

**GOVERNMENT OF  
THE VIRGIN ISLANDS OF THE UNITED STATES**

**Request for Proposal – Negotiation  
Professional Services**

To: .....

Date: June 24, 2025

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RFP No. BD-25-270-2701-581

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Pursuant to 31 V.I.C. 236 (j) and Rules and Regulations thereunder issued, the Government of the Virgin Islands, hereinafter referred to as GVI, Department of Property and Procurement, shall receive proposals for the work described below. Proposals shall be received no later than **Wednesday, July 23, 2025, at 4:30 p.m.** Atlantic Standard Time.

**DESCRIPTION OF WORK:**

This Scope of Services (SOS) is the Planning and Development of an Implementation Strategy for the "Solar for All Ah We" Program on behalf of the Virgin Islands Energy Office (VIEO) in the St. Thomas/St. John and St. Croix District. Period of Performance: One (1) Year

See Scope of Work attached.

**NEGOTIATED PROCEDURES:**

The Commissioner of the Department of Property and Procurement will appoint a Selection Committee to assist in the evaluation and selection of the Contractor. Accordingly, proposals shall be reviewed and rated on the selection criteria outlined in the **"Factors For Discussions."** After reviewing and rating the proposals, the Committee will select for discussions from the firm/s or person/s **deemed to be the most highly qualified to provide the services herein required.** Discussions will be conducted with the firm or person so selected. The Committee may select to conduct discussions and/or oral presentations from the firm/s or person/s, not less than two (2) deemed to be the most highly qualified.

**FACTORS FOR DISCUSSIONS:**

Selection criteria will include **(i)** Professional qualification, registration, and general reputation of principals of the firm or person; **(ii)** the extent to which the firm or person specializes in or has provided services of a type and scope similar to the hereunder;

(iii) familiarity with the location (s) in which services will be performed; (iv) project approach and capability of meeting schedules; and (v) quality of performance on other similar projects. Proposals will be **evaluated and rated** according to the following criteria in descending order: (a) Project Approach (b) Qualifications (c) Experience (d) References and (e) Cost. The Selection Committee may, at its option, request any or all proposers to participate in on-site or virtual interviews. Note to Staff: Factors may change depending on project/ agency needs etc.

#### **NEGOTIATION:**

The Selection Committee shall recommend to the Commissioner **the highest qualified firm or person with whom a contract shall be negotiated as a result of the Committee's scores from the written proposals or discussions-oral presentations if conducted.** The Commissioner, with the assistance of the Selection Committee, shall attempt to negotiate a contract with such firm or person.

Should the Commissioner be unable to negotiate a satisfactory contract with the firm considered to be the most qualified, at a price, he determines to be fair and reasonable to the Government, negotiations with that firm will be formally terminated. Negotiations will then commence with the second most qualified, the third most qualified, or additional firms, in order of preference, and shall continue until an agreement is reached.

Lisa M. Alejandro  
Commissioner  
Property and Procurement

## INSTRUCTION TO PROPOSERS

### A. NOTICE

#### **BD-25-270-2701-581 - Planning and Development of an Implementation Strategy for the VIEO "Solar for All Ah We" Program**

Information provided in the scope of work is to be used only for purposes of preparing a proposal. It is further expected that each proposer will read the scope of work thoroughly, for failure to meet certain specified conditions may invalidate the proposal.

The Government of the Virgin Islands, herein after referred to as GVI, reserves the right to reject any or all proposals or any portion thereof and to accept the proposal deemed most advantageous to GVI. The **price** shall not be the sole criterion of awarding this project. Scope and quality of work proposed and the ability of the proposer to complete this type of project shall also be considered.

Proposers are requested to submit proposals on the basis of the scope of work. Alternative proposals recommending new features and technology other than that requested in the scope of work will receive consideration providing such new features and/or technology is clearly explained. Any exceptions to the requirements requested herein must be clearly noted in writing and be included as part of the proposal.

