**Commonwealth of Massachusetts**

**Department of Energy Resources (DOER)**

Meg Lusardi, Acting Commissioner

**RFQ-ENE-2015-009**



**REQUEST FOR QUOTE**

**Solar PV Model Permitting and Safety Training**

1. **PROCUREMENT CALENDAR**

|  |  |
| --- | --- |
| DOER Issues RFQ | August 28, 2014 |
| **RFQ Response Due** | **September 10, 2014 by 3:00pm** |
| Selection of Winning Response\* | September 15 , 2014 |
| Execution of Contract with DOER\* | September 18, 2014 |

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

1. **PROCUREMENT AND CONTACT INFORMATION**

**A. Type of Procurement**

This RFQ is a commodities and services procurement, governed by 801 CMR 21.

**B. Single Department Procurement/Multiple Department User**

This RFQis for single department procurement. All contracts awarded under this RFQ will be utilized solely by DOER.

**C. RFQ Distribution Method**

This RFQ has been distributed electronically using the Commbuys system. It is theresponsibility 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. Potential respondents are advised to check the “last change” field on the summary page of RFQs for which they intend to submit a response to ensure they have the most recent RFQ files.

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.

**D. PRF46 - Management Consultants, Program Coordinators and Planner Services**

Work awarded as a result of this RFQ is pursuant to statewide contract PRF46 - Management Consultants, Program Coordinators and Planner Services. As such, all terms, conditions, contract rules, and pricing established in PRF46 shall apply.

**E. Small Business Procurement**

This is a small procurement targeted to small businesses participating in the Commonwealth's Small Business Purchasing Program (SBPP). EEA 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](http://www.mass.gov/sbpp).

**F. 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, Subsection 26. Any statements in submitted proposals that are inconsistent with these statutes shall be disregarded.

**G. No Guarantee of Resulting Contract**

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

**H. Contact Information**

Responses to this RFQ will be received by:

Procurement Contact: Emma Krause

 Department of Energy Resources

 100 Cambridge Street, Suite 1020

 Boston, MA 02114

Telephone: (617) 626-7371

E-mail: emma.krause@state.ma.us

RFQ Name: Solar PV Model Permitting and Safety Training

RFQ File Number: RFQ-ENE-2015-009

1. **INTRODUCTION**

The Massachusetts Department of Energy Resources (DOER) is a state agency whose mandate is to analyze and develop policies and programs to ensure that Massachusetts' citizens have adequate and diverse energy supplies, at a reasonable cost, with a minimal impact on the environment. To that end, DOER strives to create a clean energy future for the Commonwealth, economically and environmentally, including:

* Accelerating the deployment of cost-effective energy efficiency,
* Increasing the development of clean energy resources,
* Implementing strategies to assure reliable supplies and improve the cost of clean, energy relative to fossil-fuel based generation, and
* Supporting MA clean energy companies and spurring MA clean energy employment.

(DOER) was awarded funds through the U.S. Department of Energy (DOE) SunShot Initiative Rooftop Solar Challenge to address the differing and expensive permitting, zoning, metering, and connection processes required to install and to finance residential and commercial rooftop solar photovoltaic (PV) systems. These efforts have continued with the start of the second phase of funding in partnership with Connecticut, Vermont, Rhode Island, and New Hampshire. The focus of DOER’s initiative is to streamline solar permitting processes, update codes and ordinances related to solar installation, improve resources for learning about interconnection, and increase access to financing for solar. More specifically, under the terms of Phase II of the award, DOER’s team will work in conjunction with state partners to implement model permitting more widely, develop a residential solar loan program, and create educational material on newly developed model solar rights and solar access bylaws. Partners named in DOER’s proposal to DOE are as follows: 1) the municipalities of Boston, Cambridge, and Winchester (Municipal Partners); 2) Massachusetts Clean Energy Center (MassCEC); and 3) Massachusetts Board of Building Regulations and Standards (BBRS).

Consistent with DOE’s SunShot Initiative Rooftop Solar Challenge, the overall goal of DOER’s initiative is to make solar energy cost-competitive with other forms of energy by the end of the decade. In addition, DOER’s initiative is consistent with DOE’s larger effort to position the United States as a global leader in the rapidly-growing solar market.

