- registered with PJM-EIS GATS/M-RETS
- Installed by Qualified Persons



# PRODUCT AND PROCESS OVERVIEW

# Products and Categories

- **Three Products:** RECs associated with systems
  - **Sub-25 Product:** below 25 kW in size
  - **25-500 Product:**  $\geq 25$  kW and  $\leq 500$  kW
  - **New! Over-500 Product:**  $> 500$  kW and  $\leq 2,000$  kW
  
- Products grouped into **Two Categories:**
  - **Sub-25 Category:** Sub-25 Product
  - **25-Plus Category:** 25-500 Product and Over-500 Product

**For this second solicitation, IPA will procure all three Products**



# Online Proposal Process

- ❑ **Part 1: respond to the qualification standards**
- ❑ **Part 2: make certifications; provide bid assurance collateral**

## Part 1 Window (Oct 8–Oct 23)

- ❑ **Online:** provide information using online Part 1 Form
- ❑ **Online:** upload completed Inserts
- ❑ **Online:** upload required supporting documents

## Part 2 Window (Nov 2–Nov 6)

- ❑ **Online:** provide information using online Part 2 Form
- ❑ **Online:** upload completed Inserts
- ❑ **Send to IPA:** Bid Assurance Collateral

**Bids are Due on November 12!**

# Bid Submission and Evaluation

## Bid Submission

- ❑ Bidders enter their Bids in a customized Excel spreadsheet provided to them at the time of their qualification
- ❑ Bidders will transfer their spreadsheet through a secure file transfer interface
- ❑ Bidders may encrypt their Bid Forms for additional security

## Bid Evaluation

- ❑ The evaluation considers only Bids that meet or beat the benchmarks
- ❑ Benchmarks are developed by the procurement administrator in consultation with ICC staff, the IPA, and the procurement monitor
- ❑ Evaluation has the objective of having 50% of the RECs in the Sub-25 Product, 15% in the 25-500 Product, and 35% in the Over-500 Product



# SUPPLIER CONTRACT

# One Contract Per System

## □ **Coversheet**

- ◆ System Identification Form: system  $\geq$  25 kW (Exhibit A)
- ◆ System Identification Form: system  $<$  25 kW (Exhibit B)
- ◆ System Energized Notification Form (Exhibit C)
- ◆ Delivery Term Declaration Form (Exhibit D)

## □ **General Terms & Conditions**

## □ **Appendices**

- ◆ 1: IL State Requirements
- ◆ 2: Standard Letter of Credit
- ◆ 3: Host Acknowledgment
- ◆ 4: Sample Invoice Form



# Cover Sheet & System Identification Form to be completed upon Bid Award

By 3 business days after ICC approval of the results from procurement event, parties must execute contract:

- **Cover Sheet** contains **counterparty information**
- **System Identification Form** contains **planned system information**
  - Exhibit A ( for systems  $\geq 25$  kW)
  - Exhibit B (for systems  $< 25$  kW)
    - Complete Ex. B Part 1: Identified System
    - Complete Ex. B Part 2: Forecast REC Quantity
- **Illinois State Requirements** (Appendix 1.1-1.5)

# Credit Requirement is Simple

By 14 calendar days after ICC approval of the results from procurement event, Seller provides performance assurance collateral:

- Identified System: \$8 x Maximum Contract Quantity
- Forecast REC Quantity: \$16 x Maximum Contract Quantity (reduces upon system identification)
- **Cash** or **Letter of Credit** (Appendix 2 to Contract)
- Performance Assurance refunded with first REC payment
  - Bidders may experience delays in the receipt of performance assurance in the form of cash from the State
  - LCs returns/cancellation are generally not subject to delays

