

STATE OF ILLINOIS  
REQUEST FOR QUALIFICATIONS

ILLINOIS POWER AGENCY

PROFESSIONAL SERVICES –ILLINOIS SHINES AND ILLINOIS SOLAR FOR ALL PROGRAM ADMINISTRATION

Reference Number 26-RFQ-01

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The Illinois Power Agency (“Agency” or “State”), an independent state agency, is tasked with developing and implementing procurement plans to meet the supply requirements of Illinois electric distribution utilities and to achieve the goals of the State’s renewable energy portfolio standard. Guided by provisions contained in Sections 1-56 and 1-75 of the Illinois Power Agency Act, and as detailed in the Agency’s Long-Term Renewable Resources Procurement Plan, the Agency is responsible for the administration of certain programs to incentivize the development of new photovoltaic systems statewide. **The Agency is issuing this request for qualifications (“RFQ”) seeking qualified and responsible expert firms (“Offerors”) to serve as the combined Program Administrator for the Illinois Shines and Illinois Solar for All (“ILSFA”) programs.**

The Agency welcomes responses from qualified Offerors able and willing to meet the requirements outlined herein. Evaluation of responses to this RFQ will form the basis for determining recipients of a Request for Proposals (“RFP”) to be issued by the Agency which will include more specific requirements related to the duties of the Program Administrator.<sup>1</sup>

More information about Illinois Shines and ILSFA programs and the responsibilities of their Program Administrators can be found in Section 1-56(b) of the Illinois Power Agency Act (20 ILCS 3855), Section 1-75(c)(1)(M) of the Illinois Power Agency Act (20 ILCS 3855), Section 16-111.5(b) of the Public Utilities Act (220 ILCS 5), and the Agency’s Long-Term Renewable Resources Procurement Plan (“Long-Term Plan” or “Plan”).<sup>2</sup> The Agency’s website can be found at <https://ipa.illinois.gov/>, and the current program websites can be found at <https://www.illinoisfa.com/> and <https://illinoisshines.com/>.

**BACKGROUND:** Public Act 99-0906 (Future Energy Jobs Act, or “FEJA”), which was enacted into law on December 7, 2016 and became effective on June 1, 2017, created two programs to incent the development of distributed generation and community solar projects: the Illinois Solar for All program, and the Adjustable Block program, (rebranded as “Illinois Shines” in 2023). Public Act 102-0662 (Climate and Equitable Jobs Act or “CEJA”) further revised, expanded, and modified both Illinois Shines and ILSFA.

**Illinois Shines** is designed for the “procurement of renewable energy credits from new photovoltaic projects that are distributed renewable energy generation devices and new photovoltaic community renewable generation projects.”<sup>3</sup> These projects are incented by the procurement of Renewable Energy Credits (“RECs”), or the environmental attributes associated with one megawatt hour of electricity generated by renewable resources. These incentives are governed by 15-year or 20-year REC delivery contracts, with the added revenue and revenue certainty from those contracts incenting the development

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<sup>1</sup> Pursuant to Sections 1-75(c)(1)(M) and 1-56(b) of the Illinois Power Agency Act (20 ILCS 3855) and in the Agency’s Long-Term Plan (“Long-Term Plan” or “Plan”).

<sup>2</sup> See: <https://ipa.illinois.gov/content/dam/soi/en/web/ipa/documents/final-2024-long-term-renewable-resources-procurement-plan-19-apr-2024.pdf> for the current version of the Long-Term Plan. Illinois Shines is described primarily in Chapter 7, and ILSFA is described primarily in Chapter 8. The Agency released a draft of the next Long-Term Plan on August 15, 2025 to cover proposed program activities in the 2026-27 and 2027-28 Program Years, which can be found here: <https://ipa.illinois.gov/content/dam/soi/en/web/ipa/documents/20250815-draft-2026-long-term-renewable-resources-procurement-plan-august-15-2025.pdf>.

<sup>3</sup> 20 ILCS 3855/1-75(c)(1)(K).

of new solar projects. Illinois law further requires that Illinois Shines “be designed to provide a transparent schedule of prices and quantities to enable the photovoltaic market to scale up and for renewable energy credit prices to adjust at a predictable rate over time.”<sup>4</sup> The Program launched in early 2019 to support distributed generation and community solar projects. CEJA, enacted in late 2021, created additional program categories: Public Schools, Community-Driven Community Solar, and Equity Eligible Contractor (“EEC”). The law also added significant consumer protections and prevailing wage requirements, and equity requirements (including a “Minimum Equity Standard” applicable to the project workforce of participating companies) to ensure that the program serves participants and workers in a fair and equitable manner. Program requirements and REC contract award goals for the Illinois Shines program can be found in Chapter 7 of the IPA’s Long-Term Renewable Resources Procurement Plan.

**ILSFA** has a structure similar to Illinois Shines with a core focus “to bring photovoltaics to low-income communities in this State in a manner that maximizes the development of new photovoltaic generating facilities, to create a long-term, low-income solar marketplace throughout this State, to integrate, through interaction with stakeholders, with existing energy efficiency initiatives, and to minimize administrative costs.”<sup>5</sup> ILSFA has program categories for distributed generation projects that serve income-eligible households, non-profits and public facilities, and income-eligible community solar projects. ILSFA also supports grassroots education activities. For ILSFA, CEJA brought new provisions for consideration of energy sovereignty, an increased focus on supporting small and emerging businesses, and expanded requirements related to job training. On April 22, 2024, the U.S. Environmental Protection Agency (“EPA”) through the U.S. EPA’s Greenhouse Gas Reduction Fund Solar for All program awarded \$156 million (the maximum award available to Illinois) to the Illinois Finance Authority (“IFA”). That award included a subgrant to the IPA to expand the ILSFA budget by \$85 million. As of August 2025, the IPA has received \$11 million to expand the ILSFA Community Solar sub-program. The IPA is aware that the IFA has received a notice of termination letter from the U.S. EPA regarding the Solar for All grant and will work with the IFA to determine next steps. More information on Program requirements and annual ILSFA program budgets can be found in Chapter 8 of the IPA’s Long-Term Renewable Resources Procurement Plan.

**PROGRAM STATUS:** During the preceding Program Year spanning June 1, 2024 through May 31, 2025 (i.e., the 2024-25 Program Year), Illinois Shines processed more than 28,000 applications across all Program categories, with approximately 22,000 applications ultimately being approved by the Illinois Commerce Commission. This resulted in 829 MW of allocated capacity and an incentive value of over \$1.167 billion. The 2024-25 Program Year also included the participation of 724 Approved Vendors (“AV”), with 251 of the AVs being first time participants.

During the same 2024-25 Program Year, ILSFA processed 670 new project applications, with 629 projects originating from 25 Approved Vendors ultimately being approved by the Illinois Commerce Commission. This resulted in approximately 29.6 MW of allocated capacity and amounted to an incentive value of \$75.69 million. ILSFA also supported the activities of 10 grassroots educators; and, as a pilot state in the National Community Solar Partnership Energy Connector, expanded its engagement to seven LIHEAP administering agencies.

