Appendix A
Contractor Response Form

** THIS DOCUMENT IS FOR REFERENCE ONLY **

Filing Deadline: The completed Response Form with all relevant Exhibits must be submitted no later than **5pm on Monday, July 28, 2025.**

Responses must be submitted through the web form at this link.

Solarize Greater Philadelphia Contractor Response Form

PART I. RESPONDENT'S POINT OF CONTACT		
Name:		Title:
Telephone: - -	Cell Phone: - -	Email:
Company Name:		

PART II. RESPONDENT INFORMATION	
Legal Name of Business:	FEIN:
Year Business Established:	Unique Entity Identifier (UEI) from SAM.gov:
Contractor License #s in the five-county region (write N/A if you do not have a license yet; note that you must have one in each county by the start of this contract): Philadelphia County: Bucks County: Chester County: Delaware County: Montgomery County:	
Electrical Contractor License #s in the five-county region (write N/A if you do not have a license yet; note that you must have one in each county by the start of this contract): Philadelphia County: Bucks County: Chester County: Delaware County: Montgomery County:	
Commercial Activity License #s in the five-county region (write N/A if you do not have a license yet; note that you must have one in each county by the start of this contract) Philadelphia County:	

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Bucks County:
Chester County:
Delaware County:
Montgomery County:

Legal Structure (check one):

☐ For-Profit Corporation ☐ Non-Profit Corporation ☐ Limited Partnership ☐ General Partnership
☐ Limited Liability Company ☐ Sole Proprietorship ☐ Other:

Headquarters Address:
Street:

City:	County:	State:	Zip:

Philadelphia-area Location (if different than above)
Street:

City:	County:	State:	Zip:

Main Telephone: - -	Main Fax: - -	Website:

Current Employees: # of Full-time Employees:	# of Part-time Employees:
# of Employees with NAPCEP or UL certification: # of Employees with PA Electrician license:	# of Sales Representatives: # of Install Crews:

Demographic	Percent of Ownership	Percent of Total Full-time Employees
Minority (non-white)		
Women		
Disabled		
Resident of Philadelphia		
Returning Citizens*		

*As defined in Code Section 19-2604(9): "Returning Citizen. A person previously convicted of a felony, or who was incarcerated for any conviction, or who is currently on probation or parole for any conviction."

Official designation from the City of Philadelphia or other certifying body:

☐ DSBE: Disabled Owned Business ☐ DBE: Disadvantaged Business Enterprise
☐ LBE: Philadelphia Local Business Entity ☐ MBE: Minority Business Enterprise
☐ WBE: Women Business Enterprise ☐ VBE: Veteran Business Enterprise

Do you confirm that you properly classify your employees as per the Fair Labor Standards Act? ☐ Yes ☐ No

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Ownership: List proprietor, partners, directors - 100% of ownership must be shown.

Name	Position Title	Employer and Business Address	% Owned

Subsidiaries/Affiliates: List subsidiaries and affiliates.

Business Name	Business Address	FEIN Number

Business Relationships:

Name and address of Business' Bank:

Explain the terms of any Letter of Credit or other financing you have to cover your operations prior to customer payment:

Name and address of Liability Insurer: / Coverage: / Policy #:

Name and Address of Worker's Compensation Insurer: / Coverage: / Policy #:

Is the Business currently debarred or suspended by any federal, state, or local government agency?

☐ No ☐ Yes

If yes, explain:

Is the Business or any owner delinquent on any federal, state, or local taxes?

☐ No ☐ Yes

If yes, explain:

Is the Business or its management involved in any pending lawsuits, regulatory proceedings or other legal actions involving the business? ☐ No ☐ Yes

If yes, explain:

Have the Business or any owners been involved in bankruptcy or insolvency proceedings?

☐ No ☐ Yes

If yes, explain:

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Does the Business or any owners have any history of regulatory violations, non-compliance, or fraud?

☐ No ☐ Yes

If yes, explain:

Does the Business or any owner have any actual or perceived conflicts of interest in responding to this RFP?

