

**Illinois Solar for All Program Evaluator
19-RFP-02**

**Responses to Offeror Questions
May 24, 2019**

Proposal Format

1. BidBuy Illinois Procurement: Is 19-RFP-02 listed in the BidBuy portal, similar to the prior RFQ?

Yes. 19-RFP-02 is the Request for Proposals issued to Qualified Offerors who responded to 19-RFQ-02. The RFQs and RFPs listed on the BidBuy portal are the same as those listed on the Agency's website.

2. Would you like Sections 1-3 submitted as separate documents or a combined package?

Sections 1-3 can be submitted as a combined file or separate documents. Please submit Attachments in separate files (including Attachment NN in Excel format).

3. Can you provide details about the evaluation management structure? For example, who will we be reporting to, and the expected number of meetings/workshops?

The Illinois Solar for All Program Evaluator will report to the Illinois Power Agency. There is not a set number of expected meetings/workshops, however, the Agency would expect the Evaluator to actively seek to engage stakeholders in the finalization of the evaluation research design at the outset of the evaluation process.

Section 2: Technical Proposal

4. Per discussion during the pre-bid call, and with the understanding that this is a nascent program, can the IPA please expand on the nature of data available in the program tracking database or provide some information on what fields does Elevate Energy envision to track and report as part of their program administration?

Please see attached list of fields that the Program Administrator expects to capture in their databases.

Since development of the program database is ongoing, the full range of data that will be captured and tracked is not complete at this time. Notably absent are additional fields for Community Solar REC calculations that have not been finalized yet. The document attached represents a general scope of data that will be collected, but should not be considered complete.

5. Could you please provide a list of the data metrics that are being tracked by the Solar for All program?

See response to Question 4.

6. Does the Agency have estimated counts of the eligible populations for each of the Solar for All sub-programs? And expected numbers of projects for each sub-program?

There are 2 million households in Illinois below 80% of area median income. The Agency does not have data on the number of eligible non-profit and public facilities.

The number of projects in each sub-program will depend upon the size of projects found in applications (as REC prices and delivery quantities vary by project size). For example, each \$1 million of funding would support approximately 66 5 kW DG projects but only 11 50 kW projects (so if only 5 kW projects applied, 330 kW of projects would be supported per \$1 million, but if only 50 kW projects applied, 550 kW of projects would be supported). See Section 8.4 of the [Long-Term Renewable Resources Procurement Plan](#) (“Plan”) for more information on sub-program funding levels and Section 8.6 for REC prices for the Illinois Solar for All Program. See Section 6.14.5 of the Plan for the Agency’s methodology for converting system sizes to REC quantities.

7. Will PV system performance data be available for the evaluator? How frequently will performance data be reported to the Agency and be available to the evaluator?

System performance will primarily be tracked through REC deliveries, and Approved Vendors will report on REC deliveries through an Annual Report. More frequent data may be available through GATS or M-RETS (the applicable REC tracking systems).

8. Does the Agency have any guidance on how many future years of the Solar for All Program should be modeled under this contract or should the modeling time period in the economic analysis be based on the data collected via the survey research?

The purpose of the Phase One evaluation is to evaluate the launch of the program, and the purpose of the Phase Two evaluation will be to evaluate the first two years of operation of the Illinois Solar for All Program. Each evaluation will provide recommendations for adjustments and improvements that can be made for subsequent years of the program, including potentially adjusting annual budgets. While Illinois Solar for All does not have a sunset date, funding for the program currently comes from two sources: the state-held Renewable Energy Resources Fund (“RERF”) administered by the Illinois Power Agency, and approximately \$10 million per year from the Renewable Resources Budget collected and held by the state’s electric utilities. The initial Long-Term Renewable Resources Procurement Plan set annual funding from the RERF at \$20 million per year. The RERF has approximately \$150 million available to support Illinois Solar for All over the coming years; no further inflows into the RERF are expected under law.

Please note that the incentives offered through Illinois Solar for All are structured as a REC delivery contract featuring a full one-time payment on photovoltaic system energization in exchange for the ongoing delivery of RECs over the subsequent 15-year period.