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<sup>4</sup> Id.

<sup>5</sup> 20 ILCS 3855/1-56(b)(2).

**RETAINING A PROGRAM ADMINISTRATOR:** Section 1-75(c)(1)(M) of the IPA Act authorizes the Agency to “retain one or more experts or expert consulting firms to develop, administer, implement, operate, and evaluate the Adjustable Block program.”<sup>6</sup> Section 1-56(b)(5) of the IPA Act requires the Agency to “issue a request for qualifications for a third-party program administrator or administrators to administer all or a portion of the Illinois Solar for All program.” The Program Administrator for both Programs shall be chosen through a competitive bid process based on selection criteria and requirements developed by the Agency, including, but not limited to, experience in administering income-eligible energy programs and overseeing statewide clean energy or energy efficiency services.”<sup>7</sup> Additionally, “[t]he third-party program administrator may be, but need not be, the same administrator as for the Adjustable Block program described in subparagraphs (K) through (M) of paragraph (1) of subsection (c) of Section 1-75.”<sup>8</sup>

Successful administration of these Programs is based on the Program Administrator having the required core competency (and underlying technology solutions) to run high-volume incentive contract awards and community engagement programs. Effective administration is expected to include the ability to efficiently and accurately process applications, provide a sophisticated and well-developed approach to ensuring consumer protections, ensure critical equity and labor requirements are met, and adequately track, understand, and adjust to dynamic market conditions to progress the Programs and achieve specified goals. Specific operational needs, as defined in greater detail in Section 2.2 of this RFQ, will include, but are not limited to: the development and ongoing update of program applications and associated forms and materials; program requirements, processes and rules; development and maintenance of websites; development, maintenance, and enhancement of databases and stakeholder portals which includes the management of various applicant interfaces necessary for successful program administration; support for Grassroots Educator campaigns; completing ongoing stakeholder engagement activities for various community groups, vendors, and customer types; and, updating these items to reflect statutory requirements, changes in law and changes as a result of the Agency’s Long-Term Renewable Resources Procurement Plan.

The Agency is seeking to unify program administration through a single third-party Program Administrator to maximize cross-program efficiencies, align processes and practices, streamline systems, and improve the overall operation and management of both Programs. Previously the Agency selected separate Program Administrators to manage Illinois Shines and ILSFA; however, this new common administrator approach is anticipated to better serve and support participating customers, vendors, stakeholders, and the State by improving program operation and efficiencies through a single Program Administrator managing both programs. Both Illinois Shines and ILSFA have substantive areas of alignment and prospective cohesion at their core, including project submission and approval processes, common consumer protection requirements, consistent approaches to resolving issues, and alignment of schedules and project implementation plans.

Further, both programs have similar technical and procedural requirements which are primed for centralization and alignment. For example, all ILSFA AVs are required to register and maintain good standing in Illinois Shines; however, to do so, AVs must utilize separate processes and supporting tools – one set for the Illinois Shines program and a different set for the ILSFA program. Utilization of separate processes and points of contact is inefficient and time consuming for AVs, and similarly potentially time consuming and inefficient to maintain across two separate Program Administrators. Merging vendor portals through a single Program Administrator to serve both Illinois Shines and ILSFA holds the potential

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<sup>6</sup> 20 ILCS 3855/1-75(c)(1)(M).

<sup>7</sup> 20 ILCS 3855/1-56(b)(5).

<sup>8</sup> Id.

to reduce AV time and resource demands, reduce a potential barrier to entry, and ultimately be more efficient.

Importantly, while efficiency, organizational and operational alignment, and streamlining are at the center of the Agency's pursuit of a single Program Administrator for the programs, common management under a single Program Administrator does not constitute a merging of the two programs themselves. Program materials, websites, reporting, and other requirements will be separately maintained as appropriate. Further, the successful Offeror is permitted and encouraged to subcontract with other parties that might offer expertise beneficial to the programs.

**TIMELINE:** The Agency selected a Program Administrator for the Illinois Solar for All program in 2023 for an initial term of two years. The initial two-year term was extended by an additional year, which will end no later than June 30, 2026, and may be extended for up to two additional years. The Agency selected a Program Administrator for the Illinois Shines program in 2022 for an initial term of two years. The Agency has extended that contract by an additional year twice and may extend it for one more additional year. The full five-year term will end no later than June 30, 2027.

This solicitation represents the first step<sup>9</sup> in the process of retaining a Program Administrator to implement, administer, and operate both programs after the conclusion of those terms. The contract resulting from this solicitation process shall allow the two programs to transition to the awarded Offeror on a staggered schedule, with ILSFA transitioning in 2026 and Illinois Shines in 2027.

The contract is expected to have a term of up to five (5) full years with an initial term of two years preceded by a transitional period, and years three through five to be potentially offered on an annual renewal basis.

Upon completion of the solicitation evaluation process, Offerors rated as qualified by the Agency will receive a subsequent Request for Proposals. If selected through the RFP process, the selected Offeror(s) will be expected to enter into a binding contract with the Agency. This RFQ/RFP is exempt from the procedures in the State of Illinois Procurement Code pursuant to Section 1-25(2) of the Illinois Power Agency Act (20 ILCS 3855/1-25(2)) and Section 1-56(b)(2)(f) of the Illinois Power Agency Act (20 ILCS 3855/1-56(b)(2)(f)) and contains alternative bidding procedures pursuant to Section 20-10(i) of the Illinois Procurement Code (30 ILCS 500/20-10(i)).

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<sup>9</sup> This RFQ is part of a multi-step processing including the RFQ, RFP, and resulting contract award.

