



Solicitation Information
March 1, 2021

RFP#7611868

TITLE: Renewable Energy Procurement of Virtual Net Metering Credits

Submission Deadline: Monday April 19, 2021 at 10:00 AM ET

PRE-BID/ PROPOSAL CONFERENCE: No

MANDATORY: No

If YES, any Vendor who intends to submit a bid proposal in response to this solicitation must have its designated representative attend the mandatory Pre-Bid/ Proposal Conference. The representative must register at the Pre-Bid/ Proposal Conference and disclose the identity of the vendor whom he/she represents. A vendor's failure to attend and register at the mandatory Pre-Bid/ Proposal Conference shall result in disqualification of the vendor's bid proposals as non-responsive to the solicitation.

DATE: N/A

LOCATION:

Questions concerning this solicitation must be received by the Division of Purchases at Thomas.bovis@purchasing.ri.gov no later than **3/15/2021 at 4 PM**. 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

Thomas Bovis, Interdepartmental Project Manager

Note to Applicants:

- Applicants must register on-line at the State Purchasing Website at www.ridop.ri.gov
- 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 the State and associated State utility accounts with competitive market-based virtual net metering credits 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.ridop.ri.gov.

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 could be made to multiple vendors. 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. PROCUREMENT SCHEDULE

The tentative schedule for this procurement (Procurement Schedule) is presented in the following figure. Please note that the Procurement Schedule is subject to change at the sole discretion of the State.

EVENT	DATE	TIME
Posting of Exhibit 1 – Accounts and Usage *	3/1/2021	4:00 PM ET
Written Questions May Be Submitted (Email only)	3/15/2021	4:00 PM ET
Posting of answers to Bidder Questions	TBD	4:00 PM ET
Technical Response Due Date and Time	4/19/2021	10:00 AM ET
Notice of Award(s)	5/21/2021	4:00 PM ET
Successful Bidder Required Documents (i.e., insurance certificates, MBE plan)	6/4/2021	4:00 PM ET

EVENT	DATE	TIME
Contract Start Date *****	7/13/2021	

*All notifications, releases and amendments to this RFP, including Exhibits 1 and 2, will be posted at the Procurement Website..]

SECTION 3: SCOPE OF WORK AND REQUIREMENTS

INTRODUCTION AND OVERVIEW

Objective of the Request for Qualifications

The State of Rhode Island’s Department of Administration (DOA), Division of Purchases (the “Division” or the “State”), in coordination with the Rhode Island Office of Energy Resources (OER), is soliciting bids from qualified developers of virtual net metered renewable energy projects to provide firm supply of virtual net metering credits to service State electric accounts.

Rhode Island’s State Government is a significant consumer of energy. In 2019, the aggregate usage across the State Agency accounts was more than 105,000,000 kWh. Consistent with broader state energy and environmental policy goals,¹ the State is issuing this competitive Request for Proposals (RFP) to identify viable and sustainably-sited, virtually net metered renewable energy projects to offset its annual electric consumption with carbon-free resources, help temper energy costs and price volatility, and reduce resulting greenhouse gas emissions. Additional information on Rhode Island State electricity consumption and utility accounts is provided in Exhibit 1.

This Request for Proposals (RFP) is being issued to solicit, evaluate, and select, through a competitive bidding process, qualified renewable energy developers who will plan, permit, design, install, finance, operate, and maintain offsite, virtually net metered renewable energy projects that will provide net metering billing credits to various State electricity accounts. Both new projects and active renewable systems with available credits to offer are eligible for consideration.

Bidders are expected to provide project and associated financial proposals for project terms of twenty (20) and twenty-five (25) years. For each project, bidders should submit pricing assuming two options:

Option A: title to all RECs produced during the contract term remain with the developer; and

Option B: title to all RECs produced during the contract term is granted to the State.

¹ For example, Executive Order 20-01 calls for Rhode Island to meet 100% of its electricity deliveries with renewables by 2030. Also, Executive Order 15-17, titled "State Agencies to Lead by Example in Energy Efficiency and Clean Energy," calls for State Government to meet 100% of its electricity consumption with renewable sources by 2025.