**Request for Information:** The information contained herein is believed to be accurate but is not to be considered in any way as a warranty. Request for additional information clarifying the Scope of Services should be directed in writing and submitted on the **Q&A tab of the solicitation in GVIBUY** via your GVIBUY vendor account accessed through the following link: <https://gvibuy.buyspeed.com/bsol/>. Last day for request for written clarification will be on **July 7, 2025 at 12:00 noon Atlantic Standard Time**.

### B. STATEMENT OF PURPOSE

To assist the Government of the Virgin Islands in meeting the requirement for the following services: **BD-25-270-2701-581 - Planning and Development of an Implementation Strategy for the VIEO "Solar for All Ah We" Program on behalf of the Virgin Islands Energy Office in the St. Thomas/St. John and St. Croix District.**

### C. PROPOSED SCOPE OF WORK

**Planning and Development of an Implementation Strategy for the VIEO "Solar for All Ah We" Program on behalf of the Virgin Islands Energy Office in the St. Thomas/ St. John and St. Croix District.**

### D. TIMETABLE

**Last Day for Written Clarification is Monday, July 7, 2025 at 12:00 noon** Atlantic Standard Time.

#### **E. SUBMISSION OF PROPOSAL**

All interested parties shall submit **one (1)** electronic copy of proposals, which are to be delivered to the Department of Property and Procurement via the vendor's GVIBUY account no later than **Wednesday, July 23, 2025 at 4:30 p.m.** Atlantic Standard Time accessed through the following link: <https://gvibuy.buyspeed.com/bsol/>.

Proposers should review and validate their quotes for accuracy before pressing the **"Submit Quote"** tab. The Summary tab at the top of the screen is where proposers will review the information entered on their quote and submit to the Government, Department of Property and Procurement. Once the Bid Open Date has been reached, the Government, Department of Property and Procurement will open and review all quotes received. Quotes must be submitted in advance of the Open Bid Date. Any quote not submitted by the Open Bid Date is considered unsubmitted and **will not** be considered for evaluation. To submit the quote, follow steps 1 through 4 below.

1. Review the information and ensure all of the submitted data is correct. If there are errors, Quotes can be withdrawn and resubmitted, but it is good practice to ensure Quotes are comprehensive before submitting.
2. Once all information has been validated, scroll to the bottom of the screen and click **Submit**.
3. A popup appears asking if you want to submit the Quote. Click **OK** to confirm.
4. The screen refreshes. Your quote is now submitted.

**Note:** Quotes may be withdrawn by clicking the **Withdraw Quote** button on the same screen.

#### **F. WITHDRAWALS OF PROPOSAL**

A proposal may be withdrawn at any time prior to the time specified as the closing time for acceptance of proposals. However, no proposal shall be withdrawn or canceled for a period of thirty (30) days after said closing time for acceptance of proposals, nor shall the successful provider withdraw, cancel or modify the proposal, except at the request of GVI after having been notified that GVI has accepted proposal.

#### **G. INTERPRETATION OF SPECIFICATIONS**

If any person contemplating submitting a proposal requires clarification of any part of the scope of work, he/she may submit to the GVI a written request for an interpretation thereof via the **Q&A tab of the solicitation in GVIBUY**. GVI will not respond to questions received after the above established date. The person submitting the request will be responsible for its prompt delivery. Any interpretation of the scope of work will be made in writing to all prospective providers. Oral explanations will not be binding.

## H. CONSIDERATION OF PROPOSAL

The Commissioner of Property and Procurement shall represent and act for GVI in all matters pertaining to the scope of work and contract in conjunction therewith. **This RFP does not commit GVI to the award of a contract or pay of any cost incurred in preparing and submitting proposals in anticipation of a contract. GVI reserves the right to reject any or all proposals and to disregard any informality and/or irregularity in the proposal when, in its opinion, the best interest of GVI will be served by such action.** Proposals failing to provide some of the items in the scope of work shall not be rejected per se, but any deviations from the scope must be clearly noted.

## I. ACCEPTANCE OF PROPOSALS

GVI will notify in writing acceptance of one of the proposals. Failure to provide any supplementary documentation to comply with the respondent's proposal may be grounds for disqualification.