1. **BACKGROUND**

DOER has developed permitting materials for both building and wiring inspectors issuing permits for solar PV. In conjunction with the Massachusetts Department of Public Safety ([DPS](http://www.mass.gov/eopss/agencies/dps/)) and the Board of Building Regulations and Standards ([BBRS](http://www.mass.gov/eopss/consumer-prot-and-bus-lic/license-type/csl/bbrs.html)), DOER has developed structural review guidance for small rooftop solar PV systems to provide standard guidelines for the review and approval of some common types of residential rooftop solar PV systems (10kW and less). The guidance is intended to reduce the time, cost, and effort required for solar installers to develop and design and for building inspectors to review these types of PV projects.

DOER has also worked with the Massachusetts Board of State Electrical Examiners as well as the Board of Fire Prevention Regulators to create a guidance document for wiring inspectors issuing permits for solar PV.

Currently, DOER is working to coordinate regional technical and safety training for inspectors on solar PV. These trainings will introduce the MA model permitting process to the building and wiring inspector community as well as serve as a platform for inspectors to gain more knowledge about solar PV.

Creating a shared understanding among wiring inspectors, building inspectors and solar installers of the permitting process established by Massachusetts General Law will help to manage expectations of the community as a whole moving forward.

1. **SCOPE OF WORK**

DOER is seeking a qualified consultant to perform a series of comprehensive trainings on solar PV safety installation practices in five locations across Massachusetts. The selected consultant will work with DOER and its partners to design a series of trainings that will educate building and electrical inspectors on solar PV safety and the solar PV permitting guidance documents recently produced by DOER. The selected consultant is expected to design the trainings through a combination of coordination with DOER, in-field experience with building and electrical inspectors, and prior experience training permitting officials on solar PV safety and permitting. The trainings will build upon the extensive work that has been completed by our partner, the Massachusetts Clean Energy Center (MassCEC), and observations reported by solar developers to DOER through the Solar Carve-Out and Green Communities programs.

Based on review of the model guidance documents and coordination with DOER and MassCEC, the selected consultant will identify best practices and develop training for building and wiring inspectors on solar PV permitting and safety.

Specific tasks include the following:

* in consultation with DOER and partners, develop training presentation and materials for building inspectors and wiring officials across the Commonwealth
* structure trainings in a fashion through which building inspectors and wiring officials can receive continuing education credit
* present training sessions and answer questions/concerns from the building inspectors, wiring officials, and installers in attendance
* work with DOER and DPS officials to draft and conduct a webinar on permitting guidance documents
* other goals as defined by DOER and selected consultant during kick-off
1. **DELIVERABLES**

Key deliverables to be completed by the selected consultant include:

* review of guidance documents created by DOER
* develop training presentation and materials that are appropriate for building inspectors and wiring officials across the Commonwealth
* present five training sessions and answer questions from building inspectors, wiring, officials and installers in attendance
* help to create and participate in a webinar on solar PV permitting guidance documents
* provide weekly updates on progress to DOER
* other goals as defined by DOER and selected consultant during kick-off
1. **CONTRACT INFORMATION**

**A. Funding availability /duration of contract**

The maximum funding available under this RFQ is $35,000. The contract(s) awarded pursuant to this RFQ-ENE-2015-009 will likely be through December 31st, 2014.

**B. Contract expansion**

If additional funds become available during the contract duration period, DOER reserves the right to increase the maximum obligation to some or all contracts executed as a result of this RFQ-ENE-2015-009 or to execute contracts with contractors not funded in the initial selection process, subject to available funding and the terms of statewide contract PRF46.

**C. Consultant’s responsibility and invoicing**

The selected consultant team will be responsible for timely completion of the requirements described above. The selected consultant 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 consultant. Invoices shall include sufficient back-up documentation to support the amount being invoiced.

**D. DOER’s responsibility**

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

**E. DUNS number**

Data Universal Numbering System (DUNS) number means the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be obtained from D&B by telephone (currently 866-705-5711) or the Internet (currently at http://fedgov.dnb.com/webform). In order for DOER to award this contract the selected consultant must provide their DUNS number to DOER.

