

## **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