

STATE OF ILLINOIS  
REQUEST FOR QUALIFICATIONS  
ILLINOIS POWER AGENCY  
PROFESSIONAL SERVICES –ILLINOIS SOLAR FOR ALL PROGRAM ADMINISTRATION  
Reference Number 18-RFQ-02

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The Illinois Power Agency (“Agency” or “State”), an independent state agency tasked with developing procurement plans and conducting procurement events to meet the supply requirements of Illinois electric distribution utilities and implementing the state’s renewable energy portfolio standard, is issuing this request for qualifications (“RFQ”) seeking one or more qualified and responsible expert firms (“Offerors”) to serve as Program Administrator(s) for the Illinois Solar for All Program being developed by the Agency.

The Agency welcomes responses from qualified Offerors able and willing to meet the requirements outlined herein. Evaluation of responses to this RFQ will form the basis for determining recipients for one or more Requests for Proposals (“RFP”) to be issued by the Agency which will include more specific requirements related to the duties of the Program Administrator.<sup>1</sup>

More information about the Illinois Solar for All Program and the responsibilities of its Program Administrator(s) can be found in 1-56(b) of the Illinois Power Agency Act (20 ILCS 3855) and in the Agency’s Long-Term Renewable Resources Procurement Plan (“LTRRPP” or “Plan”).<sup>2</sup>

**BACKGROUND:** Public Act 99-0906 was enacted into law on December 7, 2016 and became effective on June 1, 2017. Among other changes to Illinois law, the Act amends and expands the Illinois Renewable Portfolio Standard (“RPS”) by requiring the development of programs for the procurement of renewable energy credits from new photovoltaic systems in addition to the competitive procurement processes traditionally conducted by the Agency. These programs are proposed by the Agency as part of its Long-Term Renewable Resources Procurement Plan, the approval of which is currently the subject of a docketed proceeding before the Illinois Commerce Commission.

In addition to those procurements and programs, in accordance with Section 1-56(b)(2), the LTRRPP also includes an Illinois Solar for All Program, “which shall include incentives for low-income distributed generation and community solar projects, and other associated approved expenditures.”

Furthermore, “[t]he objectives of the Illinois Solar for All Program are to bring photovoltaics to low-income communities in this State in a manner that maximizes the development of new photovoltaic generating facilities, to create a long-term, low-income solar marketplace throughout this State, to integrate, through interaction with stakeholders, with existing energy efficiency initiatives, and to minimize administrative costs.”<sup>3</sup>

Section 1-56(b) of the IPA Act requires the Agency to “issue a request for qualifications for a third-party program administrator or administrators to administer all or a portion of the Illinois Solar for All Program. The third-party program administrator shall be chosen through a competitive bid process

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<sup>1</sup> In addition, the Agency will be issuing an RFQ/RFP for a Program Administrator for the Adjustable Block Program pursuant to Section 1-75(c)(1)(M) of the Illinois Power Agency Act. (See Chapter 6 of the LTRRPP.)

<sup>2</sup> The LTRRPP was filed by the Agency for review and approval by the Illinois Commerce Commission on December 4, 2017 (See Docket No. 17-0838). A copy of the Plan can be found at: [https://www.illinois.gov/sites/ipa/Pages/Renewable\\_Resources.aspx](https://www.illinois.gov/sites/ipa/Pages/Renewable_Resources.aspx). The Illinois Solar for All Program is described in Chapter 8.

<sup>3</sup> 20 ILCS 3855/1-56(b)(2).

## INTRODUCTION

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based on selection criteria and requirements developed by the Agency, including, but not limited to, experience in administering low-income energy programs and overseeing statewide clean energy or energy efficiency services.”<sup>4</sup>

This solicitation represents the first step in the process of retaining Illinois Solar for All Program Administrator(s) to implement, administer, and operate the program. Upon completion of the solicitation evaluation process, Offerors rated as qualified by the Agency will receive a subsequent Request for Proposals. If selected through the RFP process, the selected Offeror(s) will be expected to enter into a binding contract with the Agency. This RFQ/RFP is exempt from the procedures in the State of Illinois Procurement Code pursuant to Section 1-56(b)(2)(f) of the Illinois Power Agency Act (20 ILCS 3855/1-56(b)(2)(f)) and contains alternative bidding procedures pursuant to Section 20-10(i) of the Illinois Procurement Code (30 ILCS 500/20-10(i)).