**F. Federal terms and conditions**

Because this contract will be funded through federal funds through DOE’s SunShot Initiative Rooftop Solar Challenge, DOER has included federal terms and conditions (attachment A) in this RFQQ.

1. **PROPOSAL REQUIREMENTS**

Respondents to this Quote RFQ-ENE-2015-009 must respond submit an electronic proposal to Emma Krause (emma.krause@state.ma.us ) by 3:00 P.M. on September 10, 2014. 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 a schedule of activities, including key milestones and outcomes for the project. The schedule shall define a clear timeline for achieving the project objectives. Respondents must also provide a cost proposal, broken out by task.

Respondents must provide a narrative, not to exceed 10 pages, describing their proposed approach, qualifications, and experience (the page limit does not include resumes, schedule of activities, or cost proposal).

Respondents must provide project-based pricing instead of the maximum billing rates established in PRF46.  Consultants must include any and all ancillary services in the project price.  DOER under no circumstance will pay additional invoices related to project-based procurement.

Proposals that include partnerships must designate one party as the lead consultant and identify the team of subcontractors (collectively referred to as consultants).

1. **PROPOSAL EVALUATION**

The selected consultant needs to have the experience, ability, and skills to complete projects of this type on time and within budget. In particular, the ideal consultant will have applicable experience and expertise related to the solar PV permit process and requirements in Massachusetts. The consultant will also have experience training wiring and building inspectors on solar PV safety and permitting processes.

All proposals received by the due date and meeting the requirements established in this RFQ will be reviewed and evaluated by DOER staff in accordance with the following criteria:

* qualifications and experience of the individual(s) and the organization(s), including experience and expertise related to the solar PV permitting process in Massachusetts;
* the quality of the proposal and its responsiveness to this RFQ-ENE-2015-009
* schedule of activities, and;
* cost proposal.
1. **RESOURCES**

Structural Review developed by the Massachusetts BBRS, DPS, and DOER:

<http://www.mass.gov/eopss/docs/dps/buildingcode/inf2/faq-prescriptive-process-stamped-signed-2-13-13.pdf>

To inform its recommendations for solar permitting and structural review guidance, DOER procured Navigant consulting to conduct an analysis of solar PV permitting practices across 25 representative Massachusetts municipalities, and an assessment of the Commonwealth’s building stock. Navigant’s analysis is summarized in the following report:

<http://www.mass.gov/eea/docs/doer/renewables/solar/recommended-model-permitting.pdf>

**Attachment A**

**Federal Terms and Conditions**

1. **SITE VISITS**

DOE’s authorized representatives have the right to make site visits at reasonable times to review project accomplishments and management control systems and to provide technical assistance, if required. You must provide, and must require your sub-recipients to provide, reasonable access to facilities, office space, resources, and assistance for the safety and convenience of the government representatives in the performance of their duties. All site visits and evaluations must be performed in a manner that does not unduly interfere with or delay the work.

1. **REPORTING REQUIREMENTS**

a. Requirements. The reporting requirements for this award are identified on the Federal Assistance Reporting Checklist, DOE F 4600.2, attached to this award. Failure to comply with these reporting requirements is considered a material noncompliance with the terms of the award. Noncompliance may result in withholding of future payments, suspension or termination of the current award, and withholding of future awards. A willful failure to perform, a history of failure to perform, or unsatisfactory performance of this and/or other financial assistance awards, may also result in a debarment action to preclude future awards by Federal agencies.

b. Dissemination of scientific/technical reports. Scientific/technical reports submitted under this award will be disseminated on the Internet via the DOE Information Bridge ([www.osti.gov/bridge](http://www.osti.gov/bridge)), unless the report contains patentable material, protected data or SBIR/STTR data. Citations for journal articles produced under the award will appear on the DOE Energy Citations Database ([www.osti.gov/energycitations](http://www.osti.gov/energycitations)).

c. Restrictions. Reports submitted to the DOE Information Bridge must not contain any Protected Personal Identifiable Information (PII), limited rights data (proprietary data), classified information, information subject to export control classification, or other information not subject to release.