# System Energized Notification Form

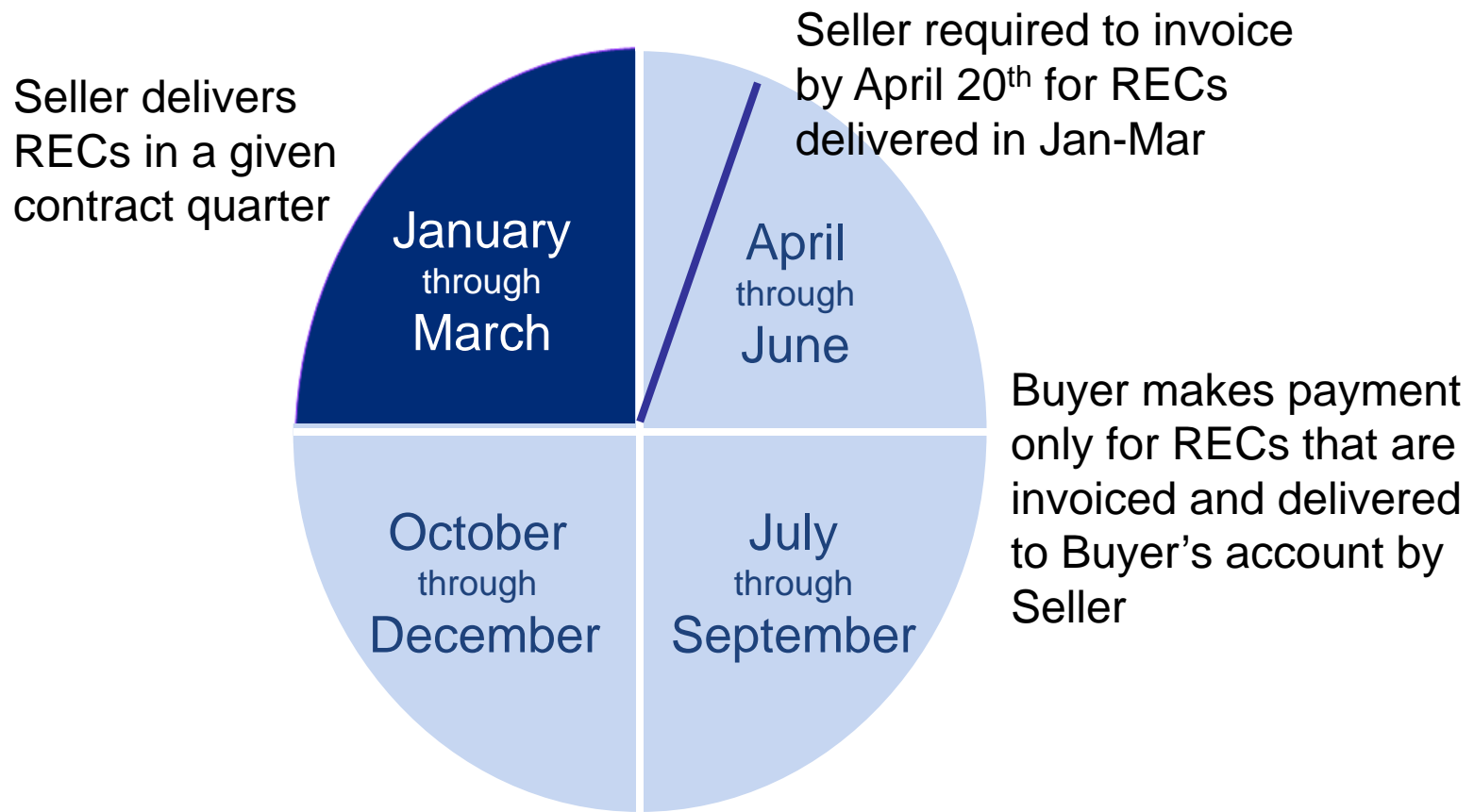
- By 20 business days after system has been energized and registered with tracking system, Seller provides to IPA **System Energized Notification Form (Ex C)**
  - ♦ provides system as-built information
  - ♦ certifies that system is new and installed by qualified persons
  - ♦ must be accepted by IPA before initial REC Delivery
- **Delivery Term Declaration Form (Ex D)** is completed by IPA after Date of Initial REC Delivery and specifies:
  - ♦ Delivery Term Start Date
  - ♦ Delivery Term End Date

# For Forecast REC Quantity, time is allowed to identify systems

- **Forecast REC Quantity**
  - **Exhibit B Part 2** to be completed after Bid Date
- **New! Earliest System Identification Date** is the earliest date Seller may provide documents related to the newly identified systems for Buyer's review/processing
- Once System is identified, an **Additional Agreement** for such newly identified system is executed
  - **Ex. B Part 1** completed in such Additional Agreement
- Once the Additional Agreement is executed, the applicable contractual obligations would follow any Agreement associated with an "Identified System"



# Seller Delivers RECs and Invoices Buyer on Quarterly Basis



# Redlines are Posted online

- **Administrative changes include**
  - ✓ adding contract number on each page
  - ✓ placeholders for dates
  - ✓ appendices identified by numbers (not letters)
  - ✓ maximum contract amount field added
  - ✓ contract expiration date field added
- **Certificate of Completion is explicitly accepted to document an interconnection agreement**
- **Buyer to process documents related to newly identified systems only after Earliest System Identification Date**

