

Award 23162 – Community Solar (Statewide)

FREQUENTLY ASKED QUESTIONS (Updated May 1, 2020)

Authorized Users of this Contract are strongly encouraged to read the Contract terms and conditions in their entirety to gain an understanding of requirements for both the Contractor and Authorized Users. Below are some Frequently Asked Questions and Answers to facilitate the use of the Group 05302 – Community Solar.

1. Q: Who is the OGS contact for this Contract Award?

A: Todd Kayser, Contract Management Specialist
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2. Q: What is the contract term for this award?

A: January 6, 2020 through January 5, 2025

3. Q: Who are the awarded Contractors?

A: The awarded Contractors can be found on the 'Contractor's Information Page' for the award.

4. Q: What types of solar products are sold through this contract?

A: This contract is for the purchase of subscriptions for smaller capacities (residential or non-residential, non-demand accounts) in a Community solar project in New York State. Please note that the purchase of subscriptions as a host or anchor tenant, the development of a community solar contract that would require the payment of prevailing wage rates or the purchase of subscriptions for demand metered accounts are outside the scope of the contract.

5. Q: What Lots, items and regions are included in the award?

A: This Solicitation has two Lots. Each Lot has a different valuation method for crediting Authorized Users for their subscriptions. Lot 1 is for subscriptions to Value of Distributed Energy Resources (VDER) Community Solar Projects which utilize the Value of Distributed Energy Resources (VDER) method for compensating members, and Lot 2 is for subscriptions to Net Energy Metered (NEM) Community Solar Projects which utilize the Net Energy Metering method for compensating members for their subscriptions. In addition, within each Lot there are two items and regions as detailed in the following paragraphs.

Lot 1 – Subscriptions to VDER Community Solar Projects

Lot 1 includes the following items:

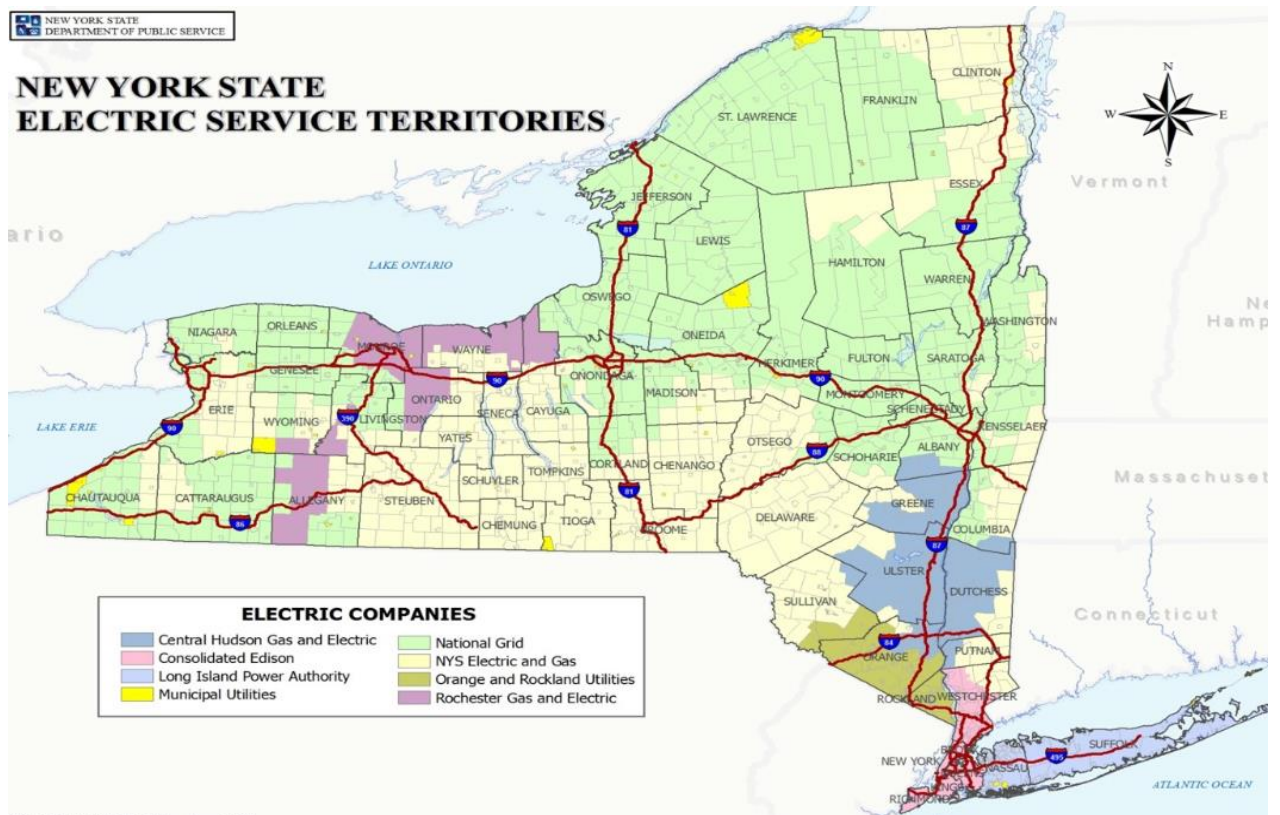
- Item 1, Residential, % Discount (typically referred to as SC-1) – The pricing for Item 1 is a percent discount for Authorized Users who have a residential service classification.
- Item 2, Non-residential, non-demand, % Discount (typically referred to as SC-2) – The pricing for Item 2 is a percent discount for Authorized Users who have a non-residential, non-demand service classification.