1. **PUBLICATIONS**

a. You are encouraged to publish or otherwise make publicly available the results of the work conducted under the award.

b. An acknowledgment of DOE support and a disclaimer must appear in the publication of any material, whether copyrighted or not, based on or developed under this project, as follows:

*Acknowledgment*: “This material is based upon work supported by the Department of Energy [add name(s) of other agencies, if applicable] under Award Number(s) [enter the award number(s)].”

*Disclaimer*: “This report was prepared as an account of work sponsored by an agency of the United States Government. Neither the United States Government nor any agency thereof, nor any of their employees, makes any warranty, express or implied, or assumes any legal liability or responsibility for the accuracy, completeness, or usefulness of any information, apparatus, product, or process disclosed, or represents that its use would not infringe privately owned rights. Reference herein to any specific commercial product, process, or service by trade name, trademark, manufacturer, or otherwise does not necessarily constitute or imply its endorsement, recommendation, or favoring by the United States Government or any agency thereof. The views and opinions of authors expressed herein do not necessarily state or reflect those of the United States Government or any agency thereof.”

1. **FEDERAL, STATE, AND MUNICIPAL REQUIREMENTS**

You must obtain any required permits and comply with applicable federal, state, and municipal laws, codes, and regulations for work performed under this award.

1. **INTELLECTUAL PROPERTY PROVISIONS AND CONTACT INFORMATION**

a. The intellectual property provisions applicable to this award are provided as an attachment to this award or are referenced in the Assistance Agreement Cover Page. A list of all intellectual property provisions may be found at <http://energy.gov/gc/standard-intellectual-property-ip-provisions-financial-assistance-awards>.

1. Questions regarding intellectual property matters should be referred to the DOE Award Administrator identified and the Patent Counsel designated as the service provider for the DOE office that issued the award. The IP Service Providers List is found at <http://energy.gov/gc/downloads/intellectual-property-ip-service-providers-acquisition-and-assistance-transactions> (Note: See the correct phone number for the Golden Field Office IP Provider below.)

The IP Service Provider for the Golden Field Office is Julia Moody, who may be reached at julia.moody@go.doe.gov or 720-356-1699.

1. **LOBBYING PROHIBITIONS**

By accepting funds under this agreement, the recipient agrees that it will comply with the National Policy Assurances and the applicable lobbying prohibition provisions of the following national policies located at: <http://energy.gov/sites/prod/files/National_Policy_Assurances-September_%202011.pdf>, as well as applicable cost principals contained in 2 CFR 230.5-50, 48 CFR 31.205-22 and 2 CFR 225.5-55. Additionally, the lobbying prohibitions contained in 10 CFR 601 also apply.

Pursuant to the above authorities, no award funds, whether Federal or recipient cost share, may be expended by the recipient for any of the following activities:

Any attempt to influence a jurisdiction, or an official of any government, to favor, adopt, or oppose, by vote or otherwise, any legislation, law, ratification, policy, or appropriation, whether before or after the introduction of any bill, measure, or resolution proposing such legislation, law, ratification, policy, or appropriation through direct contact or communication, or by using publicity or propaganda urging members of the general public, or any segment thereof, to contribute to, or participate in any, campaign, rally, or similar effort.

Any attempt to influence an officer or employee of any agency, a member or employee of Congress, in connection with the awarding of any Federal contract grant, cooperative agreement or loan; or the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

The above prohibitions do not prohibit the recipient from expending any federal funds on the following:

Technical and factual presentations on topics directly related to the performance of a grant, contract, or other agreement in response to a documented request made by the recipient member, legislative body or subdivision, or a cognizant staff member thereof, provided such information is readily obtainable and can be readily put in deliverable form, and further provided that costs under this section for travel, lodging or meals are unallowable unless incurred to offer testimony at a regularly scheduled Congressional hearing pursuant to a written request for such presentation made by the Chairman or Ranking Minority Member of the Committee or Subcommittee conducting such hearings;

Outreach activities directed at stakeholders including, local developers, permitting bodies, local utilities, trade groups and other stakeholders to gather information and establish best practices.