**OFFEROR QUALIFICATIONS:** Offerors must meet the minimum qualifications listed below:

- A. Direct previous experience managing the operation of large-scale programs to incent the development of clean energy projects or demand-side alternatives. This includes experience administering income-eligible energy programs and overseeing statewide clean energy or energy efficiency services.
- B. Expertise in developing and/or implementing solar energy incentive programs, which includes distributed generation, community solar, and/or co-located solar plus storage resources. Development and implementation includes, but is not limited to, project development and/or financing protocols, sales models, management and accounting of renewable energy credit ("REC") purchase and sales contract protocols and administration, and experience with Renewable Portfolio Standard ("RPS") compliance rules and protocols.
- C. Adequate resources to perform and fulfill the required functions, including operational resources to process an estimated 30,000 initial project applications per year, as well as a comparable number of project energization applications.
- D. Proven experience managing, updating and reporting program data, including the tracking and reporting of key performance indicators and metrics, writing program manuals, standard operating procedures and protocols, and developing internal and external communications.
- E. Experience implementing consumer protection requirements, including upholding program participant compliance, consumer complaint management and resolution, sensitivity to culturally and socio-economically diverse participants, and adequate legal resources to assist in the prevention and resolution of customer or vendor complaints.
- F. Ability to conduct on-site inspections of installed photovoltaic systems across Illinois for safety and compliance with program requirements.
- G. Expertise in assessment and evaluation of third-party documentation and compliance plans (e.g., land use permits, project labor agreements, MWBE certifications, Certified Transcripts of Payroll).
- H. Expertise in designing and maintaining public-facing websites and client portals, including backend, frontend, and API development. This includes the collection, review, management, and storage of developer, customer, and project data; some of which may be personal identifiable information, confidential or highly confidential requiring special controls and archiving.
- I. Expertise in administering programs that: (1) serve income-eligible residential housing, non-profit organizations, or public entities; (2) serve and/or actively engage with income-eligible or environmental justice communities; and, (3) clearly support the successful incorporation of diversity, equity, and inclusion considerations and goals into program design and implementation.
- J. The absence of a conflict of interest and inappropriate bias for or against potential program participants or the affected electric utilities. All actual, potential, and/or perceived conflicts should be disclosed in response to this Request for Qualifications.
- K. Experience organizing, managing and maintaining voluminous and diverse records and data sets including complying with statutory or similarly prescriptive record retention policies and official record requests.

**Please read the entire solicitation package and submit a Submittal of Qualifications in accordance with the instructions.** All forms and signature areas contained in the submittal package must be completed in full and submitted with the technical proposal, and indicative price quotes, which combined will constitute the Submittal. Do not submit the instructions pages with offers. Offerors should retain the Instructions and a copy of the Submittal of Qualifications for future reference.

## SOLICITATION OUTLINE

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### SOLICITATION OUTLINE

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### INSTRUCTIONS FOR SUBMITTING QUALIFICATIONS

- I.1 HOW TO ENTER INFORMATION:** Type information in the text fields provided. Text fields are indicated by the instruction “Click here to enter text.” in red font. If the information requested does not apply to the Offeror, then enter “N/A” into the text field. Please enter the requested information or N/A into every red text field. If appropriate, provide a brief explanation of why the field is not applicable.
- I.2 PUBLISHED PROCUREMENT INFORMATION:** Although this solicitation is exempt from the Illinois Procurement Code, the Agency will use State websites, in addition to other resources, to disseminate information about this solicitation. The State publishes procurement information, including updates, on the Illinois Procurement Bulletin ([www.bidbuy.illinois.gov](http://www.bidbuy.illinois.gov)), Illinois Public Higher Education Procurement Bulletin ([www.procure.stateuniv.state.il.us/](http://www.procure.stateuniv.state.il.us/)), Transportation Procurement Bulletin ([idot.illinois.gov/doing-business/procurements/](http://idot.illinois.gov/doing-business/procurements/)) or the Illinois Capital Development Board Bulletin (<https://cdb.illinois.gov/procurement/bulletin.html>), (collectively and individually referred to as “Bulletin”). The Agency will also post this solicitation and related documents and announcements to its website ([ipa.illinois.gov](http://ipa.illinois.gov)). Procurement information may not be available in any other form or location. Offeror is responsible for monitoring the Bulletin selected by the Agency for this procurement. The Agency will not be held responsible if Offeror fails to receive the optional e-mail notices.
- I.3 SOLICITATION CONTACT:** The individual listed below shall be the single point of contact for this solicitation. Unless otherwise directed, Offerors should only communicate with the Solicitation Contact. The Agency shall not be held responsible for information provided to or from any other person.

<b>Solicitation Contact:</b> James M. Rouland	<b>Phone:</b> 312.814.8611
<b>Agency:</b> Illinois Power Agency	<b>Fax:</b> 312-814-0926
<b>Street Address:</b> 180 N. Wabash Ave. Suite 500	<b>TDD:</b> 866-846-5276
<b>City, State Zip:</b> Chicago, IL 60601	
<b>Email:</b> <a href="mailto:IPA.Contracts@illinois.gov">IPA.Contracts@illinois.gov</a>	

Questions or comments regarding this RFQ should be timely directed in writing to the Solicitation Contact identified above. Communications are **preferred to be via email**, sent to the e-mail address identified above with the subject header as follows: **[Offeror Name] – IPA Joint Program Administrator RFQ [Question/Comment]**.

Do not discuss the solicitation or any qualification, directly or indirectly, with any State officer or employee other than the Solicitation Contact. Phone calls are strongly discouraged.

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**I.4 OFFEROR QUESTIONS AND AGENCY RESPONSE:** All questions, other than those raised at any Offeror conference call, that pertain to this solicitation must be submitted in written form and submitted to the Solicitation Contact email no later than September 5, 2025. Questions received and Agency responses may be posted as an Addendum to the original solicitation on the Bulletin; only these written answers to questions shall be binding on the Agency. Offerors are responsible for monitoring the Bulletin.

**I.5 SUBMISSION DUE DATE, TIME, AND ADDRESS FOR SUBMISSION:** Submittal of qualifications shall be directed to the e-mail address provided below and shall be received no later than the Submittal Due Date & Time specified below. The email subject header shall be as follows: **[Offeror Name] – IPA Joint Program Administrator RFQ Submission.**

Submittal due Date & Time:

Date: September 23, 2025

Time: 5:00 pm CPT

Submit/Deliver Submittals To:

<b>Agency:</b> Illinois Power Agency
<b>Subject:</b> [Offeror Name] – IPA Joint Program Administrator RFQ - Submission
<b>Email:</b> <a href="mailto:IPA.Contracts@illinois.gov">IPA.Contracts@illinois.gov</a>

**I.6 INSTRUCTIONS FOR SUBMISSION OF QUALIFICATIONS:** Responses to this RFQ must be submitted by e-mail sent to the e-mail address listed above. The e-mail should have a subject line as provided in I.5. The e-mail should contain as attachments (in PDF or Word format): Section 1 – Submittal of Qualifications Check List; Section 2 – Technical Proposal.

Any challenges experienced while submitting qualifications electronically shall be promptly communicated per the contact information provided in I.3 above, whereby the Agency will investigate and, if necessary, identify alternative methods to submit qualification materials.

**I.7 GOVERNING LAW AND FORUM:** Illinois law and rule govern this solicitation and any resulting contract. Offeror must bring any action relating to this solicitation or any resulting contract in the appropriate court in Illinois. This document contains statutory references to the Illinois Compiled Statutes designated with “ILCS”. Vendor may view the full text at ([www.ilga.gov/legislation/ilcs/ilcs.asp](http://www.ilga.gov/legislation/ilcs/ilcs.asp)). Section 1-56(b) and 1-75(c) of the Illinois Power Agency Act (20 ILCS 3855) is applicable to this solicitation.

