

Request for Quotes - Solar for All Quality Assurance and Control Consulting

Issue Date: November 26, 2024

Due Date for Proposals: December 10, 2024

Section 1 - Background

Capital Good Fund (“Good Fund”) is a nonprofit, U.S. Treasury-certified Community Development Financial Institution (“CDFI”) with a mission to create pathways out of poverty and advance a green economy through inclusive financial services. Founded in 2009, Good Fund has originated more than 16,000 loans at a combined value of more than \$48 million across eleven states and three verticals—small dollar personal loans/payday alternatives, immigration, and clean energy.

In September of 2023, Good Fund launched the BRIGHT program, a first-of-its-kind solar leasing program for low- and moderate-income households and community-based organizations. This program began in Georgia and has since expanded into Pennsylvania.

Earlier this year, the EPA awarded Good Fund \$156,010,000 through the Solar for All (“SFA”) program to expand the BRIGHT program and offer additional equitable solar programming in the state of Georgia. This award will be in effect through May of 2029 and is expected to serve more than 16,000 low-income and disadvantaged households across the entire state.

Section 2 – Purpose and Scope

To ensure customer satisfaction, strong system performance, and compliance with EPA requirements, Good Fund seeks a qualified consultant to provide solar quality assurance and quality control (“QA/QC”) consulting services. The selected individual or firm will be responsible for providing technical consulting services to Good Fund between December of 2024 and May of 2025 to support program design, contractor procurement, and program QA/QC. Successful respondents will have extensive experience designing, installing, and inspecting solar projects across a wide range of permitting jurisdictions and utility territories and bring actionable ideas for ensuring that participating contractors provide sound savings estimates and high quality installations.

The selected respondent will be responsible for providing the following services:

Procurement Support

- Developing technical requirements to be incorporated into an RFP for solar Engineering, Procurement, and Construction (“EPC”) firms
- Developing a vetting process for reviewing and verifying the information provided in RFP responses
- Helping Good Fund staff review submitted proposals, and training Good Fund staff to review proposals received through future RFP processes

Program Design

- Developing appropriate system design standards for participating EPCs given the goals of the Solar for All program and the specifics of Good Fund’s product offerings
- Making recommendations to Good Fund staff regarding equipment and design software
- Identifying opportunities for cost savings through standardization, bulk purchasing, or emerging installation techniques and technologies
- Training Good Fund staff to review system proposals from EPCs for questionable savings calculations, production estimates, etc.
- Advising Good Fund on applicable standards and regulations to check for when reviewing design proposals (fire code, building code standards, etc.)
- Developing a remediation/training plan for EPCs that do not initially meet program requirements for system design, system sizing, or savings estimates
- Making recommendations for technical EPC training, and either providing that training or recommending a qualified trainer

Installation

- Developing a quality assurance and quality control program for EPCs to follow during and after installation (inspection of materials, submission of photos at key milestones, completion of a commissioning checklist, etc.)
- Identifying common installation errors and training Good Fund staff to notice them in project photos or other submitted documentation
- Developing installation and commissioning policies and procedures to support quality workmanship and preservation of manufacturer’s warranties

Product Vetting

- Vetting various commercially available products for addressing underserved markets such as apartment buildings, rental properties, and manufactured homes.

Section 3 - Contract Term

The contract is expected to begin in December of 2024 and end in May of 2025.

Good Fund may, at its sole discretion, offer the option to extend the contract to provide similar services not explicitly contemplated in this Request for Quotes. This extension opportunity will be subject to satisfactory performance and availability of funds.

Section 4 – Schedule

The schedule for this solicitation is given below and is subject to change. If Good Fund changes the schedule before the Due Date, it will communicate the change via email to all respondents who have submitted the optional notice of intent.

Solicitation Issued	November 26, 2024
Q&A Period	November 26 – December 3, 2024
Optional Notice of Intent Due (Respondents will receive Q&A submissions from other Respondents and the corresponding responses)	December 3, 2024 (5 pm EST)
Quotes Due	December 10, 2024
Virtual Interviews (if needed)	December 13, 2024
Anticipated Decision	December 17, 2024

Section 5 – Submission Format

A. Core Proposal

- **Cover Letter** – Introduces the respondent; conveys understanding of the services being requested; provides the name, title, phone number, and email address for the contact person who is authorized to answer questions about the response; and provides the name, title, phone number, and email address for the contact person who is authorized to enter into a contract with Good Fund.

- **Core Proposal** - In 5 pages or less, describes the qualifications of the respondent; the respondent's experience with the scope of work described in Section 2; and the respondent's plan for completing the scope of work outlined in Section 2.

B. Financial Proposal

- Proposers are invited to propose payment on either a time and materials basis or in the form of a project fixed-cost bid. For time and materials proposals, please include hourly rates for key personnel and anticipated hours needed for each service or deliverable.
- If the respondent is an individual consultant, the maximum allowable rate is \$91.95/hour or \$735.60/day. This is set by the EPA. This does not apply to firms or businesses. Individual consultants may bid on a fixed rate basis as well.