1. **NOTICE REGARDING THE PURCHASE OF AMERICAN-MADE EQUIPMENT AND PRODUCTS -- SENSE OF CONGRESS**

It is the sense of the Congress that, to the greatest extent practicable, all equipment and products purchased with funds made available under this award should be American-made.

1. **REPORTING SUBAWARDS AND EXECUTIVE COMPENSATION**

a. Reporting of first-tier subawards.

1. Applicability. Unless you are exempt as provided in paragraph d. of this award term, you must report each action that obligates $25,000 or more in Federal funds that does not include Recovery funds (as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5) for a subaward to an entity (see definitions in paragraph e. of this award term).

2. Where and when to report.

i. You must report each obligating action described in paragraph a.1. of this award term to http://www.fsrs.gov.

ii. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)

3. What to report. You must report the information about each obligating action that the submission instructions posted at http://www.fsrs.gov specify.

b. Reporting Total Compensation of Recipient Executives.

1. Applicability and what to report. You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if

i. The total Federal funding authorized to date under this award is $25,000 or more;

ii. In the preceding fiscal year, you received;

(A) 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

(B) $25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at http://www.sec.gov/answers/execomp.htm.)

2. Where and when to report. You must report executive total compensation described in paragraph b.1. of this award term:

i. As part of your registration profile at http://www.ccr.gov.

ii. By the end of the month following the month in which this award is made, and annually thereafter.

c. Reporting of Total Compensation of Subrecipient Executives.

1. Applicability and what to report. Unless you are exempt as provided in paragraph d. of this award term, for each first-tier subrecipient under this award, you shall report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if;

i. In the subrecipient's preceding fiscal year, the subrecipient received;

(A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

(B) $25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and

ii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at http://www.sec.gov/answers/execomp.htm.)

2. Where and when to report. You must report subrecipient executive total compensation described in paragraph c.1. of this award term:

i. To the recipient.

ii. By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (*i.e.*, between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.

d. Exemptions

If, in the previous tax year, you had gross income, from all sources, under $300,000, you are exempt from the requirements to report:

i. Subawards and;

ii. The total compensation of the five most highly compensated executives of any subrecipient.

e. Definitions. For purposes of this award term:

1. Entity means all of the following, as defined in 2 CFR Part 25:

i. A Governmental organization, which is a State, local government, or Indian tribe;

ii. A foreign public entity;

iii. A domestic or foreign nonprofit organization;

iv. A domestic or foreign for-profit organization;

v. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

2. Executive means officers, managing partners, or any other employees in management positions.

3. Subaward:

i. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.

ii. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. \_\_ .210 of the attachment to OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations).

iii. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.

4. Subrecipient means an entity that:

i. Receives a subaward from you (the recipient) under this award; and

ii. Is accountable to you for the use of the Federal funds provided by the subaward.

5. Total compensation means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):

i. Salary and bonus.

ii. Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.

iii. Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.

iv. Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.

v. Above-market earnings on deferred compensation which is not tax-qualified.

vi. Other compensation, if the aggregate value of all such other compensation (*e.g.* severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds $10,000.

1. **CENTRAL CONTRACTOR REGISTRATION AND UNIVERSAL IDENTIFIER REQUIREMENTS**

A. Requirement for Central Contractor Registration (CCR)

Unless you are exempted from this requirement under 2 CFR 25.110, you as the recipient must maintain the currency of your information in the CCR until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another award term.

B. Requirement for Data Universal Numbering System (DUNS) Numbers

If you are authorized to make subawards under this award, you:

1. Must notify potential subrecipients that no entity (see definition in paragraph C of this award term) may receive a subaward from you unless the entity has provided its DUNS number to you.

2. May not make a subaward to an entity unless the entity has provided its DUNS number to you.

C. Definitions

For purposes of this award term:

1. Central Contractor Registration (CCR) means the Federal repository into which an entity must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the CCR Internet site (currently at http://www.ccr.gov).

2. Data Universal Numbering System (DUNS) number means the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be obtained from D&B by telephone (currently 866-705-5711) or the Internet (currently at http://fedgov.dnb.com/webform).