## J. CONTENTS OF PROPOSAL

The following is a list of information to be included in the written proposal. The documents listed under this section are required for submission of a proposal in response to this RFP. Current Documents may be uploaded in the vendor's GVIBUY profile and, once current, do NOT need to be resubmitted. Failure to comply with any requirement as outlined will adversely affect proposer(s) rating score.

1. Organization:
  - a. Introductory letter about the respondent:
    - i. Name, address, email, and telephone numbers.
    - ii. Type of service for which individual/firm is qualified.
  - b. Provide a list of staff available for the project (Local & Off-Territory) to include key personnel, an organization chart and expertise of staff/personnel
  - c. Current Business License or state register for the services being advertised. All proposers bidding as a Joint Venture must be licensed as a Joint Venture in the US Virgin Islands
  - d. Current trade name registration certification; if applicable
  - e. Certificate of Good Standing dated July 1, 2024
  - f. Articles of Incorporation (For Corporations) or Articles of Organization for (LLC's) or Statement of Qualification (Limited Partnerships), if applicable.
  - g. Corporate Resolution or equivalent identifying the person who is authorized to act for the respondent with respect to this RFP.
2. Sub-Contractors(If you are not utilizing a subcontractor, please state that within your proposal):

- a. Provide listing of Sub-Contractors that shall be retained for this project including phone numbers.
  - b. Provide what percentage of work will be sub-contracted.
3. Project Experience:
  - a. Provide a list of projects performed within the last three (3) years. Include a brief description of the work performed and cost of each project.
  - b. Provide a list of projects currently being performed. Include a brief description of the project and percentage completed.
4. Project Approach:
  - a. The respondent applying to this solicitation will describe how you will approach this project and availability to perform the services requested.
5. References Letters: 3 letters minimum related to the projected being solicited. To obtain maximum allotted points, each letter must:
  - a. Include information about past performance on similar project from authorized representative; and
  - b. Include a working telephone number; and email address to be contacted
6. Proof of Sam.Gov registration that reflects the expiration date.
7. **Cost Proposal *must* be included in proposer's proposal. Provide a detailed breakdown of total cost within the period of performance.**

#### **K. CONFLICT OF INTEREST**

A proposer filing a proposal hereby certifies that no officer, agent, or employee of GVI has a pecuniary interest in this proposal or has participated in contract negotiations on behalf of GVI; that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other Proposer for the same request for proposals; the respondent, is competing solely on its own behalf without connection with, or obligation to, any undisclosed person or firm.

#### **L. ACCEPTANCE OF CONTRACT TEMPLATE AND OTHER TERMS AND CONDITIONS**

By submitting a proposal in response to this RFP, the respondent agrees to accept the boilerplate terms and conditions of the Government's standard Professional Services Contract, a copy of which is attached to this RFP, if the respondent is selected for award.

#### **M. BID PROTESTS**

The Contracting Officer shall consider all protests or objections to the award of a contract, within ten (10) calendar days after receipt of a notice of award/non-award. Protest(s) of award shall be submitted in writing to the Contracting Officer and shall be handled in a

manner to be determined by the circumstances. The Contracting Officer will provide a written response to each protest received within the time allotted for receipt of protests. Protests must be addressed to the Commissioner of Property and Procurement in writing and submitted to: [debrief\\_protest@dpp.vi.gov](mailto:debrief_protest@dpp.vi.gov).