Lot 1 includes the following regions:

Table 1: Lot 1 Regions

Region Number	Utility Service Area
1	National Grid
2	New York State Electric and Gas
3	Central Hudson Gas & Electric
4	Rochester Gas and Electric
5	Con Edison
6	PSEG Long Island
7	Orange and Rockland

Figure 1: New York State Electric Utility Service area map (provided for reference).



Lot 2 – Subscriptions to NEM Community Solar Projects

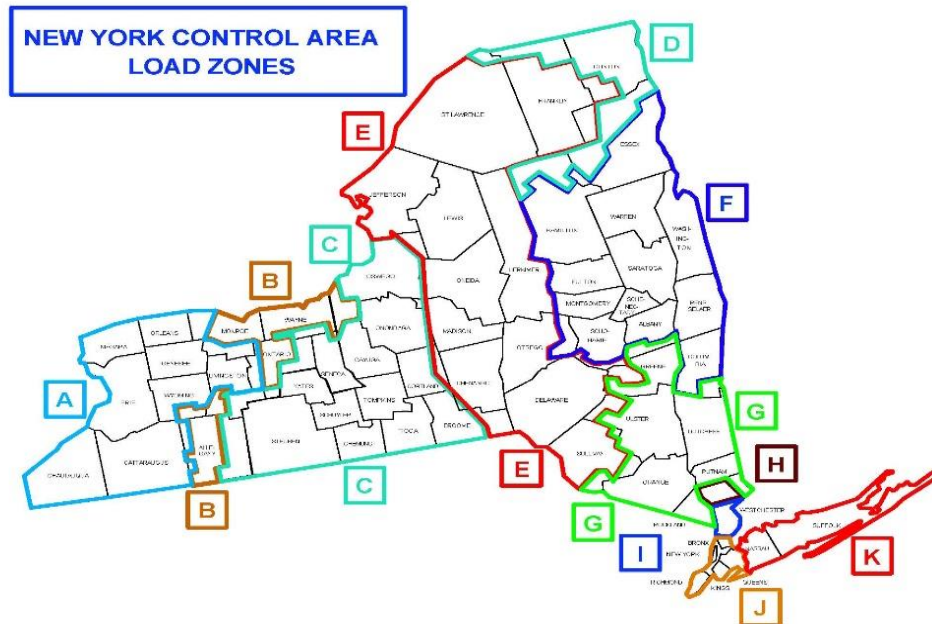
Lot 2 includes the following items:

- Item 1, Residential, \$ per kWh (typically referred to as SC-1) – The pricing for Item 1 is a subscription rate in dollars per kWh for Authorized Users who have a residential service classification.
- Item 2, Residential, % Discount (typically referred to as SC-1) – The pricing for Item 2 is a percent discount for Authorized Users who have a residential service classification.

Lot 2 includes the following regions:

Lot 2 Regions	ISO Zone	ISO Zone Name	Utility Service Area
1	A	West	National Grid
2	A	West	New York State Electric and Gas
3	B	Genesee	National Grid
4	B	Genesee	Rochester Gas and Electric
5	C	Central	National Grid
6	C	Central	New York State Electric and Gas
7	D	North	National Grid
8	D	North	New York State Electric and Gas
9	E	Mohawk Valley	Central Hudson Gas & Electric
10	E	Mohawk Valley	National Grid
11	E	Mohawk Valley	New York State Electric and Gas
12	F	Capital	National Grid
13	F	Capital	New York State Electric and Gas
14	G	Hudson Valley	Central Hudson Gas & Electric
15	G	Hudson Valley	New York State Electric and Gas
16	G	Hudson Valley	Orange and Rockland
17	H	Millwood	Central Hudson Gas & Electric
18	H	Millwood	Con Edison
19	I	Dunwoodie	Con Edison
20	J	New York City	Con Edison
21	K	Long Island	PSEG Long Island

Figure 2: New York control Area Load Zones (provided for reference only)



6. Q: Who can use this contract?

A: This contract can be used by Authorized Users who have a residential service classification (typically referred to as SC-1 residential) or non-residential, non-demand service classification (typically referred to as SC-2 non-residential, non-demand) to purchase subscriptions for smaller capacities in a Community Solar project in New York State in order to receive discounted credits on the Authorized User's utility bill.

