

# ILLINOIS POWER AGENCY FALL 2015 PROCUREMENT EVENTS UTILITY DISTRIBUTED GENERATION RFP PART 1 FORM

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Pursuant to Illinois Public Act 95-0481, the Illinois Power Agency (“IPA”) filed a final Procurement Plan, which provides for the procurement of renewable energy credits (“RECs”) from distributed generation (“DG”) for the portfolio of Ameren Illinois Company (“Ameren” or “AIC”) and Commonwealth Edison Company (“ComEd”) through a Utility DG Request for Proposals (“DG RFP”). Each of Ameren and ComEd is referred to as a “Company”.

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 Utility Distributed Generation RFP (“DG RFP”), please review the RFP Rules, the Master Renewable Energy Certificate Purchase and Sale Agreement (also referred to as the “(AIC) DG Renewable Energy Credit Agreement”) and the (ComEd) Master Distributed Generation Renewable Energy Certificate Purchase & Sale Agreement (also referred to as the “(ComEd) Master Distributed Generation Purchase and Sale Agreement”) so that you understand the conditions under which the DG 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 DG RFP, you agree to all the terms and conditions of the DG 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”). Any information provided to Ameren or ComEd will also be provided to the Procurement Monitor.*

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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 logon credentials for the application website from the Procurement Administrator 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 Bidder that qualifies pursuant to a successful Part 1 Proposal and that submits a Part 2 Proposal that fulfills all the requirements of the RFP Rules.

**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 **one (1) copy** of any documents, including Inserts, required to support the 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 September 17, 2015 (the Part 1 Date).*

**Some of the documents required to support the 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, scan the completed form, and upload the scanned form to the application website (or send the scanned form to the Procurement Administrator via email). **Fields for upload of other documents are designated by a "Browse" or "Choose File" button.**

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).

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**II. Part 1 Proposal Processing**

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

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## PART 1 FORM

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### 1. Contact Information

First Item: Name and Address of the Bidder

Legal Name of Bidder

Street Address

City

State

Zip Code

Second Item: Representative(s) of the Bidder

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 of the Bidder or "Representative", must be authorized to act on behalf of the Bidder. The Procurement Administrator sends all correspondence related to the procurement events to the Representatives, including confidential information required to submit Bids on the Bid Date. The Bidder may designate up to (3) Representatives in addition to the one designated in the Part 1 Form.

**THE BIDDER DESIGNATES ONE (1) REPRESENTATIVE BY COMPLETING THE CONTACT INFORMATION FOR THE REPRESENTATIVE IN THE FIELDS BELOW.**

Given Name(s) of Representative

Last Name of Representative

Mr/Mrs/Ms/Dr/(other)

Title

Street Address

City

State

Zip Code

Telephone No.

Alternate Telephone No. (if available)

Email Address

**Does the Bidder wish to designate additional Representatives to be copied on all communications from the Procurement Administrator?**

Yes

No

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

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**If YES**, The Bidder may designate up to three (3) additional Representatives by fully completing the Representative Insert prepared for this purpose.

**PLEASE FULLY COMPLETE THE REPRESENTATIVE INSERT. THE REPRESENTATIVE INSERT MAY BE PROVIDED BY EMAIL OR BY UPLOAD TO THE APPLICATION WEBSITE. THE REPRESENTATIVE INSERT IS AVAILABLE ON THE PROCUREMENT WEBSITE.** The Representative Insert is also labelled INSERT #P1-1.

\_\_\_\_\_  
*Name of Bidder*

**REPRESENTATIVE INSERT (#P1-1)**

The Bidder may designate up to three (3) Representatives, in addition to the Representative designated in the online Part 1 Form, by providing the information requested below.

**Contact Information for Additional Representative #1**

<i>Given Name (s)</i>	<i>Last Name</i>	<i>Mr/Mrs/Ms/Dr/(other)</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<i>Title</i>		
<input type="text"/>		
<i>Street Address</i>		
<input type="text"/>		
<input type="text"/>		
<i>City</i>	<i>State</i>	<i>Zip Code</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<i>Telephone No.</i>	<i>Alternate Telephone No. (if available)</i>	<i>Email Address</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Contact Information for Additional Representative #2**

<i>Given Name (s)</i>	<i>Last Name</i>	<i>Mr/Mrs/Ms/Dr/(other)</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<i>Title</i>		
<input type="text"/>		
<i>Street Address</i>		
<input type="text"/>		
<input type="text"/>		
<i>City</i>	<i>State</i>	<i>Zip Code</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<i>Telephone No.</i>	<i>Alternate Telephone No. (if available)</i>	<i>Email Address</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Contact Information for Additional Representative #3**

