Solar RFP Issuance Checklist for Facilities Managers

Request for Proposal Document Including:
[ ] Overview and Background of Project
[ ] Scope and Deliverables
[ ] Specific Requirements
[ ] RFP Submission Process and Key Dates
[ ] Questions, Addenda, Site Walk
[ ] Selection Criteria and Process
[ ] Required Bidder Submission Documents

Informational Attachments:

[ ] Site Summary Spreadsheet
[ ] Site Technical Overview Document
[ ] Site Historical Electrical Usage
[ ] Solar PV Specifications and Requirements
[ ] Insurance Requirements
[ ] Required Contract Terms and Unique Requirements
[ ] System production forecasting and calculation assumptions

[ ] Standard bid submission form or cover letter template
[ ] Pricing Submittal Form
[ ] Experience and Past Projects Form
[ ] Form for Exceptions to Terms and Conditions
[ ] RFP Submission Checklist