The purchase of subscriptions as a host or an anchor tenant or the development of a community solar project that would require the payment of prevailing wage rates is outside the scope of this contract.

7. Q: How do I determine what my service classification is?

A: Check your utility bill or contact your utility company to determine if your facility is either a residential service classification (SC1) or a non-residential, non-demand service classification (SC2).

8. Q: How do I use the contract to purchase a subscription to a Community Solar project?

A: This Contract is a non-competitive, multiple award, centralized Contract, and requires a Request for Quote (RFQ) process at the Authorized User level to guarantee a competitive element to award business to a Contractor. Authorized Users are required to use the Request for Quote process outlined below to satisfy this requirement for competition.

1. The Authorized User shall review the Lots to determine which one best meets its needs.
2. The Authorized User shall review the location of its facility(ies) to determine what Region it is located in for the selected Lot. Please note that if an Authorized User is seeking quotes for subscriptions at multiple sites located in different Regions, then separate Quotes must be done for each Region. For assistance in determining the Region for Lot 2 'NEM Community Solar Projects, contact your electric utility company.
3. The Authorized User shall review the list of Contractors available in the applicable Lot and Region.
4. The Authorized User shall solicit Request for Quotes from all awarded Contractors in the applicable Lot and Region using Attachment 4 – *Request for Quote Template Form*.
5. Authorized User shall review the submittals. In addition to completing the *Request for Quote Template*, Contractors must also submit the following documents with their response:
 - a. The Subscription Agreement for the Community Solar Project
 - b. Attachment 6 – *Owners Authorization Form* (required if the Contractor is not the owner of the Community Solar project).
 - c. Attachment 5 – *Subscription Rider form*
6. The Authorized User shall review the Subscription Agreement to ensure that there are no terms or conditions that conflict with or diminish the terms of the centralized Contract. Authorized User shall also ensure that Contractor has caused a rider in the form of Attachment 5 - Subscription Rider form to be attached to all Subscription Agreements signed by the Authorized User.
7. The Authorized User shall select a Community Solar Project from the returned RFQs. Pursuant to State Finance Law § 163(10), the Authorized User must base their selection among multiple Contracts on the basis of lowest price to a responsive and responsible Bidder. If there are less than three quotes submitted for an RFQ, it is strongly recommended that the Authorized User obtain additional informal quotes from open market companies in order to verify the reasonableness of the pricing received.
8. The State has not reviewed any additional terms and conditions that may be included in the Subscription Agreement for specific Community Solar Projects. Accordingly, the Authorized User shall review and make an independent determination, with the advice of legal counsel as necessary, before agreeing to the terms and conditions contained in the Subscription Agreement.

9. Once a Community Solar project has been selected, the Authorized User shall provide a copy of the Request for Quote and the winning quote to the Procurement Services Contract Manager listed on the Contract Award Notification document or contract landing page.
10. The Authorized User issues encumbrance documents or other written orders. Refer to Appendix B, Section 30, Purchase Orders for additional information.

9. Q: If there is only one awarded contractor in the Lot, Region and Item, do I still need to perform a Request for Quote?

A: Yes, an RFQ is still required even if there is only one awarded contractor in the Lot, Region and Item to ensure that the Authorized User receives the most economical pricing. In addition, for Lots where only one Contractor was awarded it is strongly recommended that the Authorized User obtain two additional informal quotes from open market Community Solar projects in order to verify the reasonableness of the pricing received for the RFQ.

10. Q: How long can the term of the Subscription Agreement be?

A: Any Subscription Agreement executed during the term of the Centralized Contract will survive the expiration of the Centralized Contract for the full term of the agreement. All services end at the conclusion of the signed Subscription Agreement.

11. Q: Does the centralized contract include any Subscription Agreement requirements related to early cancellation, up-front costs, capacity modifications, monthly statements or true-up mechanisms?

A: Yes. In accordance with the terms and conditions of the centralized contract, the Subscription Agreement:

- a) Must allow for the cancellation of subscriptions without any additional charges, financial penalties, or requirements to provide an eligible replacement customer, provided that 90 days written notice is given by the Authorized User, and
- b) Must not require up-front costs to subscribe, and
- c) Must allow Authorized Users to modify their subscription capacity on an annual basis, and
- d) Must provide a monthly statement to the Authorized User showing the amount of electricity generated by their subscription, the credit applied to their utility bill (either monetary or volumetric) and the cost of the subscription. This requirement may be modified to use a different time frame (quarterly, etc) with the agreement of the Authorized User, and
- e) Must provide a true-up or equivalent mechanism at least annually for ensuring that the AU pays only for the actual credits or amount of electricity generated by the subscription.

12. Q: Can this contract be used to purchase subscriptions for demand metered accounts??

A: No, because VDER and NEM credits cannot be used to offset demand charges, the contract cannot be used to purchase subscriptions for demand metered accounts.