**BRIEF DESCRIPTION:** The Agency seeks third-party Program Administrator(s) to administer all or a portion of the Illinois Solar for All Program as identified in the Agency’s LTRRPP.<sup>5</sup> The Program Administrator(s) will not be responsible for the Adjustable Block Program, or for the competitive procurements conducted by the Agency through its separate third-party Procurement Administrator (including the Low-Income Community Solar Pilot Projects).<sup>6</sup>

Offerors must meet the minimum qualifications listed below:

- A. Experience in administering low-income energy programs and overseeing statewide clean energy or energy efficiency services.
- B. Expertise in one or more of the following sectors:
  - a. Low-income small residential housing (1 to 4 units)
  - b. Low-income multifamily housing (5 units or greater)
  - c. Public and non-profit facilities
  - d. Low-income Community Solar
- C. Adequate resources to perform and fulfill the required functions and responsibilities.
- D. The absence of a conflict of interest and inappropriate bias for or against potential program participants or the affected electric utilities.

The Agency intends to identify Offerors that can provide administrative functions for the Illinois Solar for All Program as identified in the Agency’s LTRRPP.

It is expected that the contract resulting from this solicitation and any subsequent RFP with the awarded Offeror shall have a term of up to five (5) years.

**Please read the entire solicitation package and submit a Submittal of Qualifications in accordance with the instructions.** All forms and signature areas contained in the submittal package must be completed in full and submitted with the technical proposal, and indicative price quotes, which

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<sup>4</sup> 20 ILCS 3855/1-56(b)(5).

<sup>5</sup> The final LTRRPP will be updated pursuant to any changes resulting from the Commission’s Final Order approving the Plan in Docket No. 17-0838.

<sup>6</sup> See Chapters 6 and 7 of the LTRRPP for a description of the Adjustable Block Program, and Chapter 5 for a description of the competitive procurements.

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combined will constitute the Submittal. Do not submit the instructions pages with offers. Offerors should retain the Instructions and a copy of the Submittal of Qualifications for future reference.

# SOLICITATION OUTLINE

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## SOLICITATION OUTLINE

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## INSTRUCTIONS

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### INSTRUCTIONS FOR SUBMITTING QUALIFICATIONS

- I.1 HOW TO ENTER INFORMATION:** Type information in the text fields provided. Text fields are indicated by the instruction “Click here to enter text.” in red font. If the information requested does not apply to the Offeror, then enter “N/A” into the text field. Please enter the requested information or N/A into every red text field. If appropriate, provide a brief explanation of why the field is not applicable.
- I.2 PUBLISHED PROCUREMENT INFORMATION:** Although this solicitation is exempt from the Illinois Procurement Code, the Agency will use State websites, in addition to other resources, to disseminate information about this solicitation. The State publishes procurement information, including updates, on the Illinois Procurement Bulletin ([www.purchase.state.il.us](http://www.purchase.state.il.us)), Illinois Public Higher Education Procurement Bulletin ([www.procure.stateuniv.state.il.us/](http://www.procure.stateuniv.state.il.us/)), Transportation Procurement Bulletin ([www.dot.il.gov/desenv/transprocbulletin.html](http://www.dot.il.gov/desenv/transprocbulletin.html)) or the Illinois Capital Development Board Bulletin ([www.cdb.state.il.us/procurement.shtml](http://www.cdb.state.il.us/procurement.shtml)), (collectively and individually referred to as “Bulletin”). The Agency will also post this solicitation and related documents and announcements to its website ([www.illinois.gov/ipa](http://www.illinois.gov/ipa)). Procurement information may not be available in any other form or location. Offeror is responsible for monitoring the Bulletin selected by the Agency for this procurement. The Agency will not be held responsible if Offeror fails to receive the optional e-mail notices.
- I.3 SOLICITATION CONTACT:** The individual listed below shall be the single point of contact for this solicitation. Unless otherwise directed, Offerors should only communicate with the Solicitation Contact. The Agency shall not be held responsible for information provided to or from any other person.