9. Does the Agency have any relevant data on expected solar penetration in future years (and if so, for what years?); or would the Agency like the consultant to develop solar penetration estimates for future years?

The Agency does not have expected solar penetration rates. Please note that Illinois Solar for All is only for income-qualified residential households, and certain non-profit and public facilities. A separate program (the Adjustable Block Program) incentivizes solar development in Illinois for a wider range of homes and businesses and is not under the scope of the evaluation conducted in response to this RFP.

10. Can you provide a list of key stakeholders who will need to remain informed/engaged during the evaluation?

The Agency does not have a specific list of stakeholders but, along with the Program Administrator, will work with the Evaluator to identify and contact key stakeholders. Offerors may want to review comments provided by the Illinois Solar for All Working Group (<https://www.illinoissfa.com/app/uploads/2019/02/Illinois-Solar-for-All-Working-Group-3rdparty-20190211.pdf>) as follow-up to a feedback session on program evaluation conducted in January, 2019 (see: <https://www.illinoissfa.com/announcements/2019/01/written-comments-on-illinois-solar-for-all-third-party-program-evaluation/>). In addition to grassroots stakeholders, the Illinois Commerce Commission and the investor-owned electric utilities (Ameren Illinois, ComEd, and MidAmerican) should be engaged as part of the evaluation process.

11. For the phase 1 evaluation, which actors are responsible for development of program materials and guidelines, and the development and implementation of grass roots education efforts?

Program materials and guidelines were developed by the Program Administrator, Elevate Energy, with guidance from the Agency. Grassroots education efforts will be conducted by organizations selected through a Request for Proposals process (see <https://www.illinoissfa.com/grassroots-education/>) and coordinated by the Program Administrator. Announcement of those organizations is pending.

12. Please describe the program data being collected:

- a) Is there a consolidated Projects database? What elements does it include?

Yes, the Program Administrator, Elevate Energy, will maintain a database of projects. See response to Question 4 above for more information on data tracked.

b) If there is no consolidated database, how are Projects tracked?

N/A

c) Levels of employment for each sub program, job classifications, how job trainees will be tracked, wages and salaries.

Approved Vendors will be required to submit reports on their utilization of job trainees that will contain this data. (See <https://www.illinoisfa.com/job-training/> for more information.)

d) A listing of data fields would be very helpful.

See the response to Question 4 above.

e) The extent to which data are not available electronically.

The Agency expects most, if not all, data will be available electronically.

f) How will these data be collected?

Primary data collection will come from the Program's Approved Vendors through project applications, income verification forms, job training reports, and Annual Reports. The Program Administrator is using a database built in Salesforce to track program data.

g) On what timeline?

Project application data will primarily come during project applications windows, or on an ongoing basis if program capacity is not filled. Other data on projects is likely to come as projects are completed and energized. Annual Reports will be submitted on an annual basis.

h) What access will there be to "original" data if needed – for example, will there be scanned label and/or invoice data indicating country of origin or other project features?

Approved Vendors will be expected to cooperate with the evaluator to provide necessary data as requested.

13. Will the utilities cooperate with this evaluation? For example, can we request and obtain billing data or smart meter data directly from ComEd?

The Agency expects that the utilities will be cooperative with the evaluation. Billing and meter data may be available from utilities subject to obtaining customer releases. In some cases, Approved Vendors will submit recent customer bills at the time of project application as a means of substantiating the customers' expected net metering value. Please note that the program is

open to customers of the large investor-owned utilities in Illinois, Ameren Illinois, ComEd, and MidAmerican, as well as customers of Mt. Carmel Public Utility, rural electric cooperatives, and municipal electric utilities.

14. Will the IPA award this proposal to only one vendor, or will the IPA consider selecting different vendors for different sections of the Scope of Work?

The intent of the Agency is to make a single award.

15. Have there been changes to the predicted milestone dates described in the RFP?

Not at this time.

