

**INDEPENDENT SCHOOL DISTRICT 625
SAINT PAUL PUBLIC SCHOOLS**



**FACILITIES DEPARTMENT
REQUEST FOR PROPOSALS (RFP) FOR
FURNISHING A COMMUNITY SOLAR GARDEN (CSG) SUBSCRIPTION AGREEMENT
FOR SAINT PAUL PUBLIC SCHOOLS**

RFP No. A216044-A

RFP Issue Date: December 3, 2018

Deadline to Submit Proposals: January 4, 2019 2:00p.m.

Introduction

In accordance with the enclosed terms, conditions and specifications, Saint Paul Public Schools (SPPS) is soliciting proposals from qualified Proposers to enter into subscription agreement(s) for solar-generated electricity with a qualified Community Solar Garden (“CSG”) developer for the facilities identified in this RFP.

By requesting competitive proposals from qualified Proposers, the intent of the RFP is to procure cash-flow-positive or cash-flow-neutral solar electricity subscription contracts and to advance the School District’s sustainability goal of fostering healthy and sustainable schools that positively impact our students’ learning experience and prepares them to be environmentally literate leaders of tomorrow.

SPPS will consider options from Proposers for one or more Contracts that may result from this RFP.

About St. Paul Public Schools - ISD 625

Saint Paul Public Schools is Minnesota’s largest urban school district with approximately 37,478 students in Pre-Kindergarten through 12th grade and 5,727 staff. SPPS students represent countries throughout the world, speak more than 100 languages and dialects and come to the School District with an array of educational experiences and skills. The School District is comprised of 68 educational sites and five (5) administrative sites and shares the same boundaries with the City of Saint Paul. A current map of the School District is provided in Appendix B.

Across the School District, SPPS has implemented aggressive energy efficiency, waste diversion, recycling and composting initiatives, including those detailed in the SPPS Annual Sustainability Report for 2017, which is provided in Exhibit D. SPPS seeks to advance its sustainability measures through the addition of CSG subscription(s).

Schedule of Events

This RFP will be conducted according to the following schedule of events. At the discretion of SPPS, this schedule is subject to change.

Date	Event
December 3, 2018	SPPS issues Request for Proposal
December 14, 2018, 2:00 p.m.	Written RFP questions from Proposers due in writing Saint Paul Public Schools Purchasing & Contract Services, First Floor 360 Colborne Street, St. Paul 55102

December 19, 2018, 2:00 p.m.	SPPS issues written responses to RFP questions & final RFP Addenda, if needed
January 3, 2019, 2:00 p.m.	Deadline to submit proposals
January 7, 2019	Evaluation of proposals including interviews and site visits, if necessary
January 30, 2019 (?)	Contract(s) recommendation presented for SPPS Board of Education review
February 4, 2019 (?)	SPPS awards Contract(s) and enters into final negotiations with proposer(s)

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SECTION I. RFP OVERVIEW

Current Sustainability Initiatives

The SPPS Facilities Department hosts the cross-disciplinary Environmental Services Group. The School District’s overarching sustainability goal is to foster healthy and sustainable schools that positively impact our students’ learning experience and prepares them to be environmentally literate leaders of tomorrow.

The District’s current Sustainability Initiatives include:

1. Waste Diversion and Recycling;
2. Energy Efficiency;
3. Water Conservation;
4. Stormwater Management;
5. Environmental Education: Connecting with Nature, and
6. Transportation: Promoting Health and Safety.

The District’s 2017 Annual Sustainability Report is provided in Appendix D.

District-wide Energy Consumption

SPPS operates 7.3 million square feet of building space, including 68 schools and 5 support buildings, across a total of 425 acres. Across these 72 facilities, the District’s consumes on average (over the last 5 years) 46,428 MWh/year from Xcel Energy.

SPPS has adopted a District-wide goal of reducing 10% of its annual energy use from FY 2009 by FY 2019. To monitor and guide this progress, the District actively participates in the State of Minnesota B3 Benchmarking initiative. SPPS has proactively made all of the District’s B3 Benchmarking data public at <https://spps.b3benchmarking.com/Report>.