Section 6 – Submission

Quotes must be submitted in the following manner:

- **Quotes must be submitted by email with the subject line “Solar for All QA/QC Consultant” to Alicia Brown, Director of Georgia BRIGHT, by 5 pm EST on December 10, 2024 at aliciab@capitalgoodfund.org.**

No Quotes or corrections/additions to submitted Quotes will be accepted after the Due Date and time unless explicitly requested by Good Fund. Quotes that are submitted after the Due Date and time will not be scored.

Quotes that are not submitted in the format requested will not be scored. Quotes that do not contain all of the required information will not be scored.

All costs incurred in the preparation of the Quote shall be borne by the respondent alone, and Good Fund shall not contribute, in any way, to the cost of the preparation of the Quote.

Any and all documents developed by the respondent during the course of this project will be provided to Good Fund upon request and will become the property of Good Fund, and the respondent shall not assert any claims arising under copyright or otherwise inconsistent with the transfer of ownership of such documents.

Good Fund reserves the right to:

- Accept or reject any and all Quotes if Good Fund, in its sole discretion, determines that it is in its best interests to do so.

- Reissue this request for quotes, requesting new responses from qualified firms.
- Waive or modify minor irregularities in Quotes received.
- Negotiate with Proposer(s), within the requirements of this solicitation, to best serve the interests of the Solar for All program.
- Require the submission of modifications or additions to responses as a condition of further participation in the selection process.
- Fund any Quote in full or in part
- Not make an award at the end of the evaluation process; this solicitation is not to be interpreted or construed to guarantee that one or more Proposers submitting responses will be awarded contracts.
- Adjust the Calendar of Event dates for whatever reason it deems appropriate.
- Contact respondents to clarify any portion of the respondent's submittal.

Section 7 – Questions and Answers

From the issuance date of this solicitation, until a contract is awarded, there may not be communications concerning this solicitation between any supplier who expects to submit a Quote and any employee of Good Fund involved in the issuing of the solicitation. The only exception is provided through the submission of written requests for clarification during the specified Q&A period.

Prospective vendors may make inquiries or seek clarifications regarding this solicitation any time during the inquiry period listed in the Calendar of Events. To make an inquiry, prospective respondents must email Alicia Brown, Director of Georgia BRIGTH, at aliciab@capitalgoodfund.org. Questions submitted after the allotted Q&A period will not receive a response.

Prospective vendors submitting inquiries will receive an acknowledgment by e-mail that their inquiry has been received. The prospective vendor who submitted the inquiry will not receive an individual e-mail response to the question but will instead receive an email answering all questions received from vendors by the end of the Q&A period. This email will be sent to all vendors submitting the optional notice of intent.

Section 8 – Selection

Capital Good Fund is conducting this procurement under the simplified acquisition method in accordance with 2 CFR 200.320 and 2 CFR 1500. Under this method, Capital Good Fund will evaluate proposals based on a comparative analysis to determine which proposal provides the best value to Capital Good Fund within the established budget, ensuring compliance with federal procurement standards for open and fair competition.

Section 9 - Terms and Conditions

This procurement is subject to all applicable federal and state laws and regulations. Good Fund encourages participation from small businesses, including Disadvantaged Business Enterprises (DBEs), minority-owned businesses, women-owned businesses, and labor surplus area firms. Contractors must not be debarred or suspended from receiving federal funds.

The following terms and conditions, when applicable, are incorporated by reference and apply to this solicitation and resulting contract(s), and may need to be flowed-down to lower-tier subcontractors:

For All Solicitations and Contracts

- 2 CFR 200.322: DOMESTIC PREFERENCES FOR PROCUREMENTS
- 2 CFR 200.216 PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT
- 40 CFR 33 APPENDIX A TERM AND CONDITION:

“The contractor shall not discriminate on the basis of race, color, national origin or sex in the performance of this contract. The contractor shall carry out applicable requirements of 40 CFR part 33 in the award and administration of contracts awarded under EPA financial assistance agreements. Failure by the contractor to carry out these requirements is a material breach of this contract which may result in the termination of this contract or other legally available remedies.”

For All Solicitations and Contracts in Excess of \$10,000

“All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.”

For All Solicitations and Contracts in Excess of \$150,000

- 42 USC 85 CLEAN AIR ACT
- 33 USC 26 FEDERAL WATER POLLUTION CONTROL ACT

By submitting a proposal, your entity agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 USC 7401-7671q) and the Federal Water Pollution Control Act as amended (33 USC 1251-1387).

For All Solicitations and Contracts in Excess of \$25,000

- 2 CFR 180 DEBARMENT AND SUSPENSION (EXECUTIVE ORDERS 12549 & 12689)

For All Solicitations and Contracts Equal to or in Excess of \$25,000

- 2 CFR 1532 NONPROCUREMENT DEBARMENT AND SUSPENSION

For All Solicitations and Contracts in Excess of \$100,000

- 31 USC 1352 LIMITATION ON USE OF APPROPRIATED FUNDS TO INFLUENCE CERTAIN FEDERAL CONTRACTING AND FINANCIAL TRANSACTIONS

By submitting a proposal, your entity certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.