16. Page 17 contains the Paragraph starting with “WHERE SERVICES ARE TO BE PERFORMED” that prohibits work being performed outside of the United States, except for contractors whose main base is within the United States. We are concerned that our subcontractor of choice, per our response to the RFQ, will be affected by this clause as they are a Canadian entity. We are also concerned that this clause is likely to be in violation of the World Trade Organization’s Revised Agreement on Government Procurement, which came into effect in the United States on April 6, 2014. The aforementioned agreement is applicable to state agencies, including the IPA. Accordingly, we ask whether the IPA would be amenable to considering an amendment to the RFP by removing this paragraph in its entirety or granting us an exemption of this clause for purposes of our response to the RFP? A prompt response in this regard would be greatly appreciated.

Offerors may request a contract exception to this provision via Attachment KK.

17. Can a subcontractor’s home offices reside outside of the US if they have demonstrated experience in Illinois?

See response to Question 16 above.

Section 3: Pricing Proposal

18. Can you provide an estimated total budget for the evaluation?

There is not a set budget for evaluation. However, please note that as described in Chapter 8 of the Long-Term Renewable Resources Procurement Plan, the annual program budget is currently approximately \$30 million.

Attachments

19. Attachment FF – Standard Certifications: Should this attachment be signed and submitted by the prime bidder only, or both the prime and any subcontractor(s)?

Standard Certifications should be signed by the Offeror and by any subcontractor with a total subcontract expected annual value of over \$50,000.

20. Attachment HH – Disclosure of Business Operations with Iran: Should this be submitted for the prime bidder only or both the prime and any subcontractor(s)?

Only the Offeror needs to complete Attachment HH.

21. [Attachment JJ] Are references only required for the prime bidder?

Yes.

22. From Attachment MM, is the subcontractor Letter of Intent meant only for BEP/VSB certified vendors, or is it for all subcontractors, including non- BEP/VSB certified vendors?

For the BEP Utilization Plan if subcontractors are used for compliance, letters of intent are required from those BEP certified subcontractors only (and not from other subcontractors not used to comply with BEP Utilization Plan).

23. Attachment NN – Pricing Proposal Worksheet: To confirm, the evaluation contractor will review the stakeholder engagement process and feedback, and will not facilitate/attend stakeholder events. Is that correct?

For the purpose of the Phase One evaluation, the Evaluator will only review the stakeholder engagement process conducted by the Program Administrator. However, for the Phase Two evaluation, the Evaluator will be expected to conduct its own stakeholder engagement in order to seek input to “finalize evaluation scope, research design framework, data collection protocols and approach” (See Section 2.6.6 of 19-RFP-02).

Creating a project

Details Section

Column 1

Field Identifier

Property Owner Company/Org
 Property Owner
 Vendor
 Aggregator
 Designee

Type

Account look-up
 Contact look-up

 Drop Down
 Date Field
 Date Field
 Drop Down
 Text
 Date Field
 Drop Down
 Auto Generated - User look-up
 Auto generated upon creation
 Auto generate upon link to batch during

Project Stage

Hold Date

Dropped Date

Dropped/Hold Detail

Other

Stage Date

How did you hear about this lead?

Created By

Project ID #

Associated Batch ID #

Technical Specifications:

System location

Drop down

Site Suitability:

Part I - Pre- construction

Date of Site Assessment

Date Field

Site Suitable?

Drop Down

Suitability Report

Attach File

Site Conditions

Attach File

Civil Plan Requirement

Drop Down

Full Site Suitability Submitted

Date Field

Suitability Approved

Drop down

Suitability Approval Date

Datefield

Suitability Approval Notes:

Text field, 250 word max

Part II - Post - Construction

Did you complete the scope of work specified in the Site Suit Drop Down

Did your civil report change?

Drop Down

Final Site Conditions

Attachment

Final Site Suitability Documentation Submitted

Date Field

Final Suitability Approved

Drop down

Final Suitability Approval Date

Datefield

Final Suitability Approval Notes:

Text field, 250 word max

Mitigation Required

Drop down

Mitigation Sub-object

add Mitigation Object

Arrays:

Arrays Sub-Object

add array object

Part I - Pre- construction

Number of Arrays:

Number Fieldauto generate from numb

Part II - Post - Construction

Has your system capacity changed?

Drop down

Has your system design changed?