Solicitation Contact: Anthony M. Star	Phone: 312-814-8106
Agency: Illinois Power Agency	Fax: 312-814-0926
Street Address: 160 N. LaSalle Street, Suite C-504	TDD: 866-846-5276
City, State Zip: Chicago, IL 60601	
Email: <a href="mailto:anthony.star@illinois.gov">anthony.star@illinois.gov</a>	

Questions or comments regarding this RFQ should be timely directed in writing to the Solicitation Contact identified above. Do not discuss the solicitation or any qualification, directly or indirectly, with any State officer or employee other than the Solicitation Contact.

- I.4 OFFEROR QUESTIONS AND AGENCY RESPONSE:** All questions, other than those raised at any Offeror conference call, that pertain to this solicitation must be submitted in written form and submitted to the Solicitation Contact no later than January 29, 2018. Questions received and Agency responses may be posted as an Addendum to the original solicitation on the Bulletin;

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only these written answers to questions shall be binding on the Agency. Offerors are responsible for monitoring the Bulletin.

- I.5 SUBMISSION DUE DATE, TIME, AND ADDRESS FOR SUBMISSION:** Submittal of qualifications shall be directed to the address provided below, and shall be received no later than the Submittal Due Date & Time specified below.

Submittal due Date & Time:

Date: February 12, 2018

Time: 5:00 pm CPT

Submit/Deliver Submittals To:

Agency: Illinois Power Agency
Attn: Anthony M. Star
Address: 160 N. LaSalle St., Suite C-504
City, State Zip: Chicago, IL 60601
Solicitation Title & Reference # Request for Qualifications – Illinois Solar for All Program Administrator, 18-RFQ-02 Offeror Name: _____

(Place label containing information above outside of sealed envelope/container)

- I.6 INSTRUCTIONS FOR SUBMISSION OF QUALIFICATIONS:** Responses to this RFQ must be submitted in a single sealed envelope/container clearly labeled with the solicitation title, and Offeror's name. One signed original and one electronic copy of the Submittal of Qualifications package must be provided. The electronic copy may be submitted via email to the Solicitation Contact.

The package shall contain the following two sections:

Section 1 – Submittal of Qualifications Check List

Section 2 – Technical Response

- I.7 GOVERNING LAW AND FORUM:** Illinois law and rule govern this solicitation and any resulting contract. Offeror must bring any action relating to this solicitation or any resulting contract in the appropriate court in Illinois. This document contains statutory references to the Illinois Compiled Statutes designated with "ILCS". Vendor may view the full text at ([www.ilga.gov/legislation/ilcs/ilcs.asp](http://www.ilga.gov/legislation/ilcs/ilcs.asp)). Section 1-56(b) of the Illinois Power Agency Act (20 ILCS 3855/1-56(b)) is applicable to this solicitation.