# Invoice Processing Delays

- **IPA will experience delays in the payment of invoices until a Fiscal Year 2016 State of Illinois budget is officially adopted, or an appropriation for the Illinois Power Agency is otherwise approved into law**
- **Such delays apply to all vendors**
- **The IPA requires an invoice for the return of cash as bid assurance or performance assurance collateral and thus delays apply to these returns as well**



# THE RFP PROCESS



# Calendar

5-Oct	6-Oct	7-Oct	8-Oct	9-Oct
	<b>Final REC Purchase and Sale Agreement posted</b>	<b>Final RFP Docs issued Webcast</b>	<b>PART 1 WINDOW OPENS</b>	
12-Oct	13-Oct	14-Oct	15-Oct	16-Oct
19-Oct	20-Oct	21-Oct	22-Oct	23-Oct
				<b>PART 1 DATE</b>
26-Oct	27-Oct	28-Oct	29-Oct	30-Oct
				<b>Part 1 Notification</b>
2-Nov	3-Nov	4-Nov	5-Nov	6-Nov
<b>PART 2 WINDOW OPENS</b>				<b>PART 2 DATE Bid Assurance Collateral Due</b>
9-Nov	10-Nov	11-Nov	12-Nov	13-Nov
	<b>Bidder Training</b>		<b>Bid Date</b>	
16-Nov	17-Nov	18-Nov	19-Nov	20-Nov
<b>Procurement Administrator and Procurement Monitor Submit Report to ICC</b>		<b>ICC Decision</b>		

# Website is a Central Source of Information

Home

Announcements

Standard Products  
Section

Renewable Energy  
Resources Section

Supplemental PV  
Procurement Section

Calendar

Ask a Question

Register

FAQs

Related Links

Previous RFPs

Qualification Form



[www.IPA-energyrfp.com](http://www.IPA-energyrfp.com)



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## Illinois Power Agency RFPs

### For Electric Supply and Renewable Energy Products

This website provides information for prospective energy suppliers to Ameren Illinois Company d/b/a Ameren Illinois ("Ameren") and Commonwealth Edison Company ("ComEd"). This website contains the official documents and announcements related to the Requests for Proposals ("RFPs") for electric supply and renewable energy products. This website also provides information related to the supplemental procurement of renewable energy credits from photovoltaics. This website is currently managed by the Procurement Administrator retained by the Illinois Power Agency ("IPA"). The IPA has retained NERA Economic Consulting



# Register for an Account



## Qualification Forms

You must be logged in to access the online Forms.

If you have an account, please [log in here](#).

If you do not have an account, please [register here](#).

## Register for an Account

Home

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**Qualification Registration**

Name: \*

Company: \*

Position/Title:

E-Mail: \*

Phone Number: \*

Alternate Phone Number:

Fax Number:

Please select a category:  
 Standard Products  
 Renewables  
 Supplemental PV

Complete the qualification registration form, indicating “Supplemental PV” for the category.

**Bidders that participated in the SPV RFP in June 2015 do not need to submit a new request**

# Part 1 Proposal

- **Bidders**
  - Provide contact information
  - Provide information regarding the system(s) and/or forecast quantities
  - Make certifications
- Returning Bidders that participated in a previous procurement event do not need to resubmit contact information if it remains valid
- **Part 1 Proposals consist of:**
  - Information submitted through the **online Part 1 Form**
  - **Supporting documents** (uploaded to the online form)
  - **Inserts** (uploaded to the online form)

# 1. Contact Information

## 1. Legal Name and Address of the Bidder

New

Returning

Provide

Update as needed

## 2. Designate Representatives.

- Identify an individual authorized to act on behalf of the Bidder
- (optional) Name up to three (3) additional Representatives by completing the **Representative Insert #P1-1**

Provide

Update as needed

Both Provide

## 3. Role. The Bidder is asked to describe its role in the development and operation of the systems

Both Provide



## 2. Identified System Characteristics (Sub-25 Category and 25-Plus Category)

1. **System Characteristics.** The Bidder describes each identified system by completing the **Worksheet Insert #P1-2**.
  - a. Size of the system (DC output rating in kilowatts, no more than 2000 kW in size)
  - b. Location of the system (in Illinois)
  - c. Interconnecting distribution company (electric utility, an alternative retail electric supplier, a municipal utility, or a rural electric cooperative located in Illinois)
  - d. Energized Date (on or after January 21, 2015, but no later than twelve (12) months after the Bid Date. If this date is not known, enter Nov 12, 2016)
  - e. Parties involved in the development of the system: System Owner, Host (owns or controls the site where system is installed), Customer, Seller

