

# Calendar – RFP Schedule

11-May	12-May	13-May	14-May	15-May
		<b>Final REC Purchase and Sale Agreement posted</b>	<b>Final RFP Docs issued Webcast PART 1 WINDOW OPENS</b>	
18-May	19-May	20-May	21-May	22-May
25-May	26-May	27-May	28-May	29-May
		<b>PART 1 DATE</b>		
1-June	2-June	3-June	4-June	5-June
	<b>Part 1 Notification</b>	<b>PART 2 WINDOW OPENS</b>		
8-June	9-June	10-June	11-June	12-June
				<b>PART 2 DATE Bid Assurance Collateral Due</b>
15-June	16-June	17-June	18-June	19-June
	<b>Bidder Training</b>		<b>Bid Date</b>	

# Calendar – Post Bid Process

15-June	16-June	17-June	18-June	19-June
	<b>Bidder Training</b>		<b>Bid Date</b>	
22-June	23-June	24-June	25-June	26-June
<b>Procurement Administrator and Procurement Monitor Submit Report to ICC</b>		<b>ICC Decision</b>		
29-June	30-June	1-July	2-July	3-July
<b>Contracts Fully Executed</b>				
6-July	7-July	8-July		
		<b>Performance Assurance Collateral Due</b>		

# Website is a Central Source of Information

Home

Announcements

Standard Products  
Section

Renewable Energy  
Resources Section

Supplemental PV  
Procurement Section

Calendar

Ask a Question

Register

FAQs

Related Links

Previous RFPs

Qualification Form



Home

Announcements

Standard Products  
Section

Renewable Energy  
Resources Section

Supplemental PV  
Procurement Section

Calendar

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Register

FAQs

Related Links

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[www.IPA-energyrfp.com](http://www.IPA-energyrfp.com)



## Illinois Power Agency RFPs

### For Electric Supply and Renewable Energy Products

This website provides information for prospective energy suppliers to Ameren Illinois Company d/b/a Ameren Illinois ("Ameren") and Commonwealth Edison Company ("ComEd"). This website contains the official documents and announcements related to the Requests for Proposals ("RFPs") for electric supply and renewable energy products. This website also provides information related to the supplemental procurement of renewable energy credits from photovoltaics. This website is currently managed by the Procurement Administrator retained by the Illinois Power Agency ("IPA"). The IPA has retained NERA Economic Consulting

# Register for an Account



- Home
- Announcements
- Standard Products Section
- Renewable Energy Resources Section
- Supplemental PV Procurement Section
- Calendar
- Ask a Question
- Register
- FAQs
- Related Links
- Previous RFPs
- Qualification Forms**

## Qualification Forms

You must be logged in to access the online Forms.

If you have an account, please [log in here](#).

If you do not have an account, please [register here](#).

## Register for an Account

**Qualification Registration**

Name: \*

Company: \*

Position/Title:

E-Mail: \*

Phone Number: \*

Alternate Phone Number:

Fax Number:

Please select a category:  
 Standard Products  
 Renewables  
 Supplemental PV

Complete the qualification registration form, indicating “Supplemental PV” for the category.

# Part 1 Proposal

## □ **Bidders**

- Provide contact information
- Provide information regarding the system(s) and/or forecast quantities
- Make certifications

## □ **Part 1 Proposals consist of:**

- Information submitted through the **online Part 1 Form**
- **Supporting documents** (uploaded to the online form)
- **Inserts** (uploaded to the online form)

# 1. Contact Information

1. **Legal Name and Address of the Bidder**
2. **Representative of the Bidder.** Individual authorized to act on behalf of the Bidder
  - A Bidder may designate three (3) additional Representatives by completing the **Representative Insert #P1-1**
  - **All Representatives** will receive all correspondence from the Procurement Administrator
3. **Role.** The Bidder is asked to describe its role in the development and operation of the systems

## 2. Identified Systems (sub-25 Category or 25-Plus Category)

1. **System Characteristics.** The Bidder describes each identified system by completing the **Worksheet Insert #P1-2**:
  - a. Size of the system (DC output rating in kilowatts, no more than 500 kW in size)
  - b. Location of the system or systems (in Illinois)
  - c. Interconnecting distribution company (electric utility, an alternative retail electric supplier, a municipal utility, or a rural electric cooperative located in Illinois)
  - d. Energized Date (on or after January 21, 2015 but no later than twelve (12) months after the Bid Date. If this date is not known, enter June 18, 2016)
  - e. Parties involved in the development of the system: System Owner, Host (owns or controls the site where system is installed), Customer, Seller
2. **Documentation for System Characteristics.** The Bidder provides documentation to support the reported system characteristics by completing the **Backup Insert #P1-3**