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- I.8 PUBLIC RECORDS AND REQUESTS FOR CONFIDENTIAL TREATMENT:** Submittals of Qualifications become the property of the Agency. Submittals of Qualifications, including late submissions, will not be returned. All submittals will be open to the public under the Illinois Freedom of Information Act (FOIA) (5 ILCS 140) and other applicable laws and rules, unless Offeror requests in its submittal that the Agency treat certain information as confidential. A request for confidential treatment will not supersede the State's legal obligations under FOIA. The Agency will not honor requests to keep entire submittals confidential. Offerors must show the specific grounds in FOIA or other law or rule that support confidential treatment. Regardless, the Agency will disclose the successful Offeror's name and the substance of the submittal upon final contract award. If Offeror requests confidential treatment, Offeror must submit one additional copy of the Submittal of Qualifications with proposed confidential information redacted. This redacted copy must describe the general nature of the material removed, and shall retain as much of the Submittal of Qualifications as possible. In a separate attachment, Offeror shall supply a listing of the provisions identified by section number for which it seeks confidential treatment and identify the statutory basis under Illinois law and include a detailed justification for exempting the information from public disclosure. Offeror will hold harmless and indemnify the Agency for all costs or damages associated with the Agency defending Offeror's request for confidential treatment. Offeror agrees the Agency may copy the Submittal of Qualifications to facilitate evaluation, or to respond to requests for public records. Offeror warrants that such copying will not violate the rights of any third party.
- I.9 RESERVATIONS:** Offeror must read and understand the solicitation and tailor the Submittal of Qualifications and all activities to ensure compliance. The Agency reserves the right to amend the solicitation, reject any or all submittals, cancel the solicitation, and waive minor defects. The Agency may request a clarification, inspect Offeror's premises, interview staff, request a presentation, or otherwise verify the contents of the submittal, including information about subcontractors and suppliers. The Agency will make all decisions on compliance, evaluation, terms and conditions, and shall make decisions in the best interests of the Agency and in accordance with rules and other applicable state and federal statutes and regulations. This competitive process may require that Offeror provide additional information and otherwise cooperate with the Agency. If an Offeror does not comply with requests for information and cooperate, the Agency may reject the Submittal of Qualifications as non-responsive to the solicitation. Submitting a Submittal of Qualifications does not entitle Offeror to an award or a contract. Posting Offeror's name in a Bulletin notice does not entitle Offeror to a contract. The Agency is not responsible for and will not pay any costs associated with the preparation and submission of any Submittal of Qualifications. Short-listed Offeror(s) for contract award shall not commence and will not be paid for any billable work prior to the date all parties execute the contract.
- I.10 AWARD:** The Agency is not obligated to award a contract pursuant to this solicitation. This solicitation and any subsequent RFP issuance, selection and award process will follow the process outlined in Section 1-56(b)(5) of the Illinois Power Agency Act (20 ILCS 3855/1-56(b)(5)). As a result of this solicitation and any subsequent RFP, the Agency may select the winning Offeror based on the winning proposal and may award a contract for up to a five-year term. If the Agency issues an award as the result of this solicitation and any subsequent RFP, the award will be made to the Responsible Offeror who best meets the specified requirements of this solicitation and any subsequent RFP. The approval of any contract resulting from the RFP will be subject to approval by the Illinois Commerce Commission, as required by Section 16-111.5(b)(5) of the Illinois Public Utilities Act (220 ILCS 5).

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- I.11 INCORPORATION OF 18-RFQ-02 BY REFERENCE:** This solicitation (18-RFQ-02) and Offeror's Submittal of Qualifications will be incorporated and made part of any subsequent contract by reference.
- I.12 PREQUALIFICATION TO RESPOND TO SUBSEQUENT RFP:** Based on the evaluation of responses and approval process described in this solicitation, qualified Offerors will be invited to respond to the subsequent RFP.
- I.13 EVALUATION PROCESS:** The Agency determines how completely and satisfactorily submittals meet the Responsiveness and Responsibility requirements. Submittals that fail to meet minimum Responsiveness and Responsibility requirements will not be considered for subsequent evaluation. The Agency considers the information provided when evaluating submittals. If the Agency finds a failure or deficiency, the Agency may reject the submittal or reflect the failure or deficiency in the evaluation.

**RESPONSIVENESS:** A responsive Offeror is one whose submittal conforms in all material respects to this solicitation and includes all required information. The Agency will determine whether the submittal conforms in all material respects to this solicitation. Minor differences or deviations that have negligible impact on the suitability of the Offeror to meet the Agency's needs may be accepted or corrections allowed. The Agency will determine whether Offeror's Submittal of Qualifications complies with the instructions for submitting qualifications. Except for late submissions, the Agency may require that an Offeror correct deficiencies as a condition of further evaluation.

**RESPONSIBILITY:** A responsible Offeror is one who has the expertise, experience, qualifications, and capability in all respects to perform fully the requirements stated on this solicitation and who has the reputation, integrity and reliability that will assure good faith performance. The Agency determines whether the Offeror is a "Responsible" Offeror. The Agency may additionally consider the following:

A "prohibited bidder" includes a person assisting the Agency in determining whether there is a need for contract, unless such information was part of a response to a publicly issued Request for Information. Additionally, a person who assisted the Agency by reviewing, drafting or preparing this solicitation, a Request for Proposal or Request for Information or who provided similar assistance is deemed a prohibited bidder.

Other factors that the Agency may evaluate to determine Responsibility (including those found outside the Submittal of Qualifications) include, but are not limited to: political contributions, certifications, conflict of interest, financial disclosures, past performance in business or industry, references, compliance with applicable laws, financial responsibility, insurability, effective equal opportunity compliance, and payment of prevailing wages if required by law.

**CRITERIA FOR EVALUATION OF RESPONSIBILITY:** The table below shows the minimum elements of expertise, skills, experience and qualifications. Failure to receive the minimum required points in any of these elements will automatically disqualify the Offeror.