Bidders shall provide the State with a Virtual Net Metering Credit Agreement (VNMCA) commencing on (07/06/2021) that provides the greatest long-term fiscal savings to the State and offers preferred siting.

The RFP outlines the State's requirements, the instructions and terms of the RFP, and the State of Rhode Island's General Conditions of Purchase, which can be obtained from the Division of Purchases' internet address at: www.purchasing.ri.gov.

Siting Requirements

A Virtual Net Metering Project proposal must be located within the State of Rhode Island and will be given the strongest consideration if the bidder demonstrates that the project proposal is in less environmentally sensitive locations. This includes brownfields, as defined in [870-RICR-20-00-1](#) and meaning "a property with which the expansion, redevelopment, or reuse may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant", former landfills, gravel pits and other previously disturbed type properties in all municipal zoned areas, as well as commercial, industrial, and manufacturing developed and undeveloped zoned lots.

Projects located on undeveloped residential zoned areas, existing agricultural or farmlands and unfragmented forest parcels that are 250 acres or greater will not be considered as part of this RFP.

Acquisition Method

The procurement will consist of two-steps. In Step One, bidders will be required to submit an un-priced technical proposal which will be evaluated in accordance with this RFP (see Section 5). In Step Two, those bidders that have cleared the technical requirement threshold will advance to an evaluation of their pricing proposals.

It is the intent of the State to award a contract(s) to a bidder(s) on the basis of "best value" to the State. The State reserves the right to reject any and all quotes received if it is determined that it is in the best interest of the State.

Bidder's pricing shall be submitted using the Excel pricing proposal template provided as Exhibit 2. Submitted pricing proposals shall include the term basis, the net metering credit purchase rate, annual escalator (if applicable), annual generation offered in kWh, and estimated Year 1 and cumulative savings offered to OER.

Given the scale of net metering credits sought through this RFP, and to diversify potential development and financial risks, the State anticipates that more than one bidder may be selected. In the event that the highest rated proposal cannot provide enough net metering credits to cover the applicable utility accounts, the State may select the next highest rated proposal for additional net metering credits. This process may continue until the State has solicited enough net metering credits to meet their procurement goals. The State reserves the right to select a portion of the highest rated proposals (in descending order based on cumulative score) should they deem it advantageous to do so.

Bidders may submit multiple pricing scenarios in their pricing proposals. All scenarios will be evaluated separately.

The State will issue a notice of award by electronic mail to the selected bidder's on behalf of all agencies listed in Exhibit 1. Notice of award is official and binding, and the selected bidder's will receive an emailed letter stating that the State has accepted its price no later than time and date listed in the Procurement Schedule. The State will begin negotiating official documents (i.e., the Net Metering Credit Purchase Agreement) a few days after final selection. If multiple bidders are selected, it is anticipated these negotiations will proceed independent of one another.

Alternate bids (bids based on terms or conditions different than those established by this Contract) are not permitted; all prices submitted through the price proposal shall be in accordance with the provisions of this Contract. It shall be the express responsibility of the bidder to understand both the rules and the mechanics of the solicitation.

Background on State/Local Accounts

This RFP seeks net metering credits for the State's electric accounts located in the National Grid service territory. For State accounts, all invoices will be sent to a single location for payment. To facilitate billing and payment, the State requests the supplier to submit a single summary invoice on a monthly basis. For any eligible entities participating in the procurement, selected bidders have the option of billing on individual meter basis by participant or on an account basis by participants. The State will provide meter numbers and locations. Accounts not listed but qualifying may be added to these requirements.

Exhibit 1 of this RFP outlines the State accounts that are intended to receive net metering credits. Both energy usage and total cost of electricity are provided on an account level. In 2019, the aggregate usage across the State accounts was over 105,000,000 kWh and cost \$19.8 million.

Term of Requirement

The State is seeking price proposals for a net metering credit purchase agreement for contract terms of twenty (20) and twenty-five (25) years. Proposed term duration should be noted in the provided Exhibit 2 pricing proposal spreadsheet.

Proposed Quantity

The maximum potential quantity that may be procured through this solicitation is the full requirements of the accounts specified in this RFP under Exhibit 1. Any exceptions will be clearly denoted in Exhibit 1. The State reserves the right to reject any and all bids or otherwise procure net metering credits from more than one project and from more than one bidder, based upon its evaluation, totaling up to the maximum potential quantity.

