

# EVERSOURCE

## Information Required for Submission of a Fuel Cell Electricity Generation Project Bid to Connecticut Light and Power dba Eversource Energy (“Eversource”)

The following is a list of information that may be required for submission of a fuel cell electricity generation project bid (“Bid”) to Eversource. It is provided to assist Bidders in the bidding process. This is not necessarily a complete list. The information required for a specific Bid may change based on other inputs provided by the Bidder in the bidding process. There is a glossary at the end of this list to assist Bidders in understanding the italicized terms used.

The information provided herein is intended to enhance the reader’s understanding of the required information as provided in the RFP and the Service Agreement. **In the event of any inconsistency between the provisions of this document, the Fuel Cell Electricity Generation Projects RFP or any other supporting information, the provisions of the Service Agreement are controlling. Bidders should review the Service Agreement and all associated documents thoroughly and submit their Bids based upon the Service Agreement, which will solely govern the transactions between the selected Bidder and Eversource through the term of the resulting agreement.**

**Please note that only completed Bids submitted using the online Bid Form on the Eversource website will be evaluated by Eversource.**

### Instructions:

1. **Login to the Eversource bid portal here:**  
<https://www.eversource.com/security/account/Login?ReturnUrl=/clp/recbid/>
  - a. **If you do not already have an existing user ID for the Eversource bid portal, you may select the option to register and create one.**
2. **After you login, scroll to the bottom of the screen – in the dropdown, select “SCEF”, and click the button to start a new application.**
3. **Proceed through the steps below to submit your Bid, noting the specific instructions in each step pertaining to Bid submission.**

The following information may be required for each of the steps in the Bid Form discussed below:

### Initial Program Eligibility Screening Step:

- Product Type – this will default to “SCEF Project” and can be ignored.
- Technology Type – Must choose “Fuel Cells” here.
- *Installed Capacity* (kW AC) – **Note that the bid portal only allows for submissions between 100 kW (AC) and 4,000 kW (AC). In the event that your system size is outside those limits, Eversource will use the system size included in the CT Licensed Professional Engineer Certification form submitted along with your Bid as your Installed Capacity.**

### Step 1 of 6: Bidder & “Subscriber Organization” Information

Note: Due to technological constraints, all references to “Subscriber Organization” shall mean “Counterparty”.

- Project Name – The Project Name must be 15 characters or less with no spaces. Please note that the Project Name chosen during the bidding process will remain with the project throughout the life of the Tariff.
- Name of *Bidder*

**\*\*Note-This individual or an authorized representative of the business will be required to fill out and sign Page 2 of the Bid Certification Form.**

- Name of *Subscriber Organization/Counterparty* (Individual or Business), including:
  - \*\*Note-This individual or an authorized representative of the business will be required to fill out and sign Page 3 of the Bid Certification Form.**
  - Name
  - Address
  - Federal Tax ID (if a business)
  - Jurisdiction of Organization (required if a business)
  - Company type (if a business)

## **Step 2 of 6: Bidder Information – General**

- Name of the *Distribution Customer of Record*
- Name of the *Owner of the Project Site* **\*\*Note-This individual or an authorized representative of the business will be required to fill out and sign Page 4 of the Bid Certification Form. This signature must also be witnessed and signed by a Notary Public.**
- Name of the *Authorized Developer* (if applicable)
- Name and Contact Information (name, address, phone number, fax number [if applicable] and email address) of the *Primary Bid Contact* and the *Alternate Bid Contact*. As Eversource will only communicate with the Primary Bid Contact and Alternate Bid Contact regarding the Bid, Eversource suggests that you provide information for two different contacts.