SPPS has achieved continued energy efficiency gains through a LED lighting replacements, steam trap replacement, HVAC upgrades, student and staff engagement and other measures. Many of the District’s

energy efficiency projects have been funded via the dedicated internal Revolving Energy Efficiency Fund (REEF).

District Renewable Energy Planning

The District has adopted a Five-Year Facilities Maintenance and Capital Implementation Plan, adopted in 2016 and covering capital planning for FY 2017 through FY 2021. The Facilities Master Plan prioritizes addressing 21st-century learning needs across the District equitably, efficiently and cost-effectively.

Even with significant commitment and support from the SPPS Board of Education for the Facilities Master Plan and capital budget commitment, the District's financial challenges have resulted in the delay of several high priority capital projects and of many high priority building system upgrades.

Due to these budget pressures and higher-priority facility needs, the District has intentionally deferred action on rooftop solar PV installations. However, the District has identified some sites for possible future rooftop solar PV projects. To preserve this option, SPPS does not intend to allocate any CSG subscription to those sites. Before executing the final contract with winning Proposer(s), the District will determine those specific sites, among those listed in Table 1, to be exempted from CSG subscriptions.

Further, the District has explored Xcel Energy's Renewable*Connect for Governments program. SPPS Facilities staff have elected to defer enrollment in Renewable*Connect in favor of issuing this CSG RFP.

Proposal Scope

SPPS seeks CSG subscriptions for the maximum MWh possible for the maximum facilities possible among the 69 SPPS locations listed in Table 1.

Because all SPPS facilities, with the exception of 600 Weir Drive, are in Ramsey County, Proposers need only indicate each CSGs overall subscription capacity. Upon selection, winning Proposer(s) will be responsible for working with SPPS allocate the specific CSG production to associated SPPS facilities. Before executing the final contract with winning Proposer(s), the District will determine those specific sites, among those listed in Table 1, to be exempted from CSG subscriptions.

SPPS seeks CSG subscriptions that mitigate the District's financial risk, with subscription agreements that are cash-flow-neutral or cash-flow-positive on an annual basis, beginning in the first year and continuing each year thereafter. Proposals that present a net annual loss to SPPS will not be considered.

Table 1. SPPS Facilities to be served by CSG Subscription Agreements

Site Name	Address	Facility Type	Annual kWh Consumed (2017)
1780 W 7th St	1780 W 7th St	School	172,617.22
271 Belvidere St	271 Belvidere St	School	192,787.38
360 Colborne	360 Colborne Complex	Administration	2,368,132.12
Adams Spanish Immersion	615 S. Chatsworth St.	School	378,674.33
AGAPE	1037 University Ave	School	223,390.12
American Indian	1075 Third St E	School	703,480.54
Battle Creek Elementary	60 S. Ruth St.	School	352,442.36
Battle Creek Middle	2121 Park Dr N	School	781,530.72
Bruce Vento	409 Case Ave E	School	569,116.24
Central	274 Lexington Pkwy N	School	2,510,633.39
Chelsea Heights	1557 Huron St.	School	387,911.60
Cherokee Heights	694 Charlton St	School	484,858.12
Como Elementary	780 Wheelock Pkwy W	School	787,248.74
Como Senior	740 Rose Ave W	School	1,543,313.23
Creative Arts	65 Kellogg Blvd E	School	863,139.94
Crossroads	543 Front Ave	School	1,214,067.90
Crosswinds (recently acquired)	600 Weir Dr (Woodbury)	Administration	0.00
Dayton's Bluff	262 Bates Ave	School	491,466.97
District Service Facility	1930 Como	Administration	3,542,045.78
Eastern Heights	2001 Margaret St	School	298,595.14
EXPO	540 Warwick St	School	435,066.45
Farnsworth Lower	1290 Arcade St	School	297,424.26
Farnsworth Upper	1000 Walsh St	School	534,603.84
Four Seasons Elementary	318 Moore St	School	487,125.75
French Immersion Lower	1305 Prosperity Ave	School	223,841.20
French Immersion Upper	1760 Ames Place	School	226,655.79
Frost Lake	1505 Hoyt Ave E	School	474,886.18
Galtier	1317 Charles Ave	School	359,136.15
Gordon Parks	1212 University Ave	School	319,737.86
Groveland	2045 St Clair Ave	School	162,082.50
Hamline	1599 Englewood Ave	School	391,341.25
Harding	1540 Sixth St E	School	2,014,788.44
Hazel Park	1140 White Bear Ave N	School	831,844.37
Highland Park Complex	975 Snelling Ave S	School	1,901,119.36
Highland Park Elementary	1700 Saunders Ave	School	201,889.48
Highwood Hills	2188 Londin Ln	School	495,768.60
Horace Mann	2001 Eleanor Ave	School	263,280.33
Hubbs	1030 University Ave W	School	451,797.24
Humboldt/OWL	30 Baker St E	School	2,303,240.35
J.J. Hill	998 Selby Ave	School	306,325.83
Jackson	437 Edmund Ave	School	315,935.29
Jie Ming Immersion	1845 Sheridan Ave	School	220,128.36