#### **N. DEBRIEFING**

The Government shall provide written notice to all offerors advising them of the selection or non-selection of their bid. Debriefings may be performed orally, or in writing upon written request received by an offeror within three (3) days of the Government's notification about the outcome of the solicitation. An offeror that was notified of exclusion from the competition, that fails to submit a timely request, is not entitled to a debriefing. The Government shall establish the time when the debriefing shall occur and will be carried out in the manner, requested by the offeror and allowed by the Government. At a minimum, the debriefing information shall include: (1) The Government's evaluation of the offeror's bid/proposal; (2) offeror's cost or price (including unit prices) and technical rating, if applicable of the successful offeror and debriefed offeror, and past performance information on the debriefed offeror; (3) Summary of the rationale for award and (4) Reasonable responses to debriefers responsiveness and responsibility. The debriefings shall not include point-by-point comparison of the debriefed offeror's bid/proposal with those of other offerors and shall not reveal any information prohibited by disclosure such as: (i) Trade secrets; (ii) privileged or confidential manufacturing processes and techniques; (iii) commercial and financial information that is privileged or confidential, including cost breakdowns, profit, indirect cost rates, and similar information; and (iv) the names of individuals providing reference information about an offeror's past performance. Requests for debriefing must be addressed to the Commissioner of Property and Procurement in writing and submitted to: [debrief\\_protest@dpp.vi.gov](mailto:debrief_protest@dpp.vi.gov).

#### **O. MANDATORY LIST OF REQUIRED SUPPORTING DOCUMENTS TO CONTRACT WITH GOVERNMENT OF THE VIRGIN ISLANDS**

1. See Attached.

THE DOCUMENTS IN THE ATTACHMENT WILL BE REQUIRED FOR APPROVAL OF THE CONTRACT WITH THE SUCCESSFUL RESPONDENT.

[mandatory list of required supporting documents to contract with government of the virgin islands 19.pdf](#)



# GOVERNMENT OF THE UNITED STATES VIRGIN ISLANDS

## VIRGIN ISLANDS ENERGY OFFICE

2 Estate Carlton, Suite 3, FREDERIKSTED, VI 00840 | PHONE: 340.713.8436 | FAX: 340.772.0063  
4000 Nisky Center VI 00802 | PHONE: 340.714.8436 | FAX: 340.776.1914 WEB: [WWW.ENERGY.VI.GOV](http://WWW.ENERGY.VI.GOV) |  
EMAIL: [KYLE.FLEMING@EO.VI.GOV](mailto:KYLE.FLEMING@EO.VI.GOV)



### OFFICE OF THE DIRECTOR

June, 11<sup>th</sup>, 2025

### **Virgin Islands Energy Office – Solar For All – Program Planning RFP Scope of Work**

The State of Virgin Islands Energy Office (VIEO) is requesting proposals from individuals or entities to assist the VIEO with planning & and developing an implementation strategy for the VIEO Solar for All Ah We Program (Program) to advance the clean energy economy in the Virgin Islands.

The successful Offeror(s) shall have demonstrated expertise in clean energy program administration, project oversight, and inspections, shall be experienced in solar energy development, able to facilitate a community-inclusive process to educate households and stakeholders on the costs and benefits of solar and battery energy storage and provide technical assistance in the development of solar energy projects. The successful Offeror(s) shall provide education, outreach, project development, team coordination, or technical assistance to administer the Program. The customers for these services shall include low to moderate-income households in single- or multi-family housing units. The successful Offeror(s) will have the ability to communicate effectively with Customers and will coordinate with VIEO's Distributed Energy Technology division. Offerors are encouraged to respond to individual tasks that align with their area of expertise or with a focus on specific populations.

### **Section 2. BACKGROUND INFORMATION**

VIEO provides services to plan and implement statutorily required state and federal clean energy programs. VIEO's programs are aligned to promote a clean energy future. Earlier this year, VIEO was awarded a grant from the U.S. Environmental Protection Agency to develop a Solar for All Program to expand the number of low-income and disadvantaged communities that have access to affordable solar energy. The Program also has additional goals of expanding the clean energy economy in the Virgin Islands and developing the workforce. Successful administration of the program shall result in households across the Virgin Islands owning, in whole or in part, solar energy resources that lead to a 20% or more reduction in utility bills.

To maximize program dollars, Virgin Islands' Program shall prioritize funding for community solar & associated storage or rooftop solar & associated storage. In addition, VIEO aims to help coordinate the offering of a mix of grants and low-interest loans to low-income families for onsite solar and enabling upgrades (e.g., roof repair, panel upgrades) as needed. VIEO expects to release a second RFP to manage the direct program financial assistance (i.e., grants and debt financing) for Customers.





