

**ILLINOIS POWER AGENCY**  
**FALL 2019**  
**LOW-INCOME COMMUNITY SOLAR PILOT RFP**  
**ILLUSTRATIVE PART 1 FORM**

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The Illinois Power Agency’s Long-Term Renewable Resources Procurement Plan (“Long-Term Plan”) provides for a procurement of RECs delivered annually under 15-year contracts from low-income community solar projects. RECs from these projects will be purchased by the IPA through an RFP (“Low-Income Community Solar Pilot 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 Low-Income Community Solar Pilot RFP, please review the RFP Rules and the Renewable Energy Credit Agreement (“REC Contract”) so that you understand the conditions under which the Low-Income Community Solar Pilot 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 Low-Income Community Solar Pilot RFP, you agree to all the terms and conditions of the Low-Income Community Solar Pilot 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”).*

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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 login 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.

The Procurement Administrator evaluates Bids submitted in accordance with this RFP for each Project that qualifies pursuant to a successful Part 1 Proposal and 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 any documents, including Inserts, required to support the online 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 November 6, 2019 (the Part 1 Date).*

**Some of the documents required to support the online 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

A description of the processing of Proposals will be provided as a separate document to Bidders.

**PART 1 FORM**

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**1. Basic Information**

*First Item: Name of the Project*

**THE BIDDER MUST PROVIDE A NAME FOR THE PROJECT THAT THE BIDDER WILL CONSISTENTLY USE THROUGHOUT THE PROPOSAL. Once the Part 1 Proposal is complete, the name of the Project cannot be changed.**

*Name of the Project*

*Second Item: Identity and Contact Information for the Seller*

The Seller is the entity intended to be the signatory to the REC Contract for the Project. **The Seller must be an entity that has been formed as of the Part 1 Date. PLEASE PROVIDE THE FOLLOWING INFORMATION FOR THE SELLER.**

*Legal Name of Seller*

*Street Address*

*City*

*State*

*Zip Code*

*Website (of Seller, Seller's parent, or Seller's affiliate named in the Part 1 Proposal), if available*

Is the Seller the owner of the Project or will the Seller become the owner of the Project?

**Yes**

**No**

**If YES**, please proceed to the next item.

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

**PLEASE PROVIDE** the name of the owner of the Project:

*Name of the owner of the Project*

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**PLEASE PROVIDE** an explanation of how the Seller will have title to the RECs during the term of the REC Contract.

The Procurement Administrator may require additional information or supporting documentation.

Third Item: Officer of the Seller

The Officer of the Seller must be an officer, a director or an individual otherwise empowered to undertake contracts and bind the Seller. **THE OFFICER OF THE SELLER WHOSE CONTACT INFORMATION IS PROVIDED BELOW MUST MAKE ALL REPRESENTATIONS REQUIRED IN THE PART 1 PROPOSAL AND PART 2 PROPOSAL FOR THE PROJECT.**

The Officer of the Seller may make all representations required in the Part 1 and Part 2 Proposals at one time. **A BIDDER THAT AVAILS ITSELF OF THIS OPTION MAY SUBMIT THE P2 CERTIFICATIONS INSERT DURING THE PART 1 WINDOW FOR EARLY PROCESSING.** The P2 Certifications Insert is available on the procurement website.

It is expected that, if a Bidder has Bids that are approved by the Commission, the Officer of the Seller would sign the applicable supplier contracts. Should the Officer of the Seller not be available to sign for this purpose, the Bidder will advise the IPA of this fact. The Seller will name another individual to sign and the Seller will confirm that this individual is empowered to undertake contracts and bind the Seller.

**PLEASE PROVIDE THE CONTACT INFORMATION FOR THE OFFICER OF THE SELLER BELOW.**

*Given Name(s) of the Officer of the Seller*

*Last Name*

*Title*

*Street Address*

*City*

*State*

*Zip Code*

*Telephone No.*

*Alternate Telephone No. (if available)*

*Email Address*

Fourth Item: Identity and Contact Information for the Bidder

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The Bidder is the entity or entities submitting the Proposal. If the Bidder is presenting Proposals for multiple Projects, any information regarding the Bidder may be provided only once, in one of the Part 1 Proposals presented by the Bidder.