<i>Given Name (s)</i>	<i>Last Name</i>	<i>Mr/Mrs/Ms/Dr/(other)</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>

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<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"/>

*Third Item: Role of the Bidder*

The Bidder is either the System Owner or an Aggregator. The Bidder is expected to serve as the counterparty under the contracts with the utility for the delivery of RECs. An Aggregator must have ownership of the RECs or the contractual right to legally transfer or assign RECs to the utility. **PLEASE INDICATE BELOW WHETHER THE BIDDER IS THAT OF A SYSTEM OWNER OR AGGREGATOR. A BIDDER MAY SELECT MORE THAN ONE ROLE.**

***What is the Bidder's role?***

- System Owner
- Aggregator

A Bidder may add explanatory notes below.

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## 2. Bid Participation Fee

**A BIDDER THAT DID NOT PAY A BID PARTICIPATION FEE PURSUANT TO ITS PARTICIPATION IN A 2015 PROCUREMENT EVENT (UNDER THE STANDARD PRODUCTS RFP OR THE RENEWABLE ENERGY RESOURCES RFP) MUST PAY ONCE A PARTICIPATION FEE OF \$500.** A Bidder that has paid the Bid Participation Fee will not be reimbursed, even if the Bidder fails 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.

*Has the Bidder paid the Bid Participation Fee pursuant to its participation in a 2015 procurement event?*

Yes

No

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

**If NO**, PLEASE FOLLOW THESE INSTRUCTIONS.

Bidders must pay the Bid Participation Fee to the IPA as a condition of completing the Part 1 Proposal. A Bidder can pay the Bid Participation Fee: (i) by e-check through <https://www.illinoisepay.com>; 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 ON THE PART 1 DATE AND THE BIDDER MUST PROVIDE EVIDENCE OF COMPLIANCE WITH THIS REQUIREMENT.** 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:**



**If the Procurement Administrator is not able to confirm with the IPA that the Bidder has paid the Bid Participation Fee, the Bidder will not be eligible to continue its participation in the RFP.**

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### **3. Identification of Systems**

A Bidder may only submit Bids if the Bidder has identified and provided all required documentation for at least one megawatt of systems (the “Minimum Bid”) . As part of its Minimum Bid, the Bidder may include systems in the Small Size Class and systems in the Large Size Class. As part of the Minimum Bid, the Bidder may include systems of any of the following technologies: wind, solar thermal energy, photovoltaic cells and panels, biodiesel, crops and untreated and unadulterated organic waste biomass, tree waste, and hydropower that does not involve new construction or significant expansion of hydropower dams.

*First Item: System Characteristics*

The information required by this section must be provided separately and completely for each identified system.

**THE BIDDER PROVIDES SUCH INFORMATION BY FILLING OUT THE IDENTIFICATION WORKSHEET INSERT PREPARED FOR THIS PURPOSE.** The Identification Worksheet Insert is also labelled INSERT #P1-2.

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Name of Bidder

**IDENTIFICATION WORKSHEET INSERT (#P1-2)**

Fall 2015 Procurement Events (DG RFP)  
 25 AUGUST 2015

**Insert #P1-2: DRAFT Identification Worksheet Insert**

In accordance with the Part 1 Proposal Requirements provided in the DG RFP Rules, a bidder in the DG RFP must provide the information requested by all fields below for each system in order to qualify for this procurement event.

Please justify any omissions in the following field:

Name of Bidder	Total of System Size
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How many systems are you including in your proposal?

1

Please complete the worksheet for each System.

		1
a) Name of System (optional)		
b) Size	kW (to 2 decimals)	
c) Technology	Choose applicable technology from list	Wind Solar Thermal Energy or Photovoltaic cells and panels Biodiesel, crops and untreated and unadulterated organic waste biomass, tree waste Hydropower that does not involve new construction or significant expansion of hydropower dams
d) New or Existing	New or Existing System	New
	If Existing, you must specify the documentation you will provide:	Existing
		Interconnection Agreement
		Net metering application approval letter
		Final system inspection confirmation
		PJM-EIS GATS/M-RETS system registration application and approval letter
		Permission to operate letter
		Other relevant documentation clearly showing the date at which the system was energized or began operation
e) Name of System Owner	Company name (if applicable) Name (First and Last) Telephone No. Email Address Title	
f) System Location	Street Address 1 Street Address 2 City, State Zip	
g) Host (owner of system location)	Company name (if applicable) Name (First and Last) Telephone No. Email Address Title	
h) Interconnecting Distribution Company	Place an "x" next to the utility or electric cooperative:	Ameren ComEd Corn Belt Energy Cooperative City of Batavia - Department of Public Works Tri-County Electric Cooperative, Inc. MJM Electric Cooperative
i) Customer Account Number	If Other, please specify: Customer Account Number	
j) Tracking system	M-RETS or GATS:	