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### Section 3. SCOPE OF WORK

The successful Offeror(s) shall assist VIEO with all aspects of the One-Year Planning Period for the VI Solar for All Program to expand access to solar & associated energy storage for Low to Moderate-income households across the Virgin Islands by completing the tasks defined below:

1. The primary task of the offeror of this RFP is to assist the VIEO in completing the revised SFA Workplan, Quality Management Plan, and Finalized Timeline and Budget for those plans associated with EPA-funded Solar For All (SFA) program.
  - a. The successful Offeror shall support the VIEO through successful approval of the SFA Workplan & Budget, Quality Management Plan, and Quality Assurance Plan by the EPA.
  - b. The Successful offer will assist in the development of program planning activities for both Rooftop Solar & Associated Storage and Community Solar & Associated Storage programs funded under the VIEO Solar for All award.
    - i. **The Community Solar Program**
    - ii. The Community Solar Program planning & design will require comprehensive design effort to fulfill the Scope of Work as a result of the Virgin Islands' nascent policy landscape surrounding community solar. SOW Activities related to designing the community solar program are as follows:
      - A. Establish a timeline with milestones of planning, public engagement, and final program design.
      - B. Assisting VIEO with establishing an appropriate host site-specific system sizing to ensure a minimum of 51% of community solar production benefits are directed to community solar subscribers.
      - C. Perform financial planning and evaluation to determine expected costs of the community solar projects.
      - D. Develop & Present pricing options for consideration, including a customer subscription model for the community solar program.
      - E. Perform site evaluation(s) with VIEO staff.
      - F. Study the impacts of interconnection with VIWAPA distribution system.
      - G. Determine Grid isolation strategies to allow adjacent communities energy resilience benefits available from Micro-Grid services the community solar farm and associated storage can provide.
      - H. Perform initial engineering activities for the solar array & associated energy storage.



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### iii. Rooftop Solar Program

- iv. The Virgin Islands rooftop solar market is mature as result the scope of work relative to the planning effort will be focused on development of affordable & accessible financing and grant products can be effectively deployed within the Virgin Islands. SOW Activities related to designing the community solar program are as follows:
  - A. Design financing product options: Based on the market survey, build out a strawman for grant and loan program design options for rooftop solar & storage intended to be deployed on existing single-family & multi-family homes.
  - B. Develop a template of available financing options for different types of Customers.
  - C. In coordination with VIEO, develop stacking guides, frequently asked questions, and other communications/outreach for Customers regarding other incentives and financing.
2. Assist the VIEO in the revision of its SFA Workplan as it pertains to Federal/EPA rules and regulations and requirements, including quality assurance/monitoring and evaluation.
  - a. The offeror shall provide support services for updating the workplan & budget and ensure compliance with updated EPA guidance.
    - i. The offer will draft language to be included in the various sections of the revised workplan to be submitted to EPA.
  - b. The Offeror shall support the development processes and program rules for engaging with contractors, coordination with outreach and other programs, grid interconnection, and technical assistance.
  - c. Complete other deliverables necessary for the success of the task of support in accessing incentives and financing that are agreed upon with VIEO during the contract.
3. Develop an implementation program design & timeline for VIEO's two SFA programs
  - a. Community Solar Programs
  - b. Rooftop Solar Programs
    - o The successful Offeror(s) shall assist the VIEO with crafting the Program implementation plan. This includes helping shape sessions for public comments and requests for information. The Program implementation plan shall include, but is not limited to:
      - o Develop standard operating procedures and associated controls for administering the Program.