Technical Proposal Requirements

All technical proposals must be prepared in accordance with the requirements and procedures of this RFP and the Threshold Criteria and Required Information as outlined in this RFP. Bidders

must meet or exceed all threshold criteria to be considered as a qualified bidder. Bidders are required to respond to all questions and to provide the specific information requested, if applicable. To facilitate the evaluation and selection process, all bidders are required to align their proposals to the format as specified.

Rights of the Purchaser

The State reserves the right to reject all bids and to terminate the RFP at its sole discretion. The issuance of the RFP in no way obligates the State to negotiate a contract with any bidder. The State reserves the right to negotiate provisions of the contract, which can provide benefits to the State. The State shall be under no obligation to accept the lowest cost or highest scoring proposal or to return any proposal or materials submitted in response to this RFP.

Description of the RFP

In addition to the Introduction and Overview, the RFP contains two other sections and several Exhibits. Detailed consumption is included in Exhibit 1. A bidder is required to register with the State of Rhode Island at the purchasing website and to complete and submit the four (4) page cover sheet. The bidder needs to go the RIVIP registration page at <https://www.purchasing.ri.gov/RIVIP/VendorRegistration.asp>. Once a bidder registered, sign in with their vendor number and password in the upper left corner, then access the bid or RFP (No. XXXX). This three (3) page cover sheet is also call the RIVIP Bidder Certification Cover Form. A bidder must register on-line to be able to generate the Cover Form. **Failure to submit the four (4) page RIVIP cover sheet may be cause for rejection of your bid.**

INSTRUCTIONS TO BIDDERS

Submission of the Bids and Public Opening

The Division of Purchases must receive all technical proposals by the technical submission due date and time. The submission of a technical proposal after the due date and time will result in disqualification of the proposal. The bidder is required to register with the State at the purchasing website and to complete and submit the three (3) page bid cover sheet.

Bid Evaluation Process

The procurement will be a two-step procurement process. Bidders will be required to submit an un-priced technical proposal which will be evaluated in accordance with this RFP (see Section 5). Bidders whose technical proposals meet the applicable threshold will then be evaluated based upon their price proposals.

Pricing Procedures

Pricing proposals will be examined based upon the cumulative total and net-present value offered to the State. Bidder's whose proposals only fulfill a portion of the requested capacity will still be considered by the review committee. If the highest rated proposal's offer of capacity does not fully satisfy the requested capacity outlined in this RFP, the State may also select the next highest rated proposal to fully satisfy the request. The State reserves the right to select a portion of the highest rated proposals (in descending order based on cumulative score) should they deem it advantageous to do so.

Regardless of the type of pricing event chosen, bidders must submit their prices in accordance with the pricing product definitions included this RFP and the bidding instructions at the Procurement Website.

Contract Award

The RFP is issued for the State of Rhode Island by the Rhode Island Office of Energy Resources in coordination with the Rhode Island Purchasing Agent, Division of Purchases, that is under the jurisdiction of the Department of Administration for the State of Rhode Island. Neither the submission of a technical proposal nor price proposal shall constitute a binding contract. All non-executive entities participating in this procurement have signed a binding Participation Agreement committing themselves to any contract award by DOA. The State will issue a notice of award by electronic mail to the selected bidder(s) on behalf of all agencies listed in Exhibit 1 no later than the date and time indicated in the Procurement Schedule. Notice of award is official and binding. Other eligible entities participating in this procurement will issue a release (e.g., purchase order) to the winning bidder(s) based on the State's contract. Other eligible entities participating in this procurement are responsible for all costs associated with their accounts. After notice of award has been issued, the State will begin negotiation of a final net metering credit purchase agreement with the selected developed. If multiple bidders are selected by the State, these negotiations will take place independent of one another.

Procedures and Requirements

General Instructions

Bidders are required to follow all the instructions outlined in the RFP and provide all of the information required as part of Section 3, Scope of Work and Requirements. It is important that complete documentation is provided, that all exhibits and attachments are clearly marked and identified and that the proposal is well organized. The bidder must download and submit the four (4) page bid cover sheet with their technical proposal.