Drop down

Final Number of Arrays:

Number Fieldauto generate from numb

Shading:

Part I - Pre- construction

ILSFA Data Fields

Attach Shading Photos/Study:	Attach File
Qualify for no shading	drop down
Rec Quantity Method	drop down
Rec Quantity Method Other:	text field
Alternate Capacity Factor	number field
Projected Number of Recs	auto calculated from req quantity formul
Projected Rec Value	auto calculated from req quantity table
Shading Approved	Drop down
Shading Approval Notes:	Tex field, 250 words max
Part II - Post - Construction	
Has your shading analysis changed?	Drop down
Final Attach Shading Photos/Study:	Attach File
Final Qualify for no shading	drop down
Final Rec Quantity Method	drop down
Final Rec Quantity Method Other:	text field
Final Alternate Capacity Factor	number field
Final Projected Number of Recs	auto calculated from req quantity formul
Final Projected Rec Value	auto calculated from req quantity table
Final Shading Approval	Drop down
Final Shading Approval Notes:	Tex field, 250 words max
Project Size & Production:	
Part I - Pre- construction	
Projected Project Size (DC kW)	Roll-Up from sum of Arrays Part I checkl
Projected Project Size (AC kW)	Roll-Up from sum of Arrays "AC size" Pa
PV Watts Projected Project Estimated Production	Roll-Up from sum of Arrays "estimated j
Vendor Submitted Projected Project Estimated Production	number field
Part II - Post - Construction	
Actual Project Size (DC kW)	Roll-Up from sum of Arrays Part II check
Actual Project Size (AC kW)	Roll-Up from sum of Arrays "AC size" Pa
PV Watts Actual Project Estimated Production	Roll-Up from sum of Arrays "estimated j
Vendor Submitted Actual Project Estimated Production	number field
Variance Project Size (DC kW)	auto calculate (Part 1 - Projected projec
% Variance (DC kW)	auto calculate (Part 1 - Projected projec
Variance Project Size (AC kW)	auto calculate (Part 1 - Projected projec
% Variance (AC kW)	auto calculate (Part 1 - Projected projec
Variance Project Estimated Production	auto calculate (Part 1 - Projected projec
% Variance Production	auto calculate (Part 1 - Projected projec
Variance Results:	drop down
Structural Plan Submitted	Date Field
Structural Plan	attached file
Structural Plan Approved	Drop down
One Line Drawing Submitted	Date Field
One Line Drawing	attached file
One Line Drawing Approved	Drop down
Site Plan Submitted	Date Field
Site Plan	attached file
Site Plan Approved	Drop down
Interconnection Submitted	Date Field
Interconnection Agreement	Attach File
Interconnection Approved	Drop down

ILSFA Data Fields

Customer Contract Start Date	Date Field
Customer Contract End Date	Date Field
Customer Contract	Attach File
Average Savings Percent for Qualified Participants	Text Field
Expected Installation Start Date	Date Field
Expected Installation End Date	Date Field
Permit Submitted	Date Field
Permitting Documentation	Attach File
Permit Approved	Drop Down
Zoning Submitted	Date Field
Zoning Documentation	Attach File
Zoning Approved	Drop Down
Community Engagement Plan Submitted	Date Field
Community Engagement Plan	attached file
Community Engagement Plan Approved	Drop down
Recipient Verification - Part I	
All Income & Eligibility Data Submitted	Date Field
Income & Eligibility Validation Completed	Date Field
Percent Pass Income Validation	Roll-up from attached contacts, Admini
Percent from Environmental Justice Communities	Roll-up from attached contacts
Percent from Low Income Census Tract	Roll-up from attached contacts
Individual or Building Verification	Picklist
Building Verification Documentation	Attachement
Recipient Verification Sub Object	Add button
Additional Post Construction Part II Documents:	
Permission to Operate Certificate Submitted	Date Field
Permission to Operate Certificate	Attach File
Permission to Operate Certificate Approved	Drop Down
Municipal Certificate of Completion Submitted	Date Field
Municipal Certificate of Completion	Attach File
Municipal Certificate of Completion Approved	Drop Down
Offsite Inspection Documentation Submitted	Date Field
Offsite Inspection Documentation	Attach File
Offsite Inspection Documentation Approval	Drop Down
Offsite Inspection Score	Text Field
Onsite Inspection Required	Check Box
Onsite Inspection Date	Date Field
Onsite Inspection Documentation Submitted Date	Date Field
Onsite Inspection Documentation	Attach File
Onsite Inspection Documentation Approval	Drop Down
Onsite Inspection Score	Text Field
Proof of Tracking Registry Submitted	Date Field
Proof of Tracking Registry	Attach File
Date of Registration	Date Field
Registry Tracked Within	Drop Down
Proof of Tracking Registry Approved	Drop Down
Job Training Certification - Part II	
All Job Training Affidavits Submitted	Date Field
All Job Training Affidavits Approved	Date Field