***Are the Bidder and the Seller the same entity?***

**Yes**

**No**

**If YES**, please proceed to the next item.

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

**PLEASE PROVIDE THE FOLLOWING INFORMATION FOR THE BIDDER.**

*Legal Name of Bidder*

*Street Address*

*City*

*State*

*Zip Code*

*Website, if available*

Please describe the relationship between the Bidder and the Seller

**Fifth Item: Representatives**

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”, must be authorized to act on behalf of the Bidder and on behalf of the Seller. 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 MUST IDENTIFY ONE (1) REPRESENTATIVE BY COMPLETING THE CONTACT INFORMATION FOR THE REPRESENTATIVE IN THE FIELDS BELOW.**

*Given Name(s) of Representative*

*Last Name of Representative*

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*Title*

*Street Address*

*City*

*State*

*Zip Code*

*Telephone No.*

*Alternate Telephone No. (if available)*

*Email Address*

The Bidder may designate up to three (3) additional Representatives by fully completing the Representative Insert prepared for this purpose. **These additional Representatives serve for all Projects presented by the Bidder. Any information regarding the Representatives may be provided only once, in one of the Part 1 Proposals presented by the Bidder.**

**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 (#P 1-1)**

The Bidder may name up to three (3) Representatives, **in addition to** the Representative whose contact information is provided directly in the online Part 1 Form, by providing the information requested below. If the Bidder is presenting Proposals for multiple Projects, the Bidder must identify the same Representatives for all such Proposals. Any information regarding the Representatives may be provided only once, in one of the Part 1 Proposals presented by the Bidder.

Contact Information for Representative

Given Name(s)

Last Name

Title

Street Address

City

State

Zip Code

Telephone No.

Alternate Telephone No. (if available)

Email Address

Contact Information for Representative

Given Name(s)

Last Name

Title

Street Address

City

State

Zip Code

Telephone No.

Alternate Telephone No. (if available)

Email Address

Contact Information for Representative

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<i>Given Name(s)</i>	<i>Last Name</i>	
<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"/>



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## 2. Seller Requirements

### First Item: Approved Vendor Status

Is the Seller an Approved Vendor under the Illinois Solar for All Program?

Yes

No

**If YES, please proceed to the next item.**

### Second Item: Documents Required

The Bidder must provide evidence that the Seller has attained Approved Vendor status. Such evidence may be a communication from the administrator of the Illinois Solar for All Program or a document from the Illinois Solar for All Program website.

The Bidder must provide an Internal Revenue Service (“IRS”) Form W-9 (Rev. 10-2018) for the Seller.

The Bidder must provide a Certificate of Good Standing for the Seller, issued by the office of the Secretary of State for the State of Illinois, and dated within the past twelve (12) months.

The Bidder must provide a Taxpayer Identification Number form for the Seller. This form is provided as an exhibit to the REC Contract as part of the State of Illinois Standard Business Terms and Conditions. This form is available from the Procurement Administrator upon request.

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

### Second Item: Documents Required

The Bidder must provide the date at which the Seller was formed and the state of registration. The Seller must be an entity that has been formed as of the Part 1 Date.

*Date at which Seller was formed*

*State of registration*

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The Bidder must provide a description of the ownership structure for the Seller. The description must include: (i) a list of other entities or businesses owned or partially owned by the Seller; (ii) the name of the parent company of the Seller or a list of any person or entity with an interest of 5% or more in the Seller.



The Bidder must provide the PJM-GATS or M-RETS account that can be used by the Seller when transferring RECs under the terms of the REC Contract.

PJM-GATS or M-RETS account name

The Bidder must provide an Internal Revenue Service (“IRS”) Form W-9 (Rev. 10-2018) for the Seller.



The Bidder must provide a Certificate of Good Standing for the Seller, issued by the office of the Secretary of State for the State of Illinois, and dated within the past twelve (12) months.