**I.8 PUBLIC RECORDS AND REQUESTS FOR CONFIDENTIAL TREATMENT:** Submittals of Qualifications become the property of the Agency. Submittals of Qualifications, including late submissions, will not be returned. All submittals will be open to the public under the Illinois Freedom of Information Act (“FOIA”) (5 ILCS 140) and other applicable laws and rules, unless Offeror requests in its submittal that the Agency treat certain information as confidential. A request for confidential



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treatment will not supersede the State's legal obligations under FOIA. The Agency will not honor requests to keep entire submittals confidential. Offerors must show the specific grounds in FOIA or other law or rule that support confidential treatment. Regardless, the Agency will disclose the successful Offeror's name and the substance of the submittal upon final contract award. If Offeror requests confidential treatment, Offeror must submit one additional copy of the Submittal of Qualifications with proposed confidential information redacted. This redacted copy must describe the general nature of the material removed and shall retain as much of the Submittal of Qualifications as possible. In a separate attachment, Offeror shall supply a listing of the provisions identified by section number for which it seeks confidential treatment and identify the statutory basis under Illinois law and include a detailed justification for exempting the information from public disclosure. Offeror will hold harmless and indemnify the Agency for all costs or damages associated with the Agency defending Offeror's request for confidential treatment. Offeror agrees the Agency may copy the Submittal of Qualifications to facilitate evaluation, or to respond to requests for public records. Offeror warrants that such copying will not violate the rights of any third party.

- I.9 RESERVATIONS:** Offeror must read and understand the solicitation and tailor the Submittal of Qualifications and all activities to ensure compliance. The Agency reserves the right to amend the solicitation, reject any or all submittals, cancel the solicitation, and waive minor defects. The Agency may request a clarification, inspect Offeror's premises, interview staff, request a presentation, or otherwise verify the contents of the submittal, including information about subcontractors and suppliers. The Agency will make all decisions on compliance, evaluation, terms and conditions, and shall make decisions in the best interests of the Agency and in accordance with rules and other applicable state and federal statutes and regulations. This competitive process may require that Offeror provide additional information and otherwise cooperate with the Agency. If an Offeror does not comply with requests for information and cooperate, the Agency may reject the Submittal of Qualifications as non-responsive to the solicitation. Submitting a Submittal of Qualifications does not entitle Offeror to an award or a contract. Posting Offeror's name in a Bulletin notice does not entitle Offeror to a contract. The Agency is not responsible for and will not pay any costs associated with the preparation and submission of any Submittal of Qualifications. Short-listed Offeror(s) for contract award shall not commence and will not be paid for any billable work prior to the date all parties execute the contract.
- I.10 AWARD:** The Agency is not obligated to award a contract pursuant to this solicitation. This solicitation and any subsequent RFP issuance, selection and award process will follow the process outlined in Section 1-56(b)(5) and Section 1-75(c)(1)(M) of the Illinois Power Agency Act (20 ILCS 3855). As a result of this solicitation and any subsequent RFP, the Agency may select the winning Offeror based on the winning proposal and may award a contract for up to a five-year term (plus an applicable transition period as described in above in the Background Section). If the Agency issues an award as the result of this solicitation and any subsequent RFP, the award will be made to the Responsible Offeror who best meets the specified requirements of this solicitation and any subsequent RFP. The approval of any contract resulting from the RFP will be subject to approval by the Illinois Commerce Commission, as required by Section 16-111.5(b)(5) of the Illinois Public Utilities Act (220 ILCS 5).
- I.11 INCORPORATION OF 26-RFQ-01 BY REFERENCE:** This solicitation (26-RFQ-01) and Offeror's Submittal of Qualifications will be incorporated and made part of any subsequent contract by reference.

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**I.12 PREQUALIFICATION TO RESPOND TO SUBSEQUENT RFP:** Based on the evaluation of responses and approval process described in this solicitation, qualified Offerors will be invited to respond to the subsequent RFP.

**I.13 EVALUATION PROCESS:** The Agency determines how satisfactorily submittals meet the Responsiveness and Responsibility requirements. Submittals that fail to meet minimum Responsiveness and Responsibility requirements will not be considered for subsequent evaluation. The Agency considers the information provided when evaluating submittals. If the Agency finds a failure or deficiency, the Agency may reject the submittal or reflect the failure or deficiency in the evaluation.

**RESPONSIVENESS:** A responsive Offeror is one whose submittal conforms in all material respects to this solicitation and includes all required information. The Agency will determine whether the submittal conforms in all material respects to this solicitation. Minor differences or deviations that have negligible impact on the suitability of the Offeror to meet the Agency's needs may be accepted or corrections allowed. The Agency will determine whether Offeror's Submittal of Qualifications complies with the instructions for submitting qualifications. Except for late submissions, the Agency may require that an Offeror correct any deficiencies as a condition of further evaluation.

**RESPONSIBILITY:** A responsible Offeror is one who has the expertise, experience, qualifications, and capability in all respects to perform fully the requirements stated on this solicitation and who has the reputation, integrity and reliability that will assure good faith performance. The Agency determines whether the Offeror is a "Responsible" Offeror. The Agency may additionally consider the following:

A "prohibited bidder" includes a person assisting the Agency in determining whether there is a need for contract, unless such information was part of a response to a publicly issued Request for Information. Additionally, a person who assisted the Agency by reviewing, drafting or preparing this solicitation, a Request for Proposal or Request for Information or who provided similar assistance is deemed a prohibited bidder.

Other factors that the Agency may evaluate to determine Responsibility (including those found outside the Submittal of Qualifications) include, but are not limited to: political contributions, certifications, conflict of interest, financial disclosures, past performance in business or industry, references, compliance with applicable laws, financial responsibility, insurability, effective equal opportunity compliance, and payment of prevailing wages if required by law.

**CRITERIA FOR EVALUATION OF RESPONSIBILITY:** The table below shows the minimum elements of expertise, skills, experience and qualifications.

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Expertise, Skills, Experience and Qualifications Requirements
A. Direct previous experience managing the operation of large-scale programs to incent the development of clean energy projects or demand-side alternatives. This includes experience administering income-eligible energy programs and overseeing statewide clean energy or energy efficiency services.
B. Expertise in developing and/or implementing solar energy incentive programs, which includes distributed generation, community solar, and/or co-located solar plus storage resources. Development and implementation includes, but is not limited to, project development and/or financing protocols, sales models, management and accounting of renewable energy credit ("REC") purchase and sales contract protocols and administration, and experience with Renewable Portfolio Standard ("RPS") compliance rules and protocols.
C. Adequate resources to perform and fulfill the required functions, including operational resources to process an estimated 30,000 initial project applications per year, as well as a comparable number of project energization applications.
D. Proven experience managing, updating and reporting program data, including the tracking and reporting of key performance indicators and metrics, writing program manuals, standard operating procedures and protocols, and developing internal and external communications.
E. Experience implementing consumer protection requirements, including upholding program participant compliance, consumer complaint management and resolution, sensitivity to culturally and socio-economically diverse participants, and adequate legal resources to assist in the prevention and resolution of customer or vendor complaints.
F. Ability to conduct on-site inspections of installed photovoltaic systems across Illinois for safety and compliance with program requirements.
G. Expertise in assessment and evaluation of third-party documentation and compliance plans (e.g., land use permits, project labor agreements, MWBE certifications, Certified Transcripts of Payroll).
H. Expertise in designing and maintaining public-facing websites and client portals, including backend, frontend, and API development. This includes the collection, review, management, and storage of developer, customer, and project data; some of which may be personal identifiable information, confidential or highly confidential requiring special controls and archiving.
I. Expertise in administering programs that: (1) serve income-eligible residential housing, non-profit organizations, or public entities; (2) serve and/or actively engage with income-eligible or environmental justice communities; and, (3) clearly support the successful incorporation of diversity, equity, and inclusion considerations and goals into program design and implementation.
J. The absence of a conflict of interest and inappropriate bias for or against potential program participants or the affected electric utilities. All actual, potential, and/or perceived conflicts should be disclosed in response to this Request for Qualifications.
K. Experience organizing, managing and maintaining voluminous and diverse records and data sets including complying with statutory or similarly prescriptive record retention policies and official record requests.