Delivery of Proposals

An original plus three (3) copies of the Technical Proposal with three (3) electronic copies must be received prior to the submission deadline or hand-delivered in a sealed package marked "RFP # XXXXXX: Statewide Procurement of Virtual Net Metering Credits" to:

RI Department of Administration
Division of Purchases, 2nd Floor
One Capitol Hill
Providence, RI 02908-5855
Attn: Thomas Bovis

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

Please refer to Section 5.5.9 Contents of Proposal for information regarding the contents of the proposal. Please note that the response must include the following, amongst other requirements:

1. A completed and signed three-page RIVIP generated bidder certification cover sheet downloaded from the Rhode Island Division of Purchases' Internet home page at www.ridop.ri.gov.
2. A completed and signed Form W-9 downloaded from the Rhode Island Division of Purchases' Internet home page at www.ridop.ri.gov.

Communications

Bidders are advised that once the RFP has been issued, there shall be no contact with any governmental employees, except for the Official Contact, regarding issues pertaining to this RFP. Instructions for participating in this bidding process, and information regarding this project, will be provided only through this RFP and written addenda.

Proposal Costs

All costs associated with developing or submitting a proposal in response to this RFP or providing oral or written clarifications of its contents shall be borne by the bidder. The State assumes no responsibility for these costs.

Public Records

Bidders are advised that all materials submitted to the State for consideration, in response to this RFP, will be considered public records as defined in Title 38 Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request once an award is made.

Confidentiality

Bidders are advised that all information provided in the Technical Response will be held as confidential to the extent permitted by State law. Please refer to the State's General Conditions of Purchase for additional information. Financial or other highly confidential information that falls under one of the exemptions in RIGL 38-2-2 should be clearly marked with a disclaimer and placed in a separately sealed envelope.

Communications Process

All inquiries regarding this solicitation should be directed through the Official Contact in Section 2. All questions from bidders must be submitted in writing via electronic mail to the Official Contact. No interpretations, revisions, or other communications regarding this RFP are valid unless received in writing and signed by an authorized representative of the State.

Proposal Clarification

The State at their sole discretion, may request additional information to verify the information contained in the proposal, or seek clarification of any item in the proposal.

Contents of Proposal

The following are mandatory submittals for this RFP. Failure to provide the requested information may be cause for the bid to be deemed non-responsive and may result in disqualification. The RFP Checklist (Exhibit 3) must be included at the beginning of the Technical Response.

1. RFP Checklist
2. Bid Cover Sheet

A completed and signed three-page RIVIP generated bidder certification cover sheet downloaded from the Rhode Island Division of Purchases' Internet home page at www.ridop.ri.gov (See Section 4.9).

3. Company Profile and Project Team, including:
 - a. Year founded and number of continuous years in business. Status (private or publicly-held). Minimum of five (5) years in business is required.
 - b. Number of employees in local branch office at the time of submittal (full time employees, excluding contractors).
 - c. Corporate office location.
 - d. Local office location.
 - e. A description of any ongoing or previous litigation your firm has been involved in and a statement that the respondent is not debarred, suspended or otherwise prohibited from practice in any jurisdiction by any federal, state, or local agency.
 - f. History of operations in Rhode Island.
 - g. Experience with municipal procurements in the Northeast, Rhode Island state renewable energy programs and incentives, and the National Grid interconnection tariff.
 - h. Experience with the construction, operation and maintenance of renewable energy generating facilities in Rhode Island and the Northeast.
 - i. Experience working with subcontractors.
 - j. Experience working with planning board and board of selectman committees.
 - k. Team leader identification for the entire response, including full contact information.
 - l. Identification of each business entity, person or firm involved in the response and their role (design, installation, permitting, equipment and supplies by component, operations and maintenance, etc.)
4. Technical Requirements
 - a. Licensing and Certification: Bidders must show that it holds all necessary licenses including:
 - i. Provide a list of all relevant State-Specific Contracting Licenses held, including classification and number (e.g. Master Electrician, NABCEP, Construction Supervisor, Professional Engineer).
 - ii. List any Electrical, Structural and/or Mechanical Engineering Licenses held by firm members, who will be assigned to the project, including classification and number.