# 3. Forecast Quantities (sub-25 Category only)

- Quantity.** The Bidder provides the forecast quantity of RECs
  - the sum of the forecast quantity and the RECs associated with the identified systems must be at least 500 RECs
  - the sum of the forecast quantity and the RECs associated with the identified systems cannot exceed 5,000 RECs
- Aggregator.** The Bidder must identify one Seller as being an Aggregator (and the signatory to the SPV Contract for the forecast quantity)
- Certifications.** The Bidder must provide certifications from the Seller by completing the **P1 Speculative Certification Insert #P1-4**



# 4. Representations and Additional Requirements

1. **Representations.** Each Seller is required to make certifications. The Bidder must provide these certifications for each Seller by completing the **P1 Certifications Insert #P1-5**
2. **Comments on Changes to the Letter of Credit.** The Bidder may provide comments on or propose modifications to the Standard Pre-Bid Letter of Credit and the Standard Post-Bid Letter of Credit. A Bidder provides these comments by completing the **LC Comment Insert #P1-6**

# Part 1 Proposal Process

- ❑ Part 1 Proposals are evaluated promptly when the Bidder clicks **SUBMIT**
- ❑ While the Procurement Administrator evaluates the Part 1 Proposal, the Bidder will be temporarily **locked out** of its account
- ❑ If **deficiencies** are noted, Bidders are advised
  - On the same day if materials are received before noon
  - Next business day otherwise
- ❑ Bidders generally have until the Part 1 Date or **two (2) business days** to respond to a first request for additional information
- ❑ **Notification by email** to all Representatives
- ❑ Documents delivered via **secure electronic file transfer**

<b>Part 1 Date</b>	<b>12 PM CPT on May 27, 2015</b>
<b>Part 1 Notification</b>	<b>6 PM CPT on June 2, 2015</b>

# Part 2 Proposal has 2 Parts

## □ Bidders

- Provide any update to their contact information
- Make certifications
- Provide the information to prepare the SPV Contract (**Optional**)

## □ Part 2 Proposals consist of:

- Information submitted through the **online Part 2 Form**
- **Inserts: Cash Certification Insert #P2-1, P2 Certifications Insert #P2-2** and optionally **Contract Insert #P2-3** (uploaded to the online form)
- Bid Assurance Collateral delivered to the IPA
- Bids

**The entire Part 2 Proposal (excluding Bids) must be received no later than 12 PM (noon) CPT on June 12, 2015**

# Bid Assurance Collateral Must be Sufficient to Support Bids

- ❑ Bidders must submit Bid Assurance Collateral either as a **Pre-Bid Letter of Credit or cash**
  - Pre-Bid Letter of Credit must be in the standard form or incorporate only modifications accepted by the IPA
  - Bidders may provide special instructions for the return of the Pre-Bid LC
  - Three methods for providing cash
- ❑ The Bid Assurance Collateral must be sent to the **IPA** directly
- ❑ Bid Assurance Collateral must be in an amount equal to:
  - \$8/REC for forecast quantities
  - \$4/REC for identified systems

# kW Size to REC Conversion

- Assumed Capacity Factor is 14.38%
- Example:
  - System Size is 100kW (DC rating)

Number of RECs

=  $(100 \text{ kW} / 1000) \times 14.38\% \times 8760 \text{ hrs} \times 5 \text{ yrs}$

= 630 RECs approximately

# Instructions for Bid Submission

- ❑ The **Bid Form** is the exclusive method for the submission of Bids
  - Bid Forms incompletely or inconsistently filled out will not be evaluated
  - Two tabs with general information, one tab per Product
  - Bid Forms duly filled out must be submitted to the Procurement Administrator via **secure electronic file transfer**
  - Bidder phones Procurement Administrator to confirm receipt of Bid Form
- ❑ **Step-by-step guide** provided with the Part 1 Notification
- ❑ Bidders will have opportunity to practice and will have a **backup method (by email)** for bid submission
- ❑ Bid Forms **must be received between 8 AM and 12 PM (noon) on the Bid Date**

<b>Bid Date</b>	<b>Between 8 AM and 12 PM CPT on June 18, 2015</b>
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# Post-Bid Process: ICC Decision

- ❑ **June 18:** Procurement Administrator expects to notify Bidders by 6PM **on the Bid Date** whether their Bids are identified as winning Bids to the ICC (earlier if practicable, later as circumstances warrant)
- ❑ If not already done, Bidders with winning Bids must provide the Contract Inserts for preparation of the SPV contract
- ❑ **June 22:** Procurement Administrator and the Procurement Monitor each submits a confidential report to ICC
- ❑ **June 24:** The ICC decides whether to accept or reject the results of the procurement event

