Submission Instructions for 2019 CPA Clean Energy RFO

Clean Power Alliance of Southern California (CPA) is soliciting competitive proposals for the purchase of 15-year renewable energy contracts to fulfill CPA’s future energy needs. Submissions will be split into two tracks:

* **Utility-Scale Track**: RPS-eligible generation or generation+storage projects in the 10-400 MW range with a commercial operation date (COD) no later than 2023
* **Distributed Track**: RPS-eligible, front-of-meter generation, generation+storage, or standalone storage projects sized between 500 kW-10 MW and located with Los Angeles and Ventura counties with a COD no later than 2024

Details about this RFO and product-specific requirements are described in the text of the “2019 Clean Energy RFO Protocol” document.

RFO Website: <https://www.ascendanalytics.com/cpa-clean-energy-rfo>

Contact Email Address: [CPA-cleanenergy-RFO@AscendAnalytics.com](mailto:CPA-cleanenergy-RFO@AscendAnalytics.com)

# Submission Instructions

The following steps must all be carried out to ensure a compliant submission:

**NOTE: Bidders may submit a maximum of one (1) offer per unique facility/location. This project should be the largest size and most competitive offer that meets all compliance requirements. All projects will be evaluated with the assumption that smaller project sizes may be priced and negotiated during final shortlisting negotiations.**

**If a single vendor wishes to submit multiple unique facilities (at different locations), each project must be submitted as an entirely separate Submission Package with fully completed copies of each relevant document.**

1. Fully complete all yellow fields in all sheets relevant to the submitted project in the “Offer Form Template – Clean Energy RFO\_utilityscale.xlsx” or “Offer Form Template – Clean Energy RFO\_distributed.xlsx” spreadsheet, according to whether the submitted project is in the utility-scale or distributed track, respectively. The instructions sheet in each template describes which sheets must be completed.
2. Write and submit a project narrative containing the following sections in the order listed below:
   1. Project summary
      1. Brief summary of project including location, sizing, and any relevant high-level details (1-2 paragraphs)
   2. Project details summary table
      1. Should include project name, location city and county, capacity size, energy sizing (duration), COD, and pricing ($/kW-month)
   3. Detailed site description
      1. Detailed description of the current land use of the project footprint, including a detailed site map
      2. Describe the project’s proposed interconnection, including proximity to transmission interconnection and any new interconnection facilities that would need to be built
   4. Project risk
      1. Brief overview of project risks, particularly related to status of:
         1. Project interconnection
         2. Site control and permitting
         3. Environmental zoning, studies, and permitting
         4. Financing
   5. Community experience
      1. Describe what benefits the project provides the community in which it is located, including resiliency, CPA member agency partnership or co-investment, and grant eligibility
   6. Developer experience
      1. Brief description of developer experience, particularly as relates to previously completed projects of a similar scope and scale
   7. Offer variants
      1. Description of additional variants the bidder would like CPA to consider.
      2. If the bidder would like to propose offer variants beyond the one proposed in the Offer Form Template, these variants may be described in text in this section. These additional variants may not be submitted as offer form templates and will not be evaluated in the quantitative evaluation phase but may be assessed for additive value if the initial proposal is chosen for shortlisting consideration.
         1. Alternative offers that might be proposed in this section include variant technologies, distinct CODs, alternative pricing schemes, alternative dispatch capabilities (involving day-ahead, real-time, ancillary, RA or other markets) or any other arrangements that may provide additional value.
3. Read and redline the relevant Agreement document.
   1. There are three posted agreement documents. Bidders must redline and submit the one relevant to the category of the proposed project:
      1. Renewable generation only - “RPS Agreement.docx”
      2. Renewable generation plus storage – “RPS Plus Storage Agreement.docx”
      3. Storage only (distributed track only) – “Energy Storage Agreement.docx”
4. Read and sign the “CPA NDA Agreement.docx” document.
5. Read the “CPA Exclusivity Agreement.docx” document and be prepared to sign it if submitted proposal is shortlisted.
6. Create an ArcGIS file of the geospatial footprint of each submitted project, as detailed in the instructions in Exhibit A of the “2019 Clean Energy RFO Protocol.docx” solicitation protocol document.
7. Email all submission package documents to [CPA-CleanEnergy-RFO@AscendAnalytics.com](mailto:CPA-CleanEnergy-RFO@AscendAnalytics.com) with an email subject line of “CPA 2019 Clean Energy RFO Submission - \*\*\*\* Track” with the final portion of the subject reading “Utility Track” or “Distributed Track”, as appropriate.
   1. **NOTE:** It is the responsibility of the bidder to ensure that all files are successfully received. Please ensure that all files fit within the email attachment size constraints of your email host. Files may be zipped or compressed if necessary.

# Required Submission Package Documents Checklist

* Offer Form Template – Clean Energy RFO spreadsheet (must be template corresponding to track of submitted project)
* Project Narrative
* PPA Agreement document (must be agreement corresponding to project type)
* Executed NDA document
* ArcGIS file