

**ILLINOIS POWER AGENCY
SPRING 2016 PROCUREMENT EVENT
SUPPLEMENTAL PHOTOVOLTAIC RFP
APPENDIX 3: PART 2 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 2 Proposal consists of the online Part 2 Form, attachments that are uploaded to the application website (or sent to the Procurement Administrator via email), and bid assurance collateral. Before completing the Part 2 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.

Having submitted a Part 1 Proposal in response to the SPV RFP, you have agreed to all the terms and conditions of the SPV RFP.

Any information that you provide in this Part 2 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 2 Form and upload required documents to respond to the requirements of the Part 2 Proposal as detailed in the RFP Rules.

The Procurement Administrator evaluates Bids submitted in accordance with the 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 2 Proposal Submission

A Bidder must:

- Complete the online Part 2 Form in its entirety;
- Submit bid assurance collateral in the form of a Pre-Bid Letter of Credit or cash; and
- Submit **one (1) copy** of all other documents, including Inserts, required to support the Part 2 Form by email to Illinois-RFP@nera.com or by upload to the application website. All inserts are available on the procurement website.

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

The online Part 2 Form must be submitted to the Procurement Administrator no later than 12 PM (noon) CPT on March 23, 2016 (the Part 2 Date).

Some of the documents required to support the Part 2 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 2 Form in tan boxes.** The format and exact content of the Inserts may differ from the illustrative Inserts provided through this Part 2 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 2 Proposal Processing

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

PART 2 FORM

1. Contact Information

THE BIDDER MUST REVIEW THE ADDRESS FOR THE BIDDER AND THE CONTACT INFORMATION AS PROVIDED IN THE PART 1 FORM FOR INDIVIDUALS RESPONSIBLE FOR THE SUBMISSION OF THE PROPOSAL.

Does the information provided in the Part 1 Proposal in regards to the address for the Bidder and the contact information for each representative remain valid?

YES NO

If YES, please proceed to the next section.

If NO, you must provide all updates in the fields below.

Address of the Bidder

Street Address

City

State

Zip Code

Contact Information for the Representative

Street Address

City

State

Zip Code

Tel No. of Representative

Alternate Tel. No. (if available)

Email Address of Representative

IF THE CONTACT INFORMATION FOR ONE OR MORE OF THE ADDITIONAL REPRESENTATIVES(S) IS NO LONGER VALID, THE BIDDER MUST UPDATE THIS INFORMATION BY FULLY COMPLETING THE REPRESENTATIVE INSERT prepared for this purpose and posted to the procurement website. 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.

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Contact Information for Additional Representative #1

<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"/>

Contact Information for Additional Representative #2

<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"/>

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"/>

2. Bid Assurance Collateral

Under the SPV Contract, Sellers are required to submit a refundable deposit of \$16/REC for forecast quantities and \$8/REC for identified systems in the form of cash or a letter of credit. **HALF OF THIS DEPOSIT (\$8/REC FOR FORECAST QUANTITIES AND \$4/REC FOR IDENTIFIED SYSTEMS) IS REQUIRED WITH THE PART 2 PROPOSAL**, with the remaining balance due from Bidders with Bids approved by the Commission within fourteen (14) calendar days of the announcement of the procurement results. **The amount due with the Part 2 Proposal is referred to as “bid assurance collateral”.**

First Item: Cash

Are you submitting cash as bid assurance collateral?

YES NO

If YES, please provide the information required by this item.

If NO, please proceed to the next item.

PLEASE INDICATE THE AMOUNT OF CASH TENDERED AS BID ASSURANCE COLLATERAL: _____. Payment instructions are available from the Procurement Administrator upon request and were provided to all Bidders with the Part 1 Notification. Any requests for return of cash must be in the form of an invoice to the Illinois Power Agency and, as such, processing of requests for return of cash will be delayed until a State of Illinois budget is officially adopted, or an appropriation for the Illinois Power Agency is otherwise approved into law.