John A. Johnson	740 York Ave	School	1,017,791.13
Johnson High School	1349 Arcade St	School	1,145,043.31
Journey's	90 Western Ave	School	244,185.49
LEAP	631 Albert St N	School	397,241.56
Linwood	1023 Osceola Ave	School	267,465.33
Maxfield	380 Victoria St N	School	446,142.82
Mississippi	1575 L'Orient St	School	368,371.33
Monroe	810 Palace Ave	School	613,529.21
Murray Middle	2200 Buford Ave	School	573,704.56
Nokomis North	985 Ruth St N	School	264,985.56
Nokomis South	525 White Bear Ave N	School	211,727.13
Obama	707 Holly Ave	School	488,163.82
Parkway	1363 Bush Ave E	School	457,817.46
Phalen Lake	1089 Cypress St	School	491,603.56
Ramsey Middle	1700 Summit Ave	School	405,584.39
Randolph Heights	348 Hamline Ave S	School	252,721.17
River East	1055 Mackubin St	School	43,318.18
Riverview	160 Isabel St E	School	534,716.88
Rondo (Ben Mays/Capitol Hill)	560 Concordia Ave	School	2,457,882.35
Saint Paul Music	27 Geranium Ave E	School	364,839.81
St. Anthony Park	2180 Knapp St	School	273,677.65
Student Placement Center	2102 University Ave	Administration	145,400.12
The Heights	1863 Clear Ave E	School	335,467.82
Transportation: Bus Garage	261 Chester St	Administration	96,169.41
Washington Technology	1495 Rice St.	School	3,197,853.64
Wellstone	1041 Marion St	School	1,299,037.74
Wheelock	1521 Edgerton St	School	53,239.86
TOTAL			47,531,152.02 kWh

CSG Proposal Preferences

SPPS shall give a preference to Proposers that:

1. Provide a net cash-flow-positive subscription pricing structure to SPPS, beginning the first year of solar electricity generation and continuing each year of the 25-year CSG subscription agreement, and
2. Incorporate learning opportunities for SPPS students, including but not limited to: a) CSG site visits from SPPS students and/or staff; b) classroom engagement by and/or curriculum materials from Proposers, and c) other learning opportunities suggested by SPPS staff or Proposers.

Proposers are encouraged to include the maximum total kilowatts CSG subscription available across Proposers' CSG portfolio.

CSG Subscription Agreement Options

SPPS will consider options from Proposers for one or more Contracts that may result from this RFP.

Proposers must indicate whether the proposal includes an Xcel Energy CSG Bill Credit based on 1) the prior Applicable Retail Rate (ARR) regime or the current Value of Solar (VOS) regime.

Because Proposers are encouraged to include the maximum total kilowatts CSG subscription available, which may incorporate multiple CSG sites, Proposers must indicate which CSG sites are approved for the ARR CSG Bill Credit and which CSG sites will be subject

SECTION II. RFP INSTRUCTIONS

Questions About this RFP

Proposers may submit questions about this RFP in writing only, prior to December 13, 2018, 2:00 p.m. to Jamie Atkins, at jamie.atkins@spps.org or at the Purchasing office, 360 Colborne Street.

SPPS staff will post responses to questions on or before December 19, 2018, 2:00 p.m.