The Bidder must provide a Taxpayer Identification Number form for the Seller. This form is provided as an exhibit to the REC Contract as part of the State of Illinois Standard Business Terms and Conditions. This form is available from the Procurement Administrator upon request.



The Officer of the Seller for a Seller that is not already an Approved Vendor must review the list of statements regarding the Seller provided in Section IV.2.4 of the RFP Rules. Any statement that is not true of the Seller or its affiliates becomes an “exception”. For each exception (if any), the Bidder must provide the following information: (i) an explanation of the issue; (ii) a statement whether the issue is in relation to the current business of the Seller; (iii) dates when the issue occurred; (iv) a list of remedial or correct actions that have been undertaken; and (v) the current status of the issue. **THE BIDDER MUST LIST ALL EXCEPTIONS AND PROVIDE THE REQUIRED INFORMATION FOR EACH ISSUE BY COMPLETING THE EXCEPTIONS INSERT PREPARED FOR THIS PURPOSE.** The Exceptions Insert is also labelled INSERT #P1-2.

\_\_\_\_\_  
Name of **PROJECT**

\_\_\_\_\_  
Name of **SELLER**

**EXCEPTIONS INSERT (#P 1-2)**

I, \_\_\_\_\_ [enter the name of the Officer of the Seller], have considered all statements in items 1-5 below and I have provided all applicable exceptions.

\_\_\_\_\_  
Signature of Officer of the Seller

\_\_\_\_\_  
Date

1. **PLEASE CONSIDER THE FOLLOWING STATEMENT.** Within the past five (5) years, no current officer of the Seller or current officer of any affiliate of the Seller has:
  - Been sanctioned relative to any business or professional permit or license.
  - Been under suspension, debarment, voluntary exclusion or determined ineligible under any federal or state statutes.
  - Been suspended or debarred.
  - Been the subject of an investigation by a government entity for a civil or criminal violation for any business-related conduct.
  - Been charged with a misdemeanor or felony for misappropriation of funds or property, or for fraud.
  - Been suspended, cancelled, terminated or found non-responsible on any contract, or had a surety called upon to complete an awarded contract.

*Is this statement true for the Seller?*

Yes       No

**IF YES:** please proceed to the next statement.

**IF NO:** please fill in an exception form provided at the end of this Insert.

2. **PLEASE CONSIDER THE FOLLOWING STATEMENT.** The Seller and its affiliates do not have judgments filed against them within the past five (5) years and that remain undischarged.

*Is this statement true for the Seller?*

Yes       No

**IF YES:** please proceed to the next statement.

**IF NO:** please fill in an exception form provided at the end of this Insert.

3. **PLEASE CONSIDER THE FOLLOWING STATEMENT.** The Seller and its affiliates have not been the subject of any bankruptcy proceedings within the last seven (7) years and have no bankruptcy proceeding pending.

*Is this statement true for the Seller?*

Yes       No

**IF YES:** please proceed to the next statement.

**IF NO:** please fill in an exception form provided at the end of this Insert.

4. **PLEASE CONSIDER THE FOLLOWING STATEMENT.** No owner or proprietor of the Seller (with at least 15% interest) is also the owner or proprietor of another entity that has been the subject of a bankruptcy proceedings within the last seven (7) years or that has a bankruptcy proceeding pending.

*Is this statement true for the Seller?*

Yes       No

**IF YES:** please proceed to the next statement.

**IF NO:** please fill in an exception form provided at the end of this Insert.

5. **PLEASE CONSIDER THE FOLLOWING STATEMENT.** The Seller and its affiliates have filed all required tax returns and fully paid taxes according to deadlines required by federal, state, or local laws.

*Is this statement true for the Seller?*

Yes       No

**IF YES:** please proceed to the next statement.

**IF NO:** please fill in an exception form provided at the end of this Insert.

## **EXCEPTION FORM.**

Statement Number: \_\_\_\_\_

Please explain the issue that makes the statement untrue with respect to the Seller.

