

# EVERSOURCE

## Information Required for Submission of a SCEF 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 SCEF bid (“Bid”) to Eversource. It is provided to assist Bidders in the bidding process. It 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, the Tariff, the Shared Clean Energy Facility Rider Attachment 1: Subscriber Organization Terms and Conditions (“SCEF Terms and Conditions”), and the Q&As. **In the event of any inconsistency between the provisions of this document, the SCEF RFP or any other supporting information, the provisions of the SCEF Terms and Conditions are controlling. Bidders should review the SCEF Terms and Conditions and all associated documents thoroughly and submit their Bids based upon the SCEF Terms and Conditions, which will solely govern the transactions between the selected Bidder and Eversource through the term of the resulting contract.**

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

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

### Initial Program Eligibility Screening Step:

- Technology Type (e.g., Solar, Wind, Fuel Cell) **\*\*Note:** If your project is *Solar Single Axis* or *Solar Dual Axis*, you will be able to choose that designation in Step 5 of 6, otherwise the system will default to *Solar Fixed Tilt*. Also, if your system will be a solar carport/solar canopy, you are required to make that selection in the Bid Preferences section of Step 5/6.
- *Installed Capacity* (kW AC) – Must be between 100 kW (AC) and 5,000 kW (AC)

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

- 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* (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 Tariff Terms Agreement and receive communications for the life 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 Tariff Terms Agreement and receive communications for the life 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 Tariff Terms Agreement regarding payments to be made by Eversource to the Subscriber Organization in accordance with the Tariff. **All payments made to any one Subscriber Organization must be made in the same fashion (i.e. if you have existing SCEF projects, or if you are submitting multiple Bids for the same Subscriber Organization, all payment information must be consistent among all SCEF projects).**

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* – Required for every SCEF Bid
- Solar Technology Type (only applicable if the Bidder chose “Solar PV” during the Initial Program Eligibility Screening step)
- Purchase Price (Bid Price) per MWh
- Bid Preference Designation: If applicable, indication that the project will be located on a Brownfield, Landfill, or that the project will be a Solar Carport/Solar Canopy (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. These attachments include:
  - Bid Certification Form (mandatory for all Bids) – Note: Page 4 of this form is required to be witnessed and signed by a *Notary Public*
  - Connecticut Licensed Professional Engineer Certification of Average Annual Production (mandatory for all Bids)
  - Certification of Carbon Neutrality by 2040 (mandatory if the project technology is Fuel Cell or Anaerobic Digestion, as well as any other Class I renewable energy source that emits carbon).
  - Certification that Bidder understands the most recent version of Appendix B – Submittal to DEEP (available on [this webpage](#)) must be received by DEEP at [DEEP.EnergyBureau@ct.gov](mailto:DEEP.EnergyBureau@ct.gov) by the Bid deadline applicable to the RFP to which Bidder is responding (mandatory for all Bids) – by checking the box on the screen Bidder agrees to this requirement.
  - Certification that Bidder understands Development Period Security 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 Development Period Security is not provided to the EDC in an acceptable form at the time of Bid submission.

## **Glossary of Italicized Terms**

- **Solar Single Axis** – A PV system arrangement that allows multiple rows of solar panels using a single drive unit to track the East-West motion of the sun relative to the earth
- **Solar Dual Axis** – A PV system arrangement that follows the sun’s trajectory by changing both the azimuth and the tilt angles
- **Solar Fixed Tilt** – A PV system arrangement that is installed at a fixed angle (most common in Connecticut).
- **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** – 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.
- **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 kW AC, 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

**Total Charges \$99.44**

Customer Account Number

Customer name key: CUST

John J Customer

**Electric Account Summary**

123 Any St  
Any Town, CT 00000

Location of the Facility

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

Service reference: 100000000

Service Reference Number

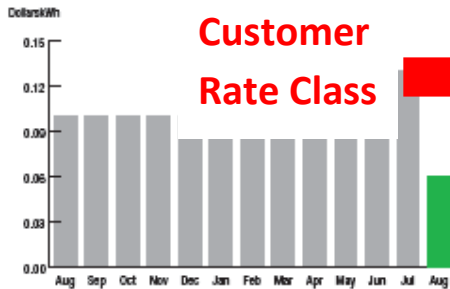
Service from 07/01/15 - 08/03/15 33 Day

Next read date on or about: Sep 1, 2015

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

**Total Charges for Electricity**

**Supply Rate**



Customer Rate Class

|  |                          |                |
|--|--------------------------|----------------|
| <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> |

**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)

**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.

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.