

# UI Demonstration Project Request for Proposals

June 8, 2018

# UI Demonstration Project RFP

## Executive Summary

The Connecticut Green Bank (“Green Bank”) requests proposals from residential solar PV contractors (“Contractors”) to install residential distributed energy resources (“DERs”) as part of a demonstration project (“Project”) led by The United Illuminating Company (“UI”) and approved by the Connecticut Public Utilities Authority in the final decision in Docket No. 17-06-03, *Application for Review of The United Illuminating Company’s Distributed Energy Resource Integrated Plan*.

This Project seeks to significantly increase adoption of DERs (e.g. solar PV, fuels cells and other Class I and III energy resources, as well as energy storage) on two electric distribution circuits in Fairfield, CT in order to reduce the load on these two circuits. This will be achieved by improving the value proposition for customers and using a data-driven, targeted marketing approach. To this end, Green Bank seeks responses from residential Contractors who can provide competitive pricing proposals for residential solar PV installations and customer engagement services that will drive significant deployment of solar in the targeted areas.

To assist the selected Contractor in serving customers on these circuits and achieving the goals of Project, Green Bank and UI will provide highly targeted marketing that will reduce customer acquisition costs for Contractor, coordination of local outreach and event opportunities for the Contractor and access to a unique program structure that provides additional incentives for participating customers. Neither the Green Bank nor UI will provide compensation to Contractor for their participation in the Project. For more information on the specific parameters of the Project see Section One: Background, and Section Three: Technical Requirements.

The Green Bank will form a review committee comprised of representatives from the Green Bank, UI and the Town of Fairfield. The Committee will collectively review responses to this RFP and provide input to the Green Bank, which will select the winning bid and notify the selected contractor. Proposals will be evaluated based on the quality of the proposal, product offering(s), cost-competitiveness, experience and ability to conform to the technical requirements of the Project. Refer to Section Seven below for more information on the Evaluation Criteria.

## Section One: Background/Project Overview

This Project will test the ability of high penetration of DERs to delay or eliminate the need for large infrastructure upgrades at the circuit- level of the electric grid. This concept will be specifically tested on two local distribution circuits in southern Fairfield Connecticut. These circuits are labeled Circuit A and Circuit B. Together these circuits serve a total of 2,074 customers representing a mix of residential, commercial and industrial customers. Existing levels of DER penetration are modest.<sup>1</sup> The attributes of the selected circuits are described below in Figure 1.

Through the Project, UI aims to achieve a total peak load reduction of approximately 1 MW between the two circuits. Deploying solar PV to address peak load is designed to avoid or delay the need to invest in

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<sup>1</sup> Currently there are 17 solar PV systems and one 50 kW natural gas turbine installed on these circuits for a combined nameplate value of 358 kW.

grid infrastructure upgrades to meet future distribution system needs. UI estimates that these targets could be met through deployment of approximately 875kW of residential solar PV nameplate capacity and 1,450kW of commercial nameplate DER capacity. This RFP is explicitly soliciting Contractors to achieve the residential solar PV deployment goal.

**Figure 1: Details of Selected Circuits**

Circuit Details		
Circuit Name	Circuit A	Circuit B
Number of Residential Customers	121	1,254
Number of existing PV systems	6	11
Nameplate of installed PV (kW)	172.7 kW	135.7 kW
Customer Adoption Target (capacity, kW)	1,050 kW	1,275kW
Town Served	Fairfield, CT	Fairfield, CT
Local Geography Served	Downtown Fairfield	Southport neighborhood

UI has established a goal of achieving its targeted deployment within an 18-month Project period. To encourage customer participation in this Project and support the selected Contractor, the following unique program features are offered:

- 1. Targeted marketing to leverage existing programs and drive customer adoption of solar PV**
  - a. Leveraging the success of Connecticut’s “Solarize CT” program, highly targeted marketing techniques including pre-screening eligible homeowners for solar suitability and load-reduction potential will lead to high quality leads, a high-value proposition for customers and reduced customer acquisition costs for the selected Contractor.
- 2. An incentivizing customer rate structure <sup>2</sup>**
  - a. As part of the Project, UI will credit eligible participating customers at a rate of \$0.05/kWh for production from any behind the meter renewable energy or energy storage resource produced during defined summer peak hours.<sup>3</sup> To qualify, the solar PV system and/or storage system must be installed on one of the participating circuits during the Project period. This billing credit will be applied in addition to any other credit or benefits for which the system is eligible (i.e.: net metering) **for five years** from their Approval to Energize date.
- 3. Facilitating Interconnection**
  - a. To facilitate the interconnection of high concentrations of solar PV on the electric grid, each participating customer installation will be installed with a battery-storage ready advanced inverter. Through the use of advanced inverter settings on these systems, UI will make every effort to enable the interconnection of these systems without infrastructure modifications.

<sup>2</sup> Formally called the “Demonstration Project DER Rate Rider” (“DPDRR”). The DPDRR is a monetary reward applied to any DER generation between the hours of 3pm-6pm from June 1<sup>st</sup> to September 30<sup>th</sup>. The DPDRR is available to participating customers for 5 years from their system Approval to Energize date.

<sup>3</sup> Peak Hours are defined as generation between the hours of 3pm-6pm from June 1<sup>st</sup> to September 30<sup>th</sup>

- b. If a customer is unable to interconnect their system without modifications to the distribution grid, certain interconnection costs will be waived.
- c. UI will install a production meter at no cost to the customer for billing credit purposes and will reimburse customers for the cost of the required UI production meter provision<sup>4</sup>, the required revenue grade meter and provision under the Green Bank's Residential Solar Investment Program (RSIP), and associated labor for wiring up to \$500 per customer.

UI and Green Bank will be responsible for developing a marketing and communication strategy that explains the Project parameters, opportunities, and benefits for customers. The selected Contractor will work closely with Green Bank and UI to implement the marketing strategy by engaging with potential customers, designing and pricing the solar PV and/or storage project and contracting with the customer for the installation of their system. Green Bank and UI anticipate running at least one 16-week marketing campaign during the 18-month Project period and may extend the campaign period as well as run additional campaigns during this time. The initial 16-week campaign is expected to run from early September 2018 through December 2018. Respondents may be given the opportunity to participate in multiple campaigns. However, Green Bank reserves the right to solicit additional Contractors for subsequent campaigns.