☐ No ☐ Yes

If yes, explain:

PART III. ORGANIZATIONAL OPERATIONS

1. Which counties do you plan to serve as a Solarize Greater Philadelphia installer? *Note that all installers must work in Philadelphia to participate in the program.*
2. Are there any roof types that you will not work with? *Note that flat roofs are common in Philadelphia.*
3. What associated electrical and/or roof work are you willing to do for a customer?
4. Describe how you check customer roofs for solar suitability. Do you consult customers about their roof conditions? If so, what form does that consultation take?
5. If you notice significant opportunities to improve your customer's energy efficiency, what do you do?
6. Describe the workmanship warranty agreement that will be offered to customers. PEA requires a minimum workmanship warranty of ten years.
7. Describe your company's approach to addressing routine and/or corrective maintenance, system monitoring and communications protocols, as well as associated customer costs for each (this may also be included as an attachment).
8. Describe your process for performing site assessments, system designs, and delivering customer proposals.
9. Describe your sales process.
10. State what customer relationship management (CRM) software you use. Describe your reporting process and how you anticipate providing updates to PEA.
11. What software does the respondent use to produce solar production estimates and customer proposals?
12. [Optional] Per Section 3.3 of the RFQ, if you anticipate that your reporting process won't match with PEA's requirements, describe your proposed reporting solution.
13. Describe your company's policies and procedures for ensuring safety for the workers on site and for the customers who are present at the worksite. Include workplace and on-site safety practices.
14. How many employees have a) OSHA 30 and b) OSHA 10 certification?
15. Provide information on any other requirements you have about system installations.

Subcontractors: Provide the required information for your network of subcontractors to perform roof and/or electrical upgrades necessary to install solar, and/or subcontractors you use to install solar systems. If you are able to provide roof and electrical work in-house for solar-enabling upgrades, please state that. Provide

Roof, Electrical, or Solar?	Legal Name of Business	Business Address	Year Established	FEIN

PART IV. MARKETING AND RECRUITMENT OF LEADS

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1. Describe your plan for marketing Solarize Greater Philadelphia and recruiting leads into the program. If applicable, cite specific examples of marketing services that will be provided, items or marketing materials that you will offer (e.g. lawn signs, flyers, direct mail, etc.), or funding or resources that will be allocated to complement and support Solarize Greater Philadelphia efforts or to produce these marketing materials. Identify any potential community partners that might assist in deploying or enhancing the marketing strategy. Suggest any creative marketing ideas to undertake with PEA.
2. Describe any proposed referral incentives you will offer to Solarize Greater Philadelphia customers.

PART V. CAPACITY FOR SOLAR INSTALLATIONS

1. Describe your ability to handle a large number of leads and projects over a short timeframe.
2. Number of site assessments you are capable of completing per week.
3. Number of sales visits (whether in person or virtual) you are capable of completing per week.
4. Average number of days from contract signing to Permission to Operate (PTO) for projects completed in the Philadelphia region (particularly in PECO service territory). *If you haven't completed many projects in Philadelphia, please provide data from another market.*
5. If selected as a Solarize Greater Philadelphia Contractor, do you anticipate growing your capacity? What do you anticipate is your likely capacity in Philadelphia and will that require growing your existing staff?
6. Describe a contingency plan if Solarize Greater Philadelphia workload exceeds your expectations and staff capacity.

PART VI. RESPONDENT'S SOLAR PV INSTALLATION EXPERIENCE

Residential Solar PV Installation History (total):

Number of PV systems installed in 2021: _____ Total capacity of systems installed in 2021: _____ kW_{DC}
Number of PV systems installed in 2022: _____ Total capacity of systems installed in 2022: _____ kW_{DC}
Number of PV systems installed in 2023: _____ Total capacity of systems installed in 2023: _____ kW_{DC}
Number of PV systems installed in 2024: _____ Total capacity of systems installed in 2024: _____ kW_{DC}

Residential Solar PV Installation History (Philadelphia region):

Number of PV systems installed in 2021: _____ Total capacity of systems installed in 2021: _____ kW_{DC}
Number of PV systems installed in 2022: _____ Total capacity of systems installed in 2022: _____ kW_{DC}
Number of PV systems installed in 2023: _____ Total capacity of systems installed in 2023: _____ kW_{DC}
Number of PV systems installed in 2024: _____ Total capacity of systems installed in 2024: _____ kW_{DC}

Average system size of all projects installed in 2021-2024: _____ kW_{DC}

Median system size of all projects installed in 2021-2024: _____ kW_{DC}

Minimum system size you are willing to install: _____ kW_{DC}

Maximum system size you are willing to install: _____ kW_{DC}

PART VII. RESPONDENT'S PROPOSED PRICING FOR CUSTOMERS

Please propose a breakdown of system installation sizes (kW range) and pricing ($/watt). If you would propose a

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different breakdown than prescribed here, please provide an attached document with your proposal in a similar format and a brief explanation for your departure from the tiers provided.

If you are offering PPA or lease options, provide details below.