## 3. Identified System Documentation (Sub-25 Category and 25-Plus Category)

2. **Documentation for System Characteristics.** The Bidder provides documentation to support the system characteristics by completing the **Backup Insert #P1-3**
  - Certification on size
  - Seller-Owner agreement if Seller is not owner of system
  - Documentation on when system was energized (if applicable)
  - Host acknowledgement if System Owner is not the Host
  
3. If a system was in a Proposal under the DG RFP or the SPV RFP, and the system did not win, document does not need to be resubmitted if Bidder provides the system identifier

## 4. Forecast Quantities (Sub-25 Category only)

- Quantity.** The Bidder provides the forecast quantity of RECs
  - the sum of the forecast quantity and the RECs associated with the identified systems in the Sub-25 Category must be at least 500 RECs
  - **New!** There is no cap on the number of RECs associated with the forecast quantity
- Aggregator.** The Bidder must identify one Seller as being an Aggregator (and the signatory to the SPV Contract for the forecast quantity)
- Certifications.** The Bidder must provide certifications from the Seller by completing the **P1 Speculative Certification Insert #P1-4**

New

Returning

Both Provide

Provide

Update as  
needed

Both Provide

## 5. Representations and Additional Requirements

New	Returning
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1. **Representations.** Each Seller is required to make certifications. The Bidder must provide these certifications for each Seller by completing the **P1 Certifications Insert #P1-5**

Both Provide

2. **Comments on Letters of Credit.** The Bidder may provide comments on or propose modifications to the Standard Pre-Bid Letter of Credit and the Standard Post-Bid Letter of Credit. A Bidder provides these comments by completing the **LC Comment Insert #P1-6**

Both Provide



# Part 1 Proposal Process

- ❑ Part 1 Proposals are evaluated promptly when the Bidder clicks **SUBMIT**
- ❑ While the Procurement Administrator evaluates the Part 1 Proposal, the Bidder will be temporarily **locked out** of its account
- ❑ Initial review, with any **deficiencies** noted, sent
  - Same day if materials are received before noon
  - Next day if materials are received after noon
- ❑ If documentation provided for more than 15 systems, documentation review may lag by one day (“review in progress” notice)
- ❑ Bidders generally have until the Part 1 Date or **two (2) business days** to respond to a first request for additional information
- ❑ **Notification by email** to all Representatives
- ❑ Documents delivered via **secure electronic file transfer**

Part 1 Date	12 PM CPT on October 23, 2015
Part 1 Notification	6 PM CPT on October 30, 2015



# Part 2 Proposal has 2 Parts

## □ **Bidders**

- Provide any update to their contact information
- Make certifications
- Provide a W-9 and the Tax ID form (Appendix 1.5)
- Provide the information to prepare the SPV Contract (**Optional**)

## □ **Part 2 Proposals consist of:**

- Information and documents submitted through the **online Part 2 Form**
- Bid Assurance Collateral delivered to the IPA (cash or letter of credit)
- Bids

**The entire Part 2 Proposal (excluding Bids) must be received no later than 12 PM (noon) CPT on November 6, 2015**

# Bid Assurance Collateral Must Be Sufficient to Support Bids

- Bid Assurance Collateral must be in an amount equal to:
  - \$8/REC for forecast quantities
  - \$4/REC for identified systems
- Bidders must submit Bid Assurance Collateral either as a **Pre-Bid Letter of Credit or cash** directly to the IPA
  - Pre-Bid Letter of Credit must be in the standard form or incorporate only modifications accepted by the IPA
  - Bidders may provide special instructions for the return of the Pre-Bid LC
  - Three methods for providing cash
- If submitting cash, bidder will be required to invoice the IPA for return of any amounts and there will be delays in processing the request
- No delays for return of Pre-Bid Letter of Credit

# kW Size to REC Conversion

- Assumed Capacity Factor is 14.38%
- Example:
  - System Size is 100kW (DC rating)

