

ILLINOIS POWER AGENCY
SPRING 2016 PROCUREMENT EVENT
SUPPLEMENTAL PHOTOVOLTAIC RFP
APPENDIX 2: PART 1 FORM (ILLUSTRATIVE)

Pursuant to Illinois Public Act 98-0672, Section 1-56(i), signed into law on June 28, 2014, the Illinois Power Agency (“IPA”) filed a final Procurement Plan, which provides for the procurement of renewable energy credits (“RECs”) from photovoltaic systems through a Supplemental Photovoltaic Request for Proposals (“SPV RFP”).

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 Supplemental Photovoltaic RFP (“SPV RFP”), please review the RFP Rules and the REC Purchase and Sale Agreement (“SPV Contract”) so that you understand the conditions under which the SPV RFP will be conducted. These documents are available on the procurement website, www.ipa-energyrfp.com.

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

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”).

INSTRUCTIONS FOR PROPOSAL

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 by completing the Qualification Registration Form on the procurement website at <http://ipa-energyrfp.com/qualification-registration/>.

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.

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 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 March 10, 2016 (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, scan the completed form, and upload the scanned form to the application website (or send the scanned form to the Procurement Administrator via email). **For illustrative purposes, the Inserts are shown throughout this Part 1 Form in tan 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.

II. Part 1 Proposal Processing

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

PART 1 FORM

Bidders that previously qualified may rely on already provided contact information and documentation of systems as long as such information is still valid.

1. Contact Information

First Item: Name and Address of the Bidder

Legal Name of Bidder

Street Address

City

State

Zip Code

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. The Procurement Administrator sends all correspondence related to the procurement events to the Representatives, including confidential information required to submit Bids on the Bid Date. The Bidder may designate up to three (3) Representatives in addition to the one (1) designated in the Part 1 Form.

THE BIDDER DESIGNATES ONE (1) REPRESENTATIVE BY COMPLETING THE CONTACT INFORMATION FOR THE REPRESENTATIVE IN THE FIELDS BELOW.

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

A BIDDER, WHETHER PREVIOUSLY QUALIFIED OR NOT, MUST INDICATE WHETHER THE REPRESENTATIVE IS DESIGNATING ONE OR MORE ADDITIONAL REPRESENTATIVE(S) BELOW:

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)
(SECOND ITEM IN SECTION 1 OF THE PART 1 FORM)

The Bidder may name up to three (3) Representatives, in addition to the Representative for which contact information is provided in the online Part 1 Form, by fully completing the fields below.

Contact Information for Additional Representative #1

Given Name(s) *Last Name* *Mr/Mrs/Ms/Dr/(other)*

Title

Street Address

City *State* *Zip Code*

Telephone No. *Alternate Telephone No. (if available)* *Email Address*

Contact Information for Additional Representative #2

Given Name(s) *Last Name* *Mr/Mrs/Ms/Dr/(other)*

Title

Street Address

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<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 Additional Representative #3		
<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 must describe its role in the development and operation of the systems presented as part of the Proposal. **PLEASE INDICATE BELOW WHETHER THE BIDDER'S ROLE IS THAT OF A SYSTEM OWNER, DEVELOPER, AGGREGATOR, OR AGENT FOR THE SYSTEM OWNER. IF THE BIDDER HAS SOME OTHER ROLE, PLEASE DESCRIBE IT IN THE FIELD PROVIDED.**

What is the Bidder's role in the development and operation of the systems?

- System Owner
- Developer
- Aggregator
- Agent for the System Owner

If the Bidder's role does not fit the categories above, or if you wish to provide additional information, please do so in the space provided below.

2. Identified Systems

Does your Proposal include identified systems, either in the Sub-25 Category or the 25-Plus Category?

Yes

No

If NO, please proceed to the next section.

If YES, please provide the information required by this section for each such system presented as part of the Proposal. Only Bidders whose Proposal consists solely of a forecast quantity of RECs from systems in the Sub-25 Category that are not yet identified as of the opening of the Part 1 Window are exempt from the requirements of this section.

First Item: System Characteristics

The information required by this section must be provided separately and completely for each identified system. The size of each system must not exceed 2,000 kW.

THE BIDDER IS ASKED TO PROVIDE ALL INFORMATION REQUIRED REGARDING THE SYSTEMS' CHARACTERISTICS BY FULLY COMPLETING THE WORKSHEET INSERT PREPARED FOR THIS PURPOSE. THE BIDDER PROVIDES THE WORKSHEET INSERT BY EMAIL OR UPLOAD TO THE APPLICATION WEBSITE. THE WORKSHEET INSERT IS AVAILABLE ON THE PROCUREMENT WEBSITE. The Worksheet Insert is also labelled INSERT #P1-2.

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23 February 2016

Second Item: Documentation for System Characteristics

A Bidder must also provide documentation for their systems' characteristics.