Is the issue in relation to the Seller's current business?

Yes       No

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Please provide the dates when the issue occurred:

From (mm/dd/yyyy):        /        /        to        /        /

Please describe the remedial or corrective action that you have undertaken.

Please provide the current status of the issue.

**PLEASE USE ADDITIONAL EXCEPTION FORMS AS REQUIRED.**

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### 3. Community Involvement

THE BIDDER MUST PROVIDE ALL INFORMATION AND DOCUMENTS BELOW WITH REGARDS TO COMMUNITY INVOLVEMENT FOR EACH PROJECT. The Bidder may justify any missing documents in the Justification of Omissions in the online Part 1 Form. The Bidder will then be required to submit any such missing documents by the Part 2 Date.

First Item: Identification of the Partner Community-Based Organization

Each Project must be developed in partnership with at least one community-based organization (“CBO”). For purposes of submitting the Proposal, the Bidder identifies a single partner CBO. PLEASE PROVIDE THE INFORMATION REQUIRED BELOW.

*Legal Name of the CBO*

*Address of the Primary Offices of the CBO*

*City*

*State*

*Zip Code*

THE BIDDER MUST PROVIDE A DESCRIPTION OF THE PROGRAMS AND SERVICES OFFERED BY THE CBO. The Bidder may provide its own description of these programs and services. Alternatively, the Bidder can provide documents produced by the CBO that includes such a description:




THE BIDDER MUST PROVIDE A DESCRIPTION OF THE GROUP OF RESIDENTS AND THE AREA OVER WHICH THE CBO IS PROVIDING THOSE SERVICES (the CBO’s “operating boundaries”), including a map showing the operating boundaries and location of the primary offices


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THE BIDDER MUST PROVIDE A COPY OF THE CBO'S IRS FORM 990 FROM 2017 OR 2018:



If the IRS Form 990 is not available, PLEASE EXPLAIN. The Procurement Administrator may require an additional document.

Second Item: Identification of the Community

Generally, the “community” is geographically defined by the operating boundaries of the CBO. Thus the community associated with the Project is identified with the area and the group of residents to whom the CBO is providing programs and services, as provided by the Bidder’s response to the previous item. However: (i) the community cannot be identified as the entire State of Illinois; and (ii) the community cannot be identified as the entire city of Chicago.

**A Bidder has the option to define the community associated with the Project to be an area smaller and entirely contained within the operating boundaries of the CBO. Is the Bidder electing to define a community small than the operating boundaries of the CBO?**

Yes

No

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

**PLEASE PROVIDE:**

- (i) A map showing the relevant geographical boundaries of the community and the relevant geographical boundaries of the CBO’s operating boundaries; **or** (ii) a description of the relevant geographical area of the community and how it relates to the CBO’s operating boundaries;
- A list of programs or services that the CBO offers and that target or are tailored to the members of the community as defined by the Bidder.


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**Both YES and NO, please provide the required information in this item.**

**FOR THE COMMUNITY AS DEFINED IN THIS ITEM, PLEASE PROVIDE:**

*Name of the community*

Evidence that the community’s residents associate themselves with the community. Such evidence could include copies of community newsletters or screenshots of groups on social media to which the residents of the community belong.




Third Item: Partnership with the CBO

**A BIDDER IS REQUIRED TO PROVIDE A LETTER FROM A REPRESENTATIVE OF THE CBO AS EVIDENCE OF THE PARTNERSHIP WITH THE CBO IN THE DEVELOPMENT OF THE PROJECT.** The letter must signal the CBO’s partnership or intent to partner with the Bidder or Seller. The required elements of this letter are provided in the RFP Rules under the Paragraph entitled “Partnership with CBO”. The individual or individuals submitting the letter must be identified and contact information (including email address and phone number) must be provided for each individual.