- b. Experience: Bidders must demonstrate that it possesses experience developing, operating, and maintaining renewable energy generating facilities and providing net metering credits to eligible VNM entities. To document this experience, the bidder must provide:
- i. List the total capacity (in MW AC) of operational renewable installations completed by your company to date, and the total installed in Rhode Island.
 - ii. Describe your company's experience and capabilities with Net Metering Credit Purchase Agreements, with qualified VNM entities in general, and with Northeast municipalities specifically.
 - iii. Describe your company's experience developing renewable energy installations on sites similar to those described in the Siting Requirements described in Section 3. This includes renewable projects developed in less environmentally sensitive locations, such as brownfields, former landfills, gravel pits and other previously disturbed properties, as well as developed and undeveloped commercial- and industrial-zoned lots. Projects located on undeveloped residential lots or on existing agricultural lands will not be considered as part of this RFP.
- c. Financials: Bidders must provide the following financial information in a separately sealed envelope (failure to provide financial information may result in disqualification):
- i. Provide a description of the relevant financing structure for the engineering, procurement, construction, operation, maintenance and decommissioning of proposed project. Detail any unique features that your model offers in comparison to traditional (third-party financing) structures.
 - ii. Describe the ability of your company to secure financing for the total installed cost for a project of the scale anticipated in this RFP.
 - iii. In addition to the Net Metering Credit Purchase Agreement, will the State be required to sign any agreements for the project to secure financing? (e.g., off taker consent to terms and conditions, including but not limited to consent to assignment, in a financing agreement between the Contractor and any financing parties).
- d. Proposed Projects: This section shall describe the bidder's proposed projects that will be supplying virtual net metering credits as well as the bidder's ability to perform all the tasks necessary to meet the requirements of this solicitation. Details must include:
- i. Location and site details, including one-line drawings
 - ii. Interconnection status, municipal permitting status, and project timeline
 - iii. Total system capacity and expected annual generation
 - iv. Management, quality assurance, O&M procedures, and decommission plan
 - v. Method for guaranteeing net metering credit allocation and savings

Though not a requirement, as the vegetative management plans for projects are determined by municipalities and their local fire marshal, the State encourages the planning for seeding native plants at the proposed projects' sites. Refer to the [RI Native Plant Guide](#) for guidance.

- e. Reporting and Online Capabilities: The section shall contain a description of the bidder's reporting and online capabilities that will enable State Agencies, including but not limited to OER, access to account information such as a publicly accessible production dashboard, monthly usage, invoices, etc.

5. References and Example Projects

Bidder must also submit the contact person, company name, account size, and phone number of at least three (3) references and project descriptions, preferably from the public sector, one of which should be similar in scope to the State, for which your company has provided renewable energy generating facilities or net metering credits. The State reserves the right to verify a bidder's experience and references.

Reference projects should be currently operating grid-connected renewable energy systems greater than 1 MW AC that Respondent installed and commissioned within the past three years (not in development). For each, please provide the following information:

- a. System size (kW AC)
- b. Host Customer's and/or Owner's name with contact person's name, email, address, phone number
- c. Location
- d. Site details (Brownfield, greenfield, carport, landfill, commercial/industrial zoned lot, etc.)
- e. Date completed
- f. Indicate if the installation was for multiple sites.
- g. Any other installation-specific information that may be relevant

6. Sample Bill

Bidder must indicate whether they can provide summary billing for State accounts. Bidder must provide a sample invoice showing billing format and indicate whether they will bill on a meter basis or an account basis. Net metering credits should appear as a separate line item on the bill.

7. Other Required Forms and Information

The other required form for this solicitation is as follows:

- Form W-9, downloadable from the Division of Purchases' website at www.ridop.ri.gov.
- The bidder's proposed contract language addressing supply warranties, and protection for buyer against imbalance penalties, overrun penalties, cashout penalties, and similar type of liabilities.