**Figure 2: Roadmap and Summary Responsibilities for Project:**

	Green Bank	UI	Contractor(s)
<b>Procurement</b>	<ul style="list-style-type: none"> <li>Run RFP process</li> <li>Contract with selected Contractor</li> </ul>	<ul style="list-style-type: none"> <li>Participate in review committee coordinated by the Green Bank to select winning contractor(s)</li> </ul>	<ul style="list-style-type: none"> <li>Submit competitive proposals</li> </ul>
<b>Reduce costs to customers</b>	<ul style="list-style-type: none"> <li>Provide residential solar incentives through the RSIP</li> <li>Provide financing products and tools to customers</li> <li>Assist contractors in developing lead pipeline</li> <li>Secure discounted pricing on Green Bank required production meters for Contractors</li> </ul>	<ul style="list-style-type: none"> <li>Reimburse customers for the cost of the required UI production meter provision, the RSIP required revenue grade meter and provision, and associated labor for wiring up to \$500 per customer<sup>5</sup></li> <li>Review interconnection applications on a case by case basis.</li> <li>Provide Energize Connecticut energy</li> </ul>	<ul style="list-style-type: none"> <li>Provide competitive pricing</li> <li>Design solar PV and/or storage systems offerings</li> <li>Offer financing options to customers</li> <li>Offer Energize Connecticut energy efficiency and demand response program and incentives to customers</li> </ul>

<sup>4</sup> Meter provision refers to the metal housing that contains the meter

<sup>5</sup> The Customer will be responsible for any meter related costs in excess of \$500.

		<p>efficiency and demand response incentives to customers</p> <ul style="list-style-type: none"> <li>• Provide bill credit to customers for installation of systems eligible under this Project</li> </ul>	
<b>Marketing</b>	<ul style="list-style-type: none"> <li>• Develop key relationships and co-branding opportunities to drive customer adoption</li> <li>• Support and review marketing tactics used by selected contractor</li> <li>• Coordinate and share communications and outreach opportunities with the Contractor</li> <li>• Provide Contractor/ customers with information on Green Bank financing opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Develop marketing strategy and communication materials for Project, including potentially hosting a project website.</li> <li>• Provide selected Contractor(s) information on Energize Connecticut energy efficiency and demand response programs</li> <li>• Answer customer inquiries and serve as a point of contact for questions on program mechanics and basic solar, storage, demand response or energy efficiency information</li> </ul>	<ul style="list-style-type: none"> <li>• Work with UI and Green Bank to implement program marketing strategy and disseminate information</li> <li>• Attend outreach events and pursue leads generated by Green Bank and UI</li> <li>• Serve as an expert on solar PV, storage, and the technical aspects of this Project for customers</li> </ul>
<b>DER Installations</b>	<ul style="list-style-type: none"> <li>• Review and approve residential solar PV applications for RSIP incentives</li> <li>• Facilitate acquisition of RSIP-required revenue-grade meters to be used in the pilot</li> </ul>	<ul style="list-style-type: none"> <li>• Review applications for compliance with the technical requirements of this Project</li> <li>• Review and approve projects for interconnection</li> <li>• Install UI production meters for billing credit purposes</li> <li>• Enroll eligible customers to receive the Project bill credit</li> <li>• Enroll customers in Energize Connecticut energy efficiency and demand response programs, as budget allows</li> </ul>	<ul style="list-style-type: none"> <li>• Provide site assessments, system design and a turnkey installation to customers</li> <li>• Educate customers on available financing and assist customers in accessing financing</li> <li>• Install systems to meet Project technical requirements and UI interconnection technical requirements, including the installation of the RSIP required revenue grade meter</li> </ul>

		<ul style="list-style-type: none"> <li>Specify required inverter settings, if any</li> <li>Determine infrastructure modifications required for interconnection, if any</li> </ul>	and provision, the UI generation meter provision, and associated labor and wiring, using settings as specified by UI in applications or interconnection agreements <ul style="list-style-type: none"> <li>Educate customers on other related opportunities such as energy efficiency measures and/or energy storage</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>Participate in bi-weekly check-in meetings</li> <li>Participate in Project evaluation</li> </ul>	<ul style="list-style-type: none"> <li>Participate in bi-weekly check-in meetings</li> <li>Participate in Project evaluation</li> </ul>	<ul style="list-style-type: none"> <li>Participate in bi-weekly check-in meetings</li> <li>Participate in Project evaluation</li> <li>Provide lead and project reporting to Green Bank and UI as requested</li> </ul>

## Section Two: Project Roles & Commitments

To achieve UI's goals with respect to the Project and customer adoption of solar PV, Green Bank and UI seek proposals from residential Contractors to act as the primary service provider for customers participating in the Project.

The roles and responsibilities of each participating member of the project are as follows:

### UI Commitments:

UI agrees to provide the following as part of the Project:

- Develop a marketing and communications strategy for the Project, collaborating with the Green Bank, including pre-screening customers for solar suitability and communicating with customers about their solar suitability and load reduction potential.
- Coordinate with Green Bank and the contractor on at least one 16-week marketing campaign.
- Participate on a review committee of the RFP.
- Provide information to the selected Contractor about which properties are on the Project circuits and eligible to participate in the Project.
- Provide marketing collateral to the selected Contractor for the duration of campaign.
- Allow the Contractor to utilize the Energize Connecticut and/or UI logo on approved marketing and outreach materials directly related to the Project for the duration of the contracted 16-week campaign, in accordance with the "Contractor and Trade Ally Marketing Guidelines" which will be distributed to selected Contractor(s).

- g) Enroll qualified customers to receive an incentive in the form of a bill credit on their utility bill for DER generation during the qualified time periods.<sup>6</sup>
- h) Enroll customers in Energize Connecticut energy efficiency and demand response programs, as budget allows
- i) Reimburse customers for the cost of the required UI production meter provision, the RSIP required revenue grade meter and provision, and associated labor for wiring up to \$500 per customer.
- j) Coordinate with customers and Contractor to minimize any interconnection costs associated with participation in the Project.
- k) Work jointly with the Green Bank to provide training to the Contractor on the Project's marketing and communication strategy.

#### **Green Bank Commitments:**

- a) Coordinate between the selected Contractor, UI and all other formal stakeholders to implement the Project
- b) Support the selected Contractor with implementing the Project's marketing strategy by coordinating with the community, Contractor and UI on education, marketing and outreach including providing the Contractor with standardized marketing materials and coordinating media and outreach opportunities.
- c) Provide all eligible residential solar customers that apply through the Contractor and receive project approval, with an incentive under the Residential Solar Investment Program.
- d) Source data from the selected Contractor to keep track of project leads, signed contracts, issues and progress to targets.
- e) Allow the Contractor to utilize the Energize Connecticut or Connecticut Green Bank logo on approved marketing and outreach materials directly related to the Project for the duration of the contracted 16-week campaign.

