



**Solicitation Information
October 9th, 2019**

RFP# 7599811

TITLE: Solar Quality Assurance Inspection Study and Report

Submission Deadline: November 7th, 2019 at 1:00pm (Eastern Time)

PRE-BID/ PROPOSAL CONFERENCE: NO

Questions concerning this solicitation must be received by the Division of Purchases at Max.Rightier@purchasing.ri.gov no later than October 23rd, 2019 at 5:00 PM (EST). Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

BID SURETY BOND REQUIRED: NO

PAYMENT AND PERFORMANCE BOND REQUIRED: NO

Max Righter, Senior Buyer

Note to Applicants:

1. Applicants must register on-line at the State Purchasing Website at www.purchasing.ri.gov
2. Proposals received without a completed RIVIP Bidder Certification Cover Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION COVER FORM

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SECTION 1. INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Office of Energy Resources (“OER”), is soliciting proposals from qualified firms to provide renewable energy inspection services and the analysis and writing associated with the “**Solar Quality Assurance Inspection Study and Report**”, in accordance with the terms of this Request for Proposals (“RFP”) and the State’s General Conditions of Purchase, which may be obtained at the Division of Purchases’ website at www.purchasing.ri.gov.

The initial contract period will begin approximately September 1, 2020 for 18 months. Contracts may be renewed for up to 2 additional 1-year periods based on vendor performance and the availability of funds.

This is a Request for Proposals, not a Request for Quotes. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to cost; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this solicitation, other than to name those offerors who have submitted proposals.

Instructions and Notifications to Offerors

1. Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this RFP are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP may be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP or for providing oral or written clarification of its content, shall be borne by the vendor. The State assumes no responsibility for these costs even if the RFP is cancelled or continued.
4. Proposals are considered to be irrevocable for a period of not less than 180 days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated in the proposal.
6. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Subcontracts are permitted, provided that their use is clearly indicated in the vendor’s proposal and the subcontractor(s) to be used is identified in the proposal.
7. The purchase of goods and/or services under an award made pursuant to this RFP will be contingent on the availability of appropriated funds.

8. Vendors are advised that all materials submitted to the Division of Purchases for consideration in response to this RFP may be considered to be public records as defined in R. I. Gen. Laws § 38-2-1, *et seq.* and may be released for inspection upon request once an award has been made.

Any information submitted in response to this RFP that a vendor believes are trade secrets or commercial or financial information which is of a privileged or confidential nature should be clearly marked as such. The vendor should provide a brief explanation as to why each portion of information that is marked should be withheld from public disclosure. Vendors are advised that the Division of Purchases may release records marked confidential by a vendor upon a public records request if the State determines the marked information does not fall within the category of trade secrets or commercial or financial information which is of a privileged or confidential nature.

9. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
10. By submission of proposals in response to this RFP vendors agree to comply with R. I. General Laws § 28-5.1-10 which mandates that contractors/subcontractors doing business with the State of Rhode Island exercise the same commitment to equal opportunity as prevails under Federal contracts controlled by Federal Executive Orders 11246, 11625 and 11375.

Vendors are required to ensure that they, and any subcontractors awarded a subcontract under this RFP, undertake or continue programs to ensure that minority group members, women, and persons with disabilities are afforded equal employment opportunities without discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability.

Vendors and subcontractors who do more than \$10,000 in government business in one year are prohibited from engaging in employment discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability, and are required to submit an “Affirmative Action Policy Statement.”

Vendors with 50 or more employees and \$50,000 or more in government contracts must prepare a written “Affirmative Action Plan” prior to issuance of a purchase order.

- a. For these purposes, equal opportunity shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, termination, and rates of pay or other forms of compensation.
- b. Vendors further agree, where applicable, to complete the “Contract Compliance Report” (<http://odeo.ri.gov/documents/odeo-eeo-contract-compliance-report.pdf>), as well as the “Certificate of Compliance” (<http://odeo.ri.gov/documents/odeo-eeo-certificate-of-compliance.pdf>), and submit both documents, along with their Affirmative Action Plan or an Affirmative Action Policy Statement, prior to issuance of a purchase order. For public works projects vendors and all subcontractors must submit a “Monthly Utilization Report” (<http://odeo.ri.gov/documents/monthly-employment->

[utilization-report-form.xlsx](#)) to the ODEO/State Equal Opportunity Office, which identifies the workforce actually utilized on the project.

For further information, contact Vilma Peguero at the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via e-mail at ODEO.EOO@doa.ri.gov.

11. In accordance with R. I. Gen. Laws § 7-1.2-1401 no foreign corporation has the right to transact business in Rhode Island until it has procured a certificate of authority so to do from the Secretary of State. This is a requirement only of the successful vendor(s). For further information, contact the Secretary of State at (401-222-3040).