PLEASE INDICATE THE METHOD OF PAYMENT:

- check payable to “Illinois Power Agency”
 e-Pay using the e-check program
 ACH, (Automatic Clearing House) in CCD or CCD+ format

Each Seller must acknowledge the conditions under which the IPA may draw upon the cash submitted as bid assurance collateral.

THE BIDDER SUBMITS THESE ACKNOWLEDGMENTS BY FULLY COMPLETING THE CASH CERTIFICATION INSERT PREPARED FOR THIS PURPOSE. THE BIDDER PROVIDES THE CASH CERTIFICATION INSERT BY EMAIL OR BY 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 CASH CERTIFICATION INSERT IS AVAILABLE ON THE PROCUREMENT WEBSITE. The Cash Certification Insert is also labelled INSERT #P2-1.

Name of Bidder

CASH CERTIFICATION INSERT (#P2-1) **(FIRST ITEM IN SECTION 2 OF THE PART 2 FORM)**

The Seller, _____ [Company name of Seller], acknowledges that the IPA may draw upon the cash submitted as bid assurance collateral if:

- (i) after submission of the Part 1 Proposal, the Seller has disclosed material information relating to the Proposal, publicly, or to a party other than those parties involved in the

preparation of the Proposal; or

(ii) The Seller or other parties involved in the presentation of the Proposal have made a material omission or misrepresentation in the Part 1 Proposal or the Part 2 Proposal submitted in connection with the procurement event; or

(iii) The Seller has failed to execute the SPV Contract or has failed to provide the required deposit within fourteen (14) calendar days of the Illinois Commerce Commission approving its winning Bids.

Further the Seller acknowledges that any request for return of cash must be in the form of an invoice to the Illinois Power Agency and, as such, requests for return of cash will be delayed until a State of Illinois budget is officially adopted, or an appropriation for the Illinois Power Agency is otherwise approved into law.

Signature

Date

Name of individual signing for Seller

Title of individual

Second Item: Pre-Bid Letter of Credit

Are you submitting bid assurance collateral in the form of a Pre-Bid Letter of Credit?

YES

NO

If YES, please provide the information required by this item.

If NO, please proceed to the next section.

THE PRE-BID LETTER OF CREDIT MUST BE IN THE FORM OF THE STANDARD PRE-BID LETTER OF CREDIT PROVIDED AS AN APPENDIX TO THE RFP RULES OR INCLUDE ONLY THOSE MODIFICATIONS TO THE STANDARD PRE-BID LETTER OF CREDIT FOUND ACCEPTABLE BY THE IPA AND POSTED TO THE PROCUREMENT WEBSITE. The Pre-Bid Letter of Credit must expire no earlier than fifteen (15) calendar days after the latest date for a Commission decision on the procurement event.

PLEASE INDICATE THE AMOUNT OF THE PRE-BID LETTER OF CREDIT: _____. Instructions for submission of a Pre-Bid Letter of Credit are available from the Procurement Administrator upon request and were provided to all Bidders with the Part 1 Notification.

THE ORIGINAL OF THE EXECUTED PRE-BID LETTER OF CREDIT MUST BE SENT VIA OVERNIGHT DELIVERY SERVICE TO: Illinois Power Agency, Attn: Charles Kudia, 160 North LaSalle Street, Suite C-504, Chicago, Illinois 60601, Phone: (312) 814-3273.

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THIS ITEM IS OPTIONAL. YOU MAY LEAVE THIS ITEM BLANK. PLEASE PROVIDE ANY SPECIAL INSTRUCTIONS FOR RETURN OF THE PRE-BID LETTER OF CREDIT.

Special Instructions for return of the Pre-Bid Letter of Credit *(optional)*

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3. Representations

Each Seller must make a number of representations with the Part 2 Proposal.