#### **Contractor Commitments:**

The Contractor selected for the Project will have primary responsibility for managing leads, performing site assessments, tracking customer and installation data, providing general customer service, contracting, installation, and all other functions typically associated with the sales and installation process. The Contractor will play an integral role in public outreach and educational events coordinated between UI, Green Bank, the Contractor, and any other formal stakeholders.

Once selected, the Contractor will work with the Green Bank, UI and the community to implement the Project's marketing and communication plan and overall strategy.

The Contractor will follow up with all potential customers identified through targeted marketing or who reach out to the Contractor to provide site surveys, assessments and system designs (as appropriate) for individual projects. The site assessment will evaluate a site's suitability for solar PV, and any electrical, structural, or mechanical issues that may increase the cost of the project relative to a proposed baseline

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<sup>6</sup> Formally called the "Demonstration Project DER Rate Rider" ("DPDRR"). The DPDRR is applied to any DER generation between the hours of 3pm-6pm from June 1<sup>st</sup> to September 30<sup>th</sup>. The DPDRR is available to participating customers for 5 years from their system Approval to Energize date.

cost. The system design should maximize system production while minimizing project cost and include considerations for solar storage and energy efficiency if applicable.

Upon signing a contract with the customer, the Contractor will be responsible for providing the customer with turnkey service, which includes securing all local permits, applying for any applicable incentives, installing the energy measures, and receiving the final Approval to Energize from UI within 1 year of interconnection application submission. Interconnection applications affiliated with this Project will be accepted by UI for 18 months from the project start date.

The Contractor will be able to enter into contracts with customers throughout the 16-week campaign. The time period during which contracts may be entered is subject to modification in the event of a campaign extension or other extenuating circumstances.

Upon selection, Contractor agrees to meet all of the following terms and conditions for the duration of the 16-week campaign:

- a) Collaborate with the Green Bank and UI, including regular check-ins and meetings to discuss Project progress.
- b) Provide customers participating in the Project with complete and accurate information about pricing, including the Project bill credit, and adders to the extent they have been included in the Contractor's initial pricing structure, as submitted through Attachment A.
- c) Participate in and enhance the Project's marketing and communication strategy developed by UI and the Green Bank including, but not limited to, participating in marketing and outreach events and community meetings; supplement with additional marketing including canvassing and tabling;
- d) In all marketing materials created as part of the Project, or when making presentations or claims during the Project duration, the Contractor agrees:
  - (i) That collateral produced for the Project will include the financial benefits of Project participation, including messaging previously agreed upon by Green Bank and UI;
  - (ii) The Contractor will provide to Green Bank all necessary information, copy and graphics required;
  - (iii) Collaborate with the Green Bank and UI on all press releases, events, or news conferences concerning the Project. In any media produced by the Contractor, the Contractor will not represent that positions taken or advanced by it represent the opinion or position of the Green Bank, UI, or the State of Connecticut;
- e) Provide an itemized invoice to the customer that includes line items specifically for the RSIP-required revenue-grade meter, and the cost of the required UI production meter provision and associated labor for wiring. Provide copy of the invoice to UI.
- f) Track the pricing associated with each project, detail why a specific project requires a cost adder, and provide all information regarding final project cost, including any financing products used by customers, and composition to the Green Bank upon request;
- g) Follow up with all customers who request a site survey with more information about the Project (even in the case where their site is deemed to be not viable, customers should receive notification to that effect) and provide free site assessments (with site visits or desktop analysis, as appropriate) and information about Energize Connecticut energy efficiency and demand response programs;
- h) Participate in bi-weekly "check-in" calls with the Green Bank and UI.



- i) Provide bi-weekly metrics prior to the Project check-in calls (for the 14 days prior), which shall include, but is not to be limited to, the number of leads generated, the number of feasible and non-feasible project sites identified, the number of contracted projects, details on pricing and composition of contracted projects including applicable adders, the tracked information maintained by Contractor pursuant to all applicable subsections within the Contractor Commitment noted herein, and any other information reasonably requested;
- j) Refer to the Project by the brand name (to be provided), and actively brand the Project using approved logos in all community outreach materials and marketing efforts (all materials are subject to prior approval by the Green Bank and UI), and direct individuals interested in participating in the Project to the Project website;
- k) Collaborate with UI and Green Bank in developing additional marketing materials, including (but not limited to) providing photographs or other information to UI and Green Bank to use for marketing the Project, and collaborate in obtaining photographs and statements of support from Project customers for use on the Project website;
- l) Install systems with battery storage ready advanced inverters that meet the certification(s) specified in Section Three, and use setting(s) as specified by UI in applications or interconnection agreements
- m) Provide UI and Green Bank with a final report, using a report template provided by UI and Green Bank, within 10 days after the campaign end date. The final report should include complete and accurate customer and lead (including non-feasible leads) contact information, financing information, and project information.
- n) Provide feedback to the UI and Green Bank at the end of the campaign on the effectiveness of various marketing materials, outreach strategies and general Project matters, including completion of an evaluation survey; as well as support administering an evaluation survey to participating customers;
- o) Provide any other information reasonably requested by UI and Green Bank.
- p) Contractor(s) may not market under the Project tagline in any non-Project community or outside of the campaign duration.

## Section Three: Technical Requirements

To be eligible for selection as a Contractor for this Project, the Contractor and Proposals must conform to, and include, the following technical requirements:

1. The applicant must be an approved contractor in the Green Bank Residential Solar Investment Program (RSIP).
2. All equipment submitted as part of the contractor's proposed offering and marketed to customers during this Project must be listed on the California Energy Commission list of approved equipment.
3. In order to qualify for the Project bill credit, the project must meet the following requirements:
  - a. The customer's property must be connected to the UI distribution grid on either Circuit A or Circuit B.
  - b. The installed system must be a behind-the-meter Class I, Class III, or energy storage resource.
  - c. The inverter must be an advanced inverter capable of battery storage and must utilize grid support settings specified by UI. Qualifying inverters are inverters that are

- compliant with latest approved IEEE 1547 Std. and certified to UL 1741 SA standards as having grid support functionality.
- d. If applicable, as determined by the interconnection application process, customers, via the Contractor, will agree to configure advanced inverter settings as specified by UI to ride through certain system disturbances and enable other local inverter controls as necessary.
  - e. Customers will allow UI to provide and install a revenue grade production meter in addition to the Green Bank meter required for eligibility in the Residential Solar Investment Program. UI will reimburse the customer for the cost of the RSIP-required revenue-grade meter and any additional costs related to UI production metering.
  - f. The customer's interconnection application must be submitted within eighteen months of the Project launch, as specified by UI.
  - g. The customer system must receive Approval to Energize by UI within one year of UI's receipt of the customer's application for interconnection.
4. There are no restrictions or requirements with respect to customer financing for their installation.