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Expertise, Skills, Experience and Qualifications Requirements	Maximum Points Awarded	Minimum Points Required
A. Experience in administering low-income energy programs and overseeing statewide clean energy or energy efficiency services	10	5
B. Expertise in one or more of the following sectors: a. Low-income small residential housing (1 to 4 units) b. Low-income multifamily housing (5 units or greater) c. Public and non-profit facilities d. Low-income Community Solar	10	5
C. Adequate resources to perform and fulfill the required functions and responsibilities	10	5
D. The absence of a conflict of interest and inappropriate bias for or against potential program participants or the affected electric utilities	10	5

**I.14 SELECTION OF OFFERORS:** The Agency will select the Responsive and Responsible Offerors who meet the threshold requirements listed in the above evaluation. Those Responsive and Responsible Offerors that meet threshold criteria will be placed on a short list of pre-qualified Offerors and invited to submit a response to the RFP. Only RFP responses from pre-qualified Offerors will be accepted by the Agency. Resulting score points from this RFQ evaluation do not carry over to the scoring of RFP responses.

**I.15 MINORITY, FEMALE, AND PERSONS WITH DISABILITY PARTICIPATION AND UTILIZATION PLAN:** Any subsequent RFP solicitation will contain a goal to include businesses owned and controlled by minorities, females, and persons with disabilities in the State’s procurement and contracting processes. Failure to submit a utilization plan in response to any subsequent RFP as instructed in such solicitation will render the offer non-responsive. Go to: <https://www2.illinois.gov/cms/business/sell2/bep/Pages/default.aspx> for complete requirements for BEP certification.

**I.16 SUBCONTRACTING:** Subcontractors are allowed. For the purposes of this section, subcontractors are those specifically hired to perform all or part of the work that is the subject of this solicitation. If subcontractors are to be utilized, in preparation to any subsequent RFP, offerors must identify subcontractors with an annual value of more than \$50,000 and the expected amount of money each will receive under the contract.

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### I.17 TIMELINE:

- RFQ Issued: January 18, 2018
- RFQ Offerors Conference Call: January 26, 2018, 10 AM CPT<sup>7</sup>
- RFQ Responses due: February 12, 2018, 5:00 PM Central Prevailing Time
- Offerors notified of eligibility: February 23, 2018 (tentative)
- RFP Issued: February 26, 2018 (tentative)
- RFP Responses Due: March 30, 2018 (tentative)<sup>8</sup>
- Award made (subject to ICC approval): April 27, 2018 (tentative)
- Contract start date: May 15, 2018 (tentative)

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<sup>7</sup> Please send an email to the Solicitation Contact listed above to request the call-in number for this call.

<sup>8</sup> If the Commission's Final Order in Docket No. 17-0838 approving the LTRRPP (expected on April 3, 2018) results in substantial changes to the design of the Illinois Solar for All Program and/or the role of the Program Administrator(s), the Agency will invite Offerors to provide an updated RFP response (including pricing), and will modify the schedule to provide time for the updated response.

## SECTION 1 - SUBMITTAL OF QUALIFICATIONS CHECK LIST

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### SUBMITTAL OF QUALIFICATIONS CHECK LIST

By completing and signing this form, the Offeror makes a Submittal of Qualifications to the Agency that the Agency may accept. Offeror should also use this form as a final check to ensure that all required documents are completed and included with the submittal. Offeror must mark each blank below as appropriate. Offeror understands that failure to meet all requirements is cause for disqualification.