Final RFP Addenda

Based on the written questions submitted to SPPS, any substantive clarifications, additions or deletions in the RFP will be issued in addendum format. No verbal modification will be binding. Proposers are required to respond to the RFP addenda, if addenda are issued.

Failure of any Proposer to respond to any such addenda shall not relieve such Proposer from any obligation under the Proposal as submitted. At the time of the opening of Proposals, each Proposer shall be conclusively presumed to have received and understood all RFP documents, including all addenda. The failure of any Proposer to examine any form, instrument or other document, which is part of the RFP, shall in no way relieve such Proposer from any obligation arising under law from the submission of a proposal. Failure of any Proposer to respond to any addenda may also result in the rejection of the entire proposal.

SPPS Contacts

The sole point of contact for this RFP is:

Jamie Atkins, Purchasing Manager Saint Paul Public Schools 360 Colborne Street, St. Paul, MN 55102-3299	Phone: 651-767-8289 Fax: 651-293-5965 Email: jamie.atkins@spps.org
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Other SPPS personnel or representatives of SPPS will not discuss this RFP with potential Proposers prior to the approval of the Contract(s) by the SPPS School Board currently scheduled for. Attempts by a Proposer to contact other SPPS personnel or representatives about this RFP or their Proposal after the release of the RFP and before the approval of the Contract(s) by the SPPS School Board may be grounds for disqualification of the Proposal at the sole discretion of SPPS.

Office Receiving Proposals

To be considered by SPPS, proposals must be **delivered** to the following address, with a time-stamp no later than December 27, 2018, 2:00 p.m. Proposals should include three (3) hard copies of the proposal and one (1) electronic copy of the proposal on a flash/thumb drive.

[RFP Response A-216044-A – CSG Proposal](#)
[Saint Paul Public Schools](#)
[360 Colborne Street, St. Paul, MN 55102-3299](#)

The official submission time will be determined by the time stamp machine located in the Purchasing department of SPPS. Failure of proposals not arriving by this deadline will not be the responsibility of SPPS for any reason including delays with mail delivery internal or external to SPPS property. It is the sole responsibility of the Proposer to ensure timely delivery of all proposals.

Proposals submitted by e-mail or facsimile will not be accepted. Proposals not delivered to the office designated herein shall be rejected. Once submitted, all Proposals become the property of the School District and will not be returned to the offering firm unless requested prior to the submission deadline.

Proposers Have Sole Responsibility for Review of the RFP and Any Addenda

By submitting a proposal, proposing firms represent that they have thoroughly examined and become familiar with the contents of the RFP and that the firm is capable of providing services to achieve the objectives of SPPS. Proposing firms must be authorized to transact business in the State of Minnesota and otherwise comply with all the requirements of State or Federal laws and regulations.

Proposals Shall Become the Property of SPPS

All information submitted in response to this RFP shall become the property of SPPS. Once opened, a proposal becomes public property, available for viewing and reproduction by any person and will not be returned. The proposals will become public information after Contract selection and award.

Public Records & Requests for Confidentiality

Pursuant to Minnesota Government Data Practices Act, Minn. Statute, Section 13.591, the names of all entities that submit a timely Proposal to SPPS will be public once the Proposals have been opened. All other information contained in the proposals remains private until the School District has executed a Contract with the selected Proposer(s) or otherwise completed this procurement process. After a

Contract has been executed, all information in all of the Proposals is public except “trade secret” information as defined in Minn. Statute, Section 13.37.

Requests for release of information held by SPPS are subject to the provisions of the Minnesota Government Data Practices Act, Minn. Statute, Chapter 13. Proposers are encouraged to familiarize themselves with these provisions before submitting a Proposal.

All information submitted by a Proposer eventually will be treated as public information by SPPS unless the Proposer properly requests, and the School District agrees, that specific information be treated as private or confidential. Any specific information that is requested as confidential must be submitted within a separate, sealed envelope along with a cover letter explaining the reason for the request. A Proposer making such a request must include the name, address and telephone number of the individual authorized by the Proposer to answer inquiries by SPPS concerning the request. Requested that all, or substantially all, of a Proposal be held as confidential is not allowed, and SPPS may disqualify such a Proposal at its sole discretion. The School District reserves the right to make the final determination of whether the data identified in such a request is private or confidential within the meaning of the Minnesota Government Data Practices Act. A Proposer’s failure to request private or confidential treatment of information pursuant to this Section will be deemed by SPPS as a waiver by the Proposer of any private or confidential treatment of information included in the proposal.