**I.14 SELECTION OF OFFERORS:** The Agency will select the Responsive and Responsible Offerors who meet the threshold requirements listed in I.13.

Those Offerors that meet the threshold criteria will be placed on a short list of pre-qualified Offerors and formally invited to submit a response to the resulting RFP. Only RFP responses from pre-qualified Offerors will be accepted by the Agency.

The IPA will determine whether each offeror is Qualified or Not Qualified. Any offeror that receives a rating of Not Qualified may, within 3 business days of receiving notice of such rating, request information from the Agency regarding the criteria for which that response did not

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adequately satisfy. Within 7 calendar days following receipt of that information, the offeror may supply any clarifications that it believes might address the deficiencies identified by the Agency. The Agency will make a final determination of qualification based on that information.

### **I.15 MINORITY, WOMEN AND PERSONS WITH DISABILITY PARTICIPATION AND UTILIZATION PLAN:**

The subsequent RFP is expected to contain a targeted goal that Offeror proposals include businesses owned and controlled by minorities, women, and persons with disabilities. Currently the Agency anticipates this goal to be set at 30% of the contract value; however, this goal may be updated or otherwise adjusted in the issued RFP – the inclusion herein is an estimate to clearly communicate with prospective Offerors of the intent to both include a goal and to provide an approximation of what that target is likely to be to aid in qualification development and subsequent RFP development.

**The Agency takes this goal very seriously, and failure to submit a Utilization Plan that meets this goal in response to any subsequent RFP as instructed in such solicitation may render the offer non-responsive, which may result in the rejection of the offeror proposal the Agency.**

The [Illinois Commission on Equity and Inclusion](#) certifies minority-owned, women-owned, and persons with disabilities owned businesses for the State of Illinois Business Enterprise Program (“BEP”).

For complete requirements for BEP certification please refer to: <https://cei.illinois.gov/vendor-resources/get-bep-certified.html>

The BEP Program offers a [primer video](#) on completing [Utilization Plans](#), and guidance on [good faith efforts](#).

The Utilization Plan is not required as part of the response to this RFQ. It will be a component of any subsequent RFP. **The Agency strongly encourages Offerors to carefully review the Utilization Plan template and familiarize themselves with the requirements for developing an acceptable Utilization Plan.**

If the Offeror is a BEP certified vendor, the entire goal is met and no subcontracting with a BEP certified vendor is required; however, Offeror must submit a Utilization Plan indicating that the goal will be met by self-performance.

### **I.16 SUBCONTRACTING:** Subcontractors are allowed. For the purposes of this section, subcontractors are those specifically hired to perform all or part of the work that is the subject of this solicitation. If subcontractors are to be utilized, in preparation to any subsequent RFP, offerors must identify subcontractors with an annual value of more than \$50,000 and the expected amount of money each will receive under the contract.

## SECTION 1 - SUBMITTAL OF QUALIFICATIONS CHECK LIST

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### I.17 TIMELINE (DATES SUBJECT TO CHANGE):

- RFQ Issued: August 22, 2025
- RFQ Offerors Conference Call: September 3, 2025, 2 PM CPT<sup>10</sup>
- RFQ Offerors Questions Due: September 5, 2025, 5 PM CPT
- RFQ Responses due: September 23, 2025, 5 PM CPT
- Offerors notified of eligibility: October 17, 2025 (*tentative*)
- RFP Issued: November 1, 2025 (*tentative*)
- RFP Responses Due: January 5, 2025 (*tentative*)
- Award made (subject to ICC approval): February 10, 2026 (*tentative*)
- Contract start date: March 1, 2026 (*tentative*)

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<sup>10</sup> Please send an email to the Solicitation Contact listed above to request the meeting link.

## SECTION 1 - SUBMITTAL OF QUALIFICATIONS CHECK LIST

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### SUBMITTAL OF QUALIFICATIONS CHECK LIST

By completing and signing this form, the Offeror makes a Submittal of Qualifications to the Agency that the Agency may accept. Offeror should also use this form as a final check to ensure that all required documents are completed and included with the submittal. Offeror must mark each blank below as appropriate. Offeror understands that failure to meet all requirements is cause for disqualification.

#### CHECK LIST:

- 1.1. SOLICITATION REVIEW:** Offeror reviewed the solicitation, including all referenced documents, laws, and instructions, completed all blanks, provided all required information, and demonstrated how it will meet the requirements of the Agency.  
☐ Yes ☐ No
- 1.2. INCORPORATION OF 26-RFQ-01 BY REFERENCE:** Offeror acknowledges that this solicitation (**26-RFQ-01**) and Offeror's responses to it will be incorporated and made part of any subsequent contract by reference.  
☐ Yes ☐ No
- 1.3. ADDENDA:** Offeror acknowledges receipt of any and all addendums to this solicitation and has taken those into account in making this Submittal of Qualifications.  
☐ Yes ☐ No
- 1.4. SUBMISSION OF QUALIFICATIONS - Section 2:** Offeror is submitting a complete and responsive statement of qualifications, in a properly labeled container, to the correct location, and by the due date and time.  
☐ Yes ☐ No
- 1.5. EXPERTISE, EXPERIENCE AND STAFF:** Offeror has the required expertise, skill, experience staff, and ability to meet the requirements of the Agency in Section 2.2 through Section 2.5.  
☐ Yes ☐ No
- 1.6. MILESTONES AND DELIVERABLES:** Offeror has the capability to meet the Agency's milestones and deliverables requirements in Sections 2.2 and 2.3.  
☐ Yes ☐ No
- 1.7. OFFEROR STATEMENT OF QUALIFICATIONS:** Offeror has provided a complete statement of qualifications in Sections 2.5 and 2.6.  
☐ Yes ☐ No
- 1.8. SIGNATURE OF AUTHORIZED REPRESENTATIVE:** The undersigned authorized representative of the identified Offeror hereby submits this Submittal of Qualifications in full compliance with this solicitation.