## **Step 3 of 6: Tariff Terms Agreement Contact Information**

- Name and Contact Information (name, address, phone number, fax number [if applicable] and email address) of the entities that will be listed in the Contact Information section of the Service Agreement and receive communications for the duration of the Tariff Term (if selected) regarding the following topics:
  - General Notices
  - Tariff Terms Agreement Notices
  - Legal Notices
  - Development and Operating Period Security Notices
- Name and Contact Information (name, address, phone number, fax number [if applicable] and email address) of the entity that will be listed in the Accounting Information section of the Service Agreement and receive communications for the duration of the Tariff Term (if selected) regarding the following topics:
  - Invoices, Payments and Settlements

## **Step 4 of 6: Financial Information**

If your Bid is selected, this information will be listed in the Accounting Information section of the Service Agreement Cover Sheet regarding payments to be made by Eversource to the Counterparty in accordance with the Service Agreement. **All payments made to any one Counterparty must be made in the same fashion (i.e. if you are submitting multiple Bids for the same Counterparty in this RFP, all payment information must be consistent among all Fuel Cell RFP Bids).**

Please Note: We strongly recommend you use ACH as your primary payment method. Electronic funds transfers are a faster, more secure method of payment than check delivery.

- The order of preference of the methods selected- **\*Note: Wire is not an option for the primary payment method. Please choose “ACH/Wire” if you wish to receive payments via electronic funds transfer.**
- For checks, the name and address of the individual to whom checks are to be sent.
- For Wire Transfers:
  - Name of Bank
  - Address of Bank
  - ABA routing number
  - Account number

- Checking or Savings account
- Other details to be noted on Wire Transfer if applicable
- For ACHs (Noted as ACH/Wire Transfers):
  - Name of Bank
  - Address of Bank
  - ABA routing number
  - Account number
  - Checking or Savings account
  - Other details to be noted on ACH/Wire Transfer if applicable
  - Please note that wire transfer information is also required if ACH is selected for those situations when an ACH is not practicable.

## Step 5 of 6: Bid Evaluation Information

- *New Construction* designation – check this box if the project will be installed at a site that does not yet have a service account with Eversource
- Business Name or Individual Name at the Location (address) of the Facility
- Location (address) of the Facility **\*Note-Please see Exhibit A below which shows where to find this information on an Eversource customer bill for projects with existing Electric service.**
- The following customer account information is required unless the project will be installed at a site for new construction that does not yet have a service account with the utility:
  - *Customer Account Number* **\*Note-Please see Exhibit A below which shows where to find this information on an Eversource customer bill.**
  - *Service Reference Number* **\*Note-Please see Exhibit A below which shows where to find this information on an Eversource customer bill.**
  - *Customer Rate Class*
- *Average Annual Production* in kWh/year – Required for every Fuel Cell Bid
- Purchase Price (Bid Price) per MWh
- If applicable, indication that the project will be located on either a Brownfield or Landfill (checkbox)

## Step 6 of 6: Bid Attachments/Certifications

- This step is where the additional Bid documents (as PDF files [.pdf]) are attached. Each form must be uploaded as **one single PDF (.pdf) file** in its respective upload location where applicable. These attachments include:
  1. Bid Certification Form (mandatory for all Bids) – Note: Page 4 of this form is required to be witnessed and signed by a *Notary Public*
  2. Connecticut Licensed Professional Engineer Certification of Average Annual Production (mandatory for all Bids)
  3. Certification of Carbon Neutrality by 2040 (mandatory for all Bids).
  4. Certification that Bidder understands Appendix B – Submittal to DEEP must be sent to DEEP
    - a. **Note** – Submission of Appendix B **is not a requirement for this RFP**, however checking this box is a requirement to submit a Bid due to technological constraints beyond our control.
  5. Certification that Bidder understands Development Period Security (otherwise known as Performance Assurance) must be provided to the EDC at the time of Bid submission (mandatory for all Bids) – by checking the box on the screen, Bidder acknowledges that their Bid will be disqualified if Performance Assurance is not provided to the EDC in an acceptable form at the time of Bid submission.
  6. Attachment 2: Supplemental Bid Information (mandatory for all Bids) – There is not a specific location to upload this form in the bid portal. You may attach this form to your Bid Certification Form, or you may email a copy to [ctrenewables@eversource.com](mailto:ctrenewables@eversource.com) before the bid deadline of 1:00pm EST on November 18, 2021 with the project name and Bid ID that the form pertains to in the subject line.
  7. Copy of Eversource Customer Bill (mandatory for all Bids that are not new construction, as designated in Step 5/6) – There is not a specific location to upload this form in the bid portal. You may attach this