Proposal Format

All Proposals shall be prepared in the form and format which the Proposer determines best for SPPS staff and consultant(s) to understand and review the proposal. The Proposal should be clear and understandable when reproduced from a PDF format in black and white. All text and exhibits should be succinct and relevant to the RFP requirements. The Proposal must include an original signature by an individual who is authorized to make representations and commitments on behalf of the proposing firm. Failure to include the signature may result in the disqualification of the Proposal.

The Proposal format shall follow the Table of Contents described herein with all pages sequentially numbered throughout.

Proposal Contents

The contents of the Proposal shall include a Table of Contents with items in the order shown in Table 2 or the Proposal may be rejected. The Table of Contents shall identify the page number where each required item listed below is located. A description of each item follows.

Table 2. Proposal Table of Contents

Item 1	Letter of Transmittal	Page _____
Item 2	Form A: Proposal Content Checklist	Page _____

Item 3	Conflict of Interest	Page _____
Item 4	Exceptions	Page _____
Item 5	Form B: Proposer Questionnaire	Page _____
Item 6	Form C: Acknowledgement of Addenda Receipt	Page _____
Item 7	Form D: Affidavit of Non-Collusion	Page _____
Item 8	CSG Proposal	Page _____
Item 9	Sample Community Solar Garden Subscription Agreement	Page _____

Description of Each Item

A description of each item required in the proposal follows.

Item 1: Letter of Transmittal

Address the letter of transmittal to Jamie Atkins, Purchasing Manager, Saint Paul Public Schools, Purchasing & Contract Services, 360 Colborne Street, Saint Paul MN 55102-3299 and include, at a minimum, the following:

1. Identification of the proposing firm, including name, address and telephone number.
2. The E.I. Number assigned to the firm for use in filing their “Employer’s Quarterly Federal Tax Return,” Treasury Department Form 941, or Social Security Number.
3. Name, title, address, telephone number and email address of Proposer’s contact person during period of proposal evaluation.
4. Identification of any and all proposed subcontractors, including name, address, telephone number, and a summary of their role in the Proposal.
5. A statement to the effect that the Proposal shall remain valid and subject to acceptance by SPPS for a period of not less than 180 days from the date of submittal.
6. Signature of a person authorized to bind the proposing firm to the terms of the proposal.

Item 2: Form A, Proposal Content Checklist

Proposers shall complete Form A, the Proposal Content Checklist provided in Appendix C.

Item 3: Conflict of Interest

The Proposer must identify if there is any potential conflict of interest it may have with this RFP, including but not limited to personal friendships or relationships with SPPS personnel involved in the decision making process that could impact the integrity of the RFP process. If a proposing firm is in doubt about its ability to respond ethically to this RFP because of a conflict of interest, it should immediately notify the SPPS Purchasing Department for consultation.

Item 4: Exceptions

Any exceptions to the requirements in this RFP must be included in the Proposals submitted by the Proposers. Segregate such exceptions as a separate element of the Proposal under the heading "Exceptions." SPPS reserves the right to reject any Proposals that contain substantive exceptions. The amount and nature of exceptions requested will also be a factor in the evaluation when comparing Proposals. Failure to indicate any exceptions shall be interpreted as the Proposer's intent to fully comply with the RFP as written.

Item 5: Form B, Proposer Questionnaire

Proposals will be considered only from proposing firms now or recently engaged in the performance of services comparable to those found in the base program specifications described herein. In order to determine qualifications and experience, each Proposer shall complete Form B, the Proposer Questionnaire found in Appendix C.

Item 6: Form C, Acknowledgement of RFP Addenda Receipt

The Acknowledgement of RFP Addenda Receipt (Form C provided in Appendix C) shall be completed and signed.

