

Application

for

Revenue-Grade PV System Performance Meter Providers

To participate in the

Residential Solar Investment Program

Program Opportunity # CEFIA-PMP-2-001

Version 1

March 28, 2016

Applications accepted from April 1, 2016 through April 30, 2016

**Form A – Application Certification**

The undersigned is a duly authorized representative of the Performance Meter Provider (PMP) listed below with the authority to bind the PMP for the purposes of this Request for Qualifications (RFQ.) The PMP has read, understands and agrees to be bound by the terms and conditions contained in this solicitation.

The information provided by PMP in this Application or any part thereof, including its exhibits, schedules and other documents or instruments delivered or to be delivered to the Connecticut Green Bank (Green Bank), are true, accurate and complete. This Application includes all information necessary to ensure the statements therein do not in whole or in part mislead the Green Bank as to any material fact.

I certify:

* The statements made by PMP in this Application, including all attachments, forms and exhibits, are true and correct to the best of my knowledge.
* The Application is not made in connection with any competing PMP submitting a separate response to this solicitation and is without collusion or fraud.
* The PMP did not participate in the solicitation development process.
* The PMP has not been convicted of bribery or attempting to bribe a public official or employee of the state, has not been disqualified for contract awards by any agency of the state, and is not in default under any contract with an agency of the state.
* The PMP does not have an affiliation or relationship, financial or otherwise, with any other PMP under this program except as disclosed in Form B of this Application.
* The PMP acknowledges that the Green Bank is a “public agency” for purposes of Connecticut’s Freedom of Information Act (FOIA), and that all information provided to the Green Bank by the PMP is a “public record or file” subject to public disclosure unless exempted by the FOIA.

**Legal name of PMP**:

**Name of PMP’s authorized representative**:

**Title**:

**Signature of PMP’s authorized representative**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date signed**:

**Form B – PMP Information**

**PMP Contact Information**

**Primary Contact:**

Company Name:

Street Address 1:

Street Address 2:

City: State: Zip:

Phone: Fax:

Email: Website:

**Technical Support Contact**

Contact Name

Phone:

Email:

**Customer Support Contact**

Contact Name:

Phone:

Email:

**Company Description**

Provide a brief company description, including current services offered, number of employees and location of headquarters and field offices.

Provide a brief description of the company’s marketing strategy.

**Team Experience and Qualifications**

Provide information regarding key team members responsible for the technical hardware and software development, marketing and sales of the proposed revenue-grade performance monitoring meter. Attach resumes if desired.

Describe number and size of PV installations where the proposed revenue-grade performance monitoring meter is deployed, noting geographical service region.

**Form C – Product-Specific Information and Data Request**

Explain how the following requirements are or will be met or affirmed:

• Offer an ANSI C12.20 certified (Class 0.5%), or better, revenue- grade PV performance meter system for RSIP Homeowners/System Owners to purchase from System Installers (Contractors) as part of the total installed cost of a solar PV system

* Wireless connectivity (3G cellular network or better with an initial 5-year service contract)

* A dedicated sponsor must verify that the PMP will install at least 1,000 meters in the CGB program with the first year

• Provide training and training materials to Contractors on how to properly install offered meter system to meet all building and electrical codes and the manufacturer’s warranty requirements

• Design, install and maintain a Server-to-Server Interface (File Transfer Protocol) to transmit meter data to Green Bank’s Locus Platform. The Server-to-Server Interface must be designed and maintained to the specifications defined by Locus and PMP must at all times ensure the full integrity and accuracy of all data transmitted to Green Bank’s Locus Platform and all data must be audited and free of any and all defects prior to transmission. All cost to design, install and maintain, including resolution of software or process defects related to the Server-to-Server Interface shall be born solely by the PMP

• All data transmitted to Locus must be delivered via a scheduled file transfer with a CSV file provided on a regular basis to a server location specified by Locus. The file must contain at least three columns with each row containing, in order: a unique meter ID, consecutive ascending 15min intervals, and cumulative values beginning with kWh followed by other values the meter is capable of collecting as specified by the Green Bank. The integration method and/or file format requirements are subject to change, and Green Bank and Locus will provide as much advance notice as possible if such changes are necessary

* PMPs offering a monitoring portal to RSIP Homeowners/System Owners and Contractors, must also provide a portal to Green Bank with the monitoring data collected from Homeowners/System Owners at no cost to Green Bank

* Provide a minimum five-year manufacturer’s warranty on meter systems purchased by RSIP Homeowners/System Owners and an extended warranty to cover meter at least ten (10) years after termination date of the initial warranty

