

ILLINOIS POWER AGENCY
FALL 2019
LOW-INCOME COMMUNITY SOLAR PILOT RFP
ILLUSTRATIVE PART 2 FORM

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 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 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.

Having submitted a Part 1 Proposal in response to the Low-Income Community Solar Pilot RFP, you have agreed to all the terms and conditions of the Low-Income Community Solar Pilot 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 Part 2 Proposal serves to present additional information for a single Project that qualified through a successful Part 1 Proposal. To the extent that an entity or group of entities is intending to present several Projects that each qualified through a successful Part 1 Proposal, a different Part 2 Proposal must be presented for each such Project, with each Part 2 Proposal submitted using project-specific credentials to access the online Part 2 Form.

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 proceed to the next section.

I. Part 2 Proposal Submission

Bidders must:

- Complete the online Part 2 Form in its entirety;
- Submit bid assurance collateral in the form of a Pre-Bid Letter of Credit to the IPA; and
- Submit all other documents, including Inserts, required to support the Part 2 Proposal 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 no later than 12 PM (noon) CPT
on December 4, 2019 (the Part 2 Date).*

Some of the documents required to support the online 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 and upload the form to the application website (or send the form by email). If the Insert requires a signature, the signed and completed form should be scanned and uploaded to the application website (or sent by email). **For illustrative purposes, the Inserts are shown throughout this Part 2 Form in purple boxes.** The format and exact content of the Inserts may differ from the illustrative Inserts provided through this Illustrative 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

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

PART 2 FORM

1. Contact Information

THE BIDDER MUST REVIEW THE ADDRESS FOR THE SELLER, THE ADDRESS FOR THE BIDDER (IF DIFFERENT FROM THE SELLER), AND THE CONTACT INFORMATION PROVIDED IN THE PART 1 PROPOSAL FOR THE REPRESENTATIVES. THE BIDDER MUST MAKE ALL UPDATES NECESSARY. BY SUBMITTING THIS FORM WITHOUT MAKING CHANGES, THE BIDDER CONFIRMS THAT THE INFORMATION PREVIOUSLY PROVIDED REMAINS VALID.

Name of the Project

[pre-populated]

Address of the Seller

Street Address

[pre-populated]

[pre-populated]

City

[pre-populated]

State

[pre-populated]

Zip Code

[pre-populated]

Address of the Bidder

Street Address

[pre-populated]

[pre-populated]

City

[pre-populated]

State

[pre-populated]

Zip Code

[pre-populated]

Contact Information for the Representative

Given Name(s) of Representative

[pre-populated]

Last Name of Representative

[pre-populated]

Title

[pre-populated]

Street Address

[pre-populated]

[pre-populated]

City

[pre-populated]

State

[pre-populated]

Zip Code

[pre-populated]

Telephone No.

[pre-populated]

Alternate Telephone No. (if available)

[pre-populated]

Email Address

[pre-populated]

IF THE CONTACT INFORMATION FOR ONE OR MORE OF THE ADDITIONAL REPRESENTATIVE IS NO LONGER VALID, THE BIDDER MUST UPDATE THIS INFORMATION BY FULLY COMPLETING THE REPRESENTATIVE INSERT PREPARED FOR THIS PURPOSE. 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. Any information regarding the Representatives may be provided only once, in one of the Part 1 Proposals presented by the Bidder.

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

Fall 2019 Procurement Events (Low-Income Solar Pilot RFP)
30 OCT 2019

Contact Information for Representative

<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"/>

2. Bid Assurance Collateral

A Bidder must submit bid assurance collateral for the Project in the form of a letter of credit to the IPA.

A Bidder must either use the Standard Pre-Bid Letter of Credit provided as an appendix to the RFP Rules, or the Bidder must submit an original executed Pre-Bid Letter of Credit that incorporates only those modifications approved by the IPA and posted to the procurement website.

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.

These fields are OPTIONAL and may be left blank. PLEASE PROVIDE ANY SPECIAL INSTRUCTIONS FOR RETURNING THE PRE-BID LETTER OF CREDIT BELOW.

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

IF THE PRE-BID LETTER OF CREDIT HAS NOT YET BEEN SENT TO THE IPA BUT YOU HAVE AN EXECUTED SCANNED COPY, YOU MAY UPLOAD IT HERE FOR REVIEW.



3. Certifications and Additional Documents

First Item: Certifications

The Officer of the Seller must make certain certifications required by the RFP Rules. If the Bidder and Seller are different entities, a representative of the Bidder must also make these certifications.