Signature of Authorized Representative: \_\_\_\_\_

Printed Name of Signatory: [Click here to enter text.](#)

Date: [Click here to enter a date.](#)

## Section 2 - Technical Proposal

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- 2.1. GOAL:** The Agency seeks a qualified Program Administrator. The Program Administrator will assist the Agency in meeting its mission to carry out the objectives of the Illinois Shines and Illinois Solar for All programs in accordance with Section 1-75(c) and Section 1-56(b)(2) of the Illinois Power Agency Act.
- 2.2. EXPERTISE, EXPERIENCE AND SERVICES REQUIRED:** The Agency requires services from qualified Offerors that, at a minimum, have the following experience and qualifications (in alignment with the preceding “Offeror Qualifications” Section and Section I.13).
- A. Direct previous experience managing the operation of large-scale programs to incent the development of clean energy projects or demand-side alternatives. This includes experience administering income-eligible energy programs and overseeing statewide clean energy or energy efficiency services.
  - B. Expertise in developing and/or implementing solar energy incentive programs, which includes distributed generation, community solar, and/or co-located solar plus storage resources. Development and implementation includes, but is not limited to, project development and/or financing protocols, sales models, management and accounting of renewable energy credit (“REC”) purchase and sales contract protocols and administration, and experience with Renewable Portfolio Standard (“RPS”) compliance rules and protocols.
  - C. Adequate resources to perform and fulfill the required functions, including operational resources to process an estimated 30,000 initial project applications per year, as well as a comparable number of project energization applications.
  - D. Proven experience managing, updating and reporting program data, including the tracking and reporting of key performance indicators and metrics, writing program manuals, standard operating procedures and protocols, and developing internal and external communications.
  - E. Experience implementing consumer protection requirements, including upholding program participant compliance, consumer complaint management and resolution, sensitivity to culturally and socio-economically diverse participants, and adequate legal resources to assist in the prevention and resolution of customer or vendor complaints.
  - F. Ability to conduct on-site inspections of installed photovoltaic systems across Illinois for safety and compliance with program requirements.
  - G. Expertise in assessment and evaluation of third-party documentation and compliance plans (e.g., land use permits, project labor agreements, MWBE certifications, Certified Transcripts of Payroll).
  - H. Expertise in designing and maintaining public-facing websites and client portals, including backend, frontend, and API development. This includes the collection, review, management, and storage of developer, customer, and project data; some of which may be personal identifiable information, confidential or highly confidential requiring special controls and archiving.
  - I. Expertise in administering programs that: (1) serve income-eligible residential housing, non-profit organizations, or public entities; (2) serve and/or actively engage with income-eligible or environmental justice communities; and, (3) clearly support the successful incorporation of diversity, equity, and inclusion considerations and goals into program design and implementation.
  - J. The absence of a conflict of interest and inappropriate bias for or against potential program participants or the affected electric utilities. All actual, potential, and/or perceived conflicts should be disclosed in response to this Request for Qualifications.

## Section 2 - Technical Proposal

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- K. Experience organizing, managing and maintaining voluminous and diverse records and data sets including complying with statutory or similarly prescriptive record retention policies and official record requests.

The Program Administrator, with input from the Agency, will be required to complete, at minimum, the following ongoing tasks to ensure compliant administration of Illinois Shines and Illinois for Solar for All.

- Administration and Oversight
  - Lead ongoing program planning, internal coordination, and management efforts to ensuring clear, efficient and effective processes and policy implementation across both Illinois Shines and ILSFA.
  - Monitor all program operations, providing the Agency and relevant stakeholders with updates on program activity. This includes conducting regularly scheduled meetings to discuss program operations and market conditions.
  - Develop, maintain, and report on key performance indicators (“KPI”) and key metrics to the Agency; including providing quantitative and qualitative insights and trending drawn from KPIs to aid in decision making, issue resolution, and program improvement.
  - Develop and maintain standard operating procedures to support the prudent and efficient operation of activities undertaken to implement and operate Illinois Shines and ILSFA programs.
  - Provide technical and policy support to the Agency for the development of new program components, requirements, and terms and conditions.
  - Coordinate with utilities and the Agency on project and contract management, including project statuses, contract updates and amendment facilitation, and invoice processing.
  - Coordinate with other state agencies, including the Illinois Commerce Commission and the Office of the Illinois Attorney General, on regulatory and program-related matters as directed by the Agency.
  - Develop disclosure forms and informational brochures for use by Approved Vendors, stakeholders, and partner organizations.
  - Submit quarterly reports to the Agency and the Illinois Commerce Commission detailing Program status, including, but not limited to, application metrics, project completion rates, REC payments, status of grassroots education efforts, and a summary of technical assistance provided.
  - Provide ad hoc support and deliverables, as required, to assist the Agency in meeting its statutory mission and regulatory requirements, including reports or updates mandated by the Illinois General Assembly or ICC Orders.



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- Approved Vendor<sup>11</sup> and Project Contract Management
  - Manage the application, approval, renewal, registration, and training processes for Approved Vendors and Designees, including Equity Eligible Contractors.
  - Maintain and update the Program Manual and all associated policies and procedures.
  - Provide technical support to Approved Vendors and Designees.
  - Manage the Illinois Shines project application review and approval process, and implementation of the project submission and batching requirements, including project eligibility verification, alignment of technical specifications and supporting project review activities; including confirmation of the payment of application fees, utilization of community solar (“CS”) scoring methodologies when evaluating and selecting CS projects, and management of application waitlists.
  - Host community solar scoring and random selection events per Program requirements for community solar projects submitted to Illinois Shines.
  - Manage the ILSFA AV application review and approval process and implementation of the project submission and batching rules, including project eligibility verification, participant eligibility verification for both income-eligible households and non-profit and public facilities, calculate project incentive values based on respective program requirements with a high level of precision, execute application of appropriate project selection protocols, and alignment of technical specifications.
  - Monitor ongoing project development status, verify project completion, process payment approvals,<sup>12</sup> and conduct on-site inspections for quality assurance purposes
  - Prepare REC delivery contracts for ICC approval and utility execution.
  - Monitor community solar subscription levels periodically and calculate REC payment adjustments as applicable.
  - Review Annual Reports submitted by Approved Vendors and verify ongoing REC delivery performance.
  - Assist the Agency in supporting ILSFA projects that promote energy sovereignty<sup>13</sup> to meet program goals. This includes providing resources to developers and potential participants and tracking ongoing ownership of energy sovereignty projects to ensure contract adherence.
  - Assist the Agency in developing and implementing special initiatives to promote program participation.
  - Develop training materials and conduct vendor training initiatives, which includes the creation of vendor training materials (guide books, presentations, and other related documents).
- Marketing, Communication, & Outreach
  - Provide information for the public through the consumer-facing Illinois Shines and ILSFA websites, including maintaining program brands, online lists of Approved Vendors, Designees, and EECs, consumer complaint and disciplinary action data, data

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<sup>11</sup> Approved Vendors are the entities that submit project applications to Illinois Shines or ILSFA and are the counterparties to REC delivery contracts. Approved Vendors can take on a number of different structures including being project developers or aggregators.

