

A Road Map for More Effective Requests for Proposal (RFP)

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PRESENTER: BOB PARKINS, PE

**OPTIMUM GROUP LLC
5508 SANTA FE AVE
VERNON, CA 90058**

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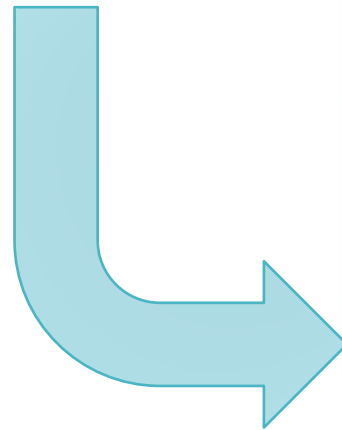


What is the Fundamental Purpose of an RFP?

It is not just another procurement method.

It is about choosing the best combination of:

- Quality
- Economic Value



Rules of the Road for Solar RFPs

Stick to a tightly defined scope – resist deviating from it.

Hire a qualified and experienced solar specialist, who can:

- Survey your needs and the options
- Define the best solution (basis for RFP)

Grants are available to fund the specialist fee.

Avoid consultants who charge a percentage of project cost

- Divided loyalties
- More expensive





Rules of the Road (Cont'd)

Avoid lowest cost awards (low balling)

Seek the best quality at a reasonable cost

Strive for a simple RFP

- Solar systems are not complex
- RFP requirements should not be burdensome and costly

Provide:

- Topo and boundary surveys
- Soils Report
- Environmental assessment
- Interconnection info (if applicable)
- Other





RFP Submittal Requirements – Quality

- Recent Proposer experience completing projects of same scope
- Proposed Team and their experience
 - Ideally should be the same Team that completed the referenced projects
- Complete set of permitted construction drawings for project of same scope
- References: Ideally should have knowledge of Team



RFP Submittal Requirements – Project Proposal

Proposed System Statistics

- System size, kWdc-STP
- System generation (month, year) in kWh
- Site Plan
- Electrical Schematic
- Equipment List and specifications

System costs:

- Total without incentives, grants in \$
- Unit cost in \$/Wattdc





Selection Process

Review each proposal for completeness and responsiveness

For the successful (1st bullet), rank the proposals for Quality and Cost

Starting with the lowest bid:

- Proposed design suitable?
- Highly qualified Proposer and Team?
- High quality equipment?
- Good references (cooperation, workmanship)
- High overall ranking?

If not desirable, repeat process with the next lowest cost proposal

Objective: What is the best value proposal (Quality and Price)



Questions?

Thank you for your attention