form to your Bid Certification Form, or you may email a copy to [ctrenewables@eversource.com](mailto:ctrenewables@eversource.com) before the bid deadline of 1:00pm EST on November 18, 2021 with the project name and Bid ID that the form pertains to in the subject line.

8. Bidder's Affidavit that the project will use Connecticut Manufactured Generation Technologies (mandatory if you wish to claim the bid preference for Connecticut Manufactured Generation Technologies) – There is not a specific location to upload this form in the bid portal. You may attach this form to your Bid Certification Form, or you may email a copy to [ctrenewables@eversource.com](mailto:ctrenewables@eversource.com) before the bid deadline of 1:00pm EST on November 18, 2021 with the project name and Bid ID that the form pertains to in the subject line.
9. Technology Supplier's Affidavit that it supplies Connecticut Manufactured Generation Technologies (mandatory if you wish to claim the bid preference for Connecticut Manufactured Generation Technologies) – There is not a specific location to upload this form in the bid portal. You may attach this form to your Bid Certification Form, or you may email a copy to [ctrenewables@eversource.com](mailto:ctrenewables@eversource.com) before the bid deadline of 1:00pm EST on November 18, 2021 with the project name and Bid ID that the form pertains to in the subject line.

## **Glossary of Italicized Terms**

- **Installed Capacity** – The nameplate capacity of the project in kW AC, as noted on the inverter(s)/equipment.
- **Bidder** – The individual or business submitting a proposal (“Bid”) to be considered for selection to be awarded a long-term agreement for the purchase of RECs and energy pursuant to the terms and conditions of a fully executed Tariff Terms Agreement. The Bidder may or may not be the Subscriber Organization and/or the Owner of the Project Site.
- **Subscriber Organization** – This term shall mean **Counterparty**, which means the legal entity entering into the Tariff Terms Agreement. The Subscriber Organization may be (i) the customer of record at the revenue meter with site control, or (ii) the site owner with consent of the customer, or (iii) the authorized developer with consent of the customer and site owner. The Subscriber Organization may or may not be the Bidder and/or the Owner of the Project Site. The signature of an authorized representative of the Subscriber Organization listed in the online Bid form is required on the Bid Certification Form.
- **Distribution Customer of Record** – The Eversource distribution customer as listed, either currently or in the future, on the Eversource bill for the Project site.
- **Owner of the Project Site** – The legal owner of the Project site. The Owner of the Project Site may or may not be the Bidder and/or the Subscriber Organization.
- **Notary Public** – A person who has the authority to act as an official witness when legal documents are signed.
- **Authorized Developer** – A developer of the Facility that has the consent of both the owner of the Project site and the distribution customer of record. The Authorized Developer may or may not be the Subscriber Organization.
- **Primary Bid Contact** – The primary individual with whom Eversource will communicate regarding the Bid. This individual may be anyone that the Bidder designates with authority to communicate with Eversource regarding the Bid. Please note, however, that Eversource will only communicate regarding the Bid with the Primary Bid Contact and/or the Alternate Bid Contact.
- **Alternate Bid Contact** – The alternate individual with whom Eversource will communicate regarding the Bid. This individual may be anyone that the Bidder designates with authority to communicate with Eversource regarding the Bid. Please note, however, that Eversource will only communicate regarding the Bid with the Primary Bid Contact and/or the Alternate Bid Contact.
- **New Construction** – The site does not currently have a revenue meter at the site but will in the future
- **Customer Account Number** – A number that Eversource assigns to each customer. The Customer Account Number can be found on the Eversource bill for the Project site.
- **Service Reference Number** – A number that Eversource assigns to each electric service location. The Service Reference Number can be found on the Eversource bill for the Project site. Please note the meter number is not the Service Reference Number.
- **Customer Rate Class** – This can be found on the Eversource bill for the Project site.
- **Average Annual Production** – The average annual output of the project, in kWh/year, based on typical facility conditions for an average year. This calculation must be certified by a Connecticut Licensed Professional Engineer, and appropriate documentation must be included as an attachment to the Bid.