<sup>12</sup> REC contracts are with Illinois utilities (and for some ILSFA contracts, the IPA). The Program Administrator will not be responsible for processing payments.

<sup>13</sup> See Chapter 8 of the 2024 Long-Term Plan; <https://ipa.illinois.gov/content/dam/soi/en/web/ipa/documents/final-2024-long-term-renewable-resources-procurement-plan-19-apr-2024.pdf>

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- related to project applications and program capacity, and educational materials related to distributed generation and community solar.
  - Develop newsletters and announcements, and review/edit program materials, including the Illinois Solar for All Approved Vendor Manual and Illinois Shines Program Guidebook.
  - Support the Agency with ongoing stakeholder involvement and communications, including development of the list of environmental justice communities, evaluation plans, reviews of program documents and design, and materials about REC prices.
  - Conduct targeted outreach to communities and customer segments, vendors, or other parties to support Program growth and development. Such outreach may include in person and/or virtual event planning and hosting.
- Technology and Data Infrastructure
  - Maintain program websites and an online portal for Approved Vendors to submit projects and collect application fees. Online portal must be a robust system that provides a user-friendly interface and navigation for Approved Vendors, Designees, Contracting Utilities, and Agency employees through the vendor application process, Designee management, disclosure form creation, sending, and execution, project submission and curing, provides real-time access to current project status for vendors and Program staff, REC contract document generation, stores project data and application attachments, performs complex calculations based on variable project qualities, can send automated or individually drafted notices to vendors, generate contract documents based on project data and incentive calculations, and offers robust real-time reporting of project- and program-level data, including change tracking with timestamps and user identification.
  - Create and maintain a system that logs, tracks, and reports grassroots education budgets, activities, and events, with simple and user-friendly interface.
  - Develop and maintain an online dashboard displaying block status, remaining budgets, and other relevant data and information.
  - Design, develop, and implement new system capabilities to accommodate program updates or changes, including but not limited to coding for new project and category types, changes in incentive calculations, and associated updates to forms and contracts.
  - Manage, maintain, and protect program data, including information submitted by prospective and participating vendors, customer data, project specific data, and associated metadata for both IL Shines and ILSFA. This includes the ability to protect confidential data and information.
- Inter-Program Coordination
  - Provide guidance and education to Approved Vendors, community groups, local government agencies, and others on how to leverage other governmental policies (e.g. affordable housing, economic development, public finance, tax policies) to facilitate income-eligible solar projects and energy efficiency programs.
  - Act as liaison with relevant governmental agencies.
  - “[C]oordinate ... activities with entities implementing electric and natural gas income-qualified energy efficiency programs, including customer referrals to and from such

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programs, and connecting prospective low-income solar customers with any existing deferred maintenance programs where applicable.”<sup>14</sup>

- Workforce and Business Development
  - Support workforce development efforts, including facilitating Approved Vendors’ adherence to program requirements and acting as a liaison between Approved Vendors and job training organizations/programs.
  - Inform Approved Vendors of energy efficiency, weatherization, lead abatement, and other program opportunities that could provide additional benefits to income-eligible participants.
  - Facilitate “placement for graduates of Illinois-based renewable energy-specific job training programs, including the Clean Jobs Workforce Network Program and the Illinois Climate Works Pre-apprenticeship Program administered by the Department of Commerce and Economic Opportunity, along with other programs administered under Section 16-108.12 of the Public Utilities Act.”<sup>15</sup> “[D]evelop a web-based clearinghouse for information available to both job training program graduates and firms participating, directly or indirectly, in Illinois solar incentive programs.”<sup>16</sup>
  - Assist the Agency in ensuring participation of small and emerging businesses<sup>17</sup>, particularly those in income-eligible and environmental justice communities, in ILSFA.
- Equity Accountability System
  - Create and edit Minimum Equity Standard reporting forms and documents, updating to increase data integrity and efficiency.
  - Manage MES review process in a timely manner, including disciplinary process for entities that are out of compliance.
  - Oversee communication plan to the market, including webinars, resource documents, and open office hours for questions.
  - Manage review of optional compliance paths, including MES Waivers, Safe Harbor, and Corrective Action Plans.
  - Report on patterns to track the efficacy of MES requirements.
  - Manage the registration and application review of Equity Eligible Contractors, whether as Approved Vendors, Designees, or Subcontractors, and ensuring the effective management of the Equity Eligible Contractor category of Illinois Shines.
  - Administer the Advance of Capital process available to qualifying Equity Eligible Contractors allowing for leveraging REC delivery contract revenues before energization to assist with project development.
  - Manage data collection and reporting necessary for the measurement and reporting of progress across clean energy economy equity initiatives.
  - Assist the Agency and its partners with promotion of CEJA equity initiatives, including the Energy Workforce Equity Portal.

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<sup>14</sup> 20 ILCS 3855/1-56(b)(5).

<sup>15</sup> Id.

<sup>16</sup> 20 ILCS 3855/1-56(b)(5).

<sup>17</sup> See Chapter 8 of the 2024 Long-Term Plan;

<https://ipa.illinois.gov/content/dam/soi/en/web/ipa/documents/final-2024-long-term-renewable-resources-procurement-plan-19-apr-2024.pdf>

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- Consumer Protection
  - Generate and manage consumer protection-related documents, including disclosure forms for distributed generation projects and community solar subscribers.
  - Oversee Approved Vendor and Designee compliance with Program consumer protection requirements.
  - Track, investigate, and facilitate resolution for participant complaints.
  - Monitor social media related to the Programs for consumer protection issues.
  - Staff a call center to address questions and comments related to Program operations.
  - Act as the centralized source for income verification and maintain a database of program participants.
  - Review Approved Vendor marketing materials, monitor social media for misinformation, and assist in resolving issues related to Approved Vendor marketing.
  - Implement current and future consumer protection initiatives as outlined by the Agency's Long-Term Plan.<sup>18</sup>
- Grassroots Education Coordination
  - Coordinate ILSFA Grassroots Education efforts, including managing the Request for Proposals process for campaigns, contract preparation, facilitating onboarding, training selected organizations, providing ongoing support and assistance in strategy development, and reporting related metrics.

**2.3. MILESTONES AND DELIVERABLES:** The deliverables, key milestones, and supporting schedule will be based upon the capabilities of the selected Offeror and alignment with the contracts in effect for the current Program Administrators. The key milestones and dates are best estimates and may be updated in the subsequent RFP materials and based upon contract negotiations with the selected Offeror.