- The bidder's exceptions to contractual language. Please be aware that the State may reject any and all exceptions.
- The bidder's status as a Minority Business Enterprise (MBE), certified by the Rhode Island Department of Administration, and/or a subcontracting plan which addresses the State's goal of ten percent (10%) participation by MBE's in all State procurements. Questions concerning this requirement should be addressed to the MBE Office, at (401) 574-8670.
- The bidder shall submit a list of contract(s) that have been terminated for cause along with the entity name(s) that obtained the contract and the reasons why the contract was terminated (if applicable). The State reserves the right to seek additional information regarding a company's capabilities from any source it feels is competent to provide such information.

SECTION 4: PROPOSAL

A. Technical Proposal

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

1. Licensing and Certification – Pass/Fail
2. Experience and Capacity – 40 Points
3. Financial Condition – 10 Points
4. Proposed Projects – 40 Points
5. References and Example Projects – 10 Points

Each bidder's technical proposal must contain certain information and meet certain minimum requirements (Threshold Criteria) as specified below for the bidder to be considered a qualified bidder. The satisfaction of these Threshold Criteria is necessary to ensure that the selected bidder(s) meets the RFP requirements. Supporting documentation is required where applicable as part of the proposal for each of the Threshold Criteria.

Bidders are not required to offer pricing for every account group offered; however pricing submitted for an account group must apply to all accounts contained in that group. Bidders must hold the prices submitted in the pricing event firm until the time and date specified in the Pricing Event Schedule.

The order of these factors does not generally denote relative importance. The State reserves the right to consider other relevant factors as it deems appropriate. The State may or may not seek additional information from bidders prior to making selection.

The RFP does not commit the State to select any bidder, award any work, pay any costs in preparing a response or procure or contract for any services. The State reserves the right to accept or reject any or all submittals received and cancel or modify the RFP in part or its entirety when it is in the State's best interest to do so.

Performance Guarantee

Bidder's proposals must include a System Performance Guarantee that includes a metric for minimum annual generation and a mechanism for compensating OER in the event of production shortfall.

B. Fiscal Savings Project Proposal

The selected bidder(s) will generate, deliver, and bill for virtual net metering credits allocated to various State agencies and accounts listed in Exhibit 1. Bidders will complete the price proposal Excel workbook provided as Exhibit 2 based on the usage and costs for the State accounts listed in Exhibit 1. All such volumes will be subject to the agreed to volumetric prices.

Price Proposal Spreadsheet

To allow for consistent comparison, please complete the provided price proposal spreadsheet to show pricing and proposed volume of net metering credits. Bidders may include multiple pricing scenarios in a single spreadsheet and may include credits generated from different systems as separate scenarios. Bidders are not required to provide pricing scenarios to cover the entire annual consumption that OER is seeking to offset.

Project proposal shall also budget up to fifty thousand dollars (\$50,000) as part of the proposals to reimburse OER for the clean energy finance consultant services employed in the support of this procurement. The awarded bidder(s) shall be required to reimburse OER within thirty (30) days of a contract being executed.

REC Retirement

The State is potentially interested in receiving title to the environmental attributes associated with the net metering credits procured through this solicitation. Understanding that ownership and retirement of RECs will impact a project's financial value proposition, please provide pricing scenarios with and without title to RECs. The pricing proposal spreadsheet has a column to indicate whether a pricing scenario allows for REC retirement. Should the State move forward with the option(s) to procure the title to the RECs, the selected bidder(s) will be required to assist the State in allocating RECs to accounts designated by and as directed by the State.

SPECIFICATIONS

RISK OF LOSS

Risk of loss of net metering credits supplied under this contract shall remain with the selected bidder(s) until, and shall pass to the facility only upon, delivery of said net metering credits to each facility account.

FORCE MAJEURE

Except for the State's obligation to pay selected bidder(s) for net metering credits delivered, if either party is rendered unable, wholly or in part, to perform its obligations under this Agreement due to Force Majeure, to the extent affected by the Force Majeure the obligations of each party will be suspended for the duration of such Force Majeure. A party claiming Force Majeure shall promptly notify the other party by telephone and confirm within a reasonable period of time by a written notice describing in reasonable detail the nature, and estimated duration, of such Force Majeure. The Force Majeure will, so far as possible, be remedied with all reasonable dispatch. If the duration of the Force Majeure event exceeds twenty (20) days, the party not claiming Force

Majeure may terminate the affected portions of this Agreement with ten (10) days written notice to the other party.