# Exhibit A – Sample Eversource Customer Bill

Page 2 of Customer Bill



Account Number: 1234 567 8900

**Customer Account Number 99.44**

Customer name key: CUST

John J Customer

123 Any St  
Any Town, CT 00000

Location of the Facility

Service reference: 100000000

Service Reference Number

Service from 07/01/15 - 08/03/15 33 Day

Next read date on or about: Sep 1, 2015

Meter Number	Current Read	Previous Read	Current Usage	Reading Type
1234567	75062	-74474	588	Actual

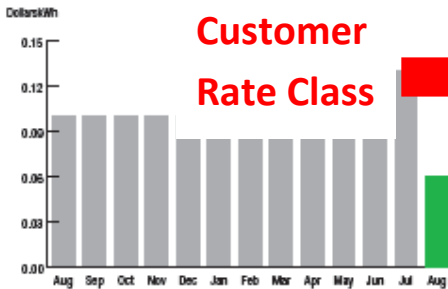
**Electric Account Summary**

	\$108.22
	-\$108.22
	\$0.00
	\$38.16
	\$61.28
Total New Charges	\$99.44
<b>Total Amount Due</b>	<b>\$99.44</b>

**Total Charges for Electricity**

<b>Supplier (Any Energy Company)</b>		
Generation Svc Chrg**	588.000 kWh X \$0.064900	\$38.16
<b>Subtotal Supply</b>		<b>\$38.16</b>
<b>Delivery (Distribution Rate: 001)</b>		
Transmission	588.00 kWh X .026550	\$15.61
Distribution Customer Service Charge		\$19.25
Distribution Charge per kWh	588.00 kWh X .033260	\$19.56
CTA Charge per kWh	588.00 kWh X .000410	-\$0.24
FMCC Delivery Charge	588.00 kWh X .001690	\$0.99
Comb Public Benefit Charge*	588.00 kWh X .010390	\$6.11
<b>Subtotal Delivery</b>		<b>\$61.28</b>
<b>Total Cost of Electricity</b>		<b>\$99.44</b>

**Supply Rate**



**Contact Information**

Emergency: 800-286-2000 (anytime)  
 www.eversource.com  
 CustomerServiceCTElectric@eversource.com  
 Pay by Phone 888-783-6618  
 Customer Service: 800-286-2000  
 860-947-2000 Hartford/Meriden (M-F 7:00am - 7:00pm)

For information or questions regarding your account, please contact Eversource at the number above. For other consumer questions and unresolved complaints, contact Public Utilities Regulatory Authority (PURA) Consumer Services toll free at 800-382-4586 or www.ct.gov/PURA.

**Explanation of your charges**

\* The Combined Public Benefits Charge represents a combination of three charges formerly known as: Conservation and Load Mgmt Charge, Renewable Energy Investment Charge, and System Benefits Charge. This charge also includes the Conservation Adjustment Mechanism approved by the Public Utilities Regulatory Authority in Docket No. 13-11-14.

\*\*Effective January 1, 2007, the Generation Services Charge (GSC) and the Bypassable Federally Mandated Congestion Charge (BFMCC) have been combined into the "GSC Charge" listed in the Supplier Services section of your bill. The GSC reflects all of the cost of procuring energy from Eversource wholesale suppliers. The BFMCC portion of this line item is \$0.0003/kWh. If you multiply this BFMCC rate by the number of kWhs on your bill, you can calculate the dollar amount associated with the BFMCC.