



June 3, 2019

Community Solar Clearinghouse Solutions Purchasing Pool Enrollment Agreement

Community Solar Clearinghouse Solutions (CS²) is a Program of the Metropolitan Mayors Caucus (Caucus) in partnership with The Power Bureau designed to bring the benefits of Community Solar to Caucus member municipalities and other local governments. The CS² Program will solicit competitive offers (Bidding Process) on behalf of members of the CS² program Purchasing Pool for Community Solar Subscriptions (Subscriptions) to new Community Solar assets located in Illinois. A Subscription provides monthly billing credits resulting in lower ComEd bills. If the Bidding Process is successful, then municipalities participating in the Purchasing Pool may elect to procure a portion of the electricity generated from one or more of these Community Solar assets selected through the Bidding Process for a period of up to 20 years.

1. Roles of Participants. The roles of the parties in CS² Program Purchasing Pool are described below.

A. Metropolitan Mayor Caucus. As sponsor of the CS² Program, the Caucus will represent the interests of participating municipalities and oversee the management of the Bidding Process. Specifically, the Caucus will:

1. Maintain a [CS² Program webpage](#) to communicate information about the procurement process, associated costs and benefits, educational resources and relevant timelines.
2. Collect, disseminate and manage all documents required for a municipality to enroll in the CS² Program. This will be done primarily through [Submittable](#), a web-based service through which the Village of Oak Park has Expressed Interest.
3. Collect enrollment fees from municipalities and local governments who have Expressed Interest and wish to participate in the Purchasing Pool.
4. Monitor the performance of the Program Manager (Power Bureau) to ensure the success of the Bidding Process and facilitate payment for services provided.

Contact:

Dave Bennett, Executive Director
Metropolitan Mayors Caucus
233 S. Wacker Drive, Suite 800, Chicago, IL 60606
312-201-4505, dbennett@mayorscaucus.org

Edith Makra, Director of Environmental Initiatives
312-201-4506, emakra@mayorscaucus.org

B. The Program Manager. The Power Bureau will act as Program Manager for the CS² Program under the direction of the Caucus. For the Bidding Process, the Power Bureau will provide all necessary technical analyses, supplier outreach, bid evaluation, and pricing evaluation. Specifically, the Power Bureau will:

1. Utilize a Request for Qualifications (RFQ) process to identify the most qualified Approved Vendors that are licensed by the Illinois Power Agency to sell Subscriptions.
2. Utilize a Request for Pricing (RFP) process to request and receive pricing for Subscriptions, on behalf of the Purchasing Pool from Approved Vendors that are deemed as qualified through the RFQ process.
3. Negotiate Subscription Contract terms and conditions that are preferable to municipalities participating in the Purchasing Pool to accompany pricing generated through the RFP process.
4. Provide participating municipalities with technical analysis and recommendations concerning which accounts can achieve savings with Subscriptions. See Appendix A

Contact:

Mark Pruitt
Principal, The Power Bureau
219-921-3828, markpruitt@gmail.com

C. Municipality's Role. The Village of Oak Park will:

1. Provide requested utility account and retail energy supply information to support financial analysis.
2. Identify a staff contact to administer participation in the CS² Program. Please correct contact information below, as needed.
3. Execute this Agreement and pay the enrollment fee **by August 16, 2019** to join the Purchasing Pool.
4. Evaluate the contract terms and pricing for Subscriptions resulting from the Bidding Process to determine whether to purchase Subscriptions under a separate agreement.

Staff Contact:

Mindy Agnew
Sustainability Coordinator
Village of Oak Park
(708) 358-5778, magnew@oak-park.us

2. **Enrollment Fee.** A one-time Enrollment Fee is required to enroll accounts into the Purchasing Pool to cover initial CS² Program costs. Because the CS² Program allows communities to address sustainability goals of the [Greenest Region Compact \(GRC\)](#), enrollment fees are discounted for communities that have adopted the GRC and are dues-paying member of the Metropolitan Mayors Caucus. Caucus membership is restricted to municipalities only.

According to Caucus records, the Village of Oak Park

Is a member of the Greenest Region Compact? yes

Is a dues-paying member of the Metropolitan Mayors Caucus? yes

The one-time enrollment fee for municipalities with 10 or fewer eligible small accounts is:

- GRC Communities - \$200;
- Communities that have not adopted the GRC or are not dues contributing members of the Mayors Caucus - \$400.

The one-time enrollment fee for municipalities with more than 10 eligible small accounts is:

- GRC Communities - \$500;
- Communities that have not adopted the GRC or are not dues contributing members of the Mayors Caucus - \$700.

Based on the above and 11 utility accounts recommended for inclusion in the Purchasing Pool identified in Appendix A, the Enrollment Fee for the Village of Oak Park is \$500

Please pay the enrollment fee to the Metropolitan Mayors Caucus, 233 S. Wacker Drive, Suite 800, Chicago, IL 60606; Attention: CS²

- 3. Background.** The Future Energy Jobs Act (FEJA) created new incentives for the development of renewable energy assets in Illinois – including Community Solar. Community Solar refers to solar facilities that are shared by multiple consumers (called Subscribers) who receive credit on their electricity bills for their share of the power produced by the Community Solar facility. By claiming a portion of a large solar facility, Subscribers can access the benefits of solar without installing solar panels on their own property. Additionally, Subscribers avoid up-front costs and ongoing maintenance obligations while securing lower costs with economies of scale.

Community Solar facilities funded under the FEJA are limited to 4 MW in generating capacity and are to be developed and operated by non-utility owners. The projects are partly funded by the sale of the Renewable Energy Credits (REC) generated by the Community Solar facilities to the investor-owned utilities in Illinois (ComEd, Ameren Illinois and MidAmerican Energy). The remainder of the funding to support Community Solar development comes through the sale of Subscriptions. The CS² Program seeks to buy in bulk to reduce the cost of Subscriptions, maximize on-bill credits, and thereby deliver the highest cost savings for participating municipalities.

- 4. Terms of Service.** The start date of this Agreement is upon Acceptance by the Village of Oak Park and will extend until August 31, 2019 or the date upon which final pricing resulting from the RFP process are made available by the Program Manager.

This Purchasing Pool Enrollment Agreement (Agreement) between the Village of Oak Park and the Caucus serves to include the utility accounts identified in Appendix A into the Purchasing Pool. The Caucus, through its Program Manager (the Power Bureau) will conduct a competitive Bidding Process to request and receive pricing for Subscriptions from qualified providers on behalf of municipalities participating in the Purchasing Pool. This Agreement does not obligate the Village of Oak Park enter any Subscription agreements or undertake any activities outside of those identified in this Agreement.

SIGNATURE PAGE

This agreement must be executed and returned to the Caucus on or before August 16, 2019 with the payment for the enrollment fee. Return by responding to the email sent on behalf of the Caucus through Submittable and uploading the Agreement as prompted, or directly to Edith Makra at emakra@mayorscaucus.org

Agreed and executed:

For the Village of Oak Park

For the Metropolitan Mayors Caucus

Title

Executive Director
Title

Printed Name

David E. Bennett
Printed Name

Signature

Signature

Date

Date

Appendix A

CS2 Accounts to Enroll for Village of Oak Park

Appendix B

Community Solar Subscription Opportunity Assessment for the Village of Oak Park