12. In accordance with R. I. Gen. Laws §§ 37-14.1-1 and 37-2.2-1 it is the policy of the State to support the fullest possible participation of firms owned and controlled by minorities (MBEs) and women (WBEs) and to support the fullest possible participation of small disadvantaged businesses owned and controlled by persons with disabilities (Disability Business Enterprises a/k/a “DisBE”)(collectively, MBEs, WBEs, and DisBEs are referred to herein as ISBEs) in the performance of State procurements and projects. As part of the evaluation process, vendors will be scored and receive points based upon their proposed ISBE utilization rate in accordance with 150-RICR-90-10-1, “Regulations Governing Participation by Small Business Enterprises in State Purchases of Goods and Services and Public Works Projects”. As a condition of contract award vendors shall agree to meet or exceed their proposed ISBE utilization rate and that the rate shall apply to the total contract price, inclusive of all modifications and amendments. Vendors shall submit their ISBE participation rate on the enclosed form entitled “MBE, WBE and/or DisBE Plan Form”, which shall be submitted in a separate, sealed envelope as part of the proposal. ISBE participation credit will only be granted for ISBEs that are duly certified as MBEs or WBEs by the State of Rhode Island, Department of Administration, Office of Diversity, Equity and Opportunity or firms certified as DisBEs by the Governor’s Commission on Disabilities. The current directory of firms certified as MBEs or WBEs may be accessed at <http://odeo.ri.gov/offices/mbeco/mbe-wbe.php>. Information regarding DisBEs may be accessed at www.gcd.ri.gov.

For further information, visit the Office of Diversity, Equity & Opportunity’s website, at <http://odeo.ri.gov/> and *see* R.I. Gen. Laws Ch. 37-14.1, R.I. Gen. Laws Ch. 37-2.2, and 150-RICR-90-10-1. The Office of Diversity, Equity & Opportunity may be contacted at, (401) 574-8670 or via email Dorinda.Keene@doa.ri.gov

SECTION 2. BACKGROUND

The Renewable Energy Growth (REG) Program, administered by National Grid, supports the development of distributed generation projects in Rhode Island. Eligible technologies include wind, solar, hydropower, and anaerobic digestion.¹ The program enables customers to sell their generation output under long-term tariffs at fixed prices. Each year the program is revised with new ceiling prices and megawatt allocation plan. The Distributed Generation Contracts Board (DG Board), a ten-member board, oversees the REG program and is responsible for developing and recommending the annual program plan.

The annual program plan includes three components, the megawatt allocation plan, ceiling prices for each allocation, and recommendations related to quality assurance². The DG Board votes on all three plan components in the fall and then OER files the plan with the Public Utility Commission. After the PUC approved the plan, the program year begins on April 1 of each year. Through this RFP, a consultant will be hired to conduct renewable energy project inspections during the 2020 program year and write the annual “Quality Assurance Study and Report”. The report will also include sections related to recommendations for the development of the quality assurance plan for the 2020 program year. This report will be presented to the DG Board and the Public Utility Commission.

OER and the DG Board are aware of the safety concerns associated with solar PV technology. Most of the projects participating in the REG program are solar PV systems of various sizes (1kw-5MW). Solar PV is a maturing industry in Rhode Island with new installers coming into the state and the existing solar installation companies hiring more employees. It is paramount for National Grid, the DG Board, and OER that that all installations are safe, high quality, performing as expected, and in conformance with the stated specifications. OER, working with the selected consultant, will continue to monitor inspection quality of PV systems participating in the REG program and implement a plan to ensure the goals of realizing an expanding PV market and safe PV installations in RI.

An inspection is defined an on-site assessment of the project by a licensed electrician (for PV projects) of an installed system to determine compliance with appropriate codes, including provision of required labeling and operating instructions, and to verify that the system components have been installed with the specifications provided on the project interconnection application to National Grid. In addition, OER and National grid have developed a Minimum Technical Guidance document that projects will be inspected to.³ Inspections include a final report for each project which is submitted to OER detailing the inspection findings.

¹ For more information related to the REG program visit:

https://www9.nationalgridus.com/narragansett/business/energyeff/4_dist_gen.asp

² For more information related to the current REG program Q/A plan visit: <http://www.energy.ri.gov/policies-programs/programs-incentives/reg-program.php>

³ http://www.energy.ri.gov/documents/renewable/RI-REG-Minimum-Tech-Guidance_2019.pdf

SECTION 3: SCOPE OF WORK AND REQUIREMENTS

General Scope of Work

The DG Board, as directed by the General Assembly (§39-26.6-4), monitors and evaluates the effectiveness of the REG program. The selected consultant will work with the DG Board and OER to produce a Quality Assurance Study and Report on the quality of the REG projects installed in the 2019 and 2020 program years. The consultant will conduct a study and analysis of the installations and prepare and present a report to the Board. The DG Board and/or OER may request periodic updates to be given either at a DG Board meeting or via email.