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Fourth Item: Community Outreach

**A BIDDER MUST PROVIDE A DESCRIPTION OF OUTREACH AND ENGAGEMENT EFFORTS TO DATE.** Please provide the following information for at least two events:

EVENT #1

Date \_\_\_\_\_

Agenda or topics covered \_\_\_\_\_

Number of individuals \_\_\_\_\_

Supporting document (optional)



EVENT #2

Date \_\_\_\_\_

Agenda or topics covered \_\_\_\_\_

Number of individuals \_\_\_\_\_

Supporting document (optional)



Additional Information (optional)

*Fifth Item: Workforce Development*

The Project should provide employment opportunities for the community that do not discriminate on the basis of race or socioeconomic status.

**THE BIDDER MUST PROVIDE THE INFORMATION AND DOCUMENTS BELOW.**

A non-discriminatory hiring plan that is expected to result in engaging job trainees or workers residing within the community.



A summary of efforts to date to engage job trainees or workers residing within the community.



Sixth Item: Subscribers

**THE BIDDER MUST INDICATE WHETHER THE PROJECT IS AT LEAST 50% OWNED BY SUBSCRIBERS.** The percentage ownership is defined as the percentage of the Project capacity owned by a subscriber. If a Project does NOT satisfy this requirement at the time of submission of the Part 1 Proposal, then the Bidder must provide information regarding its efforts to attract and recruit subscribers for the Project.

Is the Project at least 50% owned by subscribers?

Yes

No

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

**PLEASE PROVIDE THE LIST OF SUBSCRIBERS** with Project ownership, , including the name and address of each subscriber. The address of each subscriber, for this purpose, must be within the community.



PLEASE PROVIDE DOCUMENTS TO SUBSTANTIATE OWNERSHIP of the Project by the subscribers.



PLEASE PROVIDE INCOME-VERIFICATION DOCUMENTS FOR EACH RESIDENTIAL LOW-INCOME SUBSCRIBER.



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

THE BIDDER MUST PROVIDE INFORMATION REGARDING ITS EFFORTS TO ATTRACT AND RECRUIT SUBSCRIBERS FOR THE PROJECT. The Bidder may provide any or all of the following:

Describe the outreach and engagement efforts undertaken to date to recruit subscribers.

Provide examples of marketing materials provided to potential subscribers regarding the Project.



Describe the type subscribers that are anticipated to be contracted and the manner in which these subscribers would be recruited.

**4. Project Information**

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**THE BIDDER MUST PROVIDE ALL INFORMATION RELEVANT TO ITS PROJECT IN THIS SECTION IN THE FIELDS BELOW.**

First Item: Project Site

**THE PROJECT MUST BE ENTIRELY LOCATED IN ILLINOIS AND MUST OR WILL BE INTERCONNECTED AT THE DISTRIBUTION SYSTEM LEVEL OF AN ELECTRIC UTILITY, A MUNICIPAL UTILITY, A PUBLIC UTILITY, OR AN ELECTRIC COOPERATIVE.**

*Address of the Project:*

*Street Address*

*City*

*State*

*Zip Code*

**THE BIDDER MUST PROVIDE A MAP OF THE PROJECT SITE CLEARLY SHOWING THE LOCATION OF THE PROJECT WITHIN THE PROJECT SITE BY UPLOAD BELOW OR BY EMAIL TO THE PROCUREMENT ADMINISTRATOR:**



Name of the municipal utility, public utility, or electric cooperative to which the Project is/will be interconnected

Second Item: Project Description

**A BIDDER MUST PROVIDE THE FOLLOWING ADDITIONAL INFORMATION FOR THE PROJECT:**

*Size of the Project in kW (AC rating)*

The size of the Project is rounded to two decimals.

*Date of First Operation (actual or expected)*

If the Project is operational as of the submission of the Part 1 Proposal, the Date of First Operation of the Project cannot have occurred before June 1, 2017. If the Project is not yet operational, the expected Date of First Operation must be consistent with the REC Contract.

A standard capacity factor of 22.75% will be used to calculate the expected output of the Project, which determines the maximum possible payment under the REC Contract. A Bidder may provide evidence to support a capacity factor for the Project that is higher than the standard capacity factor. As evidence, the Bidder must provide: (i) an estimate of energy production for the Project and (ii) any relevant design

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specifications. A Bidder may provide evidence to support a significantly lower capacity factor for the Project by providing a study from PV Watts of similar tool.