## Section Four: Application Process

### a) RFP Schedule

A proposed timeline for the RFP process and Project is outlined below. Please note that this is an estimated timeline and dates may be subject to change.

Demonstration Project RFP Released	June 8 <sup>th</sup> , 2018
Bidders Conference Question Submission Due	June 14 <sup>th</sup> , 2018 by 5pm
Bidders Conference	June 18 <sup>th</sup> , 2018 11am-12pm
Demonstration Project RFP Submissions Due	July 9 <sup>th</sup> , 2018
Selection Committee Interviews with RFP Respondents	Week of July 16 <sup>th</sup> , 2018
Announce Selected RFP Winners	July 23 <sup>th</sup> , 2018
Project Launch (tentative)	September 5 <sup>th</sup> , 2018

### b) Application Deadline

Responses to this RFP must be received by the Green Bank **no later than 5:00pm EDT on July 9th, 2018**. Only complete, timely proposals will be considered. The Green Bank, at its sole discretion, may determine whether an application is complete.

### c) Eligible Applicants

In order for a Contractor(s) to be eligible to submit a proposal, the Contractor(s) must:

- a. Demonstrate experience and proficiency in solar PV installations and demonstrate compliance with the technical requirements outlined in Section Three.

- b. Submit a proposal that meets all of the threshold review criteria outlined in Section Seven below in order to be considered complete.
- d) Bidders Conference, Questions and Contact Information  
The Green Bank will host a Bidders Conference webinar on **June 18th, 2018**, in which UI will participate, to provide additional information on the Project and answers to all submitted questions. Please submit all questions to the Demonstration Project team at [rfp@ctgreenbank.com](mailto:rfp@ctgreenbank.com). The deadline for questions is June 14<sup>th</sup>, 2018. "UI Demonstration Project RFP" must appear in the email subject line. A recording of the Bidders Conference webinar and answers to all submitted questions will be posted to <https://ctgreenbank.com/about-us/open-rfps/> by June 22<sup>nd</sup>, 2018.

## Section Five: Application Format

Proposals should include all the sections as outlined and described below with the following checklist provided for convenience.

### Necessary Proposal Sections Checklist

- ☐ Executive Summary
- ☐ Proposal Team Experience
- ☐ Proposal Narrative
- ☐ Standard Agreements
- ☐ Pricing Proposal (Attachment A)
- ☐ Signed and Completed:
  - ☐ Attachment B Signature Page
  - ☐ Attachment C State Contracting Certifications, Affidavits and Affirmations

### APPLICATION REQUIREMENTS:

#### **Executive Summary:**

The Executive Summary should summarize the highlights of the proposal, key features and distinguishing points of the proposal, as well as any unique problems perceived by the Contractor and proposed solutions.

#### **Proposal Team Experience:**

Identify all members of the project team, including, but not limited to, partners assisting in project financing, customer service, outreach, and project installations. Contractors are welcome to partner, but one Contractor must serve as the lead company on the proposal for the purposes of correspondence with the Green Bank, as well as coordination with UI and community leaders over the life of the Project. Proposals must include the following:

1. Description of the applying Contractor(s), including company size, financial stability, location, capacity for work (including ability to expand workforce or partner or

- subcontract with other Contractors), and access to various supply chains to meet the Project's technical requirements.
2. Highlight relevant experience, skills and capabilities necessary to undertake this Project, including, but not limited to, any previous participation in "Solarize CT" or Solarize-style campaigns or any targeted marketing efforts. Please indicate ability to handle complex messaging, communicate technical subject matter, and provide customer assistance.
  3. Be sure to identify how many and what type of residential DER installations your company has completed and how many of these installations have been done in Connecticut. **Specify experience with advanced inverters, energy storage installations and any Energize Connecticut energy efficiency and demand response service offerings.**
  4. Provide a list of any partners on the project team that are located in or near the targeted community and outline their roles.
  5. Identify team member(s) who will be participating in bi-weekly calls, and team members who have specific experience with residential battery storage
  6. Identify any third-party partners that are integral to your ability to provide Lease/PPA Pricing or other services (i.e. energy efficiency, storage, other DER technology), if applicable.
  7. Include copies of any certification from battery storage manufacturers held by members of your team.

**Proposal Narrative:**

The proposal narrative should outline a detailed strategy that should, at a minimum, address the goals and strategies of the Project (Page 2). Provide a plan for how your company plans to support and enhance UI's marketing and communication plan for the campaign. Describe your ability to provide solar PV installation services, specifically the ability to meet technical requirements of the Project as outlined in Section Three, and provide timely comprehensive customer service. Please elaborate on the specific intake process for customer leads, customer and installation data tracking systems, method for screening sites and/or scoping projects, and typical installation schedule. Include an estimate of the number of projects the Contractor's team can complete on a monthly basis. Describe a quality assurance process for the installations and outline the process for managing the permits, inspections and the interconnection process. Finally, outline how the value proposition of the project will be explained to the customer.

- Your Proposal Narrative should:
  1. Include all technologies and services your company offers and the process for determining which services to offer customers. Specifically, you must:
    - i. Design and provide a standard system design and customer offering that includes a storage-ready advanced inverter for a customer that chooses to install solar PV during the Project but will add a battery to the system at a later date.
    - ii. If you are planning to actively offer a battery storage option to customers during the Project, submit a proposed standard system

design offering that includes solar plus storage in addition to the requirement in bullet “i” above.

2. Identify any community relationships that may be leveraged to assist in enhancing the marketing strategy. Cite any marketing materials or budget that can be dedicated to the Project to further the marketing and communication strategy led by UI.
3. Include a narrative of all financing options that you will present to a homeowner, such as the Green Banks’s Smart-E Loan or any other options you may present, such as relationships with banks or credit unions or any other access to financing tools and products.
4. Provide references for three solar PV installations that may be contacted to discuss customer experience (including a name, location, date of installation, phone number and email address).

### **Standard Agreements**

- Solar PV installations: include a copy of your standard agreement for purchased solar PV systems, as well as a copy of your standard solar PV Lease or PPA agreement, if applicable.
  - These standard agreements must be pre-approved contracts in the Green Bank’s Residential Solar Investment Program (RSIP).
- Other technologies: Contractors should clearly identify any additional technologies offered beyond solar PV installations (battery storage, energy efficiency measures and how they may be incorporated into your standard agreement or included as an addendum if purchased by a customer).