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Second Item: Documentation for System Characteristics

A Bidder must provide additional documents to support the information provided regarding the characteristics of each system presented in the Proposal.

**BIDDERS PROVIDE THIS DOCUMENTATION BY FULLY COMPLETING THE DOCUMENTATION INSERT PREPARED FOR THIS PURPOSE. THE BIDDER PROVIDES THE DOCUMENTATION INSERT, AND ANY SUPPORTING DOCUMENTS, BY EMAIL OR UPLOAD TO THE APPLICATION WEBSITE. THE DOCUMENTATION INSERT IS AVAILABLE ON THE PROCUREMENT WEBSITE.** The Documentation Insert is also labelled INSERT #P1-3.

\_\_\_\_\_  
Name of Bidder

**DOCUMENTATION INSERT (#P1-3)**

**THE INDIVIDUAL MAKING THE CERTIFICATION ON BEHALF OF THE BIDDER MUST BE AUTHORIZED TO UNDERTAKE CONTRACTS AND TO BIND THE BIDDER.**

First Item: Size of System

The Bidder must certify to the following.

For each new system, if any, the size of the system provided in the Identification Worksheet is a reasonable estimate of the DC capacity output of the system and that such estimate is based on the equipment that is or will be installed, and the manufacturer's specifications; and for each existing system, if any, the size provided is the DC capacity output of the system.

\_\_\_\_\_  
Signature of Representative of Bidder

\_\_\_\_\_  
Date

Second Item: Energized Date

*Is the Energized Date for one or more systems presented in the Proposal on or after June 1, 2015?*

YES       NO

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

**If YES, PLEASE PROVIDE THE INFORMATION REQUIRED BY THIS ITEM.**

**IF THE PROPOSAL INCLUDES SYSTEMS ENERGIZED BEFORE JUNE 1, 2015, THE BIDDER MUST FULFILL THIS REQUIREMENT FOR EACH SUCH SYSTEM. PLEASE INDICATE THE DOCUMENT THAT YOU WILL PROVIDE WITH THE APPLICABLE DG CONTRACT TO SUPPORT THE ENERGIZED DATE:**

- Interconnection Agreement for these systems \_\_\_\_\_
- Net metering application approval letter for these systems \_\_\_\_\_
- Final system inspection confirmation for these systems \_\_\_\_\_
- PJM-EIS GATS/M-RETS registration application and approval letter for these systems \_\_\_\_\_
- Permission to operate letter for these systems \_\_\_\_\_
- Other relevant documentation: \_\_\_\_\_ for these systems \_\_\_\_\_

**Please note that, for each system included in the Proposal, at least one REC must be associated with generation that occurs prior to May 31, 2016 or the system will be removed from the contract.**

**PLEASE PROVIDE SUCH DOCUMENTS BY EMAIL OR BY UPLOAD TO THE PART 1 FORM.** If the document is unavailable for a particular system at this time, please identify the system and justify this omission below. The Bidder will be required to submit any such missing documents by the Part 2 Date.

*Third Item:* Bidder-Owner Agreement

*Are the Bidder and the System Owner different entities or individuals for at least one of the systems presented in the Proposal?*

YES       NO

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

**If YES, PLEASE PROVIDE THE INFORMATION REQUIRED BY THIS ITEM.**

For each system in the Identification Worksheet Insert for which the Bidder is not the name same as the System Owner in the Identification Worksheet Insert, the Bidder must show that it has ownership of the RECs for such system or that it has the contractual right to legally transfer or assign RECs from such system to a utility.