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- The process for soliciting and choosing community solar projects and engaging and providing oversight for contractors and community solar project developers.
  - Manage & design coordination with outreach and education specialists.
  - Provide Guidance on how to manage long-term operation and maintenance for projects, how to verify income/eligibility, and the process for assuring community benefits and other program metrics.
    - Technical and financial assessment: evaluate projects for technical feasibility and ability to ensure utility savings for households. Revise & iterate the existing Virgin Islands Energy Office Solar Savings Calculator to estimate utility cost savings to ensure at least 20% savings for participants.
  - Assist in implementation plans related to Davis Bacon, Buy American, and other federal regulations.
  - Develop eligibility guidance specific to households within the Virgin Islands to participate in the program.
  - Work with the Financial Program Manager(s) to stack financial resources beyond direct financial assistance through the Solar for All Program.
5. Assist in identifying staffing and technology needs for program implementation.
- Assist the VIEO in developing the Implementation & Administration RFP for SFA programs.
6. Support the development and implementation of a public/community and potential participants Outreach and Engagement Plan.
- Contribute to VIEO's large-scale program public education & advertising campaign and provide graphic design support for education materials related to the program.
  - Help organize & host informational meetings with utility, neighborhoods, and multifamily (MF) building owners.
  - The successful bidder shall develop educational materials and communicate with Customers about the benefits of solar, energy storage systems (ESS), and virtual power plants.
    - i. Help design and develop informational presentations for community meetings as well as other outreach activities.
  - Provide regular updates on metrics and outreach statistics to VIEO.



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- Complete other deliverables necessary for the success of the task of education and outreach that are agreed upon with VIEO during the contract.

7. Assist in the development of the Quality Assurance Plan and other EPA data collection data verification, and reporting requirements.

8. Facilitating Workforce Development Activities: The successful Offeror(s) shall contribute to the Program workforce development strategy based on the workforce capacity and gaps within the state.

- a. Successful Offeror(s) may be tasked with completing the following deliverables:
  - Provide input and assist in the design of the Program workforce development strategy.
  - Facilitate implementation of the strategy as appropriate and directed by VIEO
  - Complete other deliverables necessary for the success of the task of facilitating workforce development activities that are agreed upon with VIEO during the contract.

9. Assist with compliance and reporting design for both of VIEO SFA programs.

10. Support the VIEO in developing program impact measurement design for both SFA programs.

11. Meet on an agreed-upon cadence with VIEO Program Team to share program updates and progress on the tasks in this Scope of Work. Attend EPA-coordinated Webinars, Workshops, and Informational Sessions related to GGFR Solar For All Program.

### Section 4. PROPOSAL CONTENTS

Proposals must contain sufficient information to provide VIEO with a thorough description of Offeror's qualifications to accomplish the activities described in the Scope of Work. All proposals should be in electronic PDF format in single-spaced. The proposal MUST contain, at a minimum, all listed items in the sequence indicated and be organized in the following format.

4. Letter of transmittal that:
  - a. Identifies the name, title, telephone and fax numbers, and e-mail address of the person authorized to negotiate the contract on behalf of the Offeror(s);
  - b. Explicitly indicate acceptance of the terms and conditions of this RFP and its evaluation factors;
  - c. Acknowledges receipt of all amendments to this RFP if applicable; and
  - d. Signed by the person authorized to contractually obligate the Offeror(s).

B. A table of contents.

C. A deliverables-based budget for each Task that the Offeror includes in their proposal.

D. A statement of financial stability or an equivalent document from a financial institution showing financial stability.



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E. Up to three written narratives of past relevant projects or experiences as it relate to the SOW. These narratives must show the name of the project, client, length of the project, cost/budget and schedule control, name of the project manager. The written narratives must show a record of past performance with respect to such factors as control of costs, quality of work, and ability to meet schedules and challenges; how the project shows expertise and experience in working in the Southwestern US.

F. A narrative on how the SOW shall be achieved, the narrative shall include a discussion that may address the following, including but not limited to:

- i. Overall strategy for ensuring efficient and effective implementation of the Solar for All Program;
- ii. Communication strategies with stakeholders and potential applicants;
- iii. Plans for addressing potential challenges that may arise during implementation;
- iv. How to ensure equitable access for low to moderate-income communities;
- v. Plan for tracking and reporting on progress and quality control measures & impacts;
- ix. Indicate key personnel, specific roles and experience, Professional Seal/Certificate Number; identify lines of authority and limits of capacity of each member of the team, delineate roles of subconsultants, if any.