BIDDERS PROVIDE THIS DOCUMENTATION BY FULLY COMPLETING THE BACKUP INSERT PREPARED FOR THIS PURPOSE. THE BIDDER PROVIDES THE BACKUP INSERT, AND ANY REQUIRED DOCUMENTATION, BY EMAIL OR UPLOAD TO THE APPLICATION WEBSITE. THE BACKUP INSERT IS AVAILABLE ON THE PROCUREMENT WEBSITE. The Backup Insert is also labelled INSERT #P1-3.

Name of Bidder

BACKUP INSERT (#P 1-3)
(SECOND ITEM IN SECTION 2 OF THE PART 1 FORM)

IF YOU ARE COMPLETING THIS INSERT FOR MULTIPLE SELLERS, PLEASE SEE OUR INSTRUCTIONS FOR COMBINING PDFs.

First Item: Size of System

The Bidder must obtain the following certification from the Seller.

If some or all of the Bids in this Proposal are successful, _____ (Company name of Seller) will be counterparty to the SPV Contract for some or all of the systems described in the Worksheet Insert (#P1-2). For each of these systems, I, _____ (name of individual signing for Seller) certify that, to the best of my knowledge and belief, the size provided in the Worksheet Insert (#P1-2) is a reasonable estimate of the DC capacity output of the system and that such estimate is based on the equipment that is or will be installed, and the manufacturer's specifications.

Signature for Seller

Date

If the Bidder is presenting a Proposal for which there are multiple Sellers, this certification must be provided for each Seller. The Bidder can submit one Backup Insert for each Seller.

Second Item: Energized Date

Is the Energized Date for one or more systems presented in the Proposal on or before February 25, 2016?

YES NO

If NO, PLEASE PROCEED TO THE NEXT ITEM.

If YES, PLEASE PROVIDE THE INFORMATION REQUIRED BY THIS ITEM.

IF THE PROPOSAL INCLUDES SEVERAL SYSTEMS ENERGIZED ON OR BEFORE FEBRUARY 25, 2016, THE BIDDER MUST FULFILL THIS REQUIREMENT FOR EACH SUCH SYSTEM. PLEASE INDICATE THE TYPES OF DOCUMENTS THAT YOU WILL PROVIDE WITH THE SPV CONTRACT TO SUPPORT THE ENERGIZED DATE:

- Interconnection Agreement
- Certification of Completion of Interconnection
- Comparable document to Certificate of Completion
- Net metering application approval letter
- Final system inspection confirmation
- PJM-EIS GATS/M-RETS registration application and approval letter
- Permission to operate letter
- Other relevant documentation: _____ [please specify]

PLEASE PROVIDE SUCH DOCUMENTS BY EMAIL OR BY UPLOAD TO THE PART 1 FORM. If the document is unavailable for a particular system at this time, or if a system has been previously presented and the document remains valid, please identify the system and justify this omission below:

Third Item: Seller-Owner Agreement

Are the Seller and the System Owner different entities or individuals for at least one of the systems presented in the Proposal?

YES NO

If NO, please proceed to the next item.

If YES, PLEASE PROVIDE THE INFORMATION REQUIRED BY THIS ITEM.

The Bidder must document that the System Owner will provide either unconditioned title to the RECs or the right to legally transfer RECs to the Seller. The Seller will be responsible for transferring the RECs to the IPA under the SPV Contract. Such documentation includes a signed contract or letter of intent between the Seller and system owner.

IF THE PROPOSAL INCLUDES SEVERAL SYSTEMS FOR WHICH THE SELLER AND SYSTEM OWNER ARE DIFFERENT INDIVIDUALS OR ENTITIES, THE BIDDER MUST FULFILL THIS REQUIREMENT FOR EACH SYSTEM FOR WHICH THE SELLER AND THE SYSTEM OWNER ARE DIFFERENT ENTITIES OR INDIVIDUALS. PLEASE INDICATE THE TYPES OF DOCUMENTS THAT YOU WILL PROVIDE TO FULFILL THIS REQUIREMENT:

- Signed contract
- Letter of Intent
- Certification by the Seller that the Seller has acquired or will acquire from the System Owners unconditioned title to the RECs
- Certification by the Seller that the Seller has acquired or will acquire from the System Owners the right to legally transfer such RECs to the IPA under the SPV Contract

PLEASE PROVIDE SUCH DOCUMENTS BY EMAIL OR BY UPLOAD TO THE PART 1 FORM. If the document is unavailable for a particular system at this time, or if a system has been previously presented and the document remains valid, please identify the system and justify this omission below:

Fourth Item: Host Acknowledgment

Are the System Owner and the Host different individuals or entities for at least one of the systems presented in the Proposal?

YES NO

If NO, please proceed to the next item.

