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Application for Performance Data Provider

To participate in the

Residential and Commercial Solar Programs

PROGRAM OPPORTUNITY # CGB-PDP-16-001
VERSION 1
JUNE 14, 2016

APPLICATIONS ACCEPTED FROM JUNE 14, 2016 THROUGH JULY 8, 2016

Form A – Application Certification

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

The information provided by PDP Applicant 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 PDP Applicant 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 PDP Applicant submitting a separate response to this solicitation and is without collusion or fraud.
- The PDP Applicant 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 PDP Applicant does not have an affiliation or relationship, financial or otherwise, with any other PDP Applicant under this program except as disclosed in Form B of this Application.
- The PDP Applicant 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 PDP Applicant is a “public record or file” subject to public disclosure unless exempted by the FOIA.

Legal name of PDP Applicant:

Name of PDP Applicant’s authorized representative:

Title:

Signature of PDP Applicant’s authorized representative:

Date signed:

Form B – PDP Applicant Information

PDP Applicant 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 software development, marketing and sales. Attach resumes if desired.

Describe number and size of PV installations where the proposed PDP 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:

Primary responsibilities

- Create a web-based platform for GREEN BANK to access and disseminate Data
- Post real-time Data on GREEN BANK web-based platform on a consistent and reliable basis, per GREEN BANK requirements
- Make all historical Data available on the GREEN BANK web-based platform
- Read and retrieve monitoring system Data
- Manage Data reading or retrieval schedule
- Platform Data analytics and analytical tools (i.e. irradiance, field grouping, dashboards)
- Platform to contain a report generator that accesses monitoring data downloadable to an EXCEL spreadsheet.
- Store Data in accordance with State of Connecticut records retention laws
- Provide disaster recovery and Data backup services to GREEN BANK
- Provide technical assistance to GREEN BANK
- Troubleshoot and resolve communications issues
- Provide customer support on the monitoring platform
- Communicate product upgrades and/or changes to GREEN BANK
- Provide alerts to GREEN BANK and system owner through the web-based platform to indicate a non-functioning or poorly functioning system
- Comply with all State and Federal laws
- Design, install and maintain a Server-to-Server Interface (File Transfer Protocol) to transmit meter data to Green Bank's PDP Platform. The Server-to-Server Interface must be designed and maintained to the specifications defined by PDP and must at all times ensure the full integrity and accuracy of all data transmitted to Green Bank's 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 PDP
- PDPs offering a monitoring portal to CGB 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

Additional Required 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:

- Subscription cost to Green Bank for web-based platform (itemized)
- Subscription cost to Green Bank per Homeowner for web-based platform access
- Subscription cost to Green Bank per contractor for web-based platform a
- Copy of marketing materials, if available
- Description of customer support available to Green Bank,
- Description of the customer dispute resolution process between Green Bank and the PDP
- 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 RFP 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 RFP.

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 PDP. Using the forms will ensure consistency in PDP 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:

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