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

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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