THE BIDDER SUBMITS THESE CERTIFICATIONS BY FULLY COMPLETING THE P2 CERTIFICATIONS INSERT PREPARED FOR THIS PURPOSE. THE BIDDER PROVIDES THE P2 CERTIFICATIONS INSERT(S) BY EMAIL OR BY UPLOAD TO THE APPLICATION WEBSITE. THE P2 CERTIFICATIONS INSERT IS AVAILABLE ON THE PROCUREMENT WEBSITE. The P2 Certifications Insert is also labelled INSERT #P2-1.

Name of **PROJECT**

Name of **SELLER**

Name of **BIDDER**

P2 CERTIFICATIONS INSERT (#P2-1)

I certify that:

1. the Seller has no knowledge of any Proposal submitted by another Bidder in response to this RFP;
2. the Seller is bidding independently;
3. the Seller has taken all necessary care to uphold the confidentiality of its Proposal in its communications with Owners, other Sellers whose Projects are presented by the Bidder, a financial institution for the purpose of arranging payment of the bid assurance collateral, or in its communications with advisors, if any;
4. with the exception of communications: (i) with Owners, (ii) with other Sellers whose Projects are presented by the Bidder, (iii) with a financial institution for the purpose of arranging payment of the bid assurance collateral, (iv) with advisors (if any), or (v) for the purpose of complying with disclosure requirements imposed on the Bidder or Seller, neither the Seller nor the Bidder has disclosed, and will otherwise disclose, publicly or to any other party any information relating to its Proposal, which could have an effect on whether another party submits a Proposal for this procurement event, or on the contents of such Proposal that another Bidder would be willing to submit. Such information includes, but is not limited to: the fact that the Bidder is submitting a Proposal for this procurement event; the Bids for the Project; the Seller's estimation of the value of RECs; and the Seller's estimation of the risks associated with providing RECs under the terms of the REC Contract. This certification must hold until the Commission has rendered its decision on the results of the procurement event;
5. the Seller acknowledges that Bids submitted with respect to the Project must remain binding until seventeen (17) business days after the Bid Date. The price in the Bid constitutes a binding and irrevocable offer to supply RECs from the Project selected in the evaluation at the price in the Bid and under the terms of the REC Contract;
6. the Seller acknowledges that Supplier Fees in the amount specified by the IPA must be paid, within the deadlines set by the IPA and communicated by the Procurement Administrator, by a Seller or the Bidder if the Bid on the Project is approved by the Commission;
7. the Seller acknowledges that bid assurance collateral must be submitted in an amount sufficient to support the Bid on the Project. The Seller and Bidder agree that, if such amount is not sufficient, and if the

Procurement Administrator does not receive prior to the deadline an amendment to the Bid Form or does not receive instructions to amend the Bid Form in a way that renders the amount of bid assurance collateral sufficient to support the Bids, then the Procurement Administrator may amend the Bid Form in accordance with the procedure described in the RFP Rules for these circumstances until the amount of the bid assurance collateral is sufficient to support the Bids;

8. the Seller agrees that, if the Project is selected in the RFP and the Seller's Bid on that Project is approved by the Commission, the Seller will execute the REC Contract with the IPA as instructed by the Procurement Administrator, and the Seller will submit all necessary supporting documentation including documentation to comply with the Illinois State Requirements within the timeframes required by the REC Contract;
9. the Seller agrees to provide disclosure forms, as made available through the Illinois Solar for all Program portal, signed by subscribers during the term of the contract;
10. the Seller agrees to abide by marketing guidelines as set forth in the Illinois Solar for All Program;
11. the Seller certifies that applications have been submitted to obtain all non-ministerial permits required for the Projects;
12. the Seller agrees to provide a resource guide, generated by the IPA, about energy efficiency opportunities to subscribers;
13. the Seller acknowledge that the Part 2 Proposal will remain in full force and effect until seventeen (17) days after the Bid Date; and
14. the Seller certifies that all information provided in the Part 2 Proposal is true and accurate to the best of the Officer's knowledge and belief.

Enter name of Officer of the Seller

Signature of Officer of the Seller

Date

If the Seller and Bidder are not the same entity, a representative of the Bidder must also sign.