Task 1 – Inspections, Audits, and Data Analysis of Small Scale Solar PV Projects (<25kW)

Small Scale projects are defined as any PV project under 25kW awarded a certificate of eligibility with the REG program. The bulk of inspections included in this Scope of Work will be Small Scale PV projects. It is expected that approximately 90-110 inspections will be needed. Working with OER, the selected consultant will finalize the percentage of Small Scale projects to inspect and the plan for inspection scheduling. Applicants must include in the proposal an estimated amount of time it may take, on average, to inspect a Small Scale PV system and provide the estimate average cost for each inspection.

All site inspections for PV projects will take place after the installation has occurred and the system is interconnected to the distribution system.⁴ Evaluation items include, but are not limited to, onsite panel shading, National Electrical Code compliance, system design, engineering, layout, and customer satisfaction. All inspections must be scheduled within ten (10) business days from notice of OER⁵. All reasonable efforts must be made to conduct inspections in a timely manner.

It is expected that many small scale installers will be submitting multiple projects to this program. Due to the high volume of projects expected, OER recognizes that it is not feasible that all projects be inspected in the field. The selected Consultant will work with OER and the DG Board to design an inspection and studies plan for high volume installers to the program - (to be referenced as the High Volume Installer Plan) that will be implemented and included in the final Report to the Board. Some plans may include an “expedited” installer process, a “photo inspection form” submitted by the installer for each project, and/or a “random” inspection algorithm.

Deliverables for inspections will be one (1) PV Site Inspection Report (see Attachment A) per field inspection. Inspection reports are due to OER within thirty (30) business days after the inspection and study has been performed. All inspection reports are public documents and should be written in a professional manner. In the case of high volume installers, a new deliverable for those projects will be developed as part of the High Volume Installer Plan.

Task 2 - Inspections and Audits of Medium Scale Solar PV Projects (25kW-250kW)

Medium Scale projects are defined as any project between 26kW-250kW. It is expected that this category will also see a high volume of projects and that field inspections will take longer than a Small Scale inspection. It is estimated that approximately 20-30 medium scale project

⁴ It is expected that most inspections will take place after interconnection. However, should an Authority Having Jurisdiction (AHJ) requests a rough inspection or pre-interconnection inspection, the selected consultant may align their site inspection at that time.

⁵ Should issues arise with scheduling due to property owner conflicts, all reasonable efforts to schedule the inspection should be made. If an inspection takes more than 15 business days to schedule OER must be notified.

inspections will be needed. Applicants must include in the proposal an estimated amount of time it may take, on average, to inspect a 250kW PV system and provide the estimated average cost for each inspection. Deliverables for inspections will be one (1) PV Site Inspection Report per project field inspection. Evaluation topics include, but are not limited to, National Electrical Code compliance, system design, engineering, layout, interconnection, and customer satisfaction.

Depending on the number of applications in this category, OER may request that the applicant develop a plan to inspect Medium Scale PV projects utilizing the High Volume Installer Plan developed under Task 1 or some other proposal. Should a High Volume Installer Plan be implemented for Medium Scale projects, a new deliverable for those projects will be developed.

Task 3 - Inspections and Audits of Commercial and Large Scale Solar PV Projects (251kW+)

It is expected that all projects 251kW and above will be inspected in the field by the selected vendor. These projects are often complicated and have multiple parties involved. The consultant must be proficient in working with multiple parties to inspect large systems. Evaluation topics include, but are not limited to, National Electrical Code compliance, system design, engineering, layout, interconnection, and customer satisfaction.

It is expected that the project inspections for this category will take a certain number of hours to perform. Applicants must include in the proposal the estimated amount of time and cost it may take, on average, to inspect and produce site inspection reports for the following:

- 500kW PV System
- 1MW PV System
- 3 MW PV System

OER expects that on average 2-4 inspections per size range will be needed.

Task 4 – Optional (Not Required) Inspections of renewable energy and energy storage systems

OER and the DG Board will be exploring pairing renewable energy systems with battery storage in 2020 for the 2021 program year. At this time, it is not clear if storage will be included in all technologies and classes. However, OER and the DG Board expect that including storage in the Small Scale Solar category will be of high priority. This is due to the launch of National Grid's Demand Response (DR) program which provides an incentive for storage to discharge to the Grid during peak summer events.⁶ The selected consultant may be able to subcontract or provide inspection services for battery storage projects. Should this be possible, provide a plan for implementation to carry out site inspections and inspection reports for Small Scale PV + storage projects 25kW and smaller. In addition, outline experience inspecting projects with battery and/or inverter manufacturers listed on the National Grid DR website. This is not a proposal requirement however; an additional points 2.5 scoring points will be considered when the evaluation team reviews the consultant's ability to provide services for solar PV + storage projects. Should solar + storage projects be inspected, OER will work with the selected consultant to create or revise the template site inspection report.