System Pricing	
> 3 kW_{DC}	$_____/$W_{DC}$
3-6 kW_{DC}	$_____/$W_{DC}$
>6-10 kW_{DC}	$_____/$W_{DC}$
>10 kW_{DC}	$_____/$W_{DC}$

Proposed System Adders

Please propose a schedule of standard additional costs (adders) that may be incurred for project complexities. We understand that adders may vary project by project. You can show adders either as a dollar amount or a cost per watt, as appropriate.

PART VIII. REFERENCES

Please provide the contact information for three previous residential customers as references.

All Respondents seeking to serve the residential segment will be required to submit an additional list of 10-20 past residential projects completed in Philadelphia as references with customer contact information that may be randomly evaluated by a third-party inspector for quality assurance. This project list should be attached as Exhibit L.

	Name	Address	Telephone	Email
1.			- -	
2.			- -	
3.			- -	

PART IX. RESPONDENT'S PROPOSED HARDWARE

Provide information about the hardware (modules, inverters, racking systems and other options) you intend to use. The spec sheets for this hardware are required as Exhibit B. List your "standard" hardware and your "premium" hardware (if your company offers solar PV installs with premium modules). In the "Comments" sections, please add any important information about when the specific hardware may or may not be appropriate.

Standard Residential PV Module	
Module Manufacturer:	
Module Rated Wattage	

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(STC):	
Current $/watt price to you:	
Country of Origin:	
Please explain why you chose this option:	
Premium Residential PV Module	
Module Manufacturer:	
Module Rated Wattage (STC):	
Current $/watt price to you:	
Country of Origin:	
Please explain why you chose this option:	
Are you certified to install any specific brand of modules (e.g. SunPower)?	
Please list and describe:	
Standard Residential Inverter	
Inverter Manufacturer:	
Inverter Model #:	
Inverter Wattage (AC):	
Current $/watt price to you:	
Country of Origin:	
Please explain why you chose this option:	
Residential Flat Roof Racking System	
Racking Manufacturer:	
Racking Model #:	
Racking Type/Description:	
Treatment for Roof Penetrations:	

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Please explain why you chose this option:

Residential Pitched Roof Racking System	
Racking Manufacturer:	
Racking Model #:	
Racking Type/Description:	
Treatment for Roof Penetrations:	
Please explain why you chose this option:	

Solar Canopy/ Pergola (if applicable)	
Model and manufacturer:	
Module type:	
Racking Type/Description:	
Treatment for Roof Penetrations:	
Please explain why you chose this option:	

Battery Storage & Other Energy Services (if applicable)	
Storage Product Used:	
Price per kWh (all inclusive):	
Please explain why you chose this option:	
What other energy-related products (e.g. EV chargers) do you offer?	
Provide detail on any additional energy services offered.	

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PART X. RESPONDENT'S PROPOSED FINANCING

If the Respondent or a third-party partner offers financial products, provide information about financing solutions that you intend to offer to Solarize Greater Philadelphia customers in the market segment or segments that you are proposing to serve, including loan, Power Purchase Agreement (PPA), and/or lease options. If not your own financing, please provide a reference and contact information for a representative at the partnered financing company.

A. Loan Terms

	Product Name	Term Length (Years)	Interest Rate	Required Down Payment	Dealer Financing Fee ($ or %)	# of customers who have used this financing in the past 12 months	Underwriting Criteria
1							
2							
3							

Representative(s) at Financing Company

	Product/ Company	Name of Representative	Address	Email	Telephone
1					
2					
3					

Provide any comments on these loan terms.

B. PPA Terms (attach additional sheets if needed)

Product Name:
Term Length:
Price ($/kWh):
Escalator (%):
Required Down Payment ($ or %):
Dealer Financing Fee ($ or %):
# of customers who have used this financing in the past 12 months:
Underwriting Criteria:

Minimum project size required for financing:

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Contact for Representative(s) at Financing Company:
Provide any comments on these PPA terms.

C. Lease Terms (attach additional sheets if needed)
Product Name: **Term Length:** **Price ($/kWh):** **Escalator (%):** **Required Down Payment ($ or %):** **Dealer Financing Fee ($ or %):** **# of customers who have used this financing in the past 12 months:** **Underwriting Criteria:** **Contact for Representative(s) at Financing Company:**
Provide any comments on these lease terms.