3. Entity, as it is used in this award term, means all of the following, as defined at 2 CFR Part 25, subpart C:

a. A Governmental organization, which is a State, local government, or Indian Tribe;

b. A foreign public entity;

c. A domestic or foreign nonprofit organization;

d. A domestic or foreign for-profit organization; and

e. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

4. Subaward:

a. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.

b. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. \_\_.210 of the attachment to OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations).

c. A subaward may be provided through any legal agreement, including an agreement that you consider a contract.

5. Subrecipient means an entity that:

a. Receives a subaward from you under this award; and

b. Is accountable to you for the use of the Federal funds provided by the subaward.

1. **NATIONAL ENVIRONMENTAL POLICY ACT (NEPA) REQUIREMENTS**

For this award, DOE has made a final NEPA determination for all activities under this award that are listed in the Statement of Project Objectives (SOPO) formally approved by DOE through incorporation into and attached to the award. You (Recipient) may proceed with the activities as described in the SOPO. This NEPA determination is specific to the project as described in the SOPO formally approved by DOE through incorporation into and attached to the award.

***If you later add to or modify the activities*** in the above-referenced SOPO, you must submit the revised SOPO to the DOE Project Officer. Those additions or modifications are subject to review by the NEPA Compliance Officer and approval by the DOE’s Contracting Officer. Recipients are restricted from taking any action using Federal funds, which would have an adverse effect on the environment or limit the choice of reasonable alternatives prior to DOE providing a final NEPA determination. Any new activities or modification of activities is subject to additional NEPA review and is not authorized for federal funding until DOE provides a NEPA determination on those additions or modifications. DOE may require the Recipient to submit additional information to support a revised NEPA determination. Should you move forward with activities that are not authorized for Federal funding by the DOE Contracting Officer in advance of the final NEPA determination, you are doing so at risk of not receiving Federal funding and such costs may not be recognized as allowable cost share.

1. **SUBCONTRACT APPROVALS**
2. At Risk Notice: The Recipient must obtain written approval by the Contracting Officer for reimbursement of costs associated with subcontractors/activities listed in paragraph b. below. No funds shall be expended on the subcontracts supporting the tasks identified in paragraph b. below until adequate information is submitted for each subcontractor and DOE approval is provided. DOE does not guarantee or assume any obligation to reimburse costs incurred by the Recipient or subcontractor for these tasks, until approval is provided in writing by the Contracting Officer.
3. Contracting Officer approval as set out above is requested for the following:

Task # Activity and Subcontractors Total Amount ($)

1.1 TBD $64,000

1.2 TBD $67,000

1.3 TBD $10,000

3.1 TBD $44,000

3.2 TBD $40,000

4.1 & 4.2 TBD $35,000

The DOE Contracting Officer may require additional information concerning these tasks prior to providing written approval.

1. Upon written approval by the Contracting Officer, the Recipient may then receive payment for the tasks identified in paragraph b. above for allowable costs incurred, or DOE will recognize costs incurred toward cost share requirements, if any, in accordance with the payment provisions contained in the Special Terms and Conditions of this agreement.
2. **FINANCING RESTRICTIONS**

Financing activities associated with this award are for the purposes of increasing distributed photovoltaic market activity in models other than self-financed ownership by enabling direct financing options, community solar programs, and/or utility-owned distributed generation and resolving legal issues around third party ownership models. Recipient is restricted from using award funds or recipient cost share to provide funding, loans, or direct support to finance solar technology installations.

For this award, DOE has made a final determination for all financing activities under this award that are listed in the Statement of Project Objectives (SOPO) formally approved by DOE through incorporation into and attached to the award. You may proceed with the financing activities as described in the SOPO. If you later add to or modify the financing activities in the above-referenced SOPO, you must submit the revised SOPO to the DOE Project Officer. Those additions or modifications are subject to review and approval by the DOE’s Contracting Officer. Should you move forward with activities that are not authorized for Federal funding by the DOE Contracting Officer in advance of the final approval, you are doing so at risk of not receiving Federal funding and such costs may not be recognized as allowable cost share.