Third Item: Operation Status of the Project

**Is the Project already in operation?**

Yes                       No

**If YES:**

**PLEASE UPLOAD A COPY OF THE SIGNED INTERCONNECTION AGREEMENT.**


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Please provide the Project's identification number in PJM EIS or M-RETS

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

**Is the signed Interconnection Agreement for this Project available?**

Yes                       No

**If YES:**

**PLEASE UPLOAD A COPY OF THE SIGNED INTERCONNECTION AGREEMENT.**


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**The Bidder proceeds to the next Section.**

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

**PLEASE UPLOAD A COPY OF THE SUBMITTED INTERCONNECTION APPLICATION FOR THE PROJECT.**


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Please provide a list of non-ministerial permits that are required for the Project and a statement of whether those permits have been obtained or are still pending.

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Please provide a description of how the Project will be financed as well as copies of letters of intent from lenders of equity partners to cover 30% of the financing for the Project.



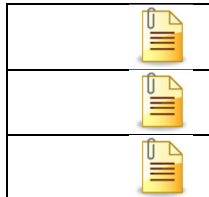
**The Bidder is required to provide evidence of site control for a Project not yet in operation.**

An Owner is an individual or entity that has ownership over the entirety or over a portion of the Project site. Acceptable documentation to demonstrate site control include the following:

- i. document showing that Bidder (or Seller or affiliate of Seller) owns the entirety or a portion of the area;
- ii. an executed lease agreement or easement between the Bidder or the Seller and the Owner; or
- iii. an executed option, between the Bidder (or Seller or affiliate of Seller) and the Owner, with a unilateral right to lease or purchase the entirety or a portion of the area; or
- iv. a memorandum of understanding between the Owner and the Bidder (or Seller or affiliate of Seller) regarding a lease, easement, exclusive option, or sale of the Project site; or
- v. a letter of intent executed by the Owner stating the intention to deal exclusively with the Bidder (or Seller or affiliate of Seller) to enter into an agreement for a lease, an easement, an exclusive option, or the sale of the entirety or a portion of the area; or
- vi. another document demonstrating a right to develop the Project on the entirety or a portion of the area.

If the Bidder submits a document under (vi), the Procurement Administrator may require additional information. The specific financial terms of the agreement with an Owner may be redacted.

**PLEASE UPLOAD DOCUMENTATION DEMONSTRATING EXCLUSIVE CONTROL FOR THE REQUIRED AREA.**



The Bidder must show control of an area of at least 0.003 times the size of the Project expressed in kW (AC rating).

## 5. Representations

The Officer of the Seller must make the representations required by the RFP Rules.

First Item: Representations about the Project

The Officer of the Seller must make certain certifications about the Project.

**THE BIDDER SUBMITS THESE CERTIFICATIONS BY FULLY COMPLETING THE P1 PROJECT CERTIFICATIONS INSERT PREPARED FOR THIS PURPOSE. THE BIDDER PROVIDES THE P1 PROJECT CERTIFICATIONS INSERT BY EMAIL OR BY UPLOAD TO THE APPLICATION WEBSITE. THE P1 PROJECT CERTIFICATIONS INSERT IS AVAILABLE ON THE PROCUREMENT WEBSITE.** The P1 Project Certifications Insert is also labelled INSERT #P1-3.