#### CHECK LIST:

- 1.1. SOLICITATION REVIEW:** Offeror reviewed the solicitation, including all referenced documents, laws, and instructions, completed all blanks, provided all required information, and demonstrated how it will meet the requirements of the Agency.  
 Yes  No
- 1.2. INCORPORATION OF 18-RFQ-02 BY REFERENCE:** Offeror acknowledges that this solicitation (**18-RFQ-02**) and Offeror's responses to it will be incorporated and made part of any subsequent contract by reference.  
 Yes  No
- 1.3. ADDENDA:** Offeror acknowledges receipt of any and all addendums to this solicitation and has taken those into account in making this Submittal of Qualifications.  
 Yes  No
- 1.4. SUBMISSION OF QUALIFICATIONS - Section 2:** Offeror is submitting a complete and responsive statement of qualifications, in a properly labeled container, to the correct location, and by the due date and time.  
 Yes  No
- 1.5. EXPERTISE, EXPERIENCE AND STAFF:** Offeror has the required expertise, skill, experience staff, and ability to meet the requirements of the Agency in Section 2.2 through Section 2.5.  
 Yes  No
- 1.6. MILESTONES AND DELIVERABLES:** Offeror has the capability to meet the Agency's milestones and deliverables requirements in sections 2.2 and 2.3.  
 Yes  No
- 1.7. OFFEROR STATEMENT OF QUALIFICATIONS:** Offeror has provided a complete statement of qualifications in Section 2.5.  
 Yes  No
- 1.8. SIGNATURE OF AUTHORIZED REPRESENTATIVE:** The undersigned authorized representative of the identified Offeror hereby submits this Submittal of Qualifications in full compliance with this solicitation.

Signature of Authorized Representative: \_\_\_\_\_

Printed Name of Signatory: [Click here to enter text.](#)

Date: [Click here to enter a date.](#)

## Section 2 - Technical Proposal

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- 2.1. GOAL:** The Agency seeks a qualified Program Administrator or Administrators. The Program Administrator(s) will assist the Agency in meeting its mission to carry out the objectives of the Illinois Solar for All Program in accordance with Section 1-56(b)(2) of the Illinois Power Agency Act.
- 2.2. EXPERTISE, EXPERIENCE AND SERVICES REQUIRED:** The Agency requires services from qualified Offerors that, at a minimum, have the following experience and qualifications.
- A. Experience in administering low-income energy programs and overseeing statewide clean energy or energy efficiency services
  - B. Expertise in one or more of the following sectors:
    - a. Low-income small residential housing (1 to 4 units)
    - b. Low-income multifamily housing (5 units or greater)
    - c. Public and non-profit facilities
    - d. Low-income Community Solar
  - C. Adequate resources to perform and fulfill the required functions and responsibilities
  - D. The absence of a conflict of interest and inappropriate bias for or against potential program participants or the affected electric utilities

The Program Administrator(s), with input from the Agency, will be required to complete, at minimum, the following ongoing tasks (as applicable) to ensure compliant administration of the Illinois for Solar Program, pursuant to Section 1-56(b)(2) of the Illinois Power Agency Act and the Agency's Long-Term Renewable Resources Procurement Plan.

- Verify project eligibility in Illinois Solar for All and coordinate this information with the Adjustable Block Program Administrator (who will process the actual application materials). This will include, but is not limited to, income verification, review of community involvement in projects, review of job training coordination, and review of Illinois Solar for All consumer protections such as verification of ensuring tangible economic benefits flow to low income participants.
- Act as the centralized source for income verification and maintain database of program participants.
- Assist in the development of contracts, disclosure forms, and brochures for use by Illinois Solar for All Approved Vendors and their partner community-based organizations.
- Coordinate the distribution of funding for grass-roots education efforts by community-based organizations. A priority for this funding will be to promote the availability of the Illinois Solar for All Program in Environmental Justice Communities to achieve the goal of 25% of the incentives being allocated to those communities.
- Facilitate Illinois Solar for All Approved Vendors meeting the additional requirements of the Illinois Solar for All Program. In particular, the Program Administrator will act as a liaison between Illinois Solar for All Approved Vendors participating in the programs and organizations providing job training. The Program Administrator will also work to inform

## Section 2 - Technical Proposal

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Illinois Solar for All Approved Vendors of energy efficiency, weatherization, lead abatement, and other program opportunities that could provide additional benefits to participants.

- Provide guidance and education to Illinois Solar for All Approved Vendors, community groups, local government agencies, and others on how to leverage other governmental policies to facilitate low-income solar projects and energy efficiency programs. Other relevant policies include affordable housing, economic development, public finance, and tax policies, at the federal, state, and local level. The Administrator will act as liaison with other governmental agencies that administer such programs to facilitate their use on solar development.
- Develop Program Manual and related materials for use by Illinois Solar for All Approved Vendors.
- Provide reports to the Agency and the Commission on a quarterly basis on the status of the Program including, but not limited to, number of applications received, number of applications approved, number of projects completed, REC payments, payments for and status of grassroots education efforts (if applicable), and a summary of technical assistance provided.
- Assist the Agency with ongoing stakeholder involvement and communications, including, but not limited to, development of the list of environmental justice communities, evaluation plans, review and changes to program design and REC prices.