Item 7: Form D, Affidavit of Non-Collusion

The Affidavit of Non-Collusion (Form D provided in Appendix C) shall be completed, signed and notarized.

Item 8: CSG Proposal

Proposal will be considered complete only if all of the following information is provided, or if the proposal includes a narrative explanation of why any item is not provided in the proposal.

A. Proposed Solar Garden Site Information:

- a. Location of site(s);
- b. Interconnection information;
- c. Proposed timeline or, if currently operating, date of completion;
- d. Land control status (lease status, fee simple purchase, etc...);
- e. Permitting status;
- f. Environmental status, and

- g. Any other important project development details.

B. Suggested Size and Subscription:

- a. Based upon the electricity consumption and location of SPPS sites, provide the maximum and suggested levels for SPPS participation in a subscription for the planned or currently operating CSG(s).

C. Term:

- a. Term of subscription offered;
 - i. Any options or alternative contract lengths (if applicable).

D. Risks:

- a. Risks associated with offered subscription agreement;
- b. Early Termination clauses;
- c. Termination of program by Xcel, and
- d. Any other risks believed warranted.

E. Pricing/Rate:

- a. Subscription pricing offering options:
 - i. Price;
 - ii. Detailed information on pricing structures and subscription payments;
 - iii. Individual CSG status:
 - 1. Eligible for CSG Bill Credit under Xcel Energy's Applicable Retail Rate, or
 - 2. Classified as a Value of Solar CSG Bill Credit;
- b. Indication of Fixed or Indexed contract against Xcel Energy's Applicable Retail Rate or VOS Bill Credit, as applicable;
 - i. If pricing is indexed to Bill Credit, detailed information concerning timing of price adjustment(s) and other relevant information;
- c. Any escalation components in pricing proposal, and
- d. Invoice structure and payment terms.

F. Opportunities for Student and Staff Learning:

- a. Opportunities for CSG site visits from SPPS students and/or staff, and any supporting learning activities at the CSG site;
- b. Classroom engagement by Proposers;
- c. Curriculum material provided by Proposers, and
- d. Other learning opportunities for SPPS staff or students.

Item 9: Sample CSG Subscription Agreement

Proposers are urged to provide a Sample CSG Subscription Agreement, as evidence of proposer's readiness to execute a CSG subscription contract with SPPS. The District may also compare elements of the Proposal with provisions in the sample CSG Subscription Agreement to provide further detail on the Proposal.

Proposal Scoring

The SPPS Evaluation Committee will use the following criteria to determine successful contractor(s) for entering into final negotiation for CSG Subscription(s) serving the District:

POINT VALUE	CRITERIA
40	Subscription pricing & structure
30	General Response to the RFP and technical competence
20	Previous experience with and reference for similar projects
10	Preference points for learning opportunities