Enter name of representative of the Bidder

Signature of representative of the Bidder
(if applicable)

Date

IF YOU ARE UNABLE TO MAKE ONE OR MORE OF CERTIFICATIONS 2 THROUGH 5 YOU MUST EXPLAIN WHY CERTAIN DISCLOSURES ARE REQUIRED AND WHY SUCH DISCLOSURES ARE NOT INTENDED OR EXPECTED TO INFLUENCE THE RFP PROCESS.

--	--	--

Second Item: Additional Documents

Did you provide a signed Interconnection Agreement for the Project with your Part 1 Proposal?







Yes

No

IF YES, please proceed to the next section.

IF NO, please continue responding to this item.

PLEASE PROVIDE EVIDENCE THAT THE BIDDER HAS APPLIED FOR ALL NON-MINISTERIAL PERMITS FOR THE PROJECT OR THAT THE BIDDER HAS SUCH PERMITS IN HAND. PLEASE PROVIDE SUCH EVIDENCE BY EMAIL OR BY UPLOAD TO THE APPLICATION WEBSITE.

4. Information to Prepare the REC Contract

Each Seller is asked, but is not required, to provide the information to prepare the REC Contract. The REC Contract is prepared by the IPA.

THE BIDDER SUBMITS ALL INFORMATION NECESSARY FOR THE PREPARATION OF THE REC CONTRACT BY FULLY COMPLETING THE CONTRACT INSERT PREPARED FOR THIS PURPOSE. THE BIDDER PROVIDES THE CONTRACT INSERT IN MICROSOFT WORD FORMAT BY EMAIL OR UPLOAD TO THE APPLICATION WEBSITE. THE CONTRACT INSERT IS AVAILABLE ON THE PROCUREMENT WEBSITE. The Contract Insert is also labelled INSERT #P2-2.

Are you providing the information to prepare the REC Contract?

Yes

No

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 REQUIRED INFORMATION FOR THE SELLER BY 12 PM (NOON) CPT ON THE DAY AFTER SUCH NOTIFICATION IS RECEIVED.**

If YES, PLEASE UPLOAD THE DULY COMPLETED CONTRACT INSERT.

Name of PROJECT

CONTRACT INSERT (#P2-2)

The information that you provide below will be used to complete the Notice to the REC Contract. If any of the information requested below is unavailable, please enter N/A in the corresponding fields.

(a) Party A:

Party A

Please insert the full legal name of the entity that will sign the contract.

Whether Party A is a Corporation, Partnership, etc.

Jurisdiction under whose laws Party A is existing and organized

(b) All Notices:

Street Address

City

State

Zip Code

ATTN:

Given Name(s)

Last Name

Telephone No.

Email Address

Facsimile

Federal Tax I.D. Number

(c) Invoices:

ATTN:

Given Name(s)

Last Name

Telephone No.

Email Address

With a copy to:

ATTN:

Given Name(s)

Last Name

Telephone No.

Email Address

(d) Payments:

ATTN:

Given Name(s)

Last Name

Telephone No.

Email Address

(e) Wire Transfer:

Bank

ABA

ACCT

(f) ACH Transfer

Bank

ABA

ACCT

(g) Credit and Collections:

ATTN:

Given Name(s)

Last Name

Telephone No.

Email Address

(h) REC Deliveries and Standing Orders:

ATTN:

Given Name(s)

Last Name

Telephone No.

Email Address

(i) With additional Notices of an Event of Default or Potential Event of Default to:

ATTN:

Given Name(s)

Last Name

Telephone No.

Email Address

(j) Individual signing the REC Contract:

Given Name(s)

Last Name

Title

5. Bids

IMPORTANT! Each Bidder submits its Bids electronically. The Procurement Administrator provides electronically to each Bidder that qualified at least one Project pursuant to a successful Part 1 Proposal the information required for the submission of Bids, including a username, password, and security code. This information is unique to each Bidder and allows the Procurement Administrator to authenticate the Bids received. The Procurement Administrator also provides a guide for completion of the Bid Form, for the optional encryption of the Bid Form, for submission of the completed Bid Form to the Procurement Administrator via a secure bid transfer site, as well as instructions for submission of Bids in case of technical difficulties with the secure bid transfer site.

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 OR REQUEST THE INFORMATION TO BE RE-ISSUED.

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

OR

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

REMINDER: BID FORMS MUST BE RECEIVED BETWEEN 10 AM AND 12 PM (NOON) ON THE BID DATE.

6. Justification of Omissions

IF YOU ARE UNABLE TO PROVIDE ANY OF THE DOCUMENTS OR INFORMATION REQUIRED BY 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).