Additional terms and conditions not included within your response may not be added to your standard agreement without prior approval from the Green Bank.

**Pricing Proposal:** Provide the information outlined below into Attachment A

- Solar PV installations: Provide a sample pricing sheet for a theoretical 7kW STC solar PV system.
  - For a purchase offering:
    1. Please provide a base price for a solar PV system in dollars per watt (\$/W) that includes the cost of using a battery storage-ready advanced inverter.
    2. Include additional maximum pricing for any site-specific adders that may be required for the project and are not covered in your base price including: multiple roof arrays, tilt racking, roof material, roof slope, roof height, structural repairs, electrical repairs or upgrades, system monitoring, panel upgrades due to customer preferences. Site-specific adders not included in the pricing proposal will not be considered appropriate increases during the campaign unless previously approved by the Green Bank.

3. Submit this additional pricing in dollars per watt (\$/W), or a flat fee, as applicable.
  4. Include price estimates for battery storage and/or energy efficiency services offered
  5. Provide a sample pricing sheet for a theoretical customer that shows the price breakdown of the solar PV system.
- For all other models (lease, PPA), please include the following:
    1. Based on pricing for your purchase option, please provide a base price for a solar PV system in dollars per month (\$/month) for a lease offering, or dollars per kilowatt hour (\$/kWh) for a PPA offering, including any price escalators.
    2. Include any factors that would affect this price offering (i.e.: minimum production requirement) and the effect on the base price. Submit this additional pricing in dollars per watt (\$/month) or dollars per kilowatt hour (\$/kWh) as applicable.
    3. Include price estimates for battery storage and/or energy efficiency
    4. Provide a sample pricing sheet for a theoretical customer that shows the price breakdown of the lease and/or PPA offering.

## Section Six: Application Delivery

The Proposal(s) must be in electronic form, including a finalized Pricing Proposal (Attachment A) in Excel format, a scanned signature page (Attachment B), completed State Contracting Certifications, Affidavits and Affirmations documentation (Attachment C), and include all sections outlined below and should be submitted via email to [rfp@ctgreenbank.com](mailto:rfp@ctgreenbank.com). "UI Demonstration Project RFP" must appear in the email subject line.

***Contractors submitting proposals should be prepared to attend selection committee interviews the week of July 16th, 2018 (subject to change).***

Upon evaluation of the bids, the Green Bank will perform a threshold and substantive review of all Contractor proposals, verifying that they not only meet the core requirements outlined in the RFP but also that they demonstrate the Contractor's capacity to deliver on the Project's objectives. Then, the RFP review team will review all proposals and select the winning Contractor.

## Section Seven: Evaluation Criteria

All proposals must meet the goals and objectives of the Project and must be responsive to the relevant scope of work and proposal requirements outlined above. Proposals will be evaluated on the general criteria below:

**Threshold Requirements:** Applications must meet a threshold review before they will be provided to the RFP review team. To meet the threshold review, proposals must include the following:

- Evidence that the Contractor has demonstrated capacity to handle an increased number of projects in a short timeframe and meet the technical requirements of the Project;
- Completed and signed Attachments A, B, and C;

- Evidence that the Contractor has experience installing battery storage ready advanced inverters as part of system installations
- A Pricing proposal (presented as a \$/watt price) and/or Lease/PPA Price option (presented as \$/month or \$/kWh);
- A template copy of a direct purchase contract and/or a lease or PPA agreement with the customer, specifying all terms and conditions; and
- Identification of any financing or third-party partners the company would work with, if applicable.

Once a Contractor(s) proposal passes threshold and substantive review, the proposals will be evaluated by the Green Bank, UI and the Town of Fairfield based on the following criteria:

- Overall quality and value: overall quality of proposal and ability to meet the Project's technical and outreach goals;
- Experience: degree of Contractor's experience and proficiency in the scope of work, including demonstrated experience in developing, designing and installing solar PV systems with battery storage ready advanced inverters, and customer service track records. In addition, experience of Contractor's team in targeted marketing efforts;
  1. Additional consideration will be given to applicants with experience and/or the ability to offer energy storage or energy efficiency services
- Implementation: ability to integrate the technical requirements of the Project into the Contractor(s)'s offerings; communicate this offering clearly and effectively to customers; ability to provide timely, quality customer service and installations;
- Price structure: Purchase Price (\$/kW) and/or Lease/PPA Price (\$/kWh). In addition, the value offered by the proposed equipment, price adders, price escalators, and contract terms and conditions;
- Marketing plan: ability of proposal to enhance the Project's marketing and communications strategy with supplemental efforts.

## Section Eight: Terms and Conditions

The following terms and conditions are AGREED TO BY the Contractor upon acceptance by the Green Bank of this Proposal. For purposes of this Section Eight, Contractor and Installer shall have the same meaning, Contract and Proposal shall have the same meaning, and Program and Project shall have the same meaning.

### State Contracting Obligations

Installer understands and agrees that the Green Bank will comply with Conn. Gen. Stat. Sections 4a-60 and 4a-60a. Installer agrees to comply for the Period of Performance with these state contracting obligations.

Conn. Gen. Stat. § 4a-60(a):

"Every contract to which the state or any political subdivision of the state other than a municipality is a party shall contain the following provisions:

- (1) The contractor agrees and warrants that in the performance of the contract such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the state of Connecticut; and the contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved;
- (2) The contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the contractor, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the commission;
- (3) The contractor agrees to provide each labor union or representative of workers with which such contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such contractor has a contract or understanding, a notice to be provided by the commission advising the labor union or workers' representative of the contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment;
- (4) The contractor agrees to comply with each provision of this section and sections 46a-68e and 46a-68f and with each regulation or relevant order issued by said commission pursuant to sections 46a-56, 46a-68e and 46a-68f; and (5) The contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the contractor as relate to the provisions of this section and section 46a- 56."

Conn. Gen. Stat. § 4a-60a(a):

"Every contract to which the state or any political subdivision of the state other than a municipality is a party shall contain the following provisions:

- (1) The contractor agrees and warrants that in the performance of the contract such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or of the state of Connecticut, and that employees are treated when employed without regard to their sexual orientation;
- (2) The contractor agrees to provide each labor union or representative of workers with which such contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment;
- (3) The contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said commission pursuant to section 46a-56; and
- (4) The contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the commission, and permit access to pertinent books, records and



accounts, concerning the employment practices and procedures of the contractor which relate to the provisions of this section and section 46a-56.”

Contractor represents and warrants that, prior to entering into this Agreement, Contractor has provided the Green Bank with documentation evidencing Contractor’s support of the nondiscrimination agreements and warranties of the statutory nondiscrimination sections, above. A form of the Nondiscrimination Certification to be signed by the Contractor is attached to this RFP.