ENROLLMENT

The selected bidder will be responsible for allocating net metering credits from the applicable LDC (or third-party contractor) to applicable accounts designated by and as directed by the State and fulfilling any obligations with the LDC to that end. If the selected bidder fails to allocate net metering credits within the terms specified in this contract, penalties may be assessed based on the difference between the applicable LDC Basic Service Rate and the rate that would have been charged by the selected bidder (i.e. net metering credit purchase rate) for the period of time the account remained on LDC service. Additionally, the selected bidder will be required to provide an enrollment report detailing the status of each account to be enrolled. The enrollment report is due by the time and date specified in the Procurement Schedule.

PAYMENT AND BILLING

For State accounts, the selected bidder will submit all monthly invoices to a single location for payment. To facilitate billing and payment, the State requests the supplier submit a single summary invoice. For any eligible entities participating in the procurement, the selected bidder will bill each meter or account monthly by participant. Payment terms are governed by the State Of Rhode Island General Conditions of Purchase, which can be found at <http://www.purchasing.ri.gov/RIVIP/publicdocuments/ATTA.pdf>.

The selected bidder shall provide DOA with a Monthly Usage and Cost Summary which will accompany the summary invoice. The report will include a summary of usage and cost for each account awarded to the bidder.

DEFAULT AND CANCELLATION

Default and cancelation language is contained in the State Of Rhode Island General Conditions of Purchase, which can be found at <http://www.purchasing.ri.gov/RIVIP/publicdocuments/ATTA.pdf>.

ADDING FACILITIES TO THIS CONTRACT

For a variety of reasons, it is possible that certain authorized facilities eligible to purchase net metering credits under this contract will not be included in Exhibit 1. The State shall provide an estimate of the facility's electricity requirements and the selected bidder will be required to provide a price for the new account under the same Terms and Conditions as this Contract. The State will provide this information at least thirty (30) days prior to the desired flow date. The selected bidder will have fifteen (15) days to provide a price for the new accounts. The State will have the ability to decline the price if it is not in the State's best interest. Adding facilities shall be accomplished through a bilateral modification of the contract.

In LDCs where the policy is to change account numbers upon enrollment with a third-party supplier, the facility will not be considered an addition even if a new account number is assigned. If the LDC deems appropriate to change an account number for a facility during the term of this Contract, this will also not be considered an addition.

PRICING PRODUCTS

The State will consider several pricing products for the auction including, but not limited to fixed or percent discounts off the proposed net metering credit value, with or without and annual price escalator.

REGULATORY CHANGE

If any regulatory change(s) is imposed after this Contract has been initiated, the selected bidder may pass through to the State any charges or discounts that are a result of the regulatory change(s) so long as such charges/discounts are directly related to supplying net metering credits under this Contract. The selected bidder is required to submit a written notice of such regulatory change accompanied by an explanation of how the change is directly related to supplying net metering credits to the State. This notice must be provided to the State sixty (60) days prior to the implementation of the regulatory change.

Regulatory Change may be a new charge/discount or an increase/decrease in a current charge imposed by the relevant LDC.

REPORTING REQUIREMENTS

The selected bidder is required to provide the following reports:

- **Monthly Electronic Summary Report:** The selected bidder shall provide the State with a monthly summary containing the following information by account number: service start date, service end date, total net metering credits delivered, and total charges. The monthly digital summary must adhere to the “Payment Instructions” documents posted at the Procurement Website. The summary will be in Microsoft Excel spreadsheet template and accompany or precede payment of monthly fees.
- **Enrollment Report:** The selected bidder shall provide the State with an enrollment report detailing the status of each account to be enrolled. The enrollment report is due by the time and date specified in the Procurement Schedule.
- **Monthly Usage and Cost Summary:** The selected bidder shall provide OER with a report providing a summary of usage and cost for each awarded account.

