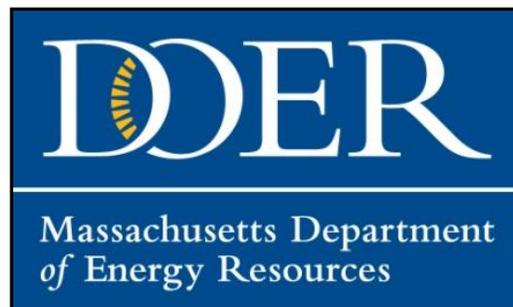


THE COMMONWEALTH OF MASSACHUSETTS

**EXECUTIVE OFFICE OF ENERGY AND
ENVIRONMENTAL AFFAIRS
DEPARTMENT OF ENERGY RESOURCES**

Judith Judson, Commissioner

100 Cambridge Street, 10th Floor
Boston, MA 02114



Request for Quote (RFQ)

**Document Title: Post-1,600 Megawatt Solar Policy Development
Technical Support**

COMMBUYS Bid#: PO-16-1041-ENE01-ENE01-00000006531

Agency Document Number: RFQ-ENE-2016-010

February 5, 2016

Please Note: This is a single document associated with a complete Bid (also referred to as Solicitation) that can be found on www.COMMBUYS.com. All Bidders are responsible for reviewing and adhering to all information, forms and requirements for the entire Bid, which are all incorporated into the Bid. Bidders may also contact the COMMBUYS Helpdesk at COMMBUYS@state.ma.us or the COMMBUYS Helpline at 1-888-MA-STATE. The Helpline is staffed from 8:00 AM to 5:00 PM Monday through Friday Eastern Standard or Daylight time, as applicable, except on federal, state and Suffolk county holidays.

I. Procurement Calendar

DOER Issues RFQ	February 5, 2016
Deadline for Submitting Questions	February 11, 2016
DOER Answers Questions	February 16, 2016
RFQ RESPONSE DUE	February 19, 2016
Selection of Winning Response*	February 23, 2016
Execution of Contract with DOER*	February 26, 2016
Project Kick-off meeting*	February 29, 2016
PROJECT COMPLETE*	April 18, 2016

* Dates after RFQ Response Due date are anticipated dates. All dates are subject to change.

II. Procurement and Contact Information

A. Type of Procurement

Fee for Service subject to 801 CMR 21; and PRF62.

B. RFQ Distribution Method

This Request for Quotes (RFQ) has been distributed electronically using the Commbuys system. It is the responsibility of every potential respondent to check Commbuys for any addenda or modifications to an RFQ to which they intend to respond. The Commonwealth of Massachusetts and its subdivisions accept no liability and will provide no accommodations to respondents who fail to check for amended RFQs or submit inadequate or incorrect responses.

Respondents may not alter RFQ language or any RFQ component files. Those submitting a proposal must respond in accordance to the RFQ directions and complete only those sections that prompt a respondent for a response. Modifications to the body of this RFQ, specifications, terms and conditions, or which change the intent of this RFQ are prohibited. Any unauthorized alterations will disqualify a response.

C. PRF62 Energy Consulting Services Designated DOER SWC

Work awarded as a result of this RFQ is pursuant to statewide contract PRF62 Energy Consulting Services Designated DOER SWC. As such, all terms, conditions, contract rules, and Compensation Structure established in PRF62 shall apply. See the PRF62 User Guide for details.

D. Massachusetts Public Records Law

All proposals and information submitted in response to this RFQ are subject to the Massachusetts Public Records Law, M.G.L., Chapter 66, Section 10, and to Chapter 4, Section 7, and Subsection 26. Any statements in submitted proposals that are inconsistent with these statutes shall be disregarded.

E. Small Business Procurement

This is a small procurement targeted to small businesses participating in the Commonwealth's Small Business Purchasing Program (SBPP). DOER intends to evaluate bid responses from and to award a contract to a SBPP-participating business(es) who submit a bid that meets or exceeds the solicitation criteria only. If determined that there is inadequate SBPP capacity, or no SBPP-participating vendors provide a responsive bid, the Department will evaluate and award bid responses received from non-SBPP businesses. To determine eligibility and to participate in the SBPP, please review the requirements and general program information at www.mass.gov/sbpp.¹

¹ This procurement is not limited to business participating in the SBPP. Proposals will be expected from qualified PRF62 vendors.

F. No Guarantee of Resulting Contract

The Commonwealth makes no assurance that any services will be purchased from any contract resulting from this RFQ.