\_\_\_\_\_  
Name of **PROJECT**

\_\_\_\_\_  
Name of **SELLER**

### **P1 PROJECT CERTIFICATIONS INSERT (#P1-3)**

I, \_\_\_\_\_ [enter the name of the Officer of the Seller], certify that:

1. the Project is a “community renewable generation project” as this term is defined in the Act and the Seller has made all investigations it deems necessary to make this determination, understanding that the Act allows community renewable generation projects for purposes of the solar pilot program to exceed 2 MW (AC rating) in size;
2. the Project is powered by photovoltaic cells or panels;
3. the Project credits or will credit the value of electricity generated to the subscribers;
4. the Project is not a repowered facility;
5. the Project is or will be in Illinois and is or will be entirely located within the community as defined in the Proposal;
6. the Project is or will be interconnected at the distribution system level of an electric utility, a municipal utility, a public utility, or an electric cooperative as defined by the Act;
7. the date of first operation did not occur before June 1, 2017;
8. given the milestones achieved, it is reasonable to expect that each Project will be developed, energized and able to acquire subscribers 18 months after contract execution;
9. the Project has or will have a single revenue quality meter that satisfies the requirements of the distribution company and that measures or will measure its generation output;
10. the Project is or will be registered in PJM EIS GATS or M-RETS and the Seller will deliver RECs to the IPA by delivering such RECs to the IPA’s PJM EIS GATS or M-RETS account in an unretired state;
11. the Project is not and will not be a generating unit whose costs are being recovered through rates regulated by Illinois or any other state or states; and
12. the information provided in the Proposal regarding the Project, including the description of the Project Site and the area controlled by the Bidder, is true, up-to-date, and accurate to the best of my knowledge and belief.

\_\_\_\_\_  
Signature of Officer of the Seller

\_\_\_\_\_  
Date

Second Item: Representations about the Seller

The Officer of the Seller must make the representations required by the RFP Rules.

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

\_\_\_\_\_  
Name of **PROJECT**

\_\_\_\_\_  
Name of **SELLER**

**P1 SELLER CERTIFICATIONS INSERT (#P1-4)**

I, \_\_\_\_\_ [enter the name of the Officer of the Seller], certify that:

1. the Seller as identified in the Proposal is the entity that will sign the REC Contract with the Illinois Power Agency if the Project is selected through the RFP and the Bid is approved by the Illinois Commerce Commission;
2. the Seller understands and accepts the terms of the REC Contract;
3. the Seller agrees that there will be no substitution of Projects once the Project is qualified through a successful Part 1 Proposal;
4. the Seller has title to the RECs from the Project and will continue to have such title at the time of execution of the REC Contract;
5. the Part 1 Proposal will remain in full force and effect until seventeen (17) days after the Bid Date;
6. if, for any reason and due to any circumstance, any information provided in the Part 1 Proposal for a Project changes or any previous certification fails to remain valid before that date, the Bidder or Seller will notify the Procurement Administrator of such change as soon as practicable, and failing to do so may result in disqualification of the Project;
7. the submission of the Part 1 Proposal constitutes the Bidder's and the Seller's acceptance of all the terms and conditions of these RFP Rules, regardless of the outcome of the RFP or the outcome of such Proposal;
8. I have no knowledge of the Bidder being part of a bidding agreement, a bidding consortium, or any other type of agreement with another Bidder related to bidding in this RFP; and
9. All information provided in the Part 1 Proposal is true and accurate to the best of my knowledge and belief.

\_\_\_\_\_  
Signature of Officer of the Seller

\_\_\_\_\_  
Date



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A Bidder found to be acting in concert with another Bidder will be disqualified by the Procurement Administrator.

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## 6. Agency Agreement

An Agency Agreement is a specific relationship whereby a first party, the “principal”, agrees that certain defined actions by a second party, the “agent”, can bind the principal. A Bidder that submits a Proposal for a Seller operating under an Agency Agreement will be subject to additional requirements in the Part 1 Proposal.

*Is the Seller operating under an Agency Agreement?*

Yes

No

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

**If YES**, please see below.

**THE REQUIREMENTS FOR A SELLER OPERATING UNDER AN AGENCY AGREEMENT WILL BE PROVIDED TO THE BIDDER IN A SEPARATE NOTICE.**

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## 7. Bid Participation Fee

**A BIDDER THAT DID NOT PAY A BID PARTICIPATION FEE PURSUANT TO ITS PARTICIPATION IN A PRIOR 2019 PROCUREMENT EVENT MUST PAY ONCE A BID PARTICIPATION FEE OF \$500.**

If a Bidder is presenting Proposals for multiple Projects, the Bidder is required to submit the information required by this section only once, in a Part 1 Proposal for one of the Projects.