Number of RECs

= (100 kW / 1000) x 14.38% x 8760 hrs x 5 yrs

= 630 RECs approximately

# Bid Forms

- The **Bid Form** is the exclusive method for the submission of Bids
  - Bid Forms incompletely or inconsistently filled out will not be evaluated
  - One tab with general information, one tab per Category
  - Bid Forms duly filled out must be submitted to the Procurement Administrator via **secure electronic file transfer**
  - Bidder phones Procurement Administrator to confirm receipt of Bid Form
- **Step-by-step guide** provided with the Part 1 Notification
- Bidders will have opportunity to practice and will have a **backup method (by email)** for bid submission
- Bid Forms **must be received between 8 AM and 12 PM (noon) on the Bid Date**

<b>Bid Date</b>	<b>November 12, 2015</b>
-----------------	--------------------------

# Instructions for Bid Submission

- ❑ Bid Forms must be received between **8 AM and 12 PM (noon) on the Bid Date**
- ❑ When Bid Form is submitted, **phone the Procurement Administrator**
- ❑ 12PM-1PM is a **one-hour cure period**
  - Procurement Administrator will review and assess the Bid Form
  - Bidder has opportunity to resubmit a deficient Bid Form
  - BUT Bidder must be available to receive assessment and must resubmit by the 1 PM cure deficiency deadline
- ❑ You **MUST BE AVAILABLE** during the cure deficiency period **12-1PM on the Bid Date** and preferably during the entire Bid Window

<b>Bid Window</b>	<b>8 AM - 12 PM CPT on November 12, 2015</b>
<b>Cure Deficiency Window</b>	<b>12 PM - 1 PM CPT on November 12, 2015</b>



# Post-Bid Process: ICC Decision

- ❑ **Nov 12:** Procurement Administrator expects to notify Bidders by 6PM **on the Bid Date** whether their Bids are identified as winning Bids to the ICC (earlier if practicable, later as circumstances warrant)
- ❑ If not already done, Bidders with winning Bids must provide the Contract Inserts for preparation of the SPV Contract
- ❑ **Nov 16:** Procurement Administrator and the Procurement Monitor each submits a confidential report to ICC
- ❑ **Nov 18:** The ICC decides whether to accept or reject the results of the procurement event

# Post-Bid Process: Contract

- Within **3 business days** of ICC approval of the results from the procurement event, contract execution formalities must be completed
  - The IPA prepares Cover Sheet and System Identification Form and sends contract to Sellers for execution
  - In addition, Sellers are to complete and provide Illinois State Requirements (Appendix 1)
- Within **14 calendar days** of ICC approval of the results of the procurement event, Seller provides cash or letter of credit to fulfill Performance Assurance requirements
- For forecast quantities, a Seller must wait at least 20 business days or until first day of next quarter to identify systems



# BIDS AND BID FORMS

# Bid Format

## □ Sub-25 Category

- Minimum bid size 500 RECs
- Identified systems or forecast quantity or both
- Uniform price for each Bid

## □ 25-Plus Category

- Minimum bid size 500 RECs
- Identified systems only
- Each System may be priced individually

# Bid Form

- The General Information tab has information about the Products – and contact information that the Bidder fills out

Appendix 4 Supplemental Photovoltaic RFP Bid Form - General Information Thursday, November 12, 2015		
<b>Template Information:</b>		
<b>In addition to this 'General Information' sheet, this Bid Form contains the following two (2) sheets:</b>		
1) Sub-25 Category Bids		
2) 25-Plus Category Bids		
<b>Bidder Information:</b>		
Name of Bidder		
Contact Name		
Phone Number		
Email		
<b>Bidder information is incomplete. All fields are mandatory.</b>		
<b>Product Information:</b>		
A REC is a Standard REC and represents all environmental attributes for 1 MWh of energy from a renewable source.		
There are three (3) different Products, each corresponding to RECs associated with different system sizes.		
The three (3) Products are defined below:		
1	Sub-25 Product	RECs associated with systems below 25 kW in size. There are two types of Sub-25 Product bids: (i) RECs bid from identified systems; (ii) forecast quantities.
2	25-500 Product	RECs associated with systems 25 kW or over but no larger than 500 kW in size.