#### **No Commitment; Reserved Rights**

The Green Bank reserves the right to reject any or all Proposals; waive defects or irregularities in any Proposal; enter into discussions with selected Installers; discontinue discussions with any Installer at any time and for any reason; correct inaccurate awards; change the timing or sequence of activities related to this program; modify, suspend or cancel this program; and condition, modify or otherwise limit awards pursuant to this program.

#### **Installer’s Costs**

The Installer shall bear all costs associated with the preparation of its Proposal, any related investigative or due diligence activities and any resulting discussions or negotiations.

#### **Choice of Law/Jurisdiction.**

This Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Connecticut, without regard to its principles relating to conflicts of law. EACH PARTY HEREBY CONSENTS TO THE EXCLUSIVE JURISDICTION OF THE COURTS OF THE STATE OF CONNECTICUT FOR THE PURPOSES OF ALL LEGAL PROCEEDINGS ARISING OUT OF OR RELATING TO THIS AGREEMENT AND THE TRANSACTIONS CONTEMPLATED HEREBY. EACH PARTY HEREBY IRREVOCABLY WAIVES, TO THE FULLEST EXTENT PERMITTED BY APPLICABLE LAW, (a) ANY OBJECTION TO THE LAYING OF VENUE OF ANY SUCH PROCEEDING BROUGHT IN SUCH A COURT; AND (b) ANY CLAIM THAT ANY SUCH PROCEEDING BROUGHT IN SUCH COURT HAS BEEN BROUGHT IN AN INCONVENIENT FORUM.

#### **Indemnity**

Installer agrees to indemnify the Green Bank, and its officers, directors, employees, agents, and affiliates against, and defend and hold each of them harmless, from any and all claims or liabilities related to or arising in any manner from this Program other than claims or liabilities resulting from the gross negligence or willful misconduct of the Green Bank.

#### **Limitation of Liability**

The Green Bank shall not be liable to the Installer for any special, indirect, incidental, consequential, punitive, or exemplary damages of any kind whatsoever, whether based on contract, warranty, tort (including negligence or statutory liability), or otherwise, in connection with the performance of this Agreement.

#### **Publicity and Marketing Materials**

Installer shall collaborate with the Green Bank in accordance with Section Two: Project Roles and Commitments, specifically subsections a) – p) under “Contractor Commitments” of this Agreement in the preparation and dissemination of all marketing materials related to this Program.

#### **Duration of Agreement**

This Agreement shall remain in effect for one (1) year after the Green Bank approves the last incentive award to the Installer under the Program.

#### **Freedom of Information Act and Confidential Material**

The Green Bank is a “public agency” for purposes of the Connecticut Freedom of Information Act (FOIA). Accordingly, upon receipt at the Green Bank’s office, the Proposal and any files or documents associated with this Proposal, including e-mails or other electronic files, will be considered a public record and will be subject to disclosure under FOIA. Under C.G.S. §1-210(b) and §16-245n(d), FOIA includes exemptions for, among other things, “trade secrets” and “commercial or financial information given in confidence, not required by statute.” Only the particular information falling within a statutory exemption can be withheld by the Green Bank if the Green Bank receives a FOIA request that encompasses a particular proposal or request for financial assistance.

All Installers submitting responses to this program must specifically identify particular sentences, paragraphs, pages, sections or exhibits it claims are confidential and should be exempt, and provide these confidential materials in a separate sealed envelope clearly marked “Confidential.” All Proposal materials not placed in a separate, sealed envelope clearly marked as confidential will not be treated as confidential and will be made available for public view upon an FOIA request. Installers may not submit the entire program response marked as confidential.

The Installer must also provide a statement of the basis for each claim of exemption. It will not be sufficient to state generally that the proposal is proprietary or confidential in nature and not, therefore, subject to release to third parties. A convincing explanation and rationale sufficient to justify each exemption consistent with C.G.S. § 1-210(b) must be provided.

Further, Installers should be aware:

- (i) The Green Bank has no obligation to notify any Installer of any FOIA request received by the Green Bank, although it may make an effort to do so;
- (ii) The Green Bank may disclose materials claimed to be exempt if in its judgment such materials do not appear to fall within a statutory exemption;
- (iii) The Green Bank may in its discretion notify Installers of FOIA requests and/or of complaints made to the Freedom of Information Commission concerning items for which an exemption has been claimed, but the Green Bank has no obligation to initiate, prosecute or defend any legal proceeding or to seek to secure any protective order or other relief to prevent disclosure of any information pursuant to an FOIA request.
- (iv) the Installer will have the burden of establishing the availability of any FOIA exemption in any such legal proceeding; and
- (v) in no event shall the Green Bank or any of its officers, directors or employees have any liability for the disclosure of documents or information in the Green Bank’s possession where the Green Bank, or such officer, director or employee in good faith believes the disclosure to be required under FOIA or other law.

In the event of a public records request for a Proposal, the Green Bank may request from the Installer a version of such Proposal from which all information for which an FOIA exemption has been claimed has been redacted. By submitting this Proposal, the Installer agrees to provide such a redacted version upon request by the Green Bank.

#### **Use of Information and Ownership of Work Product**

Except for information falling within a statutory FOIA exemption as described in the section above dealing with the FOIA, the Green Bank is not restricted in its right to use or disclose any or all of the information contained in any Proposal and can do so without compensation to the Installer, notwithstanding any language in the Proposal to the contrary. Except as otherwise expressly provided in an agreement with the Green Bank, all work products developed as a result of this Program shall be the sole property of the Green Bank.

### **Negotiations**

The Green Bank selection of an Installer(s) through this RFP is not an offer and the Green Bank reserves the right to continue negotiations with the selected Installers until the parties reach a mutual agreement. The Green Bank reserves the right to reject any or all responses; waive defects or irregularities in any response; enter into discussions with selected bidders; discontinue discussions with any bidder at any time and for any reason; correct inaccurate submissions; change the timing or sequence of activities related to this program; modify, suspend or cancel this program.

### **STATUTORY AUTHORITY**

THE GREEN BANK IS SUBJECT TO THE REQUIREMENTS OUTLINED IN SECTIONS 16- 245N OF THE CONNECTICUT GENERAL STATUTES. THE GREEN BANK SHALL HAVE NO LIABILITY OR OBLIGATION OF ANY SORT HEREUNDER, INCLUDING, WITHOUT LIMITATION, IF FOR ANY REASON OR NO REASON A BINDING AGREEMENT IS NOT ENTERED INTO WITH ANY PROPOSER. IN MAKING ITS SELECTION OF A SUCCESSFUL BIDDER, THE GREEN BANK MAY CONSIDER ANY AND ALL FACTORS AND CONSIDERATIONS WHICH THE GREEN BANK, IN ITS SOLE DISCRETION, DEEMS RELEVANT, THE RELATIVE IMPORTANCE OF WHICH SHALL BE IN THE SOLE DISCRETION OF THE GREEN BANK.