G. Questions and Answers

All questions must be submitted through the Q&A feature of this solicitation within Combuys.

H. Contact Information

Responses to this RFQ will be received by:

Procurement Contact:	Michael Judge Director, Renewable & Alternative Technology Division Department of Energy Resources 100 Cambridge Street, Suite 1020 Boston, MA 02114
Telephone:	(617) 626-7368
E-mail:	Michael.Judge@state.ma.us
RFQ Name:	Post-1,600 MW Solar Policy Development Technical Support
RFQ File Number:	RFQ-ENE-2016-010

III. Introduction

The Massachusetts Department of Energy Resources (DOER) develops and implements policies and programs aimed at ensuring the adequacy, security, diversity, and cost-effectiveness of the Commonwealth's energy supply to create a clean, affordable and resilient energy future. To that end, The DOER strives to:

- Ensure deployment of all cost-effective energy efficiency;
- Maximize development of clean energy resources;
- Create and implement energy strategies to assure reliable supplies and improve the cost of clean energy relative to fossil-fuel based generation;
- Support Massachusetts' clean energy companies and spur Massachusetts' clean energy employment.

DOER is an agency of the Executive Office of Energy and Environmental Affairs (EEA).

IV. Scope of Work

The DOER is seeking a contractor to help identify the current costs of different types of solar installations in Massachusetts. The contractor will use this cost data to help establish the total energy

and incentive value necessary for different types of solar projects to move forward under current economic conditions. The contractor will also be tasked with analyzing the total cost to ratepayers of different potential solar incentive policy frameworks.

Task 1 – Evaluation of Current Solar Costs and Needed Incentive Levels across Sectors

The contractor shall provide an analysis of current Massachusetts solar PV cost trends and projections, including both hard costs of solar panels and total installed costs. The contractor shall provide current market installed cost and a range of cost trends (not less than three) for the following four categories of project sizes:

1. Less than 25 kW DC;
2. 25 kW DC – 250 kW DC;
3. 250 kW DC – 1,000 kW DC; and
4. Greater than 1,000 kW DC.

The contractor shall also analyze cost differentials between the different types of projects and provide estimates on the additional costs associated with developing each type. The incremental costs of each system type shall be assessed as compared to a ground mounted system developed on a flat, open space:

1. Community Shared Solar;
2. Low Income Solar;
3. Solar Canopies;
4. Rooftop Solar;
5. Landfill Solar; and
6. Brownfield Solar.

The contractor shall utilize a non-proprietary solar financing model to establish the total energy and incentive value (\$/MWh) necessary for these market sectors to achieve a necessary economic rate of return to system owners and investors to achieve market penetration. The analysis will provide the total value needed under scenarios where payments to solar generators are provided over 10, 15, and 20 year time periods. The analysis will show the required value needed under both fixed price and market based scenarios. Lastly, the analysis should be applied to a reasonable set of investment alternatives including:

1. Third-party ownership;
2. Direct ownership – taxable entity; and
3. Direct ownership – non-taxable entity.

Task 2 – Comparative Evaluation of Policy Alternatives

The contractor shall provide DOER with a comparative evaluation of direct ratepayer costs of different policy designs under consideration, which include the following:

1. Continuation of the SREC II Program beyond 1,600 MW;
2. Competitive Solicitation for Long-Term Contracts for Large Projects (>1 MW) with Fixed Price Contracts for Smaller Projects (<1 MW) (e.g. RI REG Program or CT ZREC Program); and

3. Declining Block Tariff Program for All Project Types.

For the purposes of modeling, the contractor shall assume that the next policy will support an additional amount of solar up to a program cap level to be determined by DOER. Modeling will look at the cost differential to ratepayers under scenarios where payments to solar generators are provided over 10, 15, and 20 year time periods. The evaluation shall be limited to the potential financial exposure of the program to ratepayers.

V. DELIVERABLES

Key deliverables as discussed above and as directed by DOER, to be completed by the selected contractor include but not limited to:

- Report of PV price trends and projections in the Massachusetts market for different projects sizes and types, assumptions, and results demonstrating economic value needed to sustain project development for the identified project sizes and types; and
- Policy analysis report describing alternative policy options and evaluating the comparative direct cost and risks to ratepayers of each scenario modeled.

VI. QUALIFICATIONS AND EXPERIENCE

At a minimum, qualifications and experience should include:

- Knowledge of existing solar incentive program structures, with a particular emphasis on existing Massachusetts programs;
- Knowledge of solar net metering policy structures, with a particular emphasis on Massachusetts;
- Experience in evaluating solar project financing; and
- Experience in evaluating solar incentive programs and related ratepayer impacts.