Task 5 – Optional (Not Required) Inspections of other non-PV Renewable Technologies - Anaerobic Digestion, Hydropower, and Wind

⁶ More information related to the DR program may be found here: <https://www.nationalgridus.com/RI-Home/Energy-Saving-Programs/BatteryProgram>

The selected consultant may be able to subcontract or provide inspection services for other technologies other than solar PV. Should this be possible, provide a plan for implementation to carry out site inspections and inspection reports for these technologies. This is not a proposal requirement however; an additional points 2.5 scoring points will be considered when the evaluation team reviews the consultant's ability to provide non-PV inspection services. Should other non-PV technologies be inspected, OER will work with the selected consultant to create the template site inspection report.

Task 6 – Customer Feedback Survey

To augment findings from onsite inspections, the selected consultant will conduct a survey of REG customers that have participated in the REG program. The survey should be web-based. When possible, the survey should be administered after inspections have been completed. Questions should include, but are not limited to:

- What is customers' perception of and feedback on the quality assurance process?
- What is customers' level of satisfaction with installation quality?
- How responsive are installers to customers' needs or inquiries?
- How much information did customers have about the REG program before enrollment?
- What level of continuing administrative support is provided to REG customers?
- What is customer satisfaction with the REG payment process?

The survey will be developed in conjunction with National Grid, to ensure consistency in the utility's surveying of customers. To encourage participation, the selected consultant should plan for providing an incentive to customers who respond to the survey. Survey results should be analyzed and summarized in the final report.

Task 7 – Draft Report and Presentation to the DG Board

The selected consultant will develop a draft at the midpoint of the inspection and survey tasks described above. The report will summarize the findings to date from inspections, highlighting common installation issues and concerns, frequent occurrences of code compliance or industry best practices, and customer feedback. The report will also offer recommendations for OER, the DG Board and/or National Grid with respect to enhancing installation quality.

Task 8 – Final Report and Presentation to the DG Board

The final deliverable for this project will include the following:

- A final written report, entitled "2020 REG Program Quality Assurance". The report will contain the results and findings of site inspections from Tasks 1-6 (if applicable), and specific recommendations for quality assurance measures for the OER and the DG Board to consider for future program years.
- A final MS PowerPoint presentation summarizing the key findings from all inspections and recommendations for future evaluation. The presentation shall be attached as an Appendix to the final report.
- Any spreadsheet data, reports, analysis or other work products that may emerge from the inspections and/or High Volume Installer Plan.

Task 9 – Presentations

Upon completion of the final report the consultant will be available for up to three (3) presentations of the inspection results, findings, and recommendations. These include:

- Interim Report to the DG Board. The consultant will be expected to present the PowerPoint presentation developed as part of Task 7 and provide 12 hard copies of the report to the Board.

- Final Report to the DG Board. The consultant will be expected to present the PowerPoint presentation developed as part of Task 7 and provide 12 hard copies of the report to the Board.
- Final Report presentation to the Public Utilities Commission. The selected consultant must be available during any PUC hearings that the consultant's attendance is requested by the Commission. All attempts will be made to accommodate the consultant's schedule for this presentation, however final scheduling may be outside of OER's control. Five hard copies of the final report and PowerPoint presentation must be provided to the PUC.

Requirements

Renewable energy inspectors must hold professional licenses or certifications in the appropriate fields, as applicable⁷. To ensure objectivity, OER will give preference to applicants who are not actively installing systems in Rhode Island. Inspectors with the following backgrounds are preferred, if accompanied by appropriate formal training in the relevant technologies:

- Professional Engineers
- Retired or inactive master electricians
- Home Inspectors
- Vocational School/community college instructors

It is preferred, but not required, that inspectors have received or are in the process of attaining the North American Board of Certified Energy Practitioners (NABCEP) PV System Inspector Board Certification.⁸

The selected consultant will need to demonstrate:

- Experience and technical knowledge necessary to perform residential and commercial scale solar PV project inspections
- Experience and technical knowledge necessary to perform commercial wind project inspections
- Ability to present information and speak clearly in order to articulate difficult concepts to a wide audience, including the general public
- Ability to use equipment and software necessary to perform independent shading analyses
- Experience with writing reports
- Demonstrated ability to analyze data and summarize findings
- Demonstrated understanding of the Renewable Energy Growth program and the program requirements.
- Demonstrated understanding and/or experience with the Rhode Island Building and Electrical Codes.
- Ability to climb ladders to inspect roof-mounted PV systems
- Sufficient flexibility in their schedule to respond to requests for site inspections within 10

⁷Inspectors may be a direct employee of the selected consultant or a subcontractor.