## **State contracting forms**

Attachment (A)- Pricing Proposal in Excel format

Attachment (B)- Authorized Signature and Acceptance Form

Attachment (C) completed State Contracting Certifications, Affidavits and Affirmations documentation

## Attachment A

The Pricing Proposal document can be found on the CT Green Bank website on the Open RFPs page under “6/8/2018- Demonstration Project Request for Proposals”, or by visiting the link:  
<https://www.ctgreenbank.com/wp-content/uploads/2018/06/Attachment-A-Pricing-Equipment-Solarize-6.1.18.xlsx>

## Attachment B

### **Authorized Installer's Signature and Acceptance Form**

The undersigned is a duly authorized representative of the Contractor listed below with the authority to bind the company for the proposed Demonstration Project. The Contractor has read and understands the RFP requirements. The undersigned acknowledges that all of the terms and conditions of the RFP are mandatory. I certify:

- The information contained in this Project or any part thereof, including its exhibits, schedules and other documents or instruments delivered or to be delivered to the Green Bank, is true, accurate and complete. This Project 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.
- The Project is not made in connection with any competing Contractor submitting a separate response to this solicitation and is in all respects fair and without collusion or fraud; provided, that this requirement shall not be construed to prohibit any person or entity from being involved in more than one Application.
- The Contractor did not participate in the solicitation development process outside of the Green Bank's requested public comment period.
- The Contractor 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.
- No Board member, consultant to the Green Bank or employee of the Green Bank participated directly or indirectly in the Installer's response preparation.
- The Contractor has not provided any gift or benefit to any state official or employee having direct influence over the evaluation of this proposal.
- The Contractor has disclosed all affiliates, partnerships and relationships.
- The Contractor acknowledges that all portions of their submission are subject to Freedom of Information Act as described in Section 8 of this RFP and information regarding this Project and any subsequent agreement may be posted on the Green Bank's website.

**I have read, and agree with the terms of this application, including the Terms and Conditions listed in Section 8 of the Request for Proposals (RFP) dated June 8<sup>th</sup>, 2018, that are incorporated herein:**

Contractor: \_\_\_\_\_  
(Printed Name of Contractor Organization)

By: \_\_\_\_\_  
(Signature of Authorized Representative)

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

## Attachment C



### STATE OF CONNECTICUT

#### CERTIFICATION OF STATE AGENCY OFFICIAL OR EMPLOYEE AUTHORIZED TO EXECUTE CONTRACT

*Certification to accompany a State contract, having a value of \$50,000 or more, pursuant to Connecticut General Statutes §§ 4-250 and 4-252(b), and Governor Dannel P. Malloy's Executive Order 49.*

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#### INSTRUCTIONS:

Complete all sections of the form. Sign and date in the presence of a Commissioner of the Superior Court or Notary Public. Submit to the awarding State agency at the time of contract execution.

#### CERTIFICATION:

I, the undersigned State agency official or State employee, certify that (1) I am authorized to execute the attached contract on behalf of the State agency named below, and (2) the selection of the contractor named below was not the result of collusion, the giving of a gift or the promise of a gift, compensation, fraud or inappropriate influence from any person.

Sworn as true to the best of my knowledge and belief, subject to the penalties of false statement.

\_\_\_\_\_  
Contractor Name

Connecticut Green Bank

Awarding State Agency

\_\_\_\_\_  
State Agency Official or Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

Sworn and subscribed before me on this      day of      , 20

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**Commissioner of the Superior Court  
or Notary Public**

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**My Commission Expires**



# STATE OF CONNECTICUT

## NONDISCRIMINATION CERTIFICATION – Affidavit

### By Entity

### For Contracts Valued at \$50,000 or More

*Documentation in the form of an affidavit signed under penalty of false statement by a chief executive officer, president, chairperson, member, or other corporate officer duly authorized to adopt corporate, company, or partnership policy that certifies the contractor complies with the nondiscrimination agreements and warranties under Connecticut General Statutes §§ 4a-60(a)(1) and 4a-60a(a)(1), as amended*

#### INSTRUCTIONS:

For use by an entity (corporation, limited liability company, or partnership) when entering into any contract type with the State of Connecticut valued at \$50,000 or more for any year of the contract. Complete all sections of the form. Sign form in the presence of a Commissioner of Superior Court or Notary Public. Submit to the awarding State agency prior to contract execution.

#### AFFIDAVIT:

I, the undersigned, am over the age of eighteen (18) and understand and appreciate the obligations of an oath. I am \_\_\_\_\_ of \_\_\_\_\_, an entity

Signatory's Title

Name of Entity

duly formed and existing under the laws of \_\_\_\_\_.

Name of State or Commonwealth

I certify that I am authorized to execute and deliver this affidavit on behalf of

\_\_\_\_\_ and that \_\_\_\_\_

Name of Entity

Name of Entity

has a policy in place that complies with the nondiscrimination agreements and warranties of Connecticut General Statutes §§ 4a-60(a)(1) and 4a-60a(a)(1), as amended.

\_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Printed Name

Sworn and subscribed to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Commissioner of the Superior Court/

\_\_\_\_\_  
Commission Expiration Date

\_\_\_\_\_  
Notary Public





## STATE OF CONNECTICUT

### GIFT AND CAMPAIGN CONTRIBUTION CERTIFICATION

*Written or electronic certification to accompany a State contract with a value of \$50,000 or more, pursuant to C.G.S. §§ 4-250, 4-252(c) and 9-612(f)(2) and Governor Dannel P. Malloy's Executive Order 49.*

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#### INSTRUCTIONS:

Complete all sections of the form. Attach additional pages, if necessary, to provide full disclosure about any lawful campaign contributions made to campaigns of candidates for statewide public office or the General Assembly, as described herein. Sign and date the form, under oath, in the presence of a Commissioner of the Superior Court or Notary Public. Submit the completed form to the awarding State agency at the time of initial contract execution and if there is a change in the information contained in the most recently filed certification, such person shall submit an updated certification either (i) not later than thirty (30) days after the effective date of such change or (ii) upon the submittal of any new bid or proposal for a contract, whichever is earlier. Such person shall also submit an accurate, updated certification not later than fourteen days after the twelve-month anniversary of the most recently filed certification or updated certification.