This set of tasks is based upon the proposed program design for the Illinois Solar for All Program contained in the LTRRPP filed for ICC approval on December 4, 2017. It will be the responsibility of Offerors to review the LTRRPP as filed. The LTRRPP is subject to review and approval by the Illinois Commerce Commission (expected by April 3, 2018). The final scope of work for the selected Offeror will be based upon the LTRRPP as approved by the Commission.

The Program Administrator(s) will also monitor program operations, share program activity with the Agency and its stakeholders, as directed by the Agency, and conduct regularly scheduled meetings to discuss program operations and market conditions. In addition, the Program Administrator(s) will provide ad hoc support and deliverables that, from time to time, may be required to assist the Agency in meeting its statutory mission and regulatory requirements, such as reports or updates as may be required by the Illinois General Assembly or through Orders entered by the Illinois Commerce Commission.

The Illinois Solar for All Program Administrator(s) will also coordinate as needed with the Adjustable Block Program Administrator engaged by the Agency pursuant to Section 1-75(c)(1)(M) of the Act (see Chapters 6 and 7 of the LTRRPP).

### **2.3. MILESTONES AND DELIVERABLES:** The successful Offeror will be able to assist the Agency to meet the following expected milestones and deliverables:

2.3.1. Be able to start operations within 30 days of the award notice.

## Section 2 - Technical Proposal

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2.3.2. Start facilitation of the registration of Illinois Solar for All vendors within 120 – 150 days of award notice.

2.3.3. Open Illinois Solar for All project submittals within 180 – 210 days of award notice.

2.3.4. Provide ad hoc support as determined by the Agency from time to time.

**2.4. STAFF SPECIFICATIONS:** The Offeror must have adequate staff with the necessary skill and experience to perform the requirements specified in Sections 2.2 and Section 2.3 above in a timely and efficient manner.

**2.5. OFFEROR STATEMENT OF QUALIFICATIONS:** Please describe Offeror’s background, experience, skills, qualifications and staff relevant to the role of the Agency’s Program Administrator using the table below, or indicate if responses are contained in a separate document.

**Minimum expertise, experience skills, and qualifications requirements:**

Minimum Expertise, Skills, Experience and Qualifications Requirements	Explain how Offeror meets the minimum requirement
A) Experience in administering low-income energy programs and overseeing statewide clean energy or energy efficiency services	<a href="#">Click here to enter text.</a>
B) Expertise in one or more of the following sectors: <ul style="list-style-type: none"> <li>a. Low-income small residential housing (1 to 4 units)</li> <li>b. Low-income multifamily housing (5 units or greater)</li> <li>c. Public and non-profit facilities</li> <li>d. Low-income Community Solar</li> </ul> Please indicate if the Offeror can serve all of these sectors, or if the Offeror would like to limit its services to only certain sectors.	<a href="#">Click here to enter text.</a>
C) Adequate resources to perform and fulfill the required functions and responsibilities	<a href="#">Click here to enter text.</a>
D) Absence of a conflict of interest and inappropriate bias for or against potential program participants or the impacted electric utilities	<a href="#">Click here to enter text.</a>

## Section 2 - Technical Proposal

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### Supplemental Information:

<p>Please provide additional information which may assist the Agency to assess the Offeror's background, experience, qualifications. Limit response to one page. Do not send marketing materials, please.</p>	<p><a href="#">Click here to enter text.</a></p>
<p>Please provide a brief high-level narrative of the Offeror's proposed approach including, but not limited to, sub-contractors/program partners, software platform(s) to be utilized, and how the Offeror would ramp up for implementation. Please limit response to two pages.</p>	<p><a href="#">Click here to enter text.</a></p>
<p>Please provide an indicative pricing estimate. The Agency will use this for informational and budget planning purposes only. Indicative pricing estimates are not binding and may be revised during the response to the RFP. Please indicate fixed (annual) costs and variable (e.g., per-project and/or per-batch) costs.</p>	<p><a href="#">Click here to enter text.</a></p>

Signature of Authorized Representative: \_\_\_\_\_

Printed Name of Signatory: [Click here to enter text.](#)

Date: [Click here to enter a date.](#)