Total Hrs Worked on Project	auto calculated from sum of HR worked
Total Training Hours	sum of trainee hours work fields
% Hrs Worked By Trainees	Auto calculated % from Total Training
% Hrs Worked on System Design	auto calculate %- sum of Trainee system
% Hrs Worked on Installation	auto calculate %- sum of Trainee install
% Hrs Worked on Operations & Maintenance	auto calculate %- sum of Trainee opera
% Hrs Worked on System Commissioning	auto calculate %- sum of Trainee system
% Hrs Worked on Other	auto calculate %- sum of Trainee other
Job Trainee Sub-Object	Add
Final Project Summary	
Total Savings Achieved	Percent Text Field
Total Project Cost	Text Field
Total ILSFA Funds Paid	Text Field
REC Contract Information:	
Contract Identifier	Text Field
Annual power production projected at commissioning	Text Field
REC value projected at commssioning	Text Field
Total RECs projected at commssioning	Text Field
Year 1 actual power production	Text Field
Year 1 actual total RECs	Text Field
Year 1 actual REC value	Text Field

Mitigation Sub-Object (site suitability)

Part I - Preconstruction	
Area Reviewed	Drop Down
Mitigation Required	Drop Down
Type of Issue	Drop Down
Part I Approval Status	Drop Down
Part I Approval Detail	Drop Down
Part II - Post - Construction	
Mitigation Completed	Drop Down
Supporting documentation (receipts, invoices from complet	Attachment
Part II Approval Status	Drop Down
Part II Approval Detail	Drop Down

Arrays Sub-Object

Array Name	auto generate
Part I Array	Check Box
Part II Array	Check Box
Estimated Production	auto generaed - PV watts return
Array DC Size (kW)	auto generate from module watts X # of
Array AC Size (kW)	auto generate AC size from Inverter AC :
DC:AC Ratio	auto generate (DC size/ AC size)
Orientation:	
Azimuth	Number Field (###.#) Degrees (0-360)
Tilt:	
Angle Value	Number Field (##.#) Degrees (must be 0
Mounting Location	Drop Down
Tracking	Drop Down
Module:	

ILSFA Data Fields

Number of Modules - on array object	number field(####)
Module Name	text field
Module STC Wattage (W)	number field (####)
Manufacturer	text field
Model #	text field
Inverter:	
Number of Inverters - on array object	number field
Type	Drop down
Manufacturer/Make	Text Field
Model #	Text Field
AC Size (kW)	number field (###.#)
Efficiency (%):	number field (##.#) Percent
MLPE:	Drop down

Recipient Verification Sub-Object

Contact	Look-up to contact & able to create if no
Address	geo-code
EJ Community	drop down auto generated from geo-co
LI Census Tract	drop down auto generated from geo-co
Basic Information Form	Attachment
Income Verified by Vendor	drop down
Income Verification Method	drop down
Income Documentation	Attachment
Income Validated by Administrator	drop down
Administrator Review Complete	Datefield
Inactive Recipient	checkbox

Job Training Sub-Object

Job Trainee	contact look-up
Are you aware of trainee fitting one of these groups?	checkboxes
	checkboxes
Trainee Hours Worked	auto calculate from sum of "Hrs worked
Hrs Worked on System Design	number field
Hrs Worked on Installation	number field
Hrs Worked on Operations & Maintenance	number field
Hrs Worked on System Commissioning	number field
Hrs Worked on Other	number field
EJ Community	Auto- Triggered Drop Down
Low Income Census Tract	Auto- Triggered Drop Down
Job Training Affidavit Submitted	Date Field
Job Training Affidavit	Attach File
Job Training Affidavit Verified	Drop Down