⁸ <http://www.nabcep.org/wp-content/uploads/2018/02/NABCEP-Certification-Handbook-V2018.compressed.pdf>

(ten) business days

Inspectors of PV systems must be licensed electricians and should have the following experience and credentials:

- Significant experience with PV system installations
- Good working knowledge of the 2014 and 2017 National Electric Codes
- Ability to use and understand a Solar Pathfinder and respective software to generate detailed reports
- Minimum of forty (40) hours of formal training in PV system design and installation

SECTION 4: PROPOSAL

A. Technical Proposal

Narrative and format: The proposal should address specifically each of the following elements:

1. Staff and Company Qualifications

Applicant should provide information on company history, length of time in business, organizational capacity & staff, core competencies. The applicant must show evidence that:

- References and prior work demonstrate the applicant's ability to provide superior modeling analyses, technical support, and trainings.
- Shows clarity of team management structure, the availability of senior staff to supervise and contribute to the proposed work, and ability to schedule and complete inspections in a timely fashion
- The firm has personnel capacity and organizational resources well suited to the scope of the RFP.
- The applicant has completed similar projects and is qualified to undertake the scope of work outlined in the RFP
- Staff resumes/CV and describe qualifications and experience of key staff who will be involved in this project. Describe their duties, responsibilities, and concentration of effort applying to each task.
- Copies of any relevant certifications, including but not limited to electrical licenses, NABCEP certifications, etc.

2. Capability, Capacity, and Qualifications of the Offeror

Application should provide the information below:

- **Reference Information:** Provide names, addresses, telephone numbers and permission to contact two former or current clients for which your organization has performed similar work outlined in the Scope of Work in the last two years.
- **Past Experience:** Describe your experience with similar work for governmental agencies and/or businesses in the New England region. Include any experience working in Rhode Island. Also, include details of any trainings your company has

offered in the past to the solar industry, municipal inspectors, and/or building inspectors, including curriculum.

- **Examples of Prior Work:** If possible, reference two or three examples of previous projects that best display your work and outline the role your firm played in each project.
3. **Work Plan** - Please describe in detail, the plans to meet all of the work outlined in tasks 1-9.
 4. **Approach/Methodology** – The applicant should discuss the approach to each task in Scope of Work. Provide information on experience and ability to perform inspections, summarize findings, and produce study results with the relevant technologies. Indicate ability to complete the scope of work within the established timeframe.
 5. **Ability to Provide Inspection Services for Solar + Storage Projects** – If the applicant has the ability to perform Task 4, please indicate experience with inspecting Small Scale solar + battery storage projects.
 6. **Ability to Provide non-PV inspections** - If the applicant has the ability to perform Task 5, please indicate which renewable energy technologies can be included in the plan to carry out site inspections and inspection reports for non-solar REG systems.

B. Cost Proposal

The cost proposal must include:

Task 1 - Applicants must include in the cost proposal an estimated amount of time it may take, on average, to inspect a Small Scale PV system and provide the cost for each inspection.

Task 2 - Applicants must include in the proposal an estimated amount of time it may take, on average, to inspect a 250kW PV system and provide the cost for each inspection.

Task 3 - Applicants must include in the proposal the cost for each inspection and estimated amount of time it may take, on average, to inspect and produce site inspection reports for the following:

- 500kW PV System
- 1MW PV System
- 3 MW PV System

If the cost is different for each system size, include the cost per system size as well.

Task 4 – (optional) Applicants, if including a response to this task, should include in the cost proposal an estimated amount of time it may take, on average, to inspect a Small Scale PV System with a battery storage component and provide the cost for each inspection.

Task 5 – (optional) Applicants, if including a response to this task, should include in the cost proposal the cost and an estimated amount of time it may take to inspect and produce site inspection reports for the following technologies:

- 3MW wind project
- 1 MW hydropower project
- 1MW anaerobic digester projects

If the cost is different for the various technologies, include the cost per technology as well. Tasks 6-9 a flat fee for each of these tasks outlined in Section 3.

C. ISBE Proposal

See Appendix A for information and the MBE, WBE, and/or Disability Business Enterprise Participation Plan form(s). Bidders are required to complete, sign and submit these forms with their overall proposal in a sealed envelope. Please complete separate forms for each MBE, WBE and/or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.

SECTION 5: EVALUATION AND SELECTION

Proposals shall be reviewed by a technical evaluation committee (“TEC”) comprised of staff from State agencies. The TEC first shall consider technical proposals.

Technical proposals must receive a minimum of 60 (85.7%) out of a maximum of 70 points to advance to the cost evaluation phase. Any technical proposals scoring less than 60 points shall not have the accompanying cost or ISBE participation proposals opened and evaluated. The proposal will be dropped from further consideration.

Technical proposals scoring 60 points or higher will have the cost proposals evaluated and assigned up to a maximum of 30 points in cost category bringing the total potential evaluation score to 100 points. After total possible evaluation points are determined ISBE proposals shall be evaluated and assigned up to 6 bonus points for ISBE participation.

The Division of Purchases reserves the right to select the vendor(s) or firm(s) (“vendor”) that it deems to be most qualified to provide the goods and/or services as specified herein; and, conversely, reserves the right to cancel the solicitation in its entirety in its sole discretion.

