**Adaptations for Off-site Renewables Procurement in 2020 and Beyond**

*An Addendum to American Cities Climate Challenge Renewables Accelerator’s*

[*Off-Site Renewables Power Purchase Agreement – Request for Proposal (RFP) Template*](https://cityrenewables.org/wp-content/uploads/2020/06/ACCC_RA_Off-site_PPA_RFP_Template.docx)

*Developed by Fosterra, 6/30/20*

## Context: Comparing Procurement Options in a New Light

Procurement of renewables provides the opportunity for cities and counties to achieve multiple goals and address some of the most pressing issues in 2020. These issues include increasing local and regional economic activity, addressing equity and environmental justice, and making progress toward climate and sustainability goals. When developing a renewable energy strategy, it is important to consider the various options for renewables in a new light to achieve the greatest impact. For example, large-scale procurement through off-site projects will typically help communities meet their sustainability goals faster and at lower cost, while local and on-site projects will typically provide a greater economic impact to the community. Given communities' huge demand and need for renewable energy to reach their goals, these two options should not be seen as mutually exclusive; rather, both local and off-site projects should be pursued as part of a portfolio approach.

## Introduction to this RFP addendum

We are experiencing unprecedented changes to local economic activity, societal behavior, and public health due to COVID-19. This RFP addendum is intended to provide city and county staff with updated guidance on renewable procurement to help them move forward with more confidence on projects in this unusual environment. Considerations and recommendations for adapting each major section of the procurement process and RFP documents have been developed and are included for reference. While not comprehensive, this addendum should provide sufficient information for staff to be able to quickly incorporate key changes to the template documents and keep projects moving forward.

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| **RFP Section** | **Suggested Modifications** |
| ***Project Overview*** | * Acknowledge uncertainty about current and future conditions and, importantly, express the intent to work through any issues and challenges. |
| ***Scope of Work*** | * Identify any COVID-19-specific changes to City/County processes. * Add the City/County point of contact and/or location for the latest updates on requirements, and request that a Proposer check in frequently before on-site activity begins. |
| ***Procurement Timeline and Project Schedule*** | * Consider any changes to the timeline from the City/County's perspective and for the developers that might impact the overall project. |
| ***Proposal Requirements: Financial and Technical*** | * Request COVID-19 specific risks and mitigation plans. * Request a description of the economic downturn's impact to the Proposer's team and ability to perform. |
| ***Proposal Requirements: City-Specific MWDBE Considerations and Local Business Preference*** | * Consider adding requirements for Community Benefits and/or minority, women, or disadvantaged business enterprise (MWDBE) participation. |
| ***Selection Criteria & Proposal Evaluation*** | * Add a more detailed review of overall firm qualifications, financial stability, project risks, and additional scrutiny of the technical plans related to project timeline and safety to the evaluation process. |
| ***Proposal Evaluation Process*** | * Consider remote interviews via video conference with Proposers. It can often be challenging to schedule "in-person" vendor meetings in a timely fashion, so converting to video interviews will also improve the experience. |
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| **Contract Terms** | **Suggested Areas for Further Review** |
| ***Indemnification*** | * Check with the internal legal team if any COVID-19 related modifications are required. |
| ***Non-Appropriation*** | * Discuss internally if there are any increased risks related to City/County budget restrictions (e.g., higher likelihood of reductions in load, competing budget priorities, etc.). |
| ***Early Termination*** | * If applicable, reassess risks and likelihood of early termination related to increased risk for non-appropriation and/or facility usage and energy needs. |
| ***Force Majeure Provision*** | * Check with the internal legal team if updates are required. |
| ***Other City Rights in Contract*** | * Check with the internal legal team if updates are required. |