# Post-Bid Process: Contract

- ❑ Within **3 business days** of ICC approval of the results from procurement event, contract execution formalities must be completed
  - The IPA prepares Cover Sheet and System Identification Form and sends contract to Sellers for execution
  - In addition, Sellers are to complete and provide Illinois State Requirements (Appendix A)
- ❑ Within **14 calendar days** of ICC approval of the results of the procurement event, Seller provides cash or letter of credit to fulfill Performance Assurance requirements



# BIDS AND BID FORMS

# Bid Format

## ▣ Sub-25 Product

- Minimum bid size 500 RECs (maximum bid size 5,000 RECs for June procurement event)
- Identified systems or forecast quantity or both
- Uniform price for each bid

## ▣ 25-500 Product

- Minimum bid size 500 RECs
- Identified systems only
- Each System may be priced individually

# Bid Form

- The General Information tab has information about the Products – and contact information that the Bidder fills out

Appendix 4	
Supplemental Photovoltaic RFP	
Bid Form - General Information	
Thursday, June 18, 2015	
<b>Template Information:</b>	
<b>In addition to this 'General Information' sheet, this Bid Form contains the following two (2) sheets:</b>	
1) sub-25 kW Bids	
2) 25-500 kW Bids	
<b>Bidder Information:</b>	
Name of Seller	
Contact Name	
Phone Number	
Email	
<b>Bidder information is incomplete. All fields are mandatory.</b>	
<b>Product Information:</b>	
A REC is a Standard REC and represents all environmental attributes for 1 MWh of energy from a renewable source.	
There are two different Products each corresponding to the size of the system that generated RECs.	
The two (2) products are defined below:	
1 sub-25 kW	RECs generated from systems less than 25 kW in size. There are two types of sub-25 kW bids: (i) RECs bid from identified systems; (ii) forecast quantities.
2 25-500 kW	RECs generated from systems 25 kW in size or greater and 500 kW in size or less.

# Price per System but Constraints on Bids Because of “Uniform Price” (sub-25)

Section 1.										
SUMMARY OF RECS BID										
		Sub-25 Bids			All Bids					
Total Quantity		4,924			9,408					
Cost		\$ 83,098.00			131,068					
		COMPLETE								
Section 2.										
Identified Systems										
PREPOPULATED										
System Number	1	2	3	4	5					
Name of System	System A	System B	System C	System D	System E					
Size of System (kW)	20.00	24.00	24.00	24.00	12.00					
REC quantity	126	151	151	151	76					
Bid in \$/REC	\$ 15.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00					
Total RECs at price	450	529	529	529	529					
	INCOMPLETE - Minimum Bid is \$00 RECs at a given price	COMPLETE	COMPLETE	COMPLETE	COMPLETE					
Section 3.										
Forecast Quantities										
	Speculative Bid -1	Speculative Bid -2	Speculative Bid -3	Speculative Bid -4	Speculative Bid -5	Speculative Bid -6	Speculative Bid -7	Speculative Bid -8	Speculative Bid -9	Speculative Bid -10
REC quantity	1,331	2,614	324							
Bid in \$/REC	\$ 20.00	\$ 17.00	\$ 15.00							
Total RECs at price	1331	2614	450							
	COMPLETE	COMPLETE	INCOMPLETE - Minimum bid of 500 RECs at a given price							

# Price per System (25-500)

<b>Section 1.</b>		<b>SUMMARY OF RECS BID</b>			
			<b>25-500 kW Bids</b>	<b>All Bids</b>	
	<b>Total Quantity</b>		4,484	9,408	
	<b>Cost</b>	\$	47,970.00	131,068	
			<b>COMPLETE</b>		
<b>Section 2. Identified Systems</b>		<b>PREPOPULATED</b>			
	<b>System Number</b>	6	7	8	9
	<b>Name of System</b>	System F	System G	System H	System I
	<b>Size of System (kW)</b>	27.00	450.00	210.00	25.00
	<b>REC quantity</b>	170	2834	1323	157
	<b>Bid in \$/REC</b>	\$ 11.00	\$ 10.00	\$ 12.00	\$ 12.00

# Bid Evaluation Procedure

1. **First Step:** Bids that fail to meet the benchmarks are eliminated
2. **Second Step:** Selection of RECs
  - Bids are ranked in order of price per REC until all Bids have been ranked or until the budget is exhausted
  - If the budget is exhausted, and there are RECs that are not selected, the highest priced Over-25 system Bids are replaced with the lowest priced Sub-25 systems until the objective of having 50% of RECs be procured from Sub-25 systems is reached (or vice-versa should the imbalance work in the opposite direction)
  - **The Budget for this procurement event will not be exceeded**
  - Appendix 5 of the SPV Rules provides a step-by-step guide