Proposals shall be reviewed and scored based upon the following criteria:

Criteria	Possible Points
Staff Qualifications	15 Points
Capability, Capacity, and Qualifications of the Offeror	10 Points
Work Plan	25 Points
Proposed Approach	15 Points
Ability to Provide Non-PV Inspections	2.5 Points
Ability to Provide Inspections for Battery Storage Projects	2.5 Points
Total Possible Technical Points	70 Points
Cost proposal*	30 Points
Total Possible Evaluation Points	100 Points

ISBE Participation**	6 Bonus Points
Points	Total Possible 106 Points

***Cost Proposal Evaluation:**

The vendor with the lowest cost proposal shall receive one hundred percent (100%) of the available points for cost. All other vendors shall be awarded cost points based upon the following formula:

$$(\text{lowest cost proposal} / \text{vendor's cost proposal}) \times \text{available points}$$

For example: If the vendor with the lowest cost proposal (Vendor A) bids \$65,000 and Vendor B bids \$100,000 for monthly costs and service fees and the total points available are thirty (30), Vendor B's cost points are calculated as follows:

$$\$65,000 / \$100,000 \times 30 = 19.5$$

****ISBE Participation Evaluation:**

a. Calculation of ISBE Participation Rate

1. ISBE Participation Rate for Non-ISBE Vendors. The ISBE participation rate for non-ISBE vendors shall be expressed as a percentage and shall be calculated by dividing the amount of non-ISBE vendor's total contract price that will be subcontracted to ISBEs by the non-ISBE vendor's total contract price. For example if the non-ISBE's total contract price is \$100,000.00 and it subcontracts a total of \$12,000.00 to ISBEs, the non-ISBE's ISBE participation rate would be 12%.
2. ISBE Participation Rate for ISBE Vendors. The ISBE participation rate for ISBE vendors shall be expressed as a percentage and shall be calculated by dividing the amount of the ISBE vendor's total contract price that will be subcontracted to ISBEs and the amount that will be self-performed by the ISBE vendor by the ISBE vendor's total contract price. For example if the ISBE vendor's total contract price is \$100,000.00 and it subcontracts a total of \$12,000.00 to ISBEs and will perform a total of \$8,000.00 of the work itself, the ISBE vendor's ISBE participation rate would be 20%.

b. Points for ISBE Participation Rate:

The vendor with the highest ISBE participation rate shall receive the maximum ISBE participation points. All other vendors shall receive ISBE participation points by applying the following formula:

$$(\text{Vendor's ISBE participation rate} \div \text{Highest ISBE participation rate}) \times \text{Maximum ISBE participation points}$$

For example, assuming the weight given by the RFP to ISBE participation is 6 points, if Vendor A has the highest ISBE participation rate at 20% and Vendor B's ISBE participation rate is 12%, Vendor A will receive the maximum 6 points and Vendor B will receive $(12\% \div 20\%) \times 6$ which equals 3.6 points.

General Evaluation:

Points shall be assigned based on the vendor's clear demonstration of the ability to provide the requested goods and/or services. Vendors may be required to submit additional written information or be asked to make an oral presentation before the TEC to clarify statements made in the proposal.

SECTION 6. QUESTIONS

Questions concerning this solicitation must be e-mailed to the Division of Purchases at Max.Rightier@purchasing.ri.gov no later than the date and time indicated on page one of this solicitation. No other contact with State parties is permitted. Please reference **RFP # 7599811** on all correspondence. Questions should be submitted in writing in a Microsoft Word attachment in a narrative format with no tables. Answers to questions received, if any, shall be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to monitor the Division of Purchases website for any procurement related postings such as addenda. If technical assistance is required, call the Help Desk at (401) 574-8100.

SECTION 7. PROPOSAL CONTENTS

- Proposals shall include the following:
 - a. One completed and signed RIVIP Bidder Certification Cover Form (included in the original copy only) downloaded from the Division of Purchases website at www.purchasing.ri.gov. *Do not include any copies in the Technical or Cost proposals.*
 - b. One completed and signed Rhode Island W-9 (included in the original copy only) downloaded from the Division of Purchases website at <http://www.purchasing.ri.gov/rivip/publicdocuments/fw9.pdf>. *Do not include any copies in the Technical or Cost proposals.*
 - c. Two (2) completed original and copy versions, signed and sealed Appendix A. MBE, WBE, and/or Disability Business Enterprise Participation Plan. Please complete separate forms for each MBE/WBE or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation. *Do not include any copies in the Technical or Cost proposals.*
 - d. Technical Proposal - describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation under Section 4.A. The technical proposal is limited to fifteen (15) pages (this excludes any appendices and as appropriate, resumes of key staff that will provide services covered by this request).
 - e. One (1) Electronic copy on a CD-R, marked "Technical Proposal - Original".
 - One (1) printed paper copy, marked "Technical Proposal -Original" and signed.
 - f. Four (4) printed paper copies

g. Cost Proposal - A separate, signed and sealed cost proposal which includes costs associated with Tasks 1-3, optional tasks 4 and 5, as well as Tasks 6-9.