**CHECK ONE:**    ☐    Initial Certification    ☐    12 Month Anniversary Update (Multi-year contracts only.)

☐    Updated Certification because of change of information contained in the most recently filed certification or twelve-month anniversary update.

#### GIFT CERTIFICATION:

As used in this certification, the following terms have the meaning set forth below:

- 1) "Contract" means that contract between the State of Connecticut (and/or one or more of its agencies or instrumentalities) and the Contractor, attached hereto, or as otherwise described by the awarding State agency below;
- 2) If this is an Initial Certification, "Execution Date" means the date the Contract is fully executed by, and becomes effective between, the parties; if this is a twelve-month anniversary update, "Execution Date" means the date this certification is signed by the Contractor;
- 3) "Contractor" means the person, firm or corporation named as the contractor below;
- 4) "Applicable Public Official or State Employee" means any public official or state employee described in C.G.S. §4-252(c)(1)(i) or (ii);
- 5) "Gift" has the same meaning given that term in C.G.S. § 4-250(1);
- 6) "Principals or Key Personnel" means and refers to those principals and key personnel of the Contractor, and its or their agents, as described in C.G.S. §§ 4-250(5) and 4-252(c)(1)(B) and (C).

I, the undersigned, am a Principal or Key Personnel of the person, firm or corporation authorized to execute this certification on behalf of the Contractor. I hereby certify that, no gifts were made by (A) such person, firm, corporation, (B) any principals and key personnel of the person firm or corporation who participate substantially in preparing bids, proposals or negotiating state contracts or (C) any agent of such, firm, corporation, or principals or key personnel who participates substantially in preparing bids, proposals or negotiating state contracts, to (i) any public official or state employee of the state agency or quasi-public agency soliciting bids or proposals for state contracts who participates substantially in the preparation of bid solicitations or request for proposals for state contracts or the negotiation or award of state contracts or (ii) any public official or state employee of any other state agency, who has supervisory or appointing authority over such state agency or quasi-public agency.

I further certify that no Principals or Key Personnel know of any action by the Contractor to circumvent (or which would result in the circumvention of) the above certification regarding **Gifts** by providing for any other Principals, Key Personnel, officials, or employees of the Contractor, or its or their agents, to make a **Gift** to any Applicable Public Official or State Employee. I further certify that the Contractor made the bid or proposal for the Contract without fraud or collusion with any person.

**CAMPAIGN CONTRIBUTION CERTIFICATION:**

I further certify that, on or after January 1, 2011, neither the Contractor nor any of its principals, as defined in C.G.S. § 9-612(f)(1), has made any **campaign contributions** to, or solicited any contributions on behalf of, any exploratory committee, candidate committee, political committee, or party committee established by, or supporting or authorized to support, any candidate for statewide public office, in violation of C.G.S. § 9-612(f)(2)(A). I further certify that **all lawful campaign contributions** that have been made on or after January 1, 2011 by the Contractor or any of its principals, as defined in C.G.S. § 9-612(f)(1), to, or solicited on behalf of, any exploratory committee, candidate committee, political committee, or party committee established by, or supporting or authorized to support any candidates for statewide public office or the General Assembly, are listed below:

**Lawful Campaign Contributions to Candidates for Statewide Public Office:**

<u>Contribution Date</u>	<u>Name of Contributor</u>	<u>Recipient</u>	<u>Value</u>	<u>Description</u>

**Lawful Campaign Contributions to Candidates for the General Assembly:**

<u>Contribution Date</u>	<u>Name of Contributor</u>	<u>Recipient</u>	<u>Value</u>	<u>Description</u>

Sworn as true to the best of my knowledge and belief, subject to the penalties of false statement.

\_\_\_\_\_  
Printed Contractor Name

\_\_\_\_\_  
Printed Name of Authorized Official

\_\_\_\_\_  
Signature of Authorized Official

Subscribed and acknowledged before me this       day of       , 20

\_\_\_\_\_  
Commissioner of the Superior Court (or Notary Public)

\_\_\_\_\_  
My Commission Expires



# STATE OF CONNECTICUT

## CONSULTING AGREEMENT AFFIDAVIT

*Affidavit to accompany a bid or proposal for the purchase of goods and services with a value of \$50,000 or more in a calendar or fiscal year, pursuant to Connecticut General Statutes §§ 4a-81(a) and 4a-81(b). For sole source or no bid contracts the form is submitted at time of contract execution.*

### INSTRUCTIONS:

**If the bidder or vendor has entered into a consulting agreement, as defined by Connecticut General Statutes § 4a-81(b)(1):** Complete all sections of the form. If the bidder or contractor has entered into more than one such consulting agreement, use a separate form for each agreement. Sign and date the form in the presence of a Commissioner of the Superior Court or Notary Public. **If the bidder or contractor has not entered into a consulting agreement, as defined by Connecticut General Statutes § 4a-81(b)(1):** Complete only the shaded section of the form. Sign and date the form in the presence of a Commissioner of the Superior Court or Notary Public.

Submit completed form to the awarding State agency with bid or proposal. For a sole source award, submit completed form to the awarding State agency at the time of contract execution.

This affidavit must be amended if there is any change in the information contained in the most recently filed affidavit not later than (i) thirty days after the effective date of any such change or (ii) upon the submittal of any new bid or proposal, whichever is earlier.

**AFFIDAVIT:** [Number of Affidavits Sworn and Subscribed On This Day: \_\_\_\_\_]

I, the undersigned, hereby swear that I am a principal or key personnel of the bidder or contractor awarded a contract, as described in Connecticut General Statutes § 4a-81(b), or that I am the individual awarded such a contract who is authorized to execute such contract. I further swear that I have not entered into any consulting agreement in connection with such contract, **except for the agreement listed below:**

_____		_____
Consultant's Name and Title		Name of Firm (if applicable)
_____		_____
Start Date	End Date	Cost
_____	_____	_____
Description of Services Provided: _____		
_____		

Is the consultant a former State employee or former public official? ☐ YES ☐ NO

If YES: \_\_\_\_\_

_____	_____
Name of Former State Agency	Termination Date of Employment

Sworn as true to the best of my knowledge and belief, subject to the penalties of false statement.

_____	_____	_____
Printed Name of Bidder or Contractor	<b>Signature of Principal or Key Personnel</b>	<b>Date</b>
_____	_____	_____
Printed Name (of above)	Awarding State Agency	

Sworn and subscribed before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Commissioner of the Superior Court or Notary Public

\_\_\_\_\_  
My Commission Expires