A Bidder that did not participate in a prior 2019 Procurement Event is required to pay a non-refundable Bid Participation Fee of \$500. A Bidder that submits Proposals for multiple Projects is only required to pay a single Bid Participation Fee. Notwithstanding this provision, a Bidder consisting of a group of Sellers may, at its option, provide one Bid Participation Fee for each Project instead of providing a single Bid Participation Fee for all Projects.

A Bidder that has paid the Bid Participation Fee will not be reimbursed, even if all Projects presented by the Bidder fail 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.

Bidders must pay the Bid Participation Fee to the IPA as a condition of all Projects presented by the Bidder fulfilling the requirements of the Part 1 Proposal. A Bidder can pay the Bid Participation Fee: (i) by e-check through <https://magic.collectorsolutions.com/magic-ui/payments/illinois-power-agency-ipa/202227>; 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 with the Part 1 Proposal. 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:**



**Notwithstanding whether or not a Bidder has provided evidence of payment with a Part 1 Proposal, for the Bidder to be eligible to present its Projects further in the RFP, the Procurement Administrator must be able to get confirmation from the IPA that the IPA has received payment of the Bid Participation Fee from the Bidder.**

## 8. Option to Provide Comments

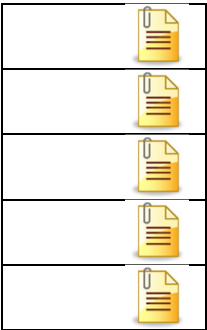
If the Bidder is presenting Proposals for multiple Projects, the Bidder may submit the materials for this section only once, in a Part 1 Proposal for one of the Projects.

### First Item: Post-Bid Letter of Credit

The REC Contract includes, as Exhibit E, a standard Irrevocable Standby Letter of Credit that may be used to post security under the terms of the REC Contract. This letter of credit is referred to as the “Post-Bid Letter of Credit”. There are two options for the Post-Bid Letter of Credit as well as more than one sample for the Letter of Full Transfer.

A Bidder may, in the Part 1 Proposal, provide comments on or propose modifications to the Post-Bid Letter of Credit. Any one of a Bidder’s comments or proposed modifications to the Post-Bid Letter of Credit may result in an addition to the list of modifications to the Post-Bid Letter of Credit approved by the IPA for use by all Bidders on an optional basis.

**THE BIDDER PROVIDES COMMENTS AND PROPOSES MODIFICATIONS EXCLUSIVELY BY SUBMITTING A REDLINE OF THE POST-BID LETTER OF CREDIT IN MICROSOFT WORD FORMAT.** This document is provided by email or by upload to the application website.



### Second Item: Pre-Bid Letter of Credit

A Bidder submits financial guarantees for its Project(s) by providing a letter of credit to the IPA. A Bidder must use the Standard Pre-Bid Letter of Credit provided as an appendix to the RFP Rules; such Bidder may include any modifications to the Standard Pre-Bid Letter of Credit acceptable to the IPA and posted to the procurement website.

A Bidder may, in the Part 1 Proposal, provide comments on or propose modifications to the Pre-Bid Letter of Credit. Any one of a Bidder’s comments or proposed modifications to a Pre-Bid Letter of Credit may result in an addition to the list of modifications to the Pre-Bid Letter of Credit approved by the IPA for use by all Bidders on an optional basis. **THE BIDDER PROVIDES COMMENTS AND PROPOSES MODIFICATIONS EXCLUSIVELY BY SUBMITTING A REDLINE OF A PRE-BID LETTER OF CREDIT IN MICROSOFT WORD FORMAT.** This document is provided by email or by upload to the application website.

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**Proposed Modifications to the Pre-Bid Letter of Credit**



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**9. 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, including the P2 Certifications Insert, please provide these by email or by upload to the application website (below).**