- One (1) Electronic copy on a CD-R, marked “Cost Proposal -Original”.
- One (1) printed paper copy, marked “Cost Proposal -Original” and signed.

h. Four (4) printed paper copies

- Formatting of proposal response contents should consist of the following:
 - Formatting of CD-Rs – Separate CD-Rs are required for the technical proposal and cost proposal. All CD-Rs submitted must be labeled with:
 - Vendor’s name
 - RFP #
 - RFP Title
 - Proposal type (e.g., technical proposal or cost proposal)
 - If file sizes require more than one CD-R, multiple CD-Rs are acceptable. Each CD-R must include the above labeling and additional labeling of how many CD-Rs should be accounted for (e.g., 3 CD-Rs are submitted for a technical proposal and each CD-R should have additional label of ‘1 of 3’ on first CD-R, ‘2 of 3’ on second CD-R, ‘3 of 3’ on third CD-R).

Vendors are responsible for testing their CD-Rs before submission as the Division of Purchase’s inability to open or read a CD-R may be grounds for rejection of a Vendor’s proposal. All files should be readable and readily accessible on the CD-Rs submitted with no instructions to download files from any external resource(s). If a file is partial, corrupt or unreadable, the Division of Purchases may consider it “non-responsive”. USB Drives or any other electronic media shall not be accepted. Please note that CD-Rs submitted, shall not be returned.

- Formatting of written documents and printed copies:
 - For clarity, the technical proposal shall be typed. These documents shall be single-spaced with 1” margins on white 8.5”x 11” paper using a font of 12 point Calibri or 12 point Times New Roman.
 - All pages on the technical proposal are to be sequentially numbered in the footer, starting with number 1 on the first page of the narrative (this does not include the cover page or table of contents) through to the end, including all forms and attachments. The Vendor’s name should appear on every page, including attachments. Each attachment should be referenced appropriately within the proposal section and the attachment title should reference the proposal section it is applicable to.
- a. **The cost proposal shall be typed on the provided template.**
 - Printed copies are to be only bound with removable binder clips.

SECTION 8. PROPOSAL SUBMISSION

Interested vendors must submit proposals to provide the goods and/or services covered by this RFP on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases, shall not be accepted.

Proposals should be mailed or hand-delivered in a sealed envelope marked “**RFP# 7599811**” to:

RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

NOTE: Proposals received after the above-referenced due date and time shall not be accepted. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time shall be determined to be late and shall not be accepted. Proposals faxed, or emailed, to the Division of Purchases shall not be accepted. The official time clock is in the reception area of the Division of Purchases.

SECTION 9. CONCLUDING STATEMENTS

Notwithstanding the above, the Division of Purchases reserves the right to award on the basis of cost alone, to accept or reject any or all proposals, and to award in the State’s best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

If a Vendor is selected for an award, no work is to commence until a purchase order is issued by the Division of Purchases.

The State’s General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded for this RFP. The State’s General Conditions of Purchases can be found at the following URL:
<https://www.purchasing.ri.gov/RIVIP/publicdocuments/ATTA.pdf>.

APPENDIX A. PROPOSER ISBE RESPONSIBILITIES AND MBE, WBE, AND/OR DISABILITY BUSINESS ENTERPRISE PARTICIPATION FORM

1. Proposer's ISBE Responsibilities (from 150-RICR-90-10-1.7.E)

1. Proposal of ISBE Participation Rate. Unless otherwise indicated in the RFP, a Proposer must submit its proposed ISBE Participation Rate in a sealed envelope or via sealed electronic submission at the time it submits its proposed total contract price. The Proposer shall be responsible for completing and submitting all standard forms adopted pursuant to 105-RICR-90-10-1.9 and submitting all substantiating documentation as reasonably requested by either the Using Agency's MBE/WBE Coordinator, Division, ODEO, or Governor's Commission on Disabilities including but not limited to the names and contact information of all proposed subcontractors and the dollar amounts that correspond with each proposed subcontract.
2. Failure to Submit ISBE Participation Rate. Any Proposer that fails to submit a proposed ISBE Participation Rate or any requested substantiating documentation in a timely manner shall receive zero (0) ISBE participation points.
3. Execution of Proposed ISBE Participation Rate. Proposers shall be evaluated and scored based on the amounts and rates submitted in their proposals. If awarded the contract, Proposers shall be required to achieve their proposed ISBE Participation Rates. During the life of the contract, the Proposer shall be responsible for submitting all substantiating documentation as reasonably requested by the Using Agency's MBE/WBE Coordinator, Division, ODEO, or Governor's Commission on Disabilities including but not limited to copies of purchase orders, subcontracts, and cancelled checks.
4. Change Orders. If during the life of the contract, a change order is issued by the Division, the Proposer shall notify the ODEO of the change as soon as reasonably possible. Proposers are required to achieve their proposed ISBE Participation Rates on any change order amounts.
5. Notice of Change to Proposed ISBE Participation Rate. If during the life of the contract, the Proposer becomes aware that it will be unable to achieve its proposed ISBE Participation Rate, it must notify the Division and ODEO as soon as reasonably possible. The Division, in consultation with ODEO and Governor's Commission on Disabilities, and the Proposer may agree to a modified ISBE Participation Rate provided that the change in circumstances was beyond the control of the Proposer or the direct result of an unanticipated reduction in the overall total project cost.

