## Appendix C RFQ Response Form

Please attach this document to your cover letter.

### Basic Contact Information

1. Proposing Firm Name:
2. Contact name for primary project contact:
3. Primary project contact email:
4. Primary project contact phone:
5. Primary project contact title:
6. Firm headquarters location:
7. Location of additional offices:

### Company Installation/Development Experience and Focus Areas

1. Number of commercial-scale solar projects developed and/or installed:
2. Percentage of projects installed for school or local government buildings:
3. Percentage of projects installed for nongovernment nonprofit entities:
4. Percentage of projects installed for for-profit entities:
5. Number of commercial-scale solar + storage projects developed and/or installed:
6. Typical size range of solar projects developed (kW or MW):
7. States in which has the Proposing Firm has successfully completed solar projects:
8. Describe the financing options the Proposing Firm can offer to businesses in Southwest Virginia, and approximately how many contracts the Proposing Firm has executed for each type of financing options:
9. Describe the grants the Proposing Firm has applied for and/or received to fund or support solar installations:

### Team Qualifications

1. Describe the team size (including full time and part time staff) that would work on this project.
2. Names, titles, and contact information for additional key staff serving on this project, if known:
3. Name and certification information for one NABCEP certified staff person.
4. Name and certification information for one licensed electrician on staff.
5. Name and certification information for one Master Electrician if applicable.
6. How long has the Proposing Firm or members of the Proposing Firm team been in business?
7. Does the Proposing Firm have experience interconnecting PV systems with the following utilities (Yes or No):
	1. APCo (AEP)
	2. Kentucky Utilities or Old Dominion Power
	3. Powell Valley Electric Cooperative or TVA

### Customer Service and Work Quality

1. List 3 references for projects completed within the last 3 years with direct client phone numbers and email addresses. Include project photos if possible.
2. Describe the Proposing Firm’s ability to complete the project per the project timeline specified above. Include a discussion of the firm’s financial stability, number of employees, length of time in business, capacity, and resources.
3. Describe the Proposing Firm's health and safety record and practices. Identify any communications with Labor and Industries regarding workplace issues, as well as the OSHA Reporting Indicators for the last three years.
4. Describe how the Proposing Firm will handle incident reports (property damage, warranty, service calls, or inquiries), including response time on calls, and hours of coverage for customer service.
5. List any complaints received by the Better Business Bureau of the last 3 years.
6. Describe the training the Proposing Firm provides the property owner, including materials, manuals, customer care books, and/or support for later questions and system performance.
7. Describe the Proposing Firm’s operation and maintenance plans for projects installed in SWVA.

### Co-Development Proposal

1. Briefly summarize what types of projects (ie, sector, utility territory, etc.) you would prioritize in Southwest Virginia through the Co-Development partnership, based on the policy and regulatory landscape, likelihood of financeability, community impact, and/or company experience:
2. Briefly describe press or marketing support your firm can provide for this project:
3. If your company has not installed projects in Virginia to date, describe how you will adapt to working in the state.
4. If your company has not installed projects in Southwest Virginia to date, describe how you will adapt to working in the region.
5. Please describe any experience the Proposing Firm has in aiding building owners with accessing energy efficiency services
6. Describe the company’s willingness, ability, and experience in engaging in legislative advocacy, developing policy proposals, and engaging at the state commission. For example: Attending and providing comments at SCC hearings or legislative committee hearings, meeting with legislators, writing letters to the editor or op-eds, providing statements for press releases, and working collaboratively to file motions, petitions, or comments at the SCC. (We understand decisions to engage on specific matters will be made on a case by case basis; your answer should describe your policy engagement and advocacy experience and capacity, if any).
7. Describe the company’s capacity, willingness, and/or plans to engage in workforce training and the establishment of new, permanent jobs in SWVA. Is the company willing to collaborate with the local contracting company to install projects, and to potentially partner with local academic institutions for solar development projects? Please describe any initial ideas for collaboration.
8. Describe the company’s experience, if any, in developing innovative solutions to economic or financing barriers to solar installations.
9. Optional: Describe Co-Developer compensation plans or options. (Please refer to the Co-Developer Compensation and Incentives section of the RFQ.)

###