- 2.3.1. The Agency will work with the prospective successful Offeror to develop a detailed project plan and timetable to effectively ensure a complete transfer and stand-up of all program requirements.
- 2.3.2. Program-specific prioritization is expected to first focus on ILSFA program stand-up and second on Illinois Shines program stand-up.
  - 2.3.2.1. A transition of ILSFA-related roles and responsibilities to the selected Offeror are currently projected to occur in Summer 2026.
  - 2.3.2.2. A transition of Illinois Shines roles and responsibilities to the selected Offeror will occur by April 27, 2027
- 2.3.3. Project transition planning will begin immediately following contract execution, focusing on the development of a comprehensive project plan to stand-up necessary systems and services to support the technical aspects of the ILSFA program, critical infrastructure, and critical pathways; including but not limited to vendor portals, data exchanges and data management, continuity of support for grassroots educator and NCSP+ Connector activities, vendor application and contract management, and application, participant income verification, and contract processing. Similar planning, development, and

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<sup>18</sup> See Chapter 9 of the 2024 Long-Term Plan; Id. Note: current Consumer Protection initiatives for Illinois Shines can be found here: <https://illinoisshines.com/consumer-protection-initiatives/>.

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implementation will occur for the IL Shines program on a staggered and delayed cycle for that of the ILSFA transition activities.

2.3.3.1. Planning shall initially include collaboration with current Program Administrators as necessary to understand underlying system architecture, data types and forms, data exchange, data and information management and archiving, and processing schedules.

2.3.3.2. Additional key activities and processes will be defined for both ILSFA and then IL Shines, ensuring a transparent prioritization and process map is created to seamlessly implement transition activities as required.

2.3.3.3. Planning shall include collaboration with the Agency to identify key deliverables and critical objectives to facilitate transition and stand-up activities.

2.3.4. Provide ad hoc support as determined by the Agency from time to time.

**2.4. STAFF SPECIFICATIONS:** The Offeror must have adequate staff with the necessary skill and experience to perform the requirements specified in Sections 2.2 and Section 2.3 above in a timely and efficient manner. Please include in the Offeror Statement of Qualifications in Section 2.6 a listing and description of key staff that will be used to meet these requirements.

**2.5. OFFEROR QUALIFICATIONS:** Please refer to Section 2.2 above. For each of the Minimum Requirement items in the table below, state by entering Yes or No whether the offeror meets the minimum requirement. Failure to meet any of the requirements will automatically disqualify the Offeror.

### Minimum expertise, experience skills, and qualifications requirements:

Expertise, Skills, Experience and Qualifications Requirements	Offeror must state below whether its staff meet each Minimum Requirement by entering Yes or No
A. Direct previous experience managing the operation of large-scale programs to incent the development of clean energy projects or demand-side alternatives. This includes experience administering income-eligible energy programs and overseeing statewide clean energy or energy efficiency services	<a href="#">Click here to enter text.</a>
B. Expertise in developing and/or implementing solar energy incentive programs, which includes distributed generation, community solar, and/or co-located solar plus storage resources. Development and implementation includes, but is not limited to, project development and/or financing protocols, sales models, management and accounting of renewable energy credit ("REC") purchase and sales contract protocols and administration, and experience with Renewable Portfolio Standard ("RPS") compliance rules and protocols	<a href="#">Click here to enter text.</a>
C. Adequate resources to perform and fulfill the required functions, including operational resources to process an estimated 30,000 initial project applications per year, as well as a comparable number of project energization applications	<a href="#">Click here to enter text.</a>

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D. Proven experience managing, updating and reporting program data, including the tracking and reporting of key performance indicators and metrics, writing program manuals, standard operating procedures and protocols, and developing internal and external communications	<a href="#">Click here to enter text.</a>
E. Experience implementing consumer protection requirements, including upholding program participant compliance, consumer complaint management and resolution, sensitivity to culturally and socio-economically diverse participants, and adequate legal resources to assist in the prevention and resolution of customer or vendor complaints	<a href="#">Click here to enter text.</a>
F. Ability to conduct on-site inspections of installed photovoltaic systems across Illinois for safety and compliance with program requirements	<a href="#">Click here to enter text.</a>
G. Expertise in assessment and evaluation of third-party documentation and compliance plans (e.g., land use permits, project labor agreements, MWBE certifications, Certified Transcripts of Payroll)	<a href="#">Click here to enter text.</a>
H. Expertise in designing and maintaining public-facing websites and client portals, including backend, frontend, and API development. This includes the collection, review, management, and storage of developer, customer, and project data; some of which may be personal identifiable information, confidential or highly confidential requiring special controls and archiving.	<a href="#">Click here to enter text.</a>
I. Expertise in administering programs that: (1) serve income-eligible residential housing, non-profit organizations, or public entities; (2) serve and/or actively engage with income-eligible or environmental justice communities; and, (3) clearly support the successful incorporation of diversity, equity, and inclusion considerations and goals into program design and implementation.	<a href="#">Click here to enter text.</a>
J. The absence of a conflict of interest and inappropriate bias for or against potential program participants or the affected electric utilities. All actual, potential, and/or perceived conflicts should be disclosed in response to this Request for Qualifications.	<a href="#">Click here to enter text.</a>
K. Experience organizing, managing and maintaining voluminous and diverse records and data sets including complying with statutory or similarly prescriptive record retention policies and official record requests.	<a href="#">Click here to enter text.</a>

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- 2.6. OFFEROR STATEMENT OF QUALIFICATIONS:** Please describe Offeror's background, experience and qualifications relevant to the role of the Agency's Illinois Shines and ILSFA Program Administrator. Be sure to specifically address **each** of the eleven criteria (A-K) listed in Section 2.5. Please limit the statement of qualifications to no more than twenty (20) pages (not including resumes of key staff). Please do not submit marketing materials. The response to this section may also be included as an attachment to the response.

[Click here to enter text.](#)

**2.7. Supplemental Information:**

<p>Please provide additional information which may assist the Agency to assess the Offeror's background, experience, qualifications. Limit response to four pages. <b>Do not send marketing materials, please.</b></p>	<p><a href="#">Click here to enter text.</a></p>
<p>Please provide a brief high-level narrative of the Offeror's proposed approach including, but not limited to, sub-contractors/program partners, software platform(s) to be utilized, and how the Offeror would transition operations from the current administrator. Please limit response to four pages.</p>	<p><a href="#">Click here to enter text.</a></p>
<p>Please provide an indicative pricing estimate. The Agency will use this for informational and budget planning purposes only. Indicative pricing estimates are not binding and may be revised during the response to the RFP. Please indicate fixed (annual) costs and variable (e.g., per-project and/or per-batch) costs.</p>	<p><a href="#">Click here to enter text.</a></p>

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- 2.8. SIGNATURE OF AUTHORIZED REPRESENTATIVE:** The undersigned authorized representative of the identified Offeror hereby submits this Submittal of Qualifications to perform in full compliance with this Solicitation.

Signature of Authorized Representative: \_\_\_\_\_

Printed Name of Signatory: [Click here to enter text.](#)

Date: [Click here to enter a date.](#)