2. MBE, WBE, AND/OR Disability Business Enterprise Participation Plan Form:

Attached is the MBE, WBE, and/or Disability Business Enterprise Participation Plan form. Bidders are required to complete, sign and submit with their overall proposal in a sealed envelope. Please complete separate forms for each MBE, WBE and/or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.



**STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
DEPARTMENT OF ADMINISTRATION
ONE CAPITOL HILL
PROVIDENCE, RHODE ISLAND 02908**

MBE, WBE, and/or DISABILITY BUSINESS ENTERPRISE PARTICIPATION PLAN

Bidder's Name:

Bidder's Address:

Point of Contact:

Telephone:

Email:

Solicitation No.:

Project Name:

This form is intended to capture commitments between the prime contractor/vendor and MBE/WBE and/or Disability Business Enterprise subcontractors and suppliers, including a description of the work to be performed and the percentage of the work as submitted to the prime contractor/vendor. Please note that all MBE/WBE subcontractors/suppliers must be certified by the Office of Diversity, Equity and Opportunity MBE Compliance Office and all Disability Business Enterprises must be certified by the Governor's Commission on Disabilities at time of bid, and that MBE/WBE and Disability Business Enterprise subcontractors must self-perform 100% of the work or subcontract to another RI certified MBE in order to receive participation credit. Vendors may count 60% of expenditures for materials and supplies obtained from an MBE certified as a regular dealer/supplier, and 100% of such expenditures obtained from an MBE certified as a manufacturer. This form must be completed in its entirety and submitted at time of bid. **Please complete separate forms for each MBE/WBE or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.**

Name of Subcontractor/Supplier:

Type of RI Certification: MBE WBE Disability Business Enterprise

Address:

Point of Contact:

Telephone:

Email:

Detailed Description of Work To Be Performed by Subcontractor or Materials to be Supplied by Supplier:

Total Contract Value (\$):

Subcontract Value (\$):

ISBE Participation Rate (%):

Anticipated Date of Performance:

I certify under penalty of perjury that the forgoing statements are true and correct.

Prime Contractor/Vendor Signature

Title

Date

Subcontractor/Supplier Signature

Title

Date



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Administration
Division of Purchases
One Capitol Hill, 2nd Floor
Providence, RI 02908

TEL: (401) 574-8100
FAX: (401) 574-8387
TDD: (401) 574-8228
Website: www.ridop.ri.gov

RFP# 7599811

TITLE: Solar Quality Assurance Inspection Study and Report

Cost Proposal Form

Task 1 - Applicants must include in the cost proposal an estimated amount of time it may take, on average, to inspect a Small Scale PV system and provide the cost for each inspection.

Unit Price per Inspection	Estimated Quantity	Extended Cost
	90	

Task 2 - Applicants must include in the proposal an estimated amount of time it may take, on average, to inspect a 250kW PV system and provide the cost for each inspection.

Unit Price per Inspection	Estimated Quantity	Extended Cost
	20	

Task 3 - Applicants must include in the proposal the cost for each inspection and estimated amount of time it may take, on average, to inspect and produce site inspection reports for the following:

- 500kW PV System

Unit Price per Inspection	Estimated Quantity	Extended Cost
	2	

- 1MW PV System

Unit Price per Inspection	Estimated Quantity	Extended Cost
	2	

- 3 MW PV System

Unit Price per Inspection	Estimated Quantity	Extended Cost
	2	



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Task 4 – (optional) Applicants, if including a response to this task, should include in the cost proposal an estimated amount of time it may take, on average, to inspect a Small Scale PV System with a battery storage component and provide the cost for each inspection.

This task will not be considered as a part of the cost proposal evaluation.

Unit Price per Inspection

Task 5 – (optional) Applicants, if including a response to this task, should include in the cost proposal the cost and an estimated amount of time it may take to inspect and produce site inspection reports for the following technologies:

This task will not be considered as a part of the cost proposal evaluation.

- 3MW wind project

Unit Price per Inspection

- 1 MW hydropower project

Unit Price per Inspection

- 1MW anaerobic digester projects

Unit Price per Inspection

Task 6

Unit Price



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Task 7

Unit Price

Task 8

Unit Price

Task 9

Unit Price