THE BIDDER SUBMITS THESE CERTIFICATIONS BY FULLY COMPLETING THE P2 CERTIFICATIONS INSERT PREPARED FOR THIS PURPOSE. THE BIDDER PROVIDES THE P2 CERTIFICATIONS INSERT BY EMAIL OR BY 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 P2 CERTIFICATIONS INSERT IS AVAILABLE ON THE PROCUREMENT WEBSITE. The P2 Certifications Insert is also labelled INSERT #P2-2.

Name of Bidder

P2 CERTIFICATIONS INSERT (#P2-2) **(FIRST ITEM IN SECTION 3 OF THE PART 2 FORM)**

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

1. Other than such discussions necessary for the preparation of the Proposal, the Seller has not disclosed, publicly or to any other party, any material information relating to the Proposal, including the systems presented as part of the Proposal; the Bids for such systems or for forecast quantities; or the Products or Categories for which Bids are presented;
2. The seller has taken reasonable precautions to advise parties with whom the Seller has had such discussions as are necessary for preparing the Proposal that such information is and should remain confidential; and
3. The Seller has no material information relating to the Proposal of another party.

Signature

Date

Name of individual signing for Seller

Title of individual

If you are unable to make any of the certifications above, please indicate which certification you cannot make and provide an explanation in the field below.

4. Information to Prepare the SPV Contract

First Item: IRS Form W-9 and Tax Identification Number Form

Does each Seller have an SPV Contract with the IPA from a previous procurement event under the SPV RFP?

YES

NO

If YES, please proceed to the next item.

If NO, please provide the information required by this item.

THE REQUIREMENTS FOR THE REMAINDER OF THIS ITEM APPLY ONLY TO SELLERS THAT DO NOT HAVE AN SPV CONTRACT WITH THE IPA. SUCH SELLER MUST PROVIDE BOTH: (I) A DULY COMPLETED IRS FORM W-9; AND (II) A DULY COMPLETED TAX IDENTIFICATION NUMBER FORM PROVIDED AS APPENDIX 1.5 TO THE SPV CONTRACT. The December 2014 version of the IRS Form W-9 must be used. The Bidder provides all completed forms by email or by upload to the application website.



IF THE BIDDER IS PRESENTING A PROPOSAL WITH MULTIPLE SELLERS, EACH SUCH SELLER MUST PROVIDE THE DULY COMPLETED FORMS. If the number of files to upload exceeds the number of spaces available for this purpose, the Bidder may combine all completed forms in a single file or provide some of the completed forms by email.

Second Item: Other Information to Prepare the SPV Contract.

Each Bidder is asked, but is not required, to provide information to prepare the SPV Contract documents. If this information is not provided with the Part 2 Proposal, the Procurement Administrator will require the information if the Bidder has Bids that are identified to the Commission as winning Bids.

THE BIDDER SUBMITS ALL INFORMATION NECESSARY FOR THE PREPARATION OF THE SPV CONTRACT BY FULLY COMPLETING THE CONTRACT INSERT PREPARED FOR THIS PURPOSE. THE BIDDER PROVIDES THE CONTRACT INSERT BY EMAIL OR UPLOAD TO THE APPLICATION WEBSITE. IF THE BIDDER IS PRESENTING A PROPOSAL WITH MULTIPLE SELLERS, THE BIDDER MUST PROVIDE A DULY COMPLETED INSERT FOR EACH SELLER THAT DOES NOT HAVE AN SPV CONTRACT WITH THE IPA. THE CONTRACT INSERT IS AVAILABLE ON THE PROCUREMENT WEBSITE. The Contract Insert is also labelled INSERT #P2-3.

Are you providing the information to prepare the SPV Contract?

Yes

No

If YES, PLEASE UPLOAD THE DULY COMPLETED CONTRACT INSERT FOR EACH SELLER THAT DOES NOT HAVE AN SPV CONTRACT WITH THE IPA.