VII. CONTRACT INFORMATION

A. Funding availability /duration of contract

The contract(s) awarded pursuant to this RFQ-ENE-2016-010 and will be awarded as a rate based contract with a maximum dollar amount not to exceed \$60,000. The contract(s) awarded pursuant to this RFR-ENE-2016-010 will likely be through May 31, 2016. DOER reserves the right to hire a contractor for a limited scope of work if necessary to meet the budget parameters.

The contractor shall prioritize and complete the Scope of Work according to the following schedule:

Task 1 – Evaluation of Current Solar Costs

Results of the financial analyses shall be made available to DOER within three (3) weeks after contract Effective Date. The contractor shall deliver the final report covering this task within five weeks from the contract Effective Date.

Task 2 – Comparative Evaluation of Costs of Policy Alternatives

The contractor shall complete this task with a draft report within five (5) weeks after the Effective Date of the contract, with a final report completed within seven weeks.

B. Contract expansion

If additional funds become available during the contract duration period, DOER reserves the right to increase the maximum obligation to the contract executed as a result of this RFQ-ENE-2016-010 with related additional tasks to be determined by mutual agreement consistent with the terms of statewide contract PRF62.

C. Contractor’s responsibility and invoicing

The selected contractor will be responsible for timely completion of the requirements described above and as directed by DOER. The selected contractor must assume overall responsibility for coordinating and completing all deliverables contained in the resultant contract. All invoices must be submitted to DOER on a schedule and in a format to be agreed upon by DOER and the selected contractor. Invoices shall include sufficient back-up documentation to support the amount being invoiced.

D. The Commonwealth’s responsibility

The Commonwealth's Project Manager will be responsible for overseeing and managing all tasks undertaken by the selected contractor, including but not limited to developing a Statement of Work; reviewing, commenting and approving work plans and subsequent deliverables; coordinating with DOER and other program staff; approving invoices promptly; and reviewing and preparing work products for reports.

VIII. PROPOSAL REQUIREMENTS

Respondents to RFQ-ENE-2016-010 must respond via Commbuys and must also submit an electronic proposal to Michael.Judge@state.ma.us by 4:00 P.M. on **February 19, 2016**. Late proposals will not be accepted. Faxed proposals will not be accepted. Proposals should not be submitted in an elaborate format that includes expensive binders or graphics. Unnecessary attachments beyond those sufficient to present a complete, comprehensive, and effective response will not influence the evaluation of the proposal. Each page of the proposal should state the name of the bidder, and the page number.

Respondents must provide the following sections in their proposal.

1. A narrative, not to exceed ten (10) pages, including:
 - a. Description of proposed approach to meeting the tasks and objectives set forth in this RFQ.
 - b. Overview of team qualifications, including the team’s project management structure. Full team member resumes may be submitted as attachments and do not count toward the ten (10) page limit. Proposals that include any partnerships or sub-contracting

relationships must designate one party as the lead contractor and identify the team of subcontractors.

- c. Examples of previous projects that demonstrate experience with similar analyses, consulting for governmental entities, or other relevant experience.
2. A schedule of activities, including key milestones and outcomes for the proposed approach. The schedule shall define a clear timeline for achieving the project objectives and deliverables.
3. Respondents must provide an overall project pricing based on hourly rates for personnel assigned to the project. In no instance can any hourly rate exceed the maximum billing rates established in PRF62. Respondents must include any and all ancillary services in the project price. DOER under no circumstance will pay additional costs related to the project unless previously agreed to by both parties.

IX. PROPOSAL EVALUATION

The selected contractor needs to demonstrate the experience, ability, and skills to complete projects of this type on time and within budget.

All proposals received by the due date and meeting the requirements established in this RFQ will be reviewed and evaluated by DOER staff. The evaluation will include, but will not be limited to, the following criteria:

1) Completeness and clarity of the proposal:

Respondent presents a plan of approach to achieve end deliverables that is very logical, well thought through, takes into consideration all stakeholders, and fully addresses all elements stated in the RFQ.

2) Respondent's experience with similar projects:

Respondent has demonstrated experience working on similar type projects and demonstrated background in reviewing and analyzing solar project costs and incentive programs.

3) Price:

Respondent presents a reasonable budget with expected hours of work broken down by major tasks and by personnel and is inclusive of all ancillary costs.