# Price per System but Constraints on Bids Because of “Uniform Price” (Sub-25)

<b>Section 1. SUMMARY OF RECS BID</b>					
		Sub-25 Category Identified Systems	Sub-25 Category Forecast Quantities	Total Sub-25 Category Bids	All Bids
	<b>Total REC Quantity</b>	655	4,269	4,924	4,924
	<b>Cost</b>	\$ 7,180.00	\$ 75,918.00	\$ 83,098.00	\$ 83,098.00
	<b>COMPLETE</b>				
	<b>INCOMPLETE - Every Bid price must include at least 500 RECs</b>				
<b>Section 2. Identified Systems</b>					
System Number	1	2	3	4	5
Name of System	System A	System B	System C	System D	System E
Size of System (kW)	20.00	24.00	24.00	24.00	24.00
REC quantity	126	151	151	151	76
Bid in \$/REC	\$15.00	\$10.00	\$10.00	\$10.00	\$10.00
Total RECs at price	450	529	529	529	529
	<b>INCOMPLETE - Minimum Bid is 500 RECs at a given price</b>	<b>COMPLETE</b>	<b>COMPLETE</b>	<b>COMPLETE</b>	<b>COMPLETE</b>
<b>Section 3. Forecast Quantities</b>					
	1	2	3		
REC quantity	1,331	2,614	324		
Bid in \$/REC	\$20.00	\$17.00	\$15.00		
Total RECs at price	1,331	2,614	450		
	<b>COMPLETE</b>	<b>COMPLETE</b>	<b>INCOMPLETE - Minimum Bid is 500 RECs at a given price</b>		

# Price per System (25-Plus)

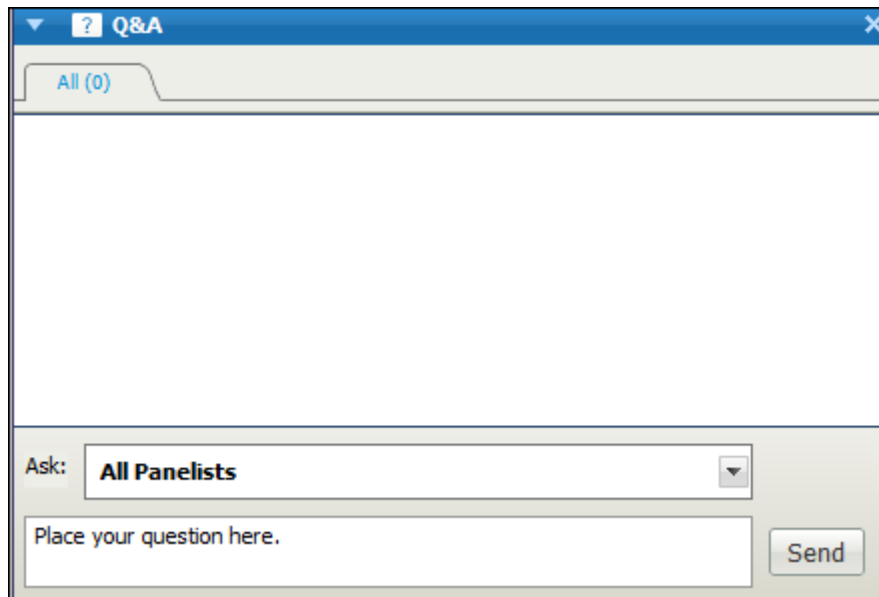
<b>Section 1.</b>		<b>SUMMARY OF RECS BID</b>			
			<b>25-Plus Category Bids</b>	<b>All Bids</b>	
	<b>Total REC Quantity</b>		6,940	11,864	
	<b>Cost</b>	\$	77,442.00	\$ 160,540.00	
<b>COMPLETE</b>					
<b>Section 2. Identified Systems</b>					
	<b>System Number</b>	6	7	8	9
	<b>Name of System</b>	System F	System G	System H	System I
	<b>Size of System (kW)</b>	27.00	450.00	600.00	25.00
	<b>REC quantity</b>	170	2,834	3,779	157
	<b>Bid in \$/REC</b>	\$11.00	\$10.00	\$12.00	\$12.00

# Bid Evaluation Procedure

- **First Step:** Bids that fail to meet the benchmarks are eliminated
- **Second Step:** Selection of RECs
  - Bids are ranked in order of price per REC until all Bids have been ranked or until the budget is exhausted
  - If the budget is exhausted, and each Product has met its Percentage Target, then the process ends and all RECs selected at that stage are winning bids
  - If the budget is exhausted, and the Percentage Targets for some of the products are not met then replace a number of RECs that have been selected from a different Product (starting with the Product farthest away from achieving its Percentage Targets)
  - **The Budget for this procurement event will not be exceeded**
  - Appendix 5 of the SPV Rules provides a more detailed description

# Questions?

To submit questions to the presenters, please locate the **“Q&A”** **on the right hand side of your screen**, and select **“All Panelists”** in the **“Ask”** box; type in your question and click **“Send”** to submit your question



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# Contact Us

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Ask a Question online:  
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