If NO, Please be advised that IF THE PROCUREMENT ADMINISTRATOR NOTIFIES THE BIDDER THAT THE BIDDER HAS BIDS THAT ARE IDENTIFIED AS WINNING BIDS TO THE ICC, THE BIDDER WILL BE REQUIRED TO PROVIDE ALL NECESSARY INFORMATION FOR PREPARATION OF THE SPV CONTRACT BY 12 PM (NOON) CPT ON THE DAY AFTER SUCH NOTIFICATION IS RECEIVED.

Name of Bidder

CONTRACT INSERT (#P2-3)
(SECOND ITEM IN SECTION 4 OF THE PART 2 FORM)

PLEASE PROVIDE ALL INFORMATION REQUESTED BELOW.

1. General Seller Information:

Seller Name

Street Address

City

State

Zip Code

Business Website

US Federal Tax I.D. Number

Jurisdiction of Organization

Company Type

Corporation

Partnership

Limited Partnership

Individual

LLP

Other: _____

LLC

2. Contact Information:

(a) General — Day-to-Day, Administrative:

Street Address

City

State

Zip Code

ATTN:

Telephone

Facsimile

Email

(b) Contract:

Street Address

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

ATTN:

<i>Telephone</i>	<i>Facsimile</i>	<i>Email</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>

(c) Legal Notices:

Street Address

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

ATTN:

(d) Performance Assurance:

Street Address

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

ATTN:

<i>Telephone</i>	<i>Facsimile</i>	<i>Email</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>

3. Accounting Information

(a) Invoices, Payments, Settlements:

Street Address

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

ATTN:

<i>Telephone</i>	<i>Facsimile</i>	<i>Email</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>

(b) Wire Transfer Numbers (IF APPLICABLE)

Bank

Bank Address

City

State

Zip Code

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ABA

ACCT

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CHECKING
 SAVINGS

OTHER DETAILS: _____

(c) Checks (IF APPLICABLE)

ATTN:

--

Street Address

City

State

Zip Code

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(d) ACH Numbers (IF APPLICABLE)

Bank

--

Bank Address

City

State

Zip Code

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ABA

ACCT

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CHECKING
 SAVINGS

OTHER DETAILS: _____

4. Signatory to the SPV Contract

PLEASE PROVIDE THE NAME AND TITLE OF THE INDIVIDUAL WHO WILL SIGN THE SPV CONTRACT.

Given Name(s)

Last Name

Mr/Mrs/Ms/Dr/(other)

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Title

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5. Bids

REMINDER: Each Bidder submits its Bids electronically. The Procurement Administrator provides electronically to each Bidder qualified pursuant to a successful Part 1 Proposal the Trial Bid Form as well as a set of instructions. These instructions guide the Bidder for completion of the Bid Form, for optional encryption of the Bid Form, for submission of the completed Bid Form to the Procurement Administrator via a secure file transfer interface, as well as instructions for email submission of Bids in case of technical difficulties with the electronic transfer.

BID FORMS MUST BE RECEIVED BETWEEN 8 AM AND 12 PM ON THE BID DATE.

IMPORTANT! The Procurement Administrator also provides electronically to each Bidder qualified pursuant to a successful Part 1 Proposal information required for the submission of Trial Bids, including a username, password, and security codes. This information is unique to each Bidder and allows the Procurement Administrator to authenticate the Trial Bids received. The Bidder must either confirm that all such information and documents were received or the Bidder must request that such information and documents be re-issued.

PLEASE PROVIDE THIS CONFIRMATION BELOW.

I confirm receipt of the Trial Bid Form, instructions, and confidential information for the submission of Bids.

OR

I request that such information and documents be re-issued.

6. Justification of Omissions

IF YOU ARE UNABLE TO PROVIDE ANY OF THE DOCUMENTS OR INFORMATION REQUIRED IN THE PART 2 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).

	
	
	
	