INDEPENDENT SCHOOL DISTRICT 625

SAINT PAUL PUBLIC SCHOOLS

FACILITIES DEPARTMENT

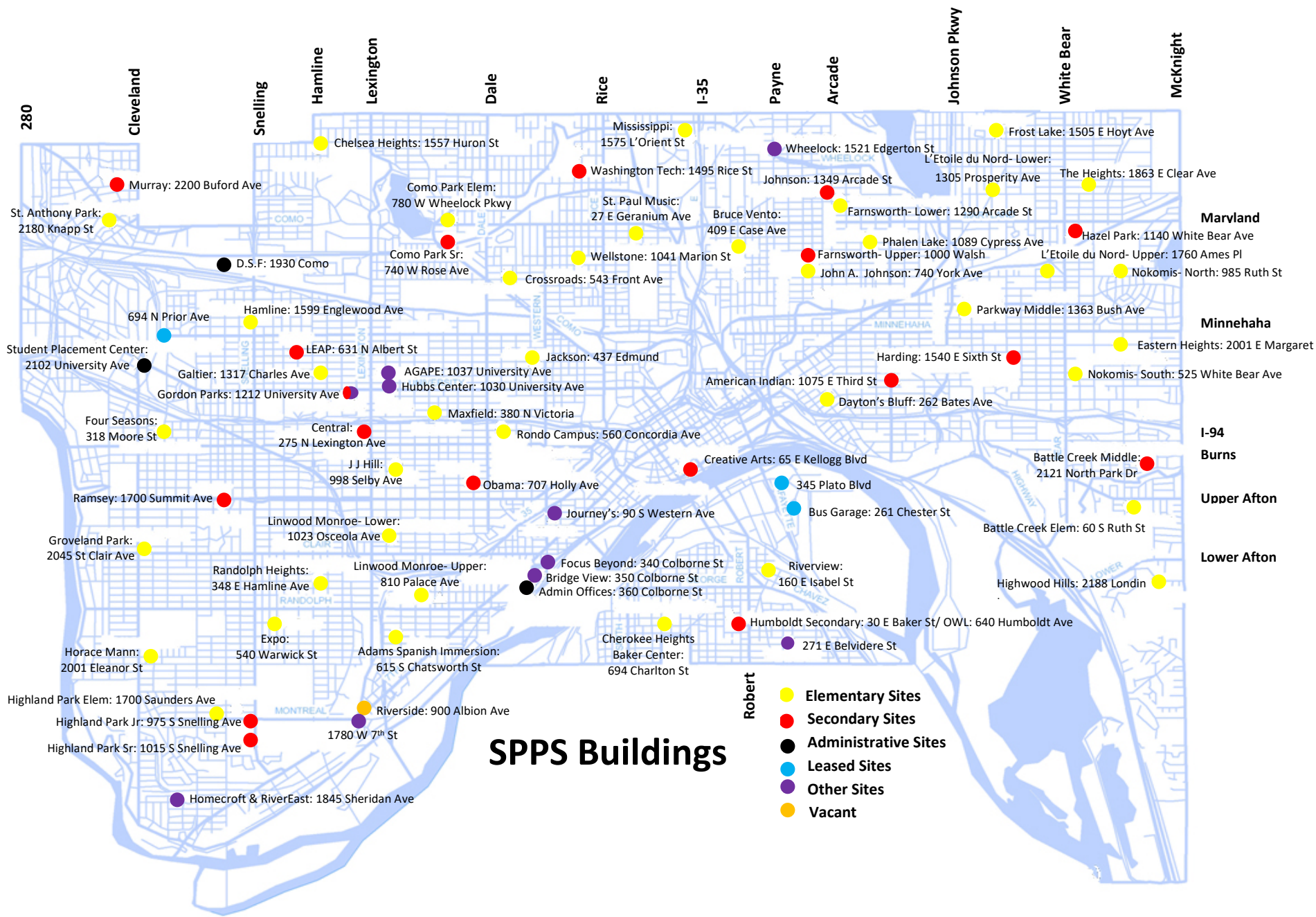
**Request for Proposals for
Furnishing a Community Solar Garden Subscription Agreement
for Saint Paul Public Schools**

**Appendix A.
Directions to SPPS Facilities Department**

Proposers may download Appendix A from the SPPS Purchasing & Contract Services Vendor Site at:
http://vendor.spps.org/Advertised_Bids_Proposals.

**Appendix B.
SPPS District Map of Current Facilities**

The District Map of Current Facilities is located on the following page. Proposers may also download Appendix B from the SPPS Purchasing & Contract Services Vendor Site at:
http://vendor.spps.org/Advertised_Bids_Proposals.



INDEPENDENT SCHOOL DISTRICT 625
SAINT PAUL PUBLIC SCHOOLS
FACILITIES DEPARTMENT

Request for Proposals for
Furnishing a Community Solar Garden Subscription Agreement
for Saint Paul Public Schools

Appendix C.
Proposal Forms

- Form A: Proposal Content Checklist
- Form B: Proposer Questionnaire
- Form C: Acknowledgement of RFP Addenda Receipt
- Form D: Affidavit of Non-Collusion

Instructions: All proposal forms provided in this RFP are required to be completed and executed by an official authorized to bind the proposing firm to the proposal offer. All completed proposal forms shall be made a part of the firm's proposal. The same authorized person must sign all proposal forms.

***Failure to Provide the Information Requested in all Proposal Forms
May Be Cause for Rejection of Proposal as Non-Responsive***

**FORM A
PROPOSAL CONTENT CHECKLIST**

Proposing Firm Name & Address _____

Instructions: Check the following items that are included in your proposal.