NOTES AND INSTRUCTIONS TO BIDDERS REGARDING PRICING AND USAGE DATA

The quantities to be made available to bidders in Exhibit 1 are based on historical usage obtained through the LDCs at the time this RFP was issued. The data provided is intended as an estimate of the magnitude and nature of the usage during a specified time period. Such estimates are being furnished for informational purposes. The State does not warrant the accuracy of the usage information provided and the selected bidder will be entitled to no additional compensation and no equitable adjustment of price if actual load requirements vary, except as provided in the Material Change definition. Since it is impossible to determine the precise quantities that will be needed during the contract term, each selected bidder shall be obligated to furnish the State’s net metering credit requirements in full at the beginning of this contract and specify the process for increasing or decreasing net metering credits allocated during the term of the contract.

Our worksheet provided historical usage on a utility account level.

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. After the TEC has reviewed technical proposals, it shall consider and review cost proposals. These will be reviewed and scored independently of the technical proposals. Once the cost proposals have been reviewed and scored, the score will be combined with the technical review score to determine the final bidder score.

Technical proposals must receive a minimum of 85 out of a maximum of 100 points to advance to the cost evaluation phase. Any technical proposals scoring less than 85 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 85 points or higher will have the cost proposals evaluated and assigned up to a maximum of 100 points in cost category bringing the total potential evaluation score to 200 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
Experience	40 Points
Financial Condition	10 Points
Proposed Projects	40 Points
References and Example Projects	10 Points
Total Possible Technical Points	100 Points
Fiscal Savings Proposal	100 Points
Total Possible Evaluation Points	100 Points
ISBE Participation**	6 Bonus Points
Points	Total Possible 206 Points

*Fiscal Savings Project Proposal Evaluation:

The vendor with the greatest fiscal savings contract proposal shall receive one hundred points. The highest value shall be calculated based on the net-present value of each pricing scenario using a 5% discount rate using all variables provided in Exhibit 2.

Respondents should provide pricing proposals for the scenarios outlined in Section 6.2. Pricing proposals will be scored using the following criteria:

Highly Advantageous: Significant economic benefit with performance guarantees clearly demonstrated and operation and maintenance assurances are provided.

Advantageous: Economic benefit is clearly demonstrated and assurances for long-run performance are provided

Not Advantageous: Pricing does not provide adequate economic benefit or respondent does not provide substantial assurances for long-run benefit.

Unacceptable: Proposed pricing is incomplete or does not provide economic benefit to OER.

**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:

$$\begin{aligned} & (\text{Vendor's ISBE participation rate} \div \text{Highest ISBE participation rate} \\ & \quad \times \text{Maximum ISBE participation points}) \end{aligned}$$

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@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 #7611868** 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

A. Proposals shall include the following:

1. One completed and signed RIVIP Bidder Certification Cover Form (included in the original copy only) downloaded from the Division of Purchases website at 7611868www.ridop.ri.gov. *Do not include any copies in the Technical or Cost proposals.*
2. One completed and signed Rhode Island W-9 (included in the original copy only) downloaded from the Division of Purchases website at [/documents/Forms/Misc Forms/13_RI Version of IRS W-9 Form.docx](#). *Do not include any copies in the Technical or Cost proposals.*
3. 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.*
4. 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. The technical proposal is limited to twenty-five (25) pages (this excludes any appendices and as appropriate, resumes of key staff that will provide services covered by this request).
 - a. One (1) Electronic copy on a CD-R, marked "Technical Proposal - Original".
 - b. One (1) printed paper copy, marked "Technical Proposal -Original" and signed.
 - c. Four (4) printed paper copies
5. Cost Proposal - A separate, signed and sealed cost proposal reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project.

- a. One (1) Electronic copy on a CD-R, marked “Cost Proposal -Original”.
- b. One (1) printed paper copy, marked “Cost Proposal -Original” and signed.
- c. Four (4) printed paper copies

B. Formatting of proposal response contents should consist of the following:

- A. Formatting of CD-Rs – Separate CD-Rs are required for the technical proposal and cost proposal. All CD-Rs submitted must be labeled with:
 - a. Vendor’s name
 - b. RFP #
 - c. RFP Title
 - d. Proposal type (e.g., technical proposal or cost proposal)
 - e. 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.

B. Formatting of written documents and printed copies:

- a. 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.
- b. 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.
- c. The cost proposal shall be typed using the formatting provided on the provided template.
- d. 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# 7611868**” to:

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://rules.sos.ri.gov/regulations/part/220-30-00-13>

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

A. 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.

B. 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