Meter warranty must include an installation allowance for the replacement of meter deemed defective by the manufacturer and replaceable under the terms of the warranty

If meter has to be recertified as ANSI C12.20 compliant within the warranty and extended warranty period, PMP must accept responsibility for maintaining the meter’s ANSI C12.20 certification

* In anticipation of the termination of 3G cellular service, PMP must offer a service plan to upgrade the meter to operate on the least costly available cellular service
* Provide customer support to Green Bank, RSIP Homeowners/System Owners and Contractors including but not limited to troubleshooting and resolving communication issues
* Warrant that PMP has no restrictions or encumbrances preventing PMP from providing Green Bank with any RSIP Homeowner’s/System Owner’s monitoring data from PMP’s meter system and data transmission interface to the Green Bank’s Locus Portal

* Meter has a minimum data storage capacity of one month of full granularity energy (kWh) and capacity (kW) data in the event of an outage

* Meter has a minimum energy (kWh) and capacity (kW) data reporting granularity of 15 minutes or better sent at least once a day
* Must notify Green Bank by email of any material hardware or software upgrades and/or changes to installed meter systems at least five (5) business days prior to the date such upgrades or changes will be implemented. Must notify Green Bank and Locus by email of any upgrades or changes to the Server-to-Server Interface with the Green Bank’s Locus Portal at least five (5) business days prior to implementing such upgrades or changes
* Provide reasonably priced hardware and service plan to RSIP Homeowners/System Owners and/or Contractors

• Comply with all laws, electrical codes, certifications, and regulations applicable to the products and services provided as well as any other applicable State and Federal laws

Attach the following information:

**Web-Based Platform Information**

* + Sample view of the web pages(s) visible to the Green Bank
	+ Sample view of the web page(s) visible to the Homeowner/System Owner
	+ Same view of the web page(s) visible to the Contractor/Installer
	+ Detailed explanation of the information and reports that can be created using the web-based platform, including, but not limited to:
		- Geographic location of PV system(s), including town and county
		- Name of Contractor/Installer
		- Designation of PV system ownership, third-party versus purchase
		- PV system size, estimated generation
		- Detailed customer information (address, name, keywords, notes, custom fields)

**Product Information**

* + Per unit cost of hardware
	+ Volume discounts offered on hardware, if available
	+ Estimate of installed cost per unit for hardware
	+ Subscription cost to Homeowner for web-based platform access
	+ Subscription cost to contractor for web-based platform access
	+ Copy of owner’s manual for hardware
	+ Copy of product warranty for hardware
	+ Copy of hardware specification sheet(s) and installation manual
	+ Copy of marketing materials, if available
	+ Description of customer support available from the PMP to the Green Bank, Homeowners/System Owners or contractors (e.g. webinars or service hotline hours)
	+ If the PMP will not be providing customer support directly to Homeowners/System Owners or contractors, provide a description of the customer support offered and identify the entity responsible for providing customer support
	+ Description of the customer dispute resolution process between the Green Bank and the PMP
	+ Description of Data recovery process

**Application Checklist**

* Complete Application (Forms A-C)
* Financial Information
* Disclosures
* Web-Based Platform Information
* Product Information
* General Liability Insurance Information
* Exhibit A (see pages 15-18 of RFQ document)

**Application Format and Delivery**

Application Delivery:

**Applications will only be accepted in electronic format, and must be submitted to** **smallsolar@ctgreenbank.com****.** Applications must be submitted as complete packages, not piecemeal. Confidential material must be in a separate PDF, labeled “CONFIDENTIAL” in the title of the document, and clearly marked “CONFIDENTIAL” on each page as it prints in accordance with Section 5.2. of this RFQ.

Application Format:

All Applications must conform to the following format guidelines:

* 12-point font, 1.5-line spacing, standard 8.5 X 11” paper
* No handwritten Applications
* PDF format only

Application Content Requirements:

An Application will include a complete set of forms and all additional documentation as required.

Application Instructions:

All Applications must include a complete set of forms and attachments for each PMP. Using the forms will ensure consistency in PMP Application submission, interpretation and evaluation. Information requested on each of the forms must be completed in detail and cannot refer to other sections of the Application, even if the information is redundant.

Questions or clarifications about this document should be directed to:

Connecticut Green Bank

845 Brook Street

Rocky Hill, CT 06067-3444

Telephone: 860.563.0015

Fax: 860.563.4877

Email: smallsolar@ctgreenbank.com