**IF THE PROPOSAL INCLUDES SEVERAL SYSTEMS FOR WHICH THE BIDDER AND SYSTEM OWNER ARE DIFFERENT INDIVIDUALS OR ENTITIES, THE BIDDER MUST FULFILL THIS REQUIREMENT FOR EACH SYSTEM FOR WHICH THE BIDDER AND THE SYSTEM OWNER ARE DIFFERENT ENTITIES OR INDIVIDUALS. PLEASE INDICATE THE DOCUMENT THAT YOU WILL PROVIDE:**

- Signed contract for these systems \_\_\_\_\_
- Letter of Intent for these systems \_\_\_\_\_

**PLEASE PROVIDE SUCH DOCUMENTS BY EMAIL OR BY UPLOAD TO THE PART 1 FORM.** If the document is unavailable for a particular system at this time, please identify the system and justify this omission below. The Bidder will be required to submit any such missing documents by the Part 2 Date.

*Fourth Item:* Host Acknowledgment

*Are the System Owner and the Host different individuals or entities for at least one of the new systems presented in the Proposal?*

YES       NO

**If NO, this Insert is complete.**

**If YES, PLEASE PROVIDE THE INFORMATION REQUIRED BY THIS ITEM.**

The Bidder must document the Host's agreement to the installation and operation of the system. **IF THE PROPOSAL INCLUDES SEVERAL SYSTEMS FOR WHICH THE SYSTEM OWNER AND THE HOST ARE DIFFERENT INDIVIDUALS OR ENTITIES, THE BIDDER MUST FULFILL THIS REQUIREMENT FOR EACH SYSTEM FOR WHICH THE SYSTEM OWNER AND THE HOST ARE DIFFERENT ENTITIES OR INDIVIDUALS.**

**THE BIDDER MUST FULFILL THIS REQUIREMENT FOR EACH NEW SYSTEM AND IT IS UNDERSTOOD THAT THIS MAY REQUIRE DOCUMENTATION FROM SEVERAL HOSTS. PLEASE INDICATE THE DOCUMENT THAT YOU WILL PROVIDE:**

- Host Acknowledgment for these systems \_\_\_\_\_
- Agreement between Bidder and Host or between System Owner and Host for these systems \_\_\_\_\_
- Letter of Intent from the Host for these systems \_\_\_\_\_
- Other document regarding site control for these systems \_\_\_\_\_

**PLEASE PROVIDE SUCH DOCUMENTS BY EMAIL OR BY UPLOAD TO THE PART 1 FORM.** If the document is unavailable for a particular system at this time, please identify the system and justify this omission below. The Bidder will then be required to submit any such missing documents by the Part 2 Date.

**THE PROCUREMENT ADMINISTRATOR MAY REQUIRE AN EXPLANATION ON THE NATURE OF THE DOCUMENT PROVIDED.**

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#### 4. Representations and Additional Requirements

THE INDIVIDUAL MAKING THE CERTIFICATION ON BEHALF OF THE BIDDER MUST BE AUTHORIZED TO UNDERTAKE CONTRACTS AND TO BIND THE BIDDER.

A Bidder is required to make the certifications detailed in the RFP Rules.

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

\_\_\_\_\_  
*Name of Bidder*

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

I, \_\_\_\_\_, (the Representative of the Bidder) certify:

1. I understand and agree to the terms of the (AIC) Master Renewable Energy Certificate Purchase and Sale Agreement and the (ComEd) Master Distributed Generation Renewable Energy Certificate Purchase & Sale Agreement, also referred to as the applicable supplier contracts;
2. For each system, I have ownership of the RECs associated with such system or I have the right to transfer such RECs to a utility or I expect to acquire such rights. In particular, no system has obtained rebates, funding, or other support that would preclude the transfer of RECs to the utility;
3. The characteristics of the systems presented in the Proposal, including the size (and including other characteristics if so specified for identified systems), are true and accurate to the best of my knowledge and belief;
4. A revenue quality meter has been or will be installed to measure the output of the system, compliant with the determination made by the Illinois Power Agency in its document "Revenue-Quality Metering Accuracy Standard and Acceptable Technologies";
5. The system is located, or will be located when installed, on the customer side of a Customer's electric meter and the system is, or will be primarily used to offset that customer's electricity load.
6. The system is or will be interconnected to the distribution system of an interconnecting distribution company in Illinois (an electric utility, alternative retail electric supplier, municipal utility, or rural electric cooperative located in Illinois). If the system is identified but not yet interconnected, I have investigated that a system of the proposed size can be interconnected to the applicable distribution company;
7. The system is or will be registered in PJM-EIS GATS or M-RETS.

\_\_\_\_\_  
Signature of Seller





\_\_\_\_\_  
Date

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**5. 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, PLEASE PROVIDE THESE BY EMAIL OR BY UPLOAD TO THE APPLICATION WEBSITE (BELOW).**

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