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PART XI. SIGNATURE (Required for all Respondents)

The undersigned hereby certifies:

1. That he or she has the legal authority to sign this application on behalf of the Respondent.
2. That the Respondent is duly organized and in good standing under the laws of the jurisdiction in which it is organized.
3. That all tax returns required to be filed in any jurisdiction have been duly filed, and all taxes due in respect of the Respondent have been duly paid (except as provided under Part II).
4. That the information contained in this Respondent and the attached Exhibits is complete, true and correct.
5. That the financial statements that accompany this Respondent as an Exhibit fairly represent the financial condition of the Respondent when written. Since the date of the most recent financial statements, there has been no material adverse change in the Respondent's financial condition.
6. That the Respondent agrees to notify PEA and PGCC promptly of any material changes to the Respondent and the attached Exhibits.
7. That the Respondent hereby authorizes PEA and PGCC to make all inquiries it deems necessary to verify the accuracy of the Application and the attached Exhibits. The Respondent authorizes any individual, including the Respondent's attorney and accountant, or any credit reporting agency, or any other entity, to furnish PEA and PGCC with any information it possesses with respect to the Respondent, the Application and the attached Exhibits.
8. That the price or prices quoted in the Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Respondent or any of its agents, representatives, owners, employees, or parties in interest.
9. The Respondent understands and acknowledges that, until a final selection is made under the RFQ, PEA and PGCC may enter into discussions with the Respondent to negotiate the terms of its proposal in an effort to reach the most favorable arrangement for Solarize Greater Philadelphia customers. Moreover, PEA and PGCC reserve the right to (i) reject any or all proposals; (ii) waive defects or irregularities in any proposal; (iii) discontinue discussions at any time and for any reason; (iv) correct inaccurate awards; (v) change the timing or sequence of activities related to the Solarize Greater Philadelphia program; (vi) modify, suspend or cancel the Solarize Greater Philadelphia program; and (vii) condition, modify or otherwise limit the mandate awarded pursuant to the RFQ.
10. By submitting this proposal, the Respondent represents and warrants that, if it is pre-approved under this RFQ, it will comply with the terms of the RFQ and will perform all of the duties and obligations of a pre-approved Contractor in the Solarize Greater Philadelphia program.

Respondent/ Company:

By: _____
Name: _____
Title: _____
Date: _____

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PART XII. EXHIBITS THAT MUST ACCOMPANY THIS APPLICATION		
For an Application to be accepted as complete, it must be accompanied by all of the following Exhibits:		
Exhibit A	*Required*	Copies of all applicable licenses, including Philadelphia and collar-county Contractor and Electrical Contractor Licenses and NABCEP certifications (or certification numbers)
Exhibit B	*Required*	Contractor's audited financial reports for the three most recent fiscal years. If audited statements are not available, include the business's federal tax returns for the three most recent years.
Exhibit C	*Required*	Current certificate of insurance (COI) - liability and workman's compensation
Exhibit D	*Required*	City of Philadelphia Tax Clearance Certificate (the certificate can be obtained here).
Exhibit E	*If applicable*	Requested revisions to the Contract, provided as an annotated copy of Appendix B.
Exhibit F	*Encouraged*	Respondent's Diverse Business and Local Hiring Plan. Though not required, Respondent is invited to explain your strategy for creating a robust diverse local solar workforce, which could include the Respondent's ability to commit to actions such as but not limited to the following: a. Recruit candidates who reside in the City of Philadelphia, who identify as minority, women, disabled, returning citizens, veterans, and/or who have completed Philadelphia-based solar training programs. b. Support Philadelphia-based solar training programs, by, for example, advising for curriculum development, hosting trainees as interns, and providing guest speakers for classes and field trips. Please describe any previous experience considering applicants from workforce development initiatives.
Exhibit G	*Required*	A redacted version of a proposal and contract you presented to a recent customer with no visible customer information.
Exhibit H	*Required*	Spec sheets for all hardware listed in the Response Form.
Exhibit I	*If applicable*	A redacted version of a Power Purchase Agreement you presented to a recent customer (if offered).
Exhibit J	*If applicable*	A redacted version of a Lease Agreement you presented to a recent customer (if offered).
Exhibit K	*If applicable*	A redacted version of a Loan Agreement you presented to a recent customer (if offered).
Exhibit L	*Required*	A list of 10-20 past residential projects completed as references with customer contact information that may be randomly evaluated by a third-party inspector for quality assurance.
Exhibit M	*Optional*	Your company's offerings for routine and corrective maintenance, system monitoring and communications protocols with customer costs.
Exhibit N	*Optional*	Alternative breakdown of PV system size ranges with $/watt costs. Provide an explanation for your departure from the tiers provided in the Response Form.
Exhibit O:	*Required*	Copies of contractor licenses and certificates of insurance for roofing & electrical subcontractors listed in the table in Part III.

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