- Letter of Transmittal
- Form A Proposal Content Checklist
- Conflict of Interest Statement
- Exceptions Statement
- Form B Proposer Questionnaire
- Form C Acknowledgement of Receipt of Addenda
- Form D Affidavit of Non-Collusion
- CSG Subscription Proposal
- Sample CSG Subscription Agreement

FORM B

PROPOSER QUESTIONNAIRE

Instructions: Please type or print clearly all responses to the questionnaire. Attach additional pages as may be necessary to properly respond to each of the following questions.

1. Proposing Firm Contact Information

Name of Proposing Firm _____

Name of Contact Person _____

Telephone Number _____

Fax Number _____

Email Address _____

Mailing Address _____

Website Address _____

Type of Organization _____

(Corporation, joint venture, partnership, individual)

2. Subcontractor(s) Contact Information, if applicable

For each subcontractor, complete the following information. Add additional pages as necessary.

Name of Subcontractor Firm _____

Name of Contact Person _____

Telephone Number _____

Fax Number _____

Email Address _____

Mailing Address _____

Website Address _____

Type of Organization _____

(Corporation, joint venture, partnership, individual)

Complete this Section for the Proposing Firm and, if applicable, each Subcontractor Firm

3. Proposer Team Organization

Provide:

1. A description of your company’s background, organizational structure, company financial and credit rating, and philosophy;
2. A statement about how your firm plans to conduct the work and your approach to furnishing a solar garden subscription agreement, and
3. Relevant background information for all principals, employees, and other staff who will be assigned to this project.

4. References

Provide references for similar work performed by your firm in the past 5 years.

5. Employees

- a. How many permanent employees do you propose to use to fulfill the requirements of this contract?

- b. Do you intend to employ additional employees for this contract? If yes, how many?

FORM C

ACKNOWLEDGEMENT OF RECEIPT OF RFP ADDENDA

Instructions: Proposers shall acknowledge receipt of addenda to the Saint Paul Public Schools RFP for Community Solar Garden Subscription(s). The provision to acknowledge up to seven (7) addenda is included in the form, but does not mean that seven (7) addenda will be issued.

No addenda were issued:

(signature)

Addendum #1

(signature)

Addendum #2

(signature)

Addendum #3

(signature)

Addendum #4

(signature)

Addendum #5

(signature)

Addendum #6

(signature)

Addendum #7

(signature)

FORM D

AFFIDAVIT OF NON-COLLUSION

I hereby swear (or affirm) under the penalty of perjury:

1. That I am the responder (if the responder is an individual), a partner in the company (if the responder is a partnership) or an officer or employee of the responding corporation having authority to sign on its behalf (if the responder is a corporation);
2. That the information provided in this proposal is true, accurate and complete, and I have the authority to submit this proposal, which will become a binding contract if accepted by Saint Paul Public Schools;
3. That the attached proposal has been arrived at by the responder, independently, and has been submitted without collusion with, and without any agreement, understanding, or planned common course of action with, any other vendor of materials, supplies, equipment or services described in the Request for Proposal, designed to limit independent bidding or competition;
4. That the contents of the proposal has not been communicated by the responder or its employees or agents to any person not an employee or agent of the responder or its surety on any bond furnished with the proposal and will not be communicated to any such person prior to the official opening of the proposal or to any official opening the proposal;
5. That I have not made any agreement with nor offered/accepted anything of value to/from an official or employee of Saint Paul Public Schools that would tend to destroy or hinder free competition; and
6. That I have fully informed myself regarding the accuracy of the statements made in this affidavit.

Name (print) _____

Signature _____

Firm name _____

Firm address _____

Subscribed and sworn to before me this _____ day of _____, 2018.

Notary Public

My Commission expires _____

**INDEPENDENT SCHOOL DISTRICT 625
SAINT PAUL PUBLIC SCHOOLS
FACILITIES DEPARTMENT**

**Request for Proposals for
Furnishing a Community Solar Garden Subscription Agreement
for Saint Paul Public Schools**

**Appendix D.
2017 SPPS Annual Sustainability Report**

On following pages