If YES, PLEASE PROVIDE THE INFORMATION REQUIRED BY THIS ITEM.

The Bidder must document that the Host has agreed to the installation of the system. **IF THE PROPOSAL INCLUDES SEVERAL SYSTEMS FOR WHICH THE SYSTEM OWNER AND THE HOST ARE DIFFERENT INDIVIDUALS OR ENTITIES, THE BIDDER MUST FULFILL THIS REQUIREMENT FOR EACH SYSTEM FOR WHICH THE SYSTEM OWNER AND THE HOST ARE DIFFERENT ENTITIES OR INDIVIDUALS. PLEASE INDICATE THE TYPES OF DOCUMENTS THAT YOU WILL PROVIDE TO FULFILL THIS REQUIREMENT:**

- Host Acknowledgment (Appendix 3 of the SPV Contract)
- Agreement between Seller and Host, or between System Owner and Host
- Letter of Intent from the Host
- Other document regarding site control _____ [please specify]

PLEASE PROVIDE SUCH DOCUMENTS BY EMAIL OR BY UPLOAD TO THE PART 1 FORM. If the document is unavailable for a particular system at this time, or if a system has been previously presented and the document remains valid, please identify the system and justify this omission below:

THE PROCUREMENT ADMINISTRATOR MAY REQUIRE AN EXPLANATION ON THE NATURE OF THE DOCUMENT PROVIDED.

Fifth Item: Previously Presented Systems

Are any of the systems presented as a part of this proposal “previously presented”?

- YES NO

If NO, this Insert is complete.

If YES, PLEASE PROVIDE THE INFORMATION REQUIRED BY THIS ITEM.

IF THE PROPOSAL INCLUDES SYSTEMS THAT ARE “PREVIOUSLY PRESENTED” AS DEFINED IN SECTION IV.2.2 OF THE RFP RULES, THE SELLER MUST MAKE THE FOLLOWING CERTIFICATION.

For each of the systems designated as “previously presented” in the Worksheet Insert (#P1-2), I, _____ (name of individual signing for Seller) certify that, to the best of my knowledge and belief, all previously submitted documentation remains valid and there have been no changes in the identities of the System Owner, Seller, and Host for the system.

Signature for Seller

Date

3. Forecast Quantities

A Bidder including a forecast quantity of RECs in the Proposal must meet certain conditions as follows:

- (i) **If a Bidder is not including any identified systems in its Proposal** the Bidder must specify a forecast quantity of at least 500 RECs.
- (ii) **If a Bidder is including both a forecast quantity of RECs and identified systems in the Sub-25 Category in its Proposal**, then the sum of the forecast quantity and the RECs associated with identified systems in the Sub-25 Category included in the Proposal must be at least 500 RECs.

A Bidder whose Proposal includes identified systems in the Sub-25 Category that together are associated with fewer than 500 RECs must provide a forecast quantity of at least the difference between 500 RECs and the number of RECs associated with the identified systems in the Sub-25 Category.

Does your proposal include a forecast quantity of RECs from systems in the Sub-25 Category that are not yet identified?

Yes

No

If NO, please proceed to the next section.

If YES, PLEASE PROVIDE THE FOLLOWING INFORMATION.

What is the forecast quantity of RECs included in your Proposal? _____

First Item: Aggregator of Forecast Quantity RECs

A Bidder planning to include a forecast quantity of RECs in the Proposal must identify one (1) Seller as being an aggregator that would sign the SPV Contract for the forecast quantity.

PLEASE PROVIDE THE NAME OF SIGNATORY OF THE SELLER, THE COMPANY AND THE CONTACT INFORMATION FOR THE SELLER WHO WOULD SIGN THE SPV CONTRACT FOR THE FORECAST QUANTITY.

Given Name(s) of Seller Signatory

Last Name of Seller Signatory

Mr/Mrs/Ms/Dr/(other)

Title

Company (if left blank, please explain in the justification of omissions)

Street Address

City

State

Zip Code

Telephone No.

Alternate Telephone No. (if available)

Email Address

Second Item: Certifications for a Forecast Quantity of RECs

A Bidder that includes a forecast quantity of RECs in its Proposal is required to present a number of certifications from the Seller.

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)
(SECOND ITEM IN SECTION 3 OF THE PART 1 FORM)

The following certifications must be signed by one (1) Seller, acting as aggregator, who would sign the SPV Contract for the forecast quantity.

The Seller, _____ [Company name of Seller], does certify that:

1. The Seller is an Aggregator as this term is defined in the Supplemental Photovoltaic Procurement Plan.
2. The Seller agrees to accept the Illinois State Requirements, provided as Appendix 1 to the SPV Contract, including the requirement to be authorized to do business in Illinois prior to submission of Bids.
3. The entire forecast quantity consists of systems in the Sub-25 Category that are not yet identified. The Seller understands and agrees that under the terms of the SPV Contract, no portion of the forecast quantity can be used for systems in the 25-Plus Category.
4. The Seller undertakes to identify all systems associated with the forecast quantity within six (6) months of the Bid Date. The Seller understands and agrees that failure to meet this deadline may result in forfeiture of the deposit or a draw on the Letter of Credit provided by the Seller.
5. The Seller plans to acquire either unconditioned title to or right to legally transfer RECs from the systems that will be identified through contracts with System Owners.

Signature

Date

Name of individual signing for Seller

Title of individual

4. Representations and Additional Requirements

First Item: Certifications

A Seller 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. IF THE BIDDER IS PRESENTING A PROPOSAL WITH MULTIPLE SELLERS, EACH SUCH SELLER MUST PROVIDE A DULY COMPLETED INSERT. 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) **(FIRST ITEM IN SECTION 4 OF THE PART 1 FORM)**

IF YOU ARE COMPLETING THIS INSERT FOR MULTIPLE SELLERS, PLEASE SEE OUR INSTRUCTIONS FOR COMBINING PDFs.

The Seller, _____ [Company name of Seller], does certify that:

1. The Seller understands and agrees to the terms of the SPV Contract.
2. The Seller agrees to accept the Illinois State Requirements, provided as Appendix 1 to the SPV Contract, as well as the IPA's procedures for contract administration.
3. The Seller understands and agrees to be bound by the restrictions in the SPV Contract on the ability to change the system size or substitute systems once an SPV Contract has been executed and by the restrictions placed on the earliest date by which a Seller with an award based on a forecast quantity may identify systems for that forecast quantity.
4. The characteristics of the systems presented in the Proposal, including the proposed size (and including other characteristics if so specified for identified systems), are true and accurate to the best of the Seller's knowledge and belief.
5. None of the systems presented in the Proposal have been selected as part of winning Bids in a previous procurement event under the SPV RFP or the DG RFP.
6. Each system has been or will be installed by qualified persons as this term is defined in section 1-56(i) of the Illinois Power Agency Act (20 ILCS 3855/1-56(i)).
7. A revenue quality meter has been or will be installed to measure the output of the system, compliant with the determination made by the Illinois Power Agency in its document "Revenue-Quality Metering Accuracy Standard and Acceptable Technologies".
8. 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.
9. The system is or will be interconnected to the distribution system of an interconnecting distribution company in Illinois (an electric utility, an alternative retail electric supplier, a

municipal utility, or a rural electric cooperative located in Illinois). If the system is identified but not yet interconnected, the Seller has investigated that a system of the proposed size can be interconnected to the applicable distribution company.

10. The system is or will be registered in PJM-EIS GATS or M-RETS.

Signature

Date

Name of individual signing for Seller

Title of individual

Second Item: Comments on Changes to the Letters of Credit

A Bidder must, in its Part 2 Proposal, submit bid assurance collateral in the form of a cash deposit or a Pre-Bid Letter of Credit. If the Bidder is submitting a Pre-Bid Letter of Credit, this Pre-Bid Letter of Credit must be in the form of the Standard Pre-Bid Letter of Credit or incorporate only modifications approved by the IPA and posted to the procurement website. The Standard Pre-Bid Letter of Credit is provided as Appendix 6 of the RFP Rules. During the term of the SPV Contract, a Bidder that uses a letter of credit to post security must use the Form of Letter of Credit provided as Appendix 2 to the SPV Contract (also called the “Standard Post-Bid Letter of Credit”).

A Bidder may, in its Part 1 Proposal, provide comments on or propose modifications to: (i) the Standard Pre-Bid Letter of Credit (Pre-Bid “LC”); and (ii) the Standard Post-Bid Letter of Credit (Post-Bid “LC”).

THE BIDDER PROVIDES COMMENTS OR PROPOSES MODIFICATIONS EXCLUSIVELY BY SUBMITTING A REDLINE OF THE LETTER OF CREDIT IN MICROSOFT WORD FORMAT. THE BIDDER PROVIDES THESE SUCH DOCUMENTS BY EMAIL OR UPLOAD TO THE APPLICATION WEBSITE. THE PRE-BID LC AND POST-BID LC ARE AVAILABLE IN MICROSOFT WORD FORMAT ON THE PROCUREMENT WEBSITE.


OPTIONAL.

	Pre-Bid Letter of Credit
	Post Bid Letter of Credit

5. 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).

BIDDERS THAT PREVIOUSLY QUALIFIED AND THAT SUBMIT THIS FORM WITHOUT MAKING UPDATES TO PREVIOUSLY SUBMITTED INFORMATION ARE CONFIRMING THAT SUCH PREVIOUSLY SUBMITTED